

West Berkshire Council Records Management Record Retention and Disposal Schedule



Document Ref:	N/A	Date Created:	30/09/2005
Version:	19	Date Modified:	31/07/2024
Author:	Sharon Armour - Solicitor	Sign & Date:	Sharon Armour
Client:	West Berkshire Council	Sign & Date:	"

Change History

Version	Date	Description	Change ID
1	30/09/05	Original version service specific	
2	13/12/05	Revised to map to service specific model from RMS – sent for consultation	
3	22/06/06	Revised following additional input from Services	
4	15/08/06	Final version including Policy statement Approved by Corporate Board	
5	17/11/10	Revised version with additions	
6	17/05/13	Revised version removing Policy Statement (separately published)	
7	16/03/16	Revised version with additions to timescales	
8	24/10/16	Revised version with additions to retention timescales on pages 33 & 34	
9	04/12/17	Revised version made available to public as part of GDPR Prep.	
10	18/05/2018	Revised to include reference to Educational Psychology documentation	
11	22/05/2018	Revised to include reference to Proof of Life documentation (Legal)	
12	26/06/2019	Comprehensive revision to Human Resources Section (6)	
13	12/07/2019	Review of school appeals data	
14	20/08/2019	Review of Information Management retention practices	
16	18/05/2023	Minor revisions to formatting / move archaeology service into planning	
17	23/11/2023	Revised version with amendments to school transport and public transport	
18	19/12/2023	Revised version with West Berkshire Council Directory updates	
19	12/06/2024	Revised version with West Berkshire Council Directory updates	

20	31/07/2024	Revised version with Benefits Service information added	
----	------------	---	--

This document is reviewed every two years, or as required.

WEST BERKSHIRE DISTRICT COUNCIL

Contents

Contents	2	Statutory returns	14
Retention Schedule.....	11	Policy, Procedures, Strategy and Structure	15
1 Democratic Processes	11	Development processes.....	15
Elections	11	Public Consultation	15
Summary certification of those eligible to vote.....	11	Consultation processes.....	15
District Elections	11	Information Management	16
Parliamentary elections.....	11	Information Management processes.....	16
European elections.....	11	Management of archived records	16
Results	11	Record of disposal/destruction of records	16
Council & Committee Meetings	12	Monitoring of access to information	16
Council & Committee papers	12	Enquiries and Complaints.....	17
Minute taking	12	Management of enquiries and complaints	17
Register of Member's interests	12	Management of enquiries and complaints resulting in policy changes	17
Register of Disclosures and General Notices by Members	12	Management of detailed responses	17
Declaration of Acceptance of Office	12	Management of routine responses.....	17
Partnership, Agency and External Meetings.....	13	General complaints / concerns	18
Partnership internal processes	13	Review panel business meetings	18
Partnership external processes	13	Publicity about complaints procedures.....	18
Countryside Management & Advisory Committee files.....	13	Quality and Performance Management	18
Honours Submissions	13	Monitor or review process	18
Honours Submissions	13	Assessment of performance	18
Political Parties Papers	13	Assessment of provider performance	18
Political Parties Papers.....	13	Business Contingency Plans	18
2 Management and Administration	14	Business Contingency Plans	18
Corporate Planning & Reporting.....	14	Disaster Recovery Plans	18
Corporate Planning & Reporting	14	Public Relations	19
Preparing Strategic Business.....	14	Design work.....	19
Preparing departmental business.....	14	Publications	19
Statutory Returns	14		

