

Chichester District Council



Chichester District Council

Retention Guidelines

Table of Contents

Paragraph		Page no.
Part 1	Establishment of the Guidelines	3
1.1.0	Scope of the Guidelines	3
1.2.0	Limitation of Scope	3
1.3.0	Objectives of the Retention Guidelines	3
1.4.0	Transfer of Records to Archival Storage	4
1.5.0	Enactment of Standard for a Local Authority	4
1.6.0	Destruction of Records	5
1.7.0	Standard Operating Procedure (SOP)	5
1.8.0	Reviewing the Schedule	6
Part 2	Explanation of Retention Guideline Headings	7
2.1.0	Reference number	7
2.2.0	Function	7
2.3.0	Function description	7
2.4.0	Retention action	7
2.5.0	Examples of records	7
2.6.0	Notes	7
2.7.0	Glossary of terms	8
Part 3	The Disposal Guidelines	9
Part 4	Index	9

1. Establishment of the Guidelines

1.1.0 Scope of the Guidelines

- 1.1.1 These Retention Guidelines have been issued to support Chichester District Council in the areas of Data Protection, Freedom of Information and the Local Government Act.
- 1.1.2 The Guidelines were developed to reflect an understanding of the administrative processes that give rise to record creation. This is intended to make the Guidelines independent of any particular format of record that might be historically created (e.g. card, register) or media (e.g. paper, electronic) and prolong the Guideline's period of application.
- 1.1.3 The Guidelines are intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes
- 1.1.4 Records sentenced for destruction under the Guidelines may be destroyed in accordance with the provisions of the Guideline. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.
- 1.1.5 Chichester District Council should hold notification of the records destroyed in accordance with the Guidelines on its behalf. See Section 9 for how long these should be kept
- 1.1.6 Records for permanent preservation should be archived.

1.2.0 Limitation of Scope

- 1.2.1 This Guideline should only be used by Chichester District Council for the disposal of common functional and housekeeping records as described in the Guideline. It should be taken as a baseline for CDC to interpret and apply appropriately in accordance with local practice.

1.3.0 Objectives of the Retention Guidelines

- 1.3.1 The aims of the Guideline are to:
- Assist in identifying records that may be worth preserving permanently as part of Chichester District Council's archives
 - Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
 - Provide consistency for the destruction of those records not required permanently after specified periods

- Promote improved Records Management practices within local government.

1.4.0 Transfer of Records to Archival Storage

- 1.4.1 Local authorities wishing to transfer permanent records to archival custody should contact the Archivist/Local History Officer at the appropriate County Record Office/Archive for further information on transfer procedures. The collection policies of individual archives vary; the identification of classes of records here as suitable for archives are for guidance only.
- 1.4.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met.
- 1.4.3 Records identified in this schedule as 'permanent' are to be archived. The responsible Officer may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the Guideline. The sample may be random, selective or purposeful.
- 1.4.4 Records no longer required for administrative use may still retain sensitive information. The relevant Officer should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information legislation and the authorities policy.

1.5.0 Enactment of Standard for Chichester District Council

- 1.5.1 As there is no legal basis for the enforcement and support of these Guidelines, Chichester District Council needs to ensure that the actions shown in the Guidelines are ratified internally.
- 1.5.3 This Retention and Disposal Schedule has been authorised by the Director of Corporate Resources

1.6.0 Destruction of Records

- 1.6.1 Whenever there is the possibility of litigation the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.
- 1.6.2 When records identified for disposal in the Guideline are destroyed, a register of these records needs to be kept. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

1.7.0 Standard Operating Procedure (SOP)

- 1.7.1 There are some records that do not need to be kept at all; Standard operating procedure defines types of records which staff may routinely destroy in the normal course of business. However, the retention and disposal schedule must still contain reference and instructions referring to them.
- 1.7.2 SOP usually applies to information that is duplicated, unimportant or only of short-term facilitative value. Unimportant records or information include:
- 'with compliments' slips
 - catalogues and trade journals
 - telephone message slips
 - non-acceptance of invitations
 - trivial electronic mail messages or notes that are not related to agency business
 - requests for stock information such as maps, plans or advertising material
 - out-of-date distribution lists.
 - Working papers which lead to a final report
- 1.7.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered.
- 1.7.4 SOP should not be applied to records or information that can be used as evidence – to prove that something happened. If you are in doubt about what information is required consult the legal unit.
- 1.7.5 All of these may be destroyed by standard operating procedure that should be part of any ISO 9000 system if applicable.

1.8.0 Reviewing the Schedule

This Guideline prescribes minimum and permanent retention periods.
This guideline will also be reviewed at regular intervals.

Part 2. Explanation of Retention Guideline Headings

This Retention Guideline is divided into sections of administrative functions that are undertaken by Chichester District Council.

2.1.0 Reference number

2.1.1 The function or entry reference number provides citation and ease of reference.

2.2.0 Function

2.2.1 The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

2.3.0 Function Description

2.3.1 The Schedule provides notes that define each function in terms of related activities.

2.3.2 The Schedule may also include instructions or guidelines relating to weeding, sampling disposition provisions, information on duplication of record content in other classes and cross-references to other entries within the Schedule.

2.4.0 Retention Action

2.4.1 This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.

2.5.0 Examples of Records

2.5.1 This section provides common examples of the type of records included within the particular function..

2.6.0 Notes

2.6.1 This indicates if the retention action is common practice or statutory

2.7.0 Glossary of terms

2.7.1 Closure

Destroy 'x' years from closure. A record / file is closed when it ceases to be active. After closure, no new papers / information should be added to the record. Triggers for closure of a file include: reaching an unmanageable size; covering a period of 'x' years or more; no records added for 'x' period of time; no action taken after 'x' period of time.

2.7.2 Closure Period

Specified period of time during which the record is subject to restrictions on provision of access to staff and /or the public. May be dictated by statutory requirements or by the Council's policy. Any closure period would comply with current legislation on access to local government information – including Data Protection and Freedom of Information.

2.7.3 Common Practice

Standard practice followed by Officers who are members of the Records Management Society.

2.7.4 Last Action

Destroy 'x' years after last action. Date of most recent amendment / addition / deletion of information.

2.7.5 Permanent

Records which must be kept indefinitely (or for approximately 100 years) for legal and/or administrative purposes, and/or are of enduring value for historical research purposes and so suitable for transfer to the authority's archive or place of deposit.

Part 3 The Disposal Guidelines - Contents

Ref No.	Description	Page No.
1	Financial Services	11
2	Customer Accounts (Sundry Debtors)	16
3	Council Tax	17
4	Housing and Council Tax Benefits	20
5	Former General Rates	22
6	National Non Domestic Rates	23
7	Building and Development Control	25
8	Building Services	29
9	Estates	31
10	Land Charges	38
11	Car Parks and CCTV	39
12	Member Services	41
13	Elections	43
14	Communities Team	44
15	Community Careline	45
16	Housing Needs	46
17	Corporate Policy	49
18	Cultural Services	50
19	Information Technology	64
20	Public Relations and Communications	65
21	Personnel	66
22	Environmental Health – Housing	74
23	Environmental Protection	76

24	Commercial and Public Safety	78
25	Contract Services	80
26	Legal	82
27	Environmental Strategy Unit	86
28	Policy and Projects Unit	89
29	Economic Development	91
30	Customer Services	92