Records Management Record Retention Schedule

Media Relations	19	Child Protection	24
Process of interaction with the media	19	Child Protection Procedures	24
Media publications concerning local authorities	19	Schedule 1 Offences	24
Promotions	19	Case Management Child Protection	24
Campaigns and events	19	Case Management Support or Non-Registration under CP.....	24
Civic and Royal Events	19	Case Management - Children's Services - General	25
Recording of ceremonial events and civic occasions	19	Children in need.....	25
Organisation of a ceremonial event or civic occasion	19	Custodianship	25
General Staff Administration	20	Short Term Records	25
Departmental and team meetings.....	20	ACPC Meetings	25
Administrative files	20	Missing children	25
Procedures	20	Children's Health Records	25
Postage books	20	Joint Files with Health	25
Inventories	20	Support to unaccompanied minors.....	26
VDU Assessments.....	20	Services and support to youth: client personal case files	26
General filing.....	20	Reprimands & final warnings	26
Vehicle management	20	Convictions.....	26
3 Client Services.....	21	Sexual offences.....	26
Case Management Looked-after Children	21	Sexual offences on Sex Offenders Register.....	27
Management systems.....	21	Victim details.....	27
Case management processes	21	Aggregated records for monitoring	27
Looked after children	21	Special Educational Needs	27
Looked after children other authorities	21	Support for individual children	27
Supervision Order records	21	Family Support	28
Case Management Looked-after Children	22	Support to Families.....	28
Adoption records	22	Family assessment	28
Uncompleted/Unsuccessful adoptions	22	Adult and Elderly Case Files	28
Adoptive and foster carer checks.....	22	Case management of services or support to adults	28
Case management of fosterers	22	Vulnerable Adults.....	28
Case Management Looked-after Children	23	Joint Files with Health	28
Fostering Service Records	23	Disabled driver (Blue Badge) records	28
Case records	23	Short term records.....	28
Foster care enquiries	23	Summary case management of support to people with mental illnesses	29
Child Protection	24	Case management where client has not been sectioned.....	29
		Case management where client has been sectioned.....	29
		Case management of services or support to all other people	29

Records Management Record Retention Schedule

Culture & Youth Services	30	Statement of purpose	35
Youth Activity Services.....	30	Inspection records.....	35
Annual statistics returns.....	30	Charging	35
Equipment Safety Check.....	30		
Risk Assessments	30	Residential/Nursing Homes, Day Centres and Respite Homes	36
Centre Guidelines	30	Missing persons	36
Access Organisations.....	30	Policies and procedures.....	36
Licences.....	30	Domiciliary care: client records	36
Attendance Records.....	30	Domiciliary care: other records	36
Financial Records	30	Support with Confidence	36
Grant Applications.....	30	4 Legal and Contracts	37
Culture & Youth Services	31	Litigation	37
Facility Inspection Records/Check Lists	31	Litigation	37
Fire equipment checks	31		
Emergency lighting and portable electric appliances	31	Prosecutions	37
Personnel protective equipment check list	31	Prosecution or sanction of an organisation or individual.....	37
Consent for Activities	31		
Accident Report Forms/Reports.....	31	Advice	37
Provision of services: young people	32	Advice	37
Duke of Edinburgh's Award.....	32		
Application Forms for Courses.....	32	Agreements	37
Award – young people awaiting presentation	32	Agreements.....	37
Award MV Participants	32	S 38 Agreements.....	37
Individual Youth Centre Records	32	S 106 Agreements.....	37
Provision of services: adults	32		
		Conveyance	38
Residential/Nursing Homes, Day Centres and Respite Homes	33	Conveyance	38
Residential Homes: Management.....	33	Searches.....	38
Residential Homes: Client files - children.....	33		
Record of each child accommodated in the home.....	33	Contracts and Tendering	38
Residential Homes: Client files - adults	33		
Residential Homes: Non-Client files.....	33	Pre contract advice	38
Registration of the Unit.....	33	Pre contract advice.....	38
Residential homes: Operation	34		
Operational records /documents: children's homes	34	Pre-Qualification of Suppliers	38
Policies	34	Supplier expressions of interest and pre-qualification questionnaire responses	38
Menus.....	34		
Financial Records	34	Specification and contract development	38
Operational records /documents: adults homes/day centres	35	Specification and contract development.....	38
Exception statements	35		