RETENTION GUIDELINES OF DOCUMENTS

1. Financial Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.1	Reporting:			
1.1.1	Process that consolidates financial transactions on annual basis for corporate reporting purposes	Permanent Destroy after 6 years	Consolidated Annual Reports Consolidated Financial Statements working papers Statement of Financial Position Operating Statements General Ledger	Common Practice
1.1.2	Process that supports and consolidates financial transactions on periodic basis, superseding those from previous period.	Destroy once administrative use completed	Consolidated Monthly/ Quarterly Reports Consolidated Monthly/ Quarterly Financial Statements Working papers for above Monthly Accrual Statements Cash Flow Statements Creditor/Debtor listings and reports	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.2	Financial Transactions Management:			
1.2.1	Management of approvals process for Purchasing	Destroy after 6 years	Appointments/Delegations Audit Investigations Arrangement for provision goods/Services Purchase Orders	Statutory
1.2.2	Identification for receipt, expenditure and write offs of public monies	Destroy after 6 years	Allowances, work orders, invoices, credit card statements, cash books, receipts, chq counterfoils, bank statements, subsidiary ledgers, journals, vouchers	Statutory
1.2.3	Processes that balance and reconcile financial accounts	Destroy after 6 years	Reconciliations - Creditors - Investment - Banking - Payroll - Mortgage Summaries of Accounts	Common practice
1.2.4	Taxation Records	Destroy 6 years after end of financial year	Taxation records Allowances Tax records - leased car cash alternatives etc	Statutory

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.3	Payroll:			
1.3.1	Accountable processes	Destroy after 6 years after end of financial year	Authority sheets Payroll deduction Payroll disbursement Employee pay records Employee Taxation	Statutory
1.3.2	Non Accountable	Destroy after admin use completed	Employee pay reports	Common practice
1.4	Budgets and Estimates:			
1.4.1	Process of Finalising annual budget	Permanent	Annual Budget Book	Common practice, only final version of budget needs to be kept
1.4.2	Process of Developing annual budget	Destroy after 2 years	Draft budgets Departmental budgets Draft Estimates Council Tax calculation report	Common practice
1.4.3	Reporting which examines budget in relation to Revenue income and expenditure	Destroy after subsequent budget adopted	Quarterly Statements	Common practice
1.4.4	Budgeting for Capital expenditure and receipts	Destroy after 2 years	Quarterly Statements Draft budgets Draft receipt estimates	Common practice
1.4.5	Strategic Capital Planning	Destroy after 6 years	Capital Strategy Content Sheet	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.5	Loans:			
1.5.1	Borrowing money to perform functions	Destroy 7 years after loan has been repaid	Loan files	Statutory
1.5.2	Management of loans	Destroy 10 years after loan has been repaid/redeemed	Loans registers	Common practice
1.5.3	Mortgages	Destroy 10 years after mortgage has been repaid/redeemed	Mortgage agreements	Statutory
1.6	Lending:			
1.6.1	Borrowing money to perform functions	Destroy 7 years after loan has been repaid	Loan files	Statutory
1.6.2	Management of loans	Destroy 10 years after loan has been repaid/redeemed Destroy after 7 years	Loans registers Treasury Management Reports	Common practice
1.6.3	Strategic Treasury Management Planning	Destroy after 7 years	Treasury Management Strategy	Common practice

Ref.	Function Description	Retention Action	Examples of Records	Notes
1.7	Insurances:			
1.7.1	Management of Claims	Permanent Destroy after 5 years	Claims Register Insurance Contracts Policy Documents Renewal Document Self Funding Records - as detailed under management of claims	Statutory
1.7.2	Management of claims	After settlement: Destroy after 4 years Destroy after 4 years Destroy after 7 years	Settlement Documents: Claims correspondence, accident reports and any other relevant correspondence : Type of Claim: Insurance Claims (Fire) Insurance Claims (Motor Vehicles) Insurance Claims (Public/Employers Liability)	Any claims or potential claims involving minors retain all correspondence until 3 years after their 18th birthday.

2. Customer Accounts (Sundry Debtors)

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.1	Financial Transaction, Accounts and Audit:			
2.1.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Control Summaries • Cash Details and Transactions 	
2.2	Customers Personal Account Details:			
2.2.1	Details of individual accounts and payments	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Computerised information 	
2.3	Customers Correspondence:			
2.3.1	The administration of customer's accounts	Destroy 4 years after administrative use is completed	<ul style="list-style-type: none"> • Invoice Requests • General Correspondence • Refunds • Write – Offs 	

3. Council Tax

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.1	Valuation List (1993):			
3.1.1	List of all banded dwellings	Permanent	<ul style="list-style-type: none"> Valuation list of Banded Property Schedules of Changes in Valuation Bands 	
3.2	Statutory Returns:			
3.2.1	Detailed information required by Central Government	Retain for a minimum of 7 years	<ul style="list-style-type: none"> Council Tax Base (CTB1) Quarterly Returns of Council Taxes and Rates (QRC's) 	
3.3	Tax Base Calculation:			
3.3.1	Used as a base for the calculation of council tax within each valuation band	Retain for a minimum of 7 years	<ul style="list-style-type: none"> Detailed Summary of calculation Associated working papers 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.4	Financial Transactions, Accounts and Audit:			
3.4.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Control Account summaries at year end • Cash and Transaction details • Write – Off schedules 	
3.5	Taxpayers Personal Account Details			
3.5.1	Details of individual accounts and payments	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Computerised information 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.6	Council Taxpayers Correspondence:			
3.6.1	The administration of personal council tax accounts	Destroy 4 years after administrative use is completed	<ul style="list-style-type: none"> • Registration Documents • Appeals • Applications for Discounts • Applications to be Disregarded • Applications for Exemption • General Correspondence • Recovery Information_– Summonses, Liability Order administration, Attachment of Earnings/Benefits • Refunds • Insolvency, Bankruptcy information • Write – Offs 	
3.7	Complaints and Liability Orders issued by the Magistrates Court:			
3.7.1	Related to the recovery process for council tax defaulters	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Signed Documents authorising legal action relating to outstanding debt 	

4. Housing and Council Tax Benefits

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.1	Statutory Returns:	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Subsidy Claim (MPE720A) • Subsidy (Initial and Mid Year Estimates) • Various Returns to the Department of Work and Pensions 	
4.2	Benefits Anti-Fraud Strategy and Benefits Prosecution Policy:	Permanent		
4.3	Financial Transactions, Claimants Records and Audit:			
4.3.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Control Summaries • Payment transactions 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.4	Claimants Personal Details:			
4.4.1	The administration of Housing and Council Tax Benefits	Destroy 2 years after administrative use is completed	<ul style="list-style-type: none"> • Application Forms/Details • Copies of Personal Documents • Reviews • General correspondence • Appeals 	

5. Former General Rates

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.1	Rating Valuation List (1963)	Permanent	<ul style="list-style-type: none">• Valuation List• Directives for Valuation Changes	
5.2	Rating Valuation List (1973)	Permanent	<ul style="list-style-type: none">• Valuation List• Directives for Valuation Changes	

6. National Non Domestic Rates

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.1	Rating List (1990) List of Rated Hereditaments	Permanent	<ul style="list-style-type: none"> • Valuation List of Rated assessments • Schedules of changes in Rating Assessments 	
6.2	Statutory Returns Detailed information required by Central Government	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • NNDR1 • NNDR3 	
6.3	Financial Transactions, Accounts and Audit The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Control Account Summaries at year end • Cash and Transaction details • Write – Off schedules 	
6.4	Ratepayers Personal Account Details Details of individual accounts and payments	Retain for a minimum of 7 years	<ul style="list-style-type: none"> • Computerised information 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.5	<p>Ratepayers Correspondence The administration of Ratepayers Accounts</p>	Destroy 4 years after administrative use is completed	<ul style="list-style-type: none"> • Registration Documents • Applications for Reliefs • Applications for Exemptions • General correspondence • Recovery Information – Summonses, Liability Order administration • Refunds • Tax Certificates • Insolvency, Bankruptcy information • Write Offs 	
6.6	<p>Complaints and Liability Orders issued by the Magistrates Court Related to the recovery process for rate defaulters</p>	Retain for a minimum of 7 years	Signed Documents authorising legal action relating to outstanding debt	

7. Building & Development Control

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.1	Development Control Advice:			
7.1.1	Preliminary Enquiries	Permanent	Image – Gen	Currently Exempt
7.1.2	Letters / Plans of Enquiry i.e Do I need planning permission for an extension? Has my tree got a TPO?	Electronically scanned with a PBC reference number		Currently Exempt
7.1.3	Planning Application Processing			Statutory
7.1.4	Planning Applications	Permanent – However only last 5 years kept as hard copy. 1948-1992 Microfilm 1993 → Captured electronically		
7.1.5	Various types of application i.e Full, Householder, Listed Building Consent, Trees Advertisements etc.	Electronically scanned with a planning application number. General Correspondence destroyed after 4 weeks (hard copies)	Planning Application File Image – Gen CDC Website	Statutory

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.1.6	Plans			
7.1.7	Decisions			
7.1.8	Planning Appeals	Permanent		Statutory
7.1.9	Appeal Documents	Electronically Scanned with application number	Planning Application File Image – Gen CDC Website	
7.1.10	Statements of Evidence	Electronically Scanned with application number	Planning Application File Image - Gen CDC Website	
7.1.11	Inspectors Decision	Electronically Scanned with application number	Planning Application File Image - Gen CDC Website	
7.1.12	Planning Enforcement	Permanent (hard copies of general correspondence destroyed after 4 weeks)	Hard copy file until closed and then available electronically. Not in CDC website as exempt	Statutory
7.1.13	Investigation Files	Permanent (hard copies of general correspondence destroyed after 4 weeks)	Application File Image - Gen	*Exempt from Public*

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.1.14	Files Investigating Breaches of Planning Control	Permanent (hard copies of general correspondence destroyed after 4 weeks)	Application File Image – Gen	
7.1.15	Planning Reception	Permanent	Statutory Registers	Statutory
7.1.16	Planning Registers	Permanent		
7.1.17	Parish Based Register i.Statutory Register of Applications Received ii.Decision Notice and any Related Appeal Decision	Replaced when Decision is made		
7.1.18	O/S Based Plotting Sheet	Permanent	Plotting Sheet	Statutory
7.1.19	All Planning Applications and TPO's Reference Numbers marked onto Plotting Sheet for reference to public			
7.1.20	Listed Building Register	Permanent		Statutory

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.1.21	All Buildings that are listed divided into 3 areas: i.Chichester District ii.Midhurst District iii.Petworth District These give details of Listing, Date Listed and Description		Listed Building Register	
7.1.22	Tree Preservation Register	Permanent	TPO Files	Statutory
7.1.23	Details of all TPO'S in Parishes / Date Order			
7.1.24	Enforcement Register	Permanent	Enforcement Register	Statutory
7.1.25	Building Control	Permanent		Statutory
7.1.26	Building Regulation Applications	Hard copies destroyed once projects are completed and details are recorded and scanned in IDOX		*Exempt from Public*
7.1.27	Plan Checking to make sure all plans / calculations comply with current Building Regulations Approved Documents		Building Regulations Application File IDOX	
7.1.28	Statutory and on-going site inspections leading to completion		Building Regulations Application File, Site Inspection notes on Uniform system and Image-Gen	

8. Building Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.1	Management – all other buildings and estates	Retain for life of property or building (CDM – legal liability)	Building Manuals to include: Project Specifications/Bill of Quantities Plans Certificates of Approval (Planning/Building Control/Fire) Collateral Warranties Consultants Warranties Contractor Design Warranties	Common practice For asbestos see health and safety under general public services
8.2	The action process involved in the development and renovation of property.	Legal/contractual liability Contracts underhand – 6 years Contracts under seal – 12 years Otherwise 7 years after conclusion of work that original tender refers.	Work Orders Tender documents Conditions of Contract	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.3	The activity of providing municipal services in relation to Infrastructure within the authority	Destroy 5 years after last action	Street files Street Records	Common practice
8.4	Coast protection	2 years after replacement.	Shoreline Management Plan	Common practice
8.5	Land drainage	10 years	Bye-Laws	Common practice

9. Estates

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.1	Property and Land Management			
9.1.1	Asset Management Plan – Annual Strategic Council document, designed to assist Members and officers in support of the delivery of the Council’s objectives through property	3 years	Asset Management Plan document	
9.1.2	Departmental Asset Management Plans Covering issues relating to the retention of property to meet Council objectives	5 Years	New Document	Replaces Property Strategy document for 2005 onwards

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.1.3	Reports to Management on overall property of the Local Authority	Permanent Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> ● Consolidated Property & Buildings Annual Reports ● Summary of leased property ● Summary of Local Authorities owned property ● Site register ● Register of leases 	Common Practice
9.1.4	Asset Management Plan – a Strategic Council document designed to assist Members and officers in support of delivery of the Council's objective	Permanent Transfer to Place of Deposit after administrative use is concluded	The Asset Management Plan Loose Leaf Folder	Common Practice
9.1.5	Land Terrier Holds an up-to-date record of all Council owned land	Retain for ownership of property and at least 12 years thereafter	<ul style="list-style-type: none"> ● Plans ● Textural data ● Property Summary Reports 	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.1.6	Departmental Asset Management Plans Covering issues relating to review, action plans and an understanding of why property is held	Transfer to a place of deposit after use is concluded	<ul style="list-style-type: none"> Report of departmental objectives & properties required to meet needs 	New document for 2006
9.2	Property Acquisition and Disposal			
9.2.1	Disposal	<p>Destroy 15 years after all obligations/entitlements are concluded.</p> <p>Offer material re major/significant properties to Archivist for review.</p>	<p>Legal documents relating to the sale.</p> <p>Particulars of sale documents.</p> <p>Board of Survey</p> <p>Tender documents</p> <p>Conditions of contracts</p>	Common Practice.
9.2.2	Marketing particulars for disposal sites.	Keep for up to one year after sale/let.	Particulars of properties for disposal.	Common Practice.
9.2.3	Management of the acquisition (by financial lease or purchase) process for real property	<p>Retain for life of property or building plus 12 years.</p> <p>Offer material re major/significant properties to Archivist for review.</p>	<p>Plans</p> <p>Title Deeds</p> <p>Terms of Acquisition</p> <p>Particulars of property</p> <p>Building Survey</p>	Common Practice.

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.2.4	Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations/entitlements are concluded	Legal documents relating to the sale Particulars of sale documents Board of Survey Tender documents Conditions of Contracts	Common Practice
9.2.5	Marketing Particulars for disposal sites	Keep for up to 1 year after sale/let	Particulars of properties for disposal	Common Practice
9.3	Tendering			
9.3.1	The process of tendering for services funded by or for the Council.	Destroy 2 years after contract let or not proceeded with.	Expressions of interest	Common Practice
9.4	Contracts			
9.4.1	The process of developing and settling terms of contracts with other persons or organisations.	Destroy 6 years after last action.	Contracts for services	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.5	Tender evaluation			
9.5.1	Deciding between tenders submitted to the Council	Ordinary contracts – destroyed 6 years after terms of contract expire Unsuccessful tenders – destroy 1 year after start of contract	Evaluation criteria Successful tenders Unsuccessful tenders Contract documents Amended contract documents	Statutory
9.6	Post Tender negotiations			
9.6.1	The Process of negotiating elements of a contract after a preferred tender is selected	Destroy 1 year after terms of a contract have expired	Clarification of contract documents Post tender minuted negotiations	Common Practice
9.7	Property Development and Renovation			
9.7.1	The Process of Managing and undertaking renovations and development of property			

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.7.2	Management <ul style="list-style-type: none"> Buildings and estates of 'special interest' 	Permanent. Offer to Archivist Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Project specifications Plans Installation Manuals Certificates of Approval 	Common Practice
9.2.3	Management <ul style="list-style-type: none"> All other buildings and estates 	Retain for life of property or building	<ul style="list-style-type: none"> Project specifications Plans Installation Manuals Certificates of Approval 	Common Practice For asbestos see health and safety under general public services
9.7.4	The action process involved in the development and renovation of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> Work orders Tender documents Conditions of Contract 	Common Practice
9.7.5	Marketing particulars for St James vacant units	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice
9.7.6	Marketing particulars for Plot 12 Terminus Road	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice
9.7.7	Marketing particulars – Retail	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice
9.7.8	Marketing particulars – Traders' Market	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice
9.7.9	Marketing Particulars - Offices	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice
9.7.10	Marketing particulars – Kiosks	2 years after letting	<ul style="list-style-type: none"> Disposal particulars 	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.8	Lease and Occupancy			
9.8.1	The process of managing leased property	Destroy 15 years after the expiry of the Lease	<ul style="list-style-type: none"> ● Lease Agreements ● Rental expenditure authorities ● Valuation queries ● Applications for leases, licences and rental revision 	Common Practice
9.8.2	The process of managing the occupancy of the property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> ● Requests for works, cleaning etc 	Common Practice