Records Management Record Retention Schedule

Tender issuing and return	38	Records held for payment of election staff not otherwise employed by WBC	44
Tender issuing and return	38	Records held by the employee’s line manager to facilitate day to day management	44
Tender evaluation	39	Volunteer records	46
Tender evaluation	39	School employee data	47
Successful tender document.....	39	Recruitment records	47
Unsuccessful tender documents.....	39	Recruitment records (unsuccessful applicants)	47
Post tender negotiation	39	Non-starters (Applicants offered and accepting a post who do not commence employment).....	49
Post tender negotiation	39	Disclosure and Baring Service (DBS) Checks (Corporate staff only – see schools’ employee data section for DBS data for school staff).....	49
Awarding of contract	39	Probationary review meetings and confirmation in employment	49
Awarding of contract.....	39	HR retention of MyView forms.....	50
Contract management	39	Sickness absence records	50
Contract operation & monitoring.....	39	Pay; salary and overtime	51
Waste contracts.....	39	Timesheets and overtime claims (retention within HR to facilitate payment of salary – also see section on data held by the employee’s line manager above)	51
Management and amendment of contract.....	39	Statutory payments for	51
Tenancy agreements	40	Records of Jury Service payments.....	51
Welfare housing tenancies	40	Other unpaid leave	51
Legal Records & Documents	40	Additional financial reward.....	51
Miscellaneous Legal Records	40	Auto enrolment and Pension information.....	52
Original Legal Documents.....	40	HMRC returns information	52
Proof of Life documentation.....	40	Lease Car Driver information.....	52
5. Statutory Services	41	Deductions for trade union subscriptions.....	52
Registrars of Births, Marriages and Deaths	41	Court order deductions.....	53
Registration – summary process and certification.....	41	Expenses claims.....	53
Notices	41	Training and Development	53
Coroners records.....	41	Corporate employee training records	53
Inquiries into deaths – no inquest	41	Training records for external delegates e.g. attendees from PVI’s	55
Inquiries into deaths –inquest	41	Training records of Foster Carers attending training arranged by HR	55
Treasure trove.....	41	Delegates for schools courses e.g. employees of WBC schools, independent schools, child minders.....	55
Magistrates	41	Town Council employees	55
6. Human Resources	42	Records of training providers.....	57
Human Resources and Payroll administration	42	Employee Relations	57
HR and Payroll individual employee records - electronic	42	Formal correspondence regarding disciplinary/grievance/capability – performance or sickness absence/probationary hearings.....	57
HR and payroll individual employee records - paper	42		

Records Management Record Retention Schedule

Disciplinary/ grievance/ capability – performance or ill health cases/sickness absence/probationary hearings	57	Summary management of loans	63
Documentation related to settlement agreements.....	57	Financial Provisions: Housing	63
Employment tribunal case documentation	58	Mortgages.....	63
Occupational health records	58	“Right to Buy”	63
Restructures	58	Rent payments	63
7. Accounts and Auditing	59	Home Improvement Grants.....	63
Reporting	59	Council Tax Valuation	64
Consolidated annual financial reports	59	Council Tax Valuation.....	64
Consolidated periodic financial reports.....	59	Property History	64
Financial Transactions Management	59	Property History	64
Approvals management	59	Rates and Local Authorities Tax Correspondence	64
Financial Transactions Management	60	Rates and Local Authorities Tax Correspondence	64
Receipt, expenditure and write-off of public monies.....	60	Summary Assets Management	64
Financial records for domiciliary care.....	60	Summary Assets Management.....	64
Journal Transfers Community Care.....	60	Summary management reporting	64
Midas Statement	60	Asset Monitoring and Maintenance	65
Children’s Home accounts	60	Management systems for summary monitoring and management.....	65
Receivership records Community Servicea.....	61	Process of reporting and reviewing asset status.....	65
Appointeeship records Community Care	61	Process of maintaining assets.....	65
Children’s Trust Fund Files.....	61	Asset Acquisition and Disposal	65
Public transport transactions	61	Management and disposal of the asset	65
Balance and reconciliation of financial accounts	61	8. Property and Land Management	66
Taxation records.....	61	Property and Land Management	66
National Insurance Number – process for collection	61	Reports	66
Payroll	62	Building and maintenance files	66
Accountable processes relating to payment of employees.....	62	Establishment building maintenance.....	66
Non-accountable processes relating to payment of employees	62	Establishment working files	66
List of Authorised Signatories	62	Process of maintaining plant and equipment.....	66
Financial Provisions: Budgets and Estimates	62	Building control permission	66
Finalisation of annual budget.....	62	Client related	66
Development process for annual budget.....	62	Abstracts of title.....	66
Reporting process of annual budget.....	62	Agreements with architects and builders.....	66
Financial Provisions: Loans	63		
Borrowings	63		