10. Land Charges

Ref No.	Function Description	Retention Action	Examples of Records	Notes
10.1	Conveyance			
10.1.1	Local Land Charges Entries Local Land Charge Register affecting land or property	Permanent	Local Land Charge Register.	Statutory
10.1.2	Results of Local Search	Destroy after 10 years from date of Search Result	Con 29 (Enquiries before Local Authorities) LLC1 Local Land Charges Register Legal Documents revealed in search result.	Statutory

11. Car Park and CCTV

Ref No.	Function Description	Retention Action	Examples of Records	Notes
11.1	Car Parks			
11.1.1	Car Park Strategy	Reviewed annually and updated	District Wide Parking Strategy 2005-2010	
11.1.2	Car Parks Leaflet	Reviewed when parking charges are increased		
11.1.3	Car Parks Charter	Reviewed annually and updated		
11.1.4	The District Council of Chichester (Off-Street Parking Places) Order 1989	Reviewed when parking charges are increased		
11.1.5	Audit information on sale items at Car Parks Office	Keep for 2 financial years and then disposed securely	Season Ticket Stubs Income Sheets Excess Charges Assorted paperwork to provide Audit Trail	
11.2	CCTV			
11.2.1	Chichester District Council - CCTV Code of Practice	Reviewed when necessary		
11.2.2	CCTV Annual Report	Superseded after 1 year		
11.2.3	CCTV Operational Records	5 years and then dispose	Incident Sheets Tape Request Forms	
11.2.4	CCTV recordings	Erased after 28 days		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		unless required to support an on-going investigation		
11.2.5	Photographs from CCTV tapes	Securely disposed after 28 days unless required for intelligence gathering		
11.3	Residents Parking Scheme			
11.3.1	Audit information on sale of items at Car Parks Office for WSCC	Keep for length of contract and then dispose securely	Personal details Sale item lists Weekly payments to WSCC Monthly recharge to WSCC	Current contract expires 31.10.07

12. Member Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
12.1	Council and Committee Meetings			
12.1.1	The process of preparing business for Council consideration and making the record of discussion debate and resolution.	Permanent maintained in Strong-room or transfer to County Record Office after administrative use has been concluded.	Council Minutes, Agendas, business papers, Council Notice Papers and Proceedings, Indexes, Committee Minutes, Registers of Delegation to Committees,	Common Practice
12.1.2	Minute Taking	Destroy once the minutes have been confirmed	Draft, rough Minutes and Notes of Meetings.	Common Practice
12.1.3	Registers of Members Interests	Retain while member is a member of the Council, but remove information where member no longer has the interest. Destroy when member ceases to be a member of the Council (otherwise than transitorily on re-election or re-appointment)		Section 29 Localism Act 2011
12.1.4	Members' expenses claims	Retain for Six years; then destroy		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
12.2	Legal Orders and related documents	For the sealed orders: Permanent maintained in Strong-room after administrative use has been concluded. Supporting correspondence: As listed below	Article 4 Directions Car Parking Orders Public Path Orders Revocation and Modification Orders Temporary Road Closure Orders Tree Preservation Orders	
12.2.1	Article 4 Directions	Retain indefinitely		
12.2.2	Car Parking Orders	Retain for one year after the life of the Order, then dispose of		
12.2.3	Public Path Orders, whether made under the Town & Country Planning Acts or Highways Act.	Retain for one year from confirmation of the Order, then dispose of		
12.2.4	Revocation and Modification Orders Under the Town & Country Planning Acts	Retain for Six years from confirmation of the Order, then dispose of		
12.2.5	Temporary Road Closure Orders	Retain for one year from the date of the closure, then dispose of		
12.2.6	Tree Preservation Orders	Retain for one year from confirmation of the Order, then dispose of		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
12.3	Complaints and Compliments (Audit)			
12.3.1	The management of complaints and compliments which result in significant changes to policy or procedures	Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Common Practice
12.3.2	The management of detailed responses on Council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Common Practice
12.3.3	The management of routine responses on Council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed Material • Form Letters 	Common Practice

13. Elections

Ref No.	Function Description	Retention Action	Examples of Records	Notes
13.1	Elections and Electoral Registration			
13.2	Preparation			
13.2.1	Summary certification of those eligible to vote – annually prepared	Permanent Retained for 20 years and offered to Archivist after that time	Electoral Register	Common Practice
13.2.3	Voting (local elections only)	Destroy 6 months from close of poll	Ballot Papers and all election documents	Statutory
13.2.4	Postal and Proxy voting forms	Destroyed 6 months after cancellation	Forms	Common Practice
13.3	Results			
13.3.1	Declaration of Results (local elections only)	Information retained for 20 years	Consolidated returns of votes received	Statutory
13.4	Electoral Registration			
13.4.1	Electoral Registration Forms and Rolling Registration Forms	Destroyed annually	Canvass forms	Common Practice

14. Communities Team

Ref No.	Function Description	Retention Action	Examples of Records	Notes
14.1	Communities Team			
14.1.1	Strategies/Policies/Audits	Keep for 3 years after document is replaced	Respect 2 – young people Consultation Community Safety	Common Practice
14.1.2	Application forms	Destroy after 3/5 years from receipt	Voluntary sector (3) Community Halls (5) Youth Initiatives (3) Concessionary Fares (3)	Common Practice
14.1.3	Application Criteria	Destroy 3 years after being updated	Voluntary grants Community halls Youth initiatives	Common Practice
14.1.4	Reporting forms/diaries	Destroy after 5 years from date issue was resolved	Racist incidents Anti-social behaviour SNAP Tenancy Support	Common Practice
14.1.5	Information/publicity material	Destroy 2 years after lifespan or update of material	Concessionary fares leaflet SNAP flyers/posters Newsletters Anti-social behaviour guide Domestic Violence poster/card	Common Practice

15. Community Careline Service

Ref No.	Function Description	Retention Action	Examples of Records	Notes
15.1	Voice Recording.	All recordings are retained for 1 year.	On tapes.	This is a requirement of the ASAP Code of Practice.
15.2	Hard copies of clients' data sheets no longer required.	4 years on site.	Paper information forms.	There is no audit direction on this matter.
15.3	Invoice request for individuals.	Attached to hard copies. Retained for 4 years.	Paper forms.	No audit direction.
15.4	Current data forms.	On site filing system.	Paper forms.	
15.5	Referrals, faults, collection, VAT forms.	All attached to individual data.	Paper forms.	Requirements of Charter Mark and ASAP Code of Practice.
15.6	Compliments, complaints.	Filed in separate folders.	Paper forms.	
15.7	Data information on computer.	Removed immediately when no longer required.	On database.	Meets requirements of Data Protection Act.

16. Housing Needs

Ref No.	Function Description	Retention Action	Examples of Records	Notes
16.1	Housing			
16.1.1	Partnership, Agency & External Meetings	Destroy after 2 years	Minutes, associated notes	Common Practice
16.1.2	The process of preparing business for partnership & agencies' consideration and making the record of discussion, debate and resolutions where the LA owns the record	Destroy after 5 years unless continues to affect the relationship between the Council, its partners or agents	Agendas, minutes, supporting documents etc	Common Practice
16.1.3	Strategies/Policies/Audits Activities that develop strategies, procedures, etc.	5 Years	Housing Strategy Homeless Strategy	Common Practice
16.1.4	Statutory Returns – preparing information to be passed onto central Government	Destroy after 7 years	Reports to central Government	Common Practice
16.1.5	Enquiries and Complaints	5 Years	Register	Common Practice
16.1.6	Complaints directed to Council via Ombudsman	5 Years	Homeless	
16.1.7	Children/Adult Protection Procedures – process involving and assessing vulnerability	5 Years	Care conference notes Referral Forms	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
16.1.8	Housing Provision – the process of the allocation and management of welfare of housing by the Local Authority and the associated issues of homelessness. The registration of individual housing applications	12 months after closure	Shared Ownership Forms Homeless Forms Application Forms Council Housing Register Homeless Licences, Etc.	Common Practice
16.1.9	Information/Publicity material	Destroy after 2 years or after each update	Affordable housing in Chichester R.D.G.S. form Better care/higher standards Temporary Housing Guide to the Foyer	Common Practice
16.1.10	The Process for managing leased property	Destroy 5 years after the end of the lease	Lease Agreements Rental Expenditure Maintenance	Common Practice
16.1.11	Registered Social Landlord Partnership Information	Destroy after 2 years	RSL Submissions and returns, performance information	Common practice
16.1.12	RSL Key Scheme Work documents	Destroy 5 years after completion of scheme	Funding agreements, Planning obligations, Nomination agreements	Common practice
16.1.13	RSL Scheme Work correspondence	Destroy 12 months after completion	Notes of meetings, letters, emails, information on housing need and required mix and tenure of units	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
16.1.14	General correspondence with government departments, quango and regional bodies, including surveys, questionnaires, and other miscellaneous correspondence	Destroy after 3 years	RSL bidding information, consultation exercises	Common practice

17. Corporate Policy

Ref No.	Function Description	Retention Action	Examples of Records	Notes
17.1	Corporate Planning and Policy			
17.1.1	Activities that develop policies, procedures, strategies and structures for the Local Authorities.	Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> • Corporate Plan • Community Strategy • Best Value Performance Plan 	Common Practice
17.1.2	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 5 years from closure		Common Practice

18. Cultural Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.1	Arts Development	Permanent to Arts and Heritage development Manager, updated annually	<ul style="list-style-type: none"> • Arts Directory • Arts Organisation Database 	Common Practice
18.2	Heritage development	Permanent to the Heritage Development Officer	Past Matters	Common Practice
18.3	Museums	Permanent to the Museum Curator Keep until out of date	<ul style="list-style-type: none"> • Museum Publications • Visitor Information • Archaeology Catalogue • Talks, events, walks • Exhibitions • Education Programme 	Common Practice Common Practice Common Practice Common Practice Common Practice
18.3.1	Strategies/Policies	Permanent – to be archived once they are no longer in current use	Collections Policy	Common Practice
18.3.2	Internal administration – non-Collection			
18.3.2.1	Reporting forms	Destroy forms after 5 years from date issue was resolved	Incident Reports Racist incidents Anti-social behaviour	Common Practice
18.3.2.2	Museum diaries	Permanent	Annual Museum diary	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.2.3	Data information on computer.	Removed immediately when no longer required.	On database.	Meets requirements of Data Protection Act. Stored on CDC Intranet
18.3.3	Internal administration – non-Collection			
18.3.3.1	Internal records of Museum buildings	Permanent	Plans Records of building repair	Common Practice
18.3.3.2	Internal records of Museum equipment	Dispose of five years after equipment has been disposed of	Records of old Museum photocopier.	Common Practice
18.3.3.3	Booking-in of volunteers, contractors and others	Dispose of after 1 year	Visitors' signing-in book.	Common Practice
18.3.3.4	Volunteer applications info for successful applicants	Dispose of 5 years after volunteer has left the Museum	Volunteer application forms References for volunteers	Common Practice
18.3.3.5	Volunteer applications info for unsuccessful applicants	Dispose of applicant's personal information after application has been refused; retain copy of refusal letter for files for 5 years	Volunteer application forms References for volunteers	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.3.6	Museum Health & Safety – completed documentation	Permanent – risk assessments and other documents to be archived once they are no longer in current use	Risk Assessments Asbestos Register	Common Practice
18.3.3.7	Booking out of Museum keys	Dispose of key book one year after final entry	Guildhall key book	Common Practice
18.3.3.8	Equality Monitoring	Dispose of after 1 year	Equality Monitoring sheets	Common Practice
18.3.4	Children & Young People			
18.3.4.1	Educational correspondence – routine correspondence to and from schools	Dispose of at end of academic year	Letters to and from schools with routine info – eg loan box lists, etc “thank you” letters (retain selected examples for archive)	Common Practice
18.3.4.2	Educational correspondence – Non-routine matters	Permanent	Letters regarding specific people or topics	Common Practice
18.3.4.3	Under-18 work experience and volunteers – administrative documents	Retain for 5 years after the student or volunteer has left the Museum	Work Experience forms	Common Practice
18.3.4.4	Work experience exercises	Dispose of after the work experience attachment unless reqd for later use	Gallery questionnaire	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.4.5	School loans	Dispose of school loans booking information one year after they have been used for statistical purposes	School loans booking forms	Common Practice
18.3.4.6	Parental consent for participation in children's events	Retain for 5 years after the event	Consent forms for Children's events	Common Practice
18.3.5	Exhibitions, Events, Outreach, Enquiries and Publications			
18.3.5.1	Public bookings	Dispose of at end of calendar year	Bookings forms Bookings Register	Common Practice
18.3.5.2	Information/publicity material produced by the Museum	Retain at least one example for Collection	Museum leaflets Museum posters	Common Practice Museum Collection
18.3.5.3	Text and research notes for exhibitions and publications	Review every 2 years and dispose of material that is no longer relevant	Exhibition labels Working notes on historical topics	Common Practice
18.3.5.4	Museum- General information	Permanent to the Museum Curator Keep until out of date	<ul style="list-style-type: none"> • Museum Publications • Visitor Information • Museum Collections Catalogues • Talks, events, walks • Exhibitions • Education Programme 	Common Practice Common Practice Common Practice Common Practice Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.5.5	Public Comments – documentation	Dispose of after 1 year, when have been used for statistical, etc. info	Events Comments Sheets Gallery Comments Sheets	Common Practice
18.3.5.6	Written public enquiries, and Museum replies, in hard copy format	Permanent	Enquiries about local archaeology or history	Common Practice
18.3.5.7	Museum general correspondence	Review every seven years and dispose of material that is no longer relevant	General correspondence relating to exhibitions	Common Practice
18.3.6	Museum Collection			
18.3.6.1	Documentation for museum collection-type items entering or leaving the Museum's custody.	Permanent	Entry and Exit Forms Correspondence Photographic and Oral History Consent forms	Common Practice
18.3.6.2	Documentation relating to items that become part of the Museum's Collection	Permanent	Accession Registers Old record cards MODES database	Common Practice
18.3.6.3	Oral history recordings	Permanent – Museum Collection	Interviews conducted for specific projects, eg relating to WW2	Common Practice
18.3.6.4	Photographs	Permanent Review all images before transfer to Collection	Historic photographs, negatives & digital images. Photographs of Museum exhibitions and events	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.7	All Areas Duplicated, unimportant or short-term documentation	Dispose of items as soon as they are no longer needed	Compliments slips Catalogues and trade journals Telephone message slips or forms Routine correspondence relating to invitations, courses, etc. Trivial electronic mail messages. Notes unrelated to Museum or Council business Requests for stock information (unless financial) Out-of-date distributions lists Leaflets, posters and programmes of events for other organisations	Common Practice – Standard Operating Procedure

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.3.8	Museum Financial Records	Retain for 7 years	Shop stock records Guildhall daysheets	Common Practice
18.4	Recreation grants and Loans	Retain for 5 years	<ul style="list-style-type: none"> • Grants under £500 • Grants over £500 • Rural Playgrounds Application Form • Small Grants Application Form • Large Grants Application Form • Grants Criteria Forms 	<p>Common Practice</p> <p>Common Practice</p> <p>Common Practice</p> <p>Common Practice</p>
18.5	Foreshores	<p>Retain for 7 years.</p> <p>Dispose of records after this time unless report involves a minor (up to 18 years old), pass these records to CDC Insurance Officer for retention</p>	<ul style="list-style-type: none"> • Inspection Logs 	Common Practice