Records Management Record Retention Schedule

Property Acquisition and Disposal	67	Insurance: Claims Management	72
Management of the acquisition (real property)	67	Recording claims	72
Management of the disposal (real property).....	67	9. General Public Services.....	73
Property Development and Renovation	67	Health and Safety	73
Property development and renovation.....	67	H&S Inspections and Assessments	73
Management of buildings and estates of ‘special interest’	67	Inspection	73
Management of all other buildings and estates	67	Quarry assessment	73
Abstracts of title.....	67	Monitoring.....	73
Agreements with architects and builders.....	68	Environmental Inspections.....	73
Renovation or development process	68	Asbestos monitoring	73
Industrial development certificates	68	Radiation monitoring	73
Land certificates	68	Safe systems	74
Leasing and Occupancy	68	Risk assessment	74
Management of leased property	68	Procedures	74
Management of occupied property.....	68	Injury records: adults	74
Housing Provision	69	Injury records: children.....	74
Management of local authority welfare housing	69	Fire Safety Records for Children’s Homes.....	74
Temporary housing.....	69	Construction Design & Management.....	74
Provision of housing advice.....	69	Emergency Planning	75
Housing information from other agencies	69	Emergency/Disaster Plan	75
Property adaptation: joint files with health.....	69	Emergency/Disaster Plan Test Records	75
Systems Management	70	Major Incident	75
Development process for systems management	70	Major incident reports.....	75
Implementation process for systems management	70	Minor incident reports	75
Support and administration process for systems management.....	70	Enforcement Certification	76
Transport Management	71	Registration, Certification and Licensing	76
Acquisition and disposal.....	71	Management and monitoring	76
Management	71	Administration	76
Vehicle usage	71	Site licensing.....	77
Driver usage	71	Registration for homes and carers.....	77
Insurance: Policy Management	71	Notification	77
Management of insurance arrangements	71	Notices to citizens.....	77
Insurance process.....	71	Investigation, Inspection and Monitoring	77
Renewal process	71		

Records Management Record Retention Schedule

Investigation, monitoring or inspection according to law	77	Greenham/Crookham Common Restoration files	82
Bye-Laws	78	Greenham Restoration	82
Enactment	78	Parish paths Initiative	82
Creation of bye- laws	78	Rights of Way	82
Administration and Enforcement	78	Tree surveys	82
Administration and enforcement of bye-laws	78	Planning Scheme Regulation	83
Cemeteries and Crematoria	78	Planning scheme regulation	83
Management of burials	78	Regulation of land or building use	83
Regulation of burials and cremations	78	Listed building planning approvals	83
Waste Management	79	Building planning approvals	83
Waste management	79	Building compliance inspection	83
Collection	79	Enforcing building or land regulations	83
Collection of household waste	79	Self-build and Custom Housebuilding Register	83
Collection of controlled waste	79	Brownfield Land Register	84
Disposal of Waste	79	Archaeology Service	84
Management of waste disposal sites	79	Scheduled Monument Records	84
Short-term storage of household waste	79	SMR Monument Files	84
Waste disposal management	79	SMR Consultation Files	84
Waste Management Other records	80	SMR Monument History Files	84
Waste Statistics (PI's)	80	Scheduled Monument Records	85
Abandoned Vehicle Related Records	80	Monument Management Files	85
General Correspondence and Management Operational Files	80	SMR History Files	85
10. Planning and Land Use	81	Archaeology Project Files	85
Planning Scheme Development and Amendment	81	SMR Enquiries Files	85
Development process for plans	81	Planning permission	86
Consultation	81	Development certification	86
Development control	81	Establishments	86
Countryside and open space amenity development	81	List of suppliers & supplies file	86
Parish paths Initiative	81	Demolition Notices	86
Countryside and Open Space Amenity Development	82	11. Infrastructure and Transport	87
Countryside and open space amenity development	82	Planning and Development	87
		Development process for transport	87
		Rights of way, highways and bridle paths	87
		Transport planning scheme controls	87
		Transport planning scheme submissions and objections	87
		Enforcement of regulations	87

Records Management Record Retention Schedule

Planning and Development	88	Risk assessments for pupils.....	92
Transport Schemes Thatcham NDR.....	88	Contract management	92
Structures Register.....	88	Route information	92
Transport Assessments	88	DBS checks.....	92
Parish Roads Files	88	Systems management processes to support and administer a system.....	93
TRO Scheme files.....	88	Vehicle acquisition and disposal.....	94
Traffic Management	89	Allocation and Maintenance	94
Traffic management.....	89	Vehicle usage	94
Parking	89	Driver usage	94
Design and Construction	89	General Education Files	95
Transport infrastructure design and construction	89	Students	95
Infrastructure Management and Maintenance	89	Consent for Activities	95
Provision of municipal services	89	School Administration	95
Utilities.....	89	Meetings and Projects.....	95
Highway Records	89	PI's and Service Mmonitoring	95
Land Drainage Records	89	Grant Applications.....	95
Permits	89	Education Policies	96
Infrastructure Management and Maintenance	90	Policy Development - general.....	96
Highway Records	90	Policy development – major policies	96
Land Drainage Records	90	Policy Development – minor policies	96
Permits	90	Community Learning Documents	96
Road Maintenance	90		
Road maintenance and repair.....	90		
Traffic Regulation & other orders.....	90		
Public Transport	90		
Services	90		
Management and provision of public transport.....	90		
Applications for concessionary fares	90		
Concessionary fares customer records	91		
Management and provision of Community Connect DRT (Demand Responsive Transport).....	91		
School Transport	92		
Records for children undergoing statutory assessments of SEN.....	92		
Customer bank details.....	92		
Pupil injury reports	92		

Records Management Record Retention Schedule

School Admissions and Exclusions	96	Enquiry Form [A Form]	99
School Appeals.....	96	Information Request Form [E Form].....	99
Student Support Services	97	Collections Management	100
Student Information	97	Loan Form	100
Universities (financial).....	97	Photocopy Form.....	100
Universities (general).....	97	Photograph Reproduction Form [Should be an order form]	100
Universities (management information).....	97	Licence to Film Form	100
Education Welfare Service	98	Licence to Photograph Form.....	100
EWS Case Files	98	Tourism Service	101
EWS Employment Records	98	Accommodation Booking Forms	101
12 . Heritage, Tourism and Museum Services.....	98	Advertising Application Forms – Welcome to West Berkshire.....	101
Collections Management	99	Directions to Accommodation Providers.....	101
Accession Register	99	Tourism Service	102
Index Cards	99	Applications for Accommodation provision	102
Museum Object Entry Form [D Form].....	99	Mailing Lists.....	102
Transfer of Title Form	99	Visitors Book.....	102
Exit Form.....	99	Accommodation providers Availability List	102
Conservation Treatment Form	99	Correspondence	102
Deposit of Oral History Form	99	Complaints.....	102
		West Berkshire Council Directory	103
		Organisations/Providers – Live records	103
		Archived records.....	103
		Deleted records	103
		Benefits Service	104
		Accessing entitlement to benefits and discounts.....	104
		Documentation for accessing entitlement to benefits.....	104
		Email correspondence.....	104
		Electronic file data provided by DWP to benefits service.....	104

Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
1 Democratic Processes				
Elections				
Summary certification of those eligible to vote	Permanent Destroy after 12 months (Common practice)	<ul style="list-style-type: none"> Register of Electors Annual Registration forms 	Held manually and electronically in Elections. Out of date copies sent Reading Records Office as a public record.	
District Elections	Destroy after 2 years Destroy after 12 months (Statutory)	<ul style="list-style-type: none"> Returns and Declarations as to Election expenses All material except Declarations and Expenses 	Held in Elections Sent to Reading Records Office	
Parliamentary elections	Destroy after 2 years Passed to Clerk of the Crown (Statutory)	<ul style="list-style-type: none"> Returns and Declarations as to Election expenses All material except Declarations and Expenses 	Held in Elections Sent to the Clerk of the Crown	
European elections	Destroy after 12 months (Statutory)	<ul style="list-style-type: none"> All material that is not sent to the Local Returning Officer immediately following the election 	Sent to Reading Record Office	
Results	Destroy 6 months from date of election (Statutory)	<ul style="list-style-type: none"> Declaration of results (local elections only) 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Council & Committee Meetings				
<p>Council & Committee papers The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.</p>	<p>Substantive records - permanent. Transfer to Berkshire Records Office after 5 years. Must be available for public inspection.</p> <p>Background papers - 5 years. Kept by relevant service area</p>	<ul style="list-style-type: none"> • Minutes • Agendas • Committee Papers(including Part II items) • Decision Record Notices • Background Papers 	<p>Minutes -Hard & electronic copies – P&C Electronic copies: Pre-1996 – archived onto tape/CD – ITU. 1996 onwards - Minute Retrieval System in P&C. Agendas - Hard & electronic copies – P&C Electronic copies – global/infodesk/repread Archive onto CD every 3 years. C'ttee Papers - Hard & electronic copies – P&C Electronic copies: global/infodesk/repread Archive onto CD every 3 years. Decision record notices - Hard & electronic copies – P&C Electronic copies – global/committees Archive onto CD every 3 years Also available on internet</p>	
Minute taking	Destroy after date of confirmation/approval of minutes	<ul style="list-style-type: none"> • Draft/rough minute • Notes/audio tapes 		
Register of Member's interests	Retain for six years.	<ul style="list-style-type: none"> • Signed register or signed forms 	May be offered to Record Office as historical record	
Register of Disclosures and General Notices by Members	Retain for six years. Pass to Record Office for consideration	<ul style="list-style-type: none"> • Formal Register of disclosures. Not memos or emails containing original information 		
Declaration of Acceptance of Office	Retain for six years. Pass to Record Office for consideration	<ul style="list-style-type: none"> • Formal signed Declarations 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Partnership, Agency and External Meetings				
<p>Partnership internal processes</p> <p>The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.</p>	<p>As for Council and Committee Meetings</p> <p>(Permanent for substantive record, 5 years for background papers)</p>	<ul style="list-style-type: none"> • Documents establishing the Committee • Agendas • Minutes • Council Reports • Recommendations • Supporting documents such as Council briefing and discussion papers 		
<p>Partnership external processes</p> <p>The process of preparing external committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record.</p>	<p>Owner of record to define</p> <p>(RMS recommended – 3years)</p>	<ul style="list-style-type: none"> • Local Strategic Partnership 		
<p>Countryside Management & Advisory Committee files</p>	<p>Permanent</p>	<p>Snelsmore Bucklebury Common Greenham Common Padworth and Wokefield meeting minutes/ Member contact details</p>	<p>Countryside and Environment, Faraday Rd</p>	
Honours Submissions				
<p>Honours Submissions</p> <p>The process of preparing honours submissions</p>	<p>Destroy five years after last action</p>	<ul style="list-style-type: none"> • Honours nomination form • Covering letter • Covering submission 		
Political Parties Papers				
<p>Political Parties Papers</p> <p>Process of undertaking representation</p>	<p>Destroy three years after last action</p>	<ul style="list-style-type: none"> • Leader of opposition papers • Leader of Council papers 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
2 Management and Administration				
Corporate Planning & Reporting				
<p>Corporate Planning & Reporting</p> <p>The corporate planning and reporting activities of Local Authorities</p>	<ul style="list-style-type: none"> ▪ Permanent. Archive after 7 years ▪ Permanent. Archive after 2 years 	<ul style="list-style-type: none"> ▪ Corporate Plans ▪ Strategy Plans ▪ Business Plans ▪ Service Plans ▪ Budget Plans 	<p>Retain in Policy & Communication until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p> <p>Retain in Policy & Performance until archived at Berkshire Records Office</p>	
<p>Preparing Strategic Business</p> <p>The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions</p>	<ul style="list-style-type: none"> ▪ Permanent. ▪ Archive after 5 years. 	<ul style="list-style-type: none"> ▪ Corporate Board ▪ Management Board ▪ Strategy Plans 	<p>Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p>	
<p>Preparing departmental business</p> <p>The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions</p>	<ul style="list-style-type: none"> ▪ Permanent. ▪ Archive after 5 years 	<ul style="list-style-type: none"> ▪ Task Groups ▪ Working Parties 	<p>Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p>	
Statutory Returns				
<p>Statutory returns</p> <p>The process of preparing information to be passed on to central government as part of statutory requirements</p>	<ul style="list-style-type: none"> ▪ Archive hard copy after 3 years. Destroy 7 years from closure. ▪ Retain electronic version 	<ul style="list-style-type: none"> ▪ OFSTED reports ▪ Best Value Inspection Reports ▪ Performance Indicators ▪ SSI ▪ Best Value Performance Plan ▪ EU Procurement 	<p>Retain in Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972: Sch 225 & 228 Dependent on statute under which information is collected</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Policy, Procedures, Strategy and Structure				
<p>Development processes</p> <p>Activities that develop policies, procedures, strategies and structures for the Local Authorities.</p>	<ul style="list-style-type: none"> ▪ Hard copy - permanent. Electronic – up-to-date version ▪ Retain for the lifetime of the Plan. Destroy 2 years after Plan was last updated. 	<ul style="list-style-type: none"> ▪ Constitution ▪ Policy, Procedure, Precedent, Instructions ▪ Records relating to Policy Implementation and Development ▪ Education plan ▪ Asset management plan ▪ Children's Services Plan ▪ Community Safety ▪ Community Strategy ▪ Community Plan ▪ Community Safety Plan ▪ Local Agenda 21 ▪ Procurement Strategy 	<p>Local Government Act 2000</p> <p>Common practice</p>	
Public Consultation				
<p>Consultation processes</p> <p>The process of consulting the public and staff, where appropriate, in the development of significant or minor policies of the local authority</p>	<p>Destroy five years from closure Held electronically.</p>	<ul style="list-style-type: none"> • Annual Satisfaction Survey • Results of public consultation exercises • Results of employee consultation exercises 	<p>Common practice</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Information Management				
<p>Information Management processes</p> <p>The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.</p>	<p>Permanent. Archive after 3 years to Berkshire Records Office</p>	<ul style="list-style-type: none"> • Classification Schemes • Registers • Indexes • Authorised Lists of File Headings 	<p>Common practice</p>	
<p>Management of archived records</p> <p>The management of collections of records transferred to the archives</p>	<p>Current edition retained. Earlier versions archived for reference only (single copy)</p> <p>Permanent. Administrative use</p>	<ul style="list-style-type: none"> • Record Retention Policy • Accession registers and file indexes for records 	<p>Common practice</p>	
<p>Record of disposal/destruction of records</p> <p>The process which records the disposal of records</p>	<p>Destroy 12 years after last action</p>	<ul style="list-style-type: none"> • Indexes • Disposal certificates 	<p>Common practice based on Limitation Act</p>	
<p>Monitoring of access to information</p>	<p>Destroy three years after last action</p> <p>Destroy 6 years after administrative use is concluded</p> <p>Permanent. Administrative use</p>	<ul style="list-style-type: none"> • Data Protection requests • Freedom of Information Requests • Environmental Information Requests • FoI Internal Reviews • ICO Reviews (FoI complaints) • FoI requests log • Data Protection log 	<p>Retain longer if any legal case or complaint