<p>18.8</p>	<p>Parks and Open Spaces</p>	<p>Permanent to Officer Retain for 7 years. Dispose of records after this time unless report involves a minor (up to 18 years old) pass these records to CDC Insurance Officer for retention</p> <p>Permanent to Officer</p> <p>Permanent to Officer</p> <p>Permanent to Officer</p> <p>Permanent to Officer</p> <p>Permanent to Officer</p>	<ul style="list-style-type: none"> • Accident Incident Reports • Risk Assessment Forms • Tree Inspection Survey • Byelaws • Hire of land information pack • Pitch booking forms (football/rugby/ cricket) 	<p>Common Practice</p> <p>Common Practice</p> <p>Common Practice</p> <p>Common Practice Common Practice</p> <p>Common Practice</p>
<p>18.9</p>	<p>Tourism Marketing</p>	<p>Retain until Out of Date</p> <p>Retain until Out of Date</p> <p>Retain until Out of Date</p>	<ul style="list-style-type: none"> • Attractions Leaflet • Accommodation Guide • Booklets/Leaflets from English Tourism Council 	<p>Common Practice</p> <p>Common Practice</p>

Ref No.	Function Description	Retention Action	Examples of Records	Notes
18.10	Tourist Information Centres: Chichester, Midhurst, Petworth, Selsey	Retain until Out of Date Retain until Out of Date Retain until Out of Date Retain until Out of Date	<ul style="list-style-type: none"> • CDC Literature • Regional Literature • Local attraction Leaflets • Sussex Live Website • Publications • Entertainment Leaflets • Chichester Live Website • Chichester Web 	Common Practice Common Practice Common Practice Common Practice Common Practice Common Practice Common Practice Common Practice
18.11	Strategies	Retain until Out of Date Transfer to place of Deposit after use Retain until Out of Date Transfer to place of deposit after use	<ul style="list-style-type: none"> • Play Directory • Culture: A Vital Ingredient of Life; Cultural Strategy • Prospects for Leisure and Tourism, a Strategy for Quality of Life and Local Economy 1998-2003; Leisure and Tourism Strategy 	Common Practice Common Practice Common Practice

19. Information Technology

Ref No.	Function Description	Retention Action	Examples of Records	Notes
19.1	The IT infrastructure of the Council	Destroy after administrative use is concluded. See contracts for retention policy on IT contracts.	Supplier material	
19.2	Data Protection	Destroy 1 year after conclusion	Request for information	

20. Public Relations and Communications

Ref No.	Function Description	Retention Action	Examples of Records	Notes
20.1	Media Relations			
20.1.1	Process of interaction with the media	Destroy 3 years from closure	<ul style="list-style-type: none"> ▪ Press Releases 	Common Practice
20.1.2	Press Cuttings	Five years.	<ul style="list-style-type: none"> • Press cuttings 	Common Practice
20.1.3	Media Analysis Reports	Permanent		This holds copies of all newspaper cuttings
20.1.4	Emergency Planning Media Strategy	Two years after expiry		
20.1.5	Council Magazine	Permanent		Hold no more than three copies of each edition
20.1.6	Welcome Pack	6 months after expiry	Booklet	
20.2	Marketing			
20.2.1	Promotional Material for events	One year		Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
20.3	Internal Communications			
20.3.1	In-house news bulletin	One year		Hold no more than three copies of each edition

21. Personnel

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.1	Personnel administration			
21.1.1	<p>Summary management systems that allow the monitoring & management of employees in summary form.</p> <p><u>Note: The summary information that this record class attempts to capture is:-</u></p> <p>Name – full name Date of birth Date of appointment / leaving Work history details Post details Titles & dates held National Insurance number Reason for leaving</p>	<p>Permanent. Offer to Archivist for review. Transfer to Place of Deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Starters/Leavers Register • Agency Staff Register • Registers of Personnel Files 	
21.1.2	<p>The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements.</p> <ul style="list-style-type: none"> • Records containing superannuation information 	<p>Termination + 7 years</p>	<ul style="list-style-type: none"> • Medical Clearance • Letter of appointment • Letter of acceptance • Statement of Particulars • Assigned Job Description • Probation reports • Medical examinations • Personal particulars • Educational qualifications • Personal relationships & Interests Declarations 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.1.3	<ul style="list-style-type: none"> Records relating to staff working with children 	Termination + 25 years		
21.1.4	<ul style="list-style-type: none"> All other records 	Termination + 7 years		
21.2	Employee and Industrial Relations			
21.2.1	Identification & development of significant directions concerning employee relations matters	Permanent. Offer to Archivist for review. Transfer to Place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> Generic agreements and awards Negotiations Disputes Claims lodged 	
21.2.2	Liaison processes of minor and routine employee relations matters	Destroy 5 years after administrative use is concluded.	<ul style="list-style-type: none"> Trade union files 	
21.2.3	Processing of Capability, Disciplinary and Absence Management investigations where proved.	Formal Written Warning (Caution) – 6 to 18 months. Final Written Warning (Caution) – 18 to 24 months. The above Warnings / Cautions to be disregarded in relation to disciplinary matters after the relevant time has 'spent'.	<ul style="list-style-type: none"> Disciplinary Capability Absence Management 	Under no circumstances would Warnings Involving Children or Health and Safety be removed from personal files.

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.3	Equalities in Employment			
21.3.1	The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equalities policies and guidelines.	Destroy 5 years after action completed		
21.4	Occupational Health			
21.4.1	The process of checking and ensuring the health of staff.	Termination + 7 years	<ul style="list-style-type: none"> • Health questionnaire • Medical clearance • Adjustment to work place • Restrictions • Recommendations 	
21.5	Recruitment			
21.5.1	The selection of an individual for an established position	Destroy 1 year after recruitment has been finalised for unsuccessful candidates.. For successful candidate, termination + 7 years.	<ul style="list-style-type: none"> • Advertisements • Applications • Referee reports • Interview reports • Unsuccessful applicants 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.6	Staff Monitoring			
21.6.1	Performance	Termination + 7 years	<ul style="list-style-type: none"> • Probation reports • Performance appraisals 	
21.6.2	Process of monitoring staff leave and attendance.	Termination + 7 years if in personal file. If retained by line manager, destroy a maximum of 3 years after action completed.	<ul style="list-style-type: none"> • Jury service • Study leave • Special and personal leave • Flexitime sheets • Leave applications • Annual leave 	
21.7	Staff Retention			
21.7.1	Financial reward strategy	Destroy 7 years after action completed		
21.7.2	Other strategy	Destroy 7 years after action completed		
21.8	Termination			
21.8.1	The process of termination of staff through voluntary redundancy, dismissal and retirement.	Destroy 7 years after termination	<ul style="list-style-type: none"> • Resignation • Redundancy • Dismissal • Death • Retirement 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.9	Training and Development			
21.9.1	Routine staff training processes, not occupational health and safety or children related.	Termination + 7 years	<ul style="list-style-type: none"> Course individual staff assessment 	
21.9.2	<ul style="list-style-type: none"> Training (concerning children) 	Termination + 25 years	<ul style="list-style-type: none"> Course individual staff assessment training register 	
21.9.3	<ul style="list-style-type: none"> Training (occupational health and safety training) 	Destroy 50 years after training completed if asbestos, chemical or other hazardous materials related. Otherwise Termination + 7 years	<ul style="list-style-type: none"> OH&S training register 	
21.9.5	<ul style="list-style-type: none"> Training (materials) 	Destroy 1 year after course is superseded		
21.9.6	<ul style="list-style-type: none"> Training (proof of completion) 	Termination + 7 years	<ul style="list-style-type: none"> Certificates Awards Exam results 	
21.10	Appointments of Statutory Officers			

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.10.1	Summary management systems that allow the monitoring & management of statutory officers in summary form.	Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> Data Protection Officer 	
21.10.2	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Termination + 7 years		
21.10.3	The appointment of an individual for a statutory position.	Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> Appointment Files 	
21.10.4	The process of selection of an individual for a statutory position	Destroy 1 year after date of appointment	<ul style="list-style-type: none"> Vacancies & applications records Interview notes Registers of applicants Unsuccessful applications records 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.11	CRB Disclosures			
21.11.1	The process of obtaining where appropriate Criminal Records Bureau (CRB) disclosures for staff members to ensure satisfactory clearance.	Existing staff: Destroy each CRB disclosure document after disclosure periodically renewed. Leavers: Destroy 7 years after termination		
21.12	Gifts & Hospitality Register			
21.12.1	Gifts and hospitality offered to staff must be recorded in the Gifts & Hospitality Register in each service. Each service must ensure that they have 4 years of the register available for inspection.	Destroy 4 years from date of hospitality or of offer of gift (but not before).		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
21.13	Payroll:			
21.13.1	Accountable processes	Destroy after 6 years after end of financial year	Authority sheets Payroll deduction Payroll disbursement Employee pay records Employee Taxation	Statutory
21.13.2	Non Accountable	Destroy after admin use completed	Employee pay reports	Common practice

22. Environmental Health – Housing

Ref No.	Function Description	Retention Action	Examples of Records	Notes
22.1	<p><u>Renovation Grants</u></p> <p>Includes information on the various types of grant available</p>	<p>Grant policy is reviewed annually; new guidance provided and old guidance destroyed.</p> <p>Advisory leaflets on assistance available</p>	<p>Summary of grant policy</p> <p>DFG leaflet Housing Renewal Assistance leaflet</p>	<p>Good Practice</p> <p>Good Practice</p>
22.2	<p><u>Houses in Multiple Occupation</u></p> <p>Includes information for owners and occupiers of HMO's and student houses</p>	<p>Policy for various types of accommodation is reviewed periodically</p> <p>Advisory leaflets for owners and occupiers are produced periodically</p>	<p>Standards for Bedsit accommodation</p> <p>Student houses: A Tenant Guide</p>	<p>Good Practice</p> <p>Good Practice</p>
22.3	<p>Energy Efficiency</p> <p>Includes information on how to improve energy efficiency of dwellings</p>	<p>Energy Efficiency Enabling Initiative reviewed annually; new guidance produced and old guidance destroyed</p> <p>Leaflets on other schemes updated as appropriate</p>	<p>Energy Efficiency Enabling Initiative</p> <p>HECA Leaflets</p>	<p>Good Practice</p> <p>Good Practice</p>

Ref No.	Function Description	Retention Action	Examples of Records	Notes
22.4	<p>Home Safety</p> <p>Includes information on ways in which home safety can be improved</p>	<p>In house initiatives reviewed annually and documents updated as appropriate</p>	<p>Under fives equipment schemes</p>	<p>Good Practice</p>

23. Environmental Protection

Licensing

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	Premises Licenses and Permits (Gambling Act 2005)	Permanent until closed	<ul style="list-style-type: none"> • Permits • Licences • Correspondence 	Common Practice
	Lotteries (Gambling Act 2005)	Permanent until closed	<ul style="list-style-type: none"> • Permits • Correspondence 	Common Practice
	Caravan Site Licensing (Caravan Sites and Control of Development Act 1960)	Permanent record	<ul style="list-style-type: none"> • Licences • Correspondence 	Common Practice
	Premises Licences (Licensing Act 2003)	Permanent until closed	<ul style="list-style-type: none"> • Licences • Correspondence 	Statutory
	Personal Licences (Licensing Act 2003)	Destroy 10 years after closure	<ul style="list-style-type: none"> • Licences • Correspondence 	Statutory
	House to House Collections Register (House to House Collections Act 1939)	Permanent record	<ul style="list-style-type: none"> • Register 	Common Practice
	Licensed Motor Salvage Operators / Scrap Metal Dealers Register (Scrap Metal Dealers Act 1964 / Vehicle Crime Act 2001)	Permanent record	<ul style="list-style-type: none"> • Register 	Common Practice
	Street Collection Permits (Local Government)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Permits 	Common Practice

	Miscellaneous Provisions Act 1982)			
	Taxi Licenses (Town and Police Clauses Act /	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Drivers / Operators Licences • Vehicle Licences 	Common Practice

Environmental Protection

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	Environmental Permits (Environmental Permitting Regulations 2010)	Permanent until closed	<ul style="list-style-type: none"> • Permits • Correspondence • Permit register 	Statutory
	Animal Welfare Licensing (Animal Boarding Establishments Act 1963 / Zoo Act 1981)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Permits • Correspondence 	Common Practice
	Contaminated Land Register	Permanent record	<ul style="list-style-type: none"> • Register 	Statutory
	Dangerous Wild Animals Licensing (Dangerous Wild Animals Act 1976)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Licences • Correspondence 	Common Practice
	Dog Control (Environmental Protection Act 1990)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Dogs lost and found • Enforcement records • Stray register 	Common Practice
	Air Quality Information	Destroy 10 Years after closure	<ul style="list-style-type: none"> • Air quality reports • Monitoring data 	Common Practice
	Complaints and investigation of nuisance (Environmental Protection Act 1990)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Investigation records • Legal notices 	Common Practice

	Water Quality (Private Water Supply Regulations 2009)	Destroy risk assessments, sampling and analysis records after 30 Years Everything else after 6 years	<ul style="list-style-type: none"> Investigation records Sampling results 	Statutory
	Clean Neighbourhoods Enforcement (Clean Neighbourhoods and Environment Act 2005)	Destroy 5 Years after closure	<ul style="list-style-type: none"> Investigation records 	Common Practice
	Pest Control	Destroy 5 Years after closure	<ul style="list-style-type: none"> Treatment records Contract documents 	Common Practice
	DVLA	Destroy 2 years after closure	<ul style="list-style-type: none"> DVLA records 	Contractual agreement with DVLA

Emergency Planning

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	Emergency Plans	Permanent until superseded	<ul style="list-style-type: none"> Emergency Plan Rest Centre Plan 	Common Practice

Commercial Safety

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	Cooling Towers Register (The Notification of Cooling Towers and Evaporative Condensers)	Permanent until no longer valid	<ul style="list-style-type: none"> Register 	Statutory

	Regulations 1992)			
	Approved Food Premises (Food Safety Act 1990)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Details of inspections • Approval documents 	Common Practice
	Food inspections and investigations (Food Safety Act 1990)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Food Safety Service Plan • Details of inspections 	Common Practice
	Food Premises Register (Food Safety Food Premises Registrations Regulations 1991)	Permanent until no longer valid	<ul style="list-style-type: none"> • Register 	Common Practice
	Health and Safety inspections (Health and Safety at Work etc. Act 1974)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Health and Safety Service Plan • Details of inspections 	Common Practice
	Health and Safety Accident Investigations (Health and Safety at Work etc. Act 1974)	Destroy 7 Years after closure or until injured child is 21 years old	<ul style="list-style-type: none"> • Investigation records 	Common Practice
	Health and Safety reportable occupational ill health investigations / asbestos removal and investigations (Health and Safety at Work etc. Act 1974)	Destroy 40 Years after closure	<ul style="list-style-type: none"> • Investigation records 	Common Practice
	Infectious Disease Notifications (Public Health and Control Of Diseases Act 1984)	Destroy 6 Years after closure	<ul style="list-style-type: none"> • Investigation records 	Common Practice

25. Contract Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
25.1	Domestic refuse collection			
25.1.1	Collection calendar for waste and recyclable materials	Revised annually	Council web page and leaflet	
25.1.2	Assisted Collection service	N/A	Web page and leaflet	
25.1.3	Bulky household service	Revised annually		
25.1.4	Garden waste service	Revised annually	Web page and leaflet	
25.2	Trade waste collection service	N/A	Web page	
25.3	Public conveniences	N/A	Web page	
25.4	Abandoned vehicles	N/A	Web page and leaflets	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
25.6	Quality and performance management ISO9001:2008	3 years minimum	Manual, Management review, Audits, Meeting minutes,	
	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit.	Destroy 5 years from closure	<ul style="list-style-type: none"> • Best value Review 	Common Practice
	The process of assessing the quality, efficiency, or performance of a local authority	Destroy 3 years from closure	<ul style="list-style-type: none"> • Assessment form 	Common Practice
25.7	Transport: O Licence	3 years	<ul style="list-style-type: none"> • Drivers hours • Daily Vehicle Checks • Vehicle Safety Inspections 	
25.8	Vehicle Tests: MOT	3 years	<ul style="list-style-type: none"> • Tester monitoring 	
25.9	Personnel	Refer to S.21: Personnel	<ul style="list-style-type: none"> • Personal files • Training 	

26. Legal

Ref No.	Function Description	Retention Action	Examples of Records	Notes
26.1	Litigation			
26.1.1	The Process of managing, undertaking or defending for or against litigation on behalf of the authority.	Destroy 7 years after last action in case. Offer to Archivist for review in major litigation.	<ul style="list-style-type: none"> • Criminal Prosecution File • Civil case file 	
26.2	Advice			
26.2.1	The process of providing legal advice to the Council on matters of law.	Destroy 3 years after last action – emails destroyed after 3 months.	<ul style="list-style-type: none"> • General and miscellaneous files 	Common practice
26.3	Public Body Agreements			
26.3.1	Process of agreeing terms between the Council and other public bodies. (Note this does not include contractual agreements)	Destroy 6 years after agreement expires or is terminated.	<ul style="list-style-type: none"> • Concordats 	Mainly relating to agreements between public bodies.
26.4	Court Applications and Formal Notices	Destroy 7 years after last action (Retain electronic copy of Notices)	Licensing, Environmental Health etc	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
26.5	Contracts & Tendering			
26.5.1	The process of calling for expressions of interest	Destroy 2 years after contact let or not proceeded with	<ul style="list-style-type: none"> Expressions of Interest 	Common practice
26.5.2	The process involved in the development and settling terms of a contract	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	<ul style="list-style-type: none"> Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed. 	Statutory
26.5.3	The process involved in the issuing and return of a tender	Destroy 1 year after start of contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	Common practice
26.5.4	Evaluation of Tender	<ul style="list-style-type: none"> <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
26.5.5	Successful tender document	<ul style="list-style-type: none"> • <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired • <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Tender documents • Quotations 	Statutory
26.5.6	Unsuccessful tender documents	Destroy 1 years after start of contract	<ul style="list-style-type: none"> • Tender documents • Quotations 	Common practice
26.5.7	The process in negotiation of a contract after a preferred tender is selected	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> • Clarification of contract • Post tender negotiation minutes 	Common practice
26.5.8	The process awarding of contract	<ul style="list-style-type: none"> • Ordinary Contracts Destroy 6 years after the terms of contract have expired • Contracts Under Seal Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Signed contract 	Statutory
26.5.9	Contract operation and monitoring	Destroy 2 years after the terms of contract have expired	<ul style="list-style-type: none"> • Service Level Agreements • Compliance reports • Performance reports 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
26.5.10	Management and amendment of contract	(a) <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired (b) <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	<ul style="list-style-type: none"> • Minutes and papers of meetings • Changes to requirements Variation forms • Extension of contract • Complaints • Disputes on payment 	Statutory

27. Environmental Strategy Unit

Ref No.	Function Description	Retention Action	Examples of Records	Notes
27.1	Waste Minimisation			
27.1.1	Preparation of and consultation on WM Strategy	5 Years	Panel minutes, draft strategy and consultation responses	5 year strategy lifetime
27.1.2	Tendering for services	5 years from letting contract	Tender documents	
27.1.3	Informing public about new services	3 years	Standard letters and leaflets	1 copy on file
27.1.4	Responding to queries and complaints	3 years	Letters and e-mails	
27.1.5	Monitoring participation	3 years	Reports from 'Sort-it' team	Will become historical baseline
27.1.6	Development of Joint Municipal Waste Strategy	2 years beyond the end of the lifetime of the strategy	Minutes, agendas draft strategy documents	
27.2	Biodiversity			
27.2.1	Preparation of and consultation on the Local Biodiversity Action Plan (LBAP)	3 years	Draft strategy documents, committee reports and consultation letters	3 year strategy lifetime

Ref No.	Function Description	Retention Action	Examples of Records	Notes
27.2.2	Advice and assessment of environmental project applications to the CDC grant scheme	5 years	Assessment and summary sheet and decision letters	
27.2.3	Partnership projects and events	3 years	File copies of correspondence	
27.3	Business Support			
27.3.3	Attendance of the Steering Group of the West Sussex Sustainable Business partnership CIC	3 Years	Minutes agendas, correspondence	
27.4	Farmers Market			
27.4.1	Market management	5 years	Financial records, letters, stallholder application forms	
27.4.2	Market publicity materials	3 years	Leaflets, posters	1 copy on file for reference

Ref No.	Function Description	Retention Action	Examples of Records	Notes
27.5	Policy Development			
27.5.1	Development of Climate Change strategy	5 years	CDC Panel documents, draft strategy documents	
27.5.2	Coastal management planning	5 years	Reports from partnership projects	
27.5.3	DC Planning observations	5 years	Comments on planning applications	For ESU's monitoring purposes, copies also kept on DC files
27.5.5	Green office/procurement policy development and monitoring	3 years	Presentation materials for staff, internal correspondence	
27.5.6	Staff Travel Plan publicity and implementation	3 years	Presentational material for staff, records of Staff Green Travel Week	
27.5.7	Archaeology	Permanent to Archaeology Officer/Historic Environment Record	<ul style="list-style-type: none"> • Archaeological sites and monuments records • Fernhurst: Chichester District Archaeology:2 • Midhurst: Chichester District Archaeology 1 	Common practice

28. Policy and Projects Unit

Ref No.	Function Description	Retention Action	Examples of Records	Notes
28.1	Local Plans & Related Docs.			
28.1.1	Comments on consultations drafts	Until next local plan review completed	Files by respondents, committee reports, Inspector's report, statements to Local plan Examinations	
28.2	Development Briefs, SPG's, SPD's,			
28.2.1	Guidance for development of sites about to be redeveloped	Until site redeveloped, or until SPG, SPD is replaced by updated version	Committee reports, development brief, supplementary planning guidance	
28.3	Transport Projects			
28.3.1	Development of projects	5 years after project completion	Letters , tenders, plans all held on files	
28.3.2	Financial arrangements	ditto	Monitoring statements	
28.3.3	Parking strategies	Until next review	Files containing all record types	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
28.4	Conservation Projects			
28.4.1	Buildings at risk	3 years after project completion	Committee reports site visit notes letters	
28.4.2	Village design statements	indefinite	Correspondence with group preparing statements + document	
28.4.3	Conservation character appraisals	indefinite	Letters, plans preparation papers meeting notes.	
28.4.4	Topic Studies			
28.5	LDF Evidence Based Studies	Until replaced by updated documents	Schedules, letters, tenders, drafts final documents	

29. Economic Development

Ref No.	Function Description	Retention Action	Examples of Records	Notes
29.1	Grant Applications	Destroy 6 years from completion	Details of Companies and financial statements	In line with Financial Practices
29.2	Business Contact Programme Database	Permanent but updated on a daily basis	Details of Companies including issues and actions to resolve	Common Practice
29.3	Promotional Materials	Destroyed upon updating	Details of the Services CDC provide and assistance available	Common Practice
29.4	Strategies/Action Plans	Destroyed at the end of the documents cycle <i>ie</i> : -Strategy 5 years and the Action Plan 1 year	Details of the products the Service will deliver in a given time period	Common Practice
29.5	Research	Destroy after 5 years but PDF kept on computer permanently	Property Needs Analysis	Common Practice
29.6	Internal Communications			
29.6.1	Correspondence	Destroy after 3 years	Minutes of Team meetings	Common Practice

30.Customer Services

Ref No.	Function Description	Retention Action	Examples of Records	Notes
30.1	Recorded Telephone Calls	Destroy after 6 months unless requested by service team for legal action	All calls received in the Customer Service Centre	Common Practice
30.2	Incidents Log	Delete records in excess of 2 years	Record of aggressive behaviour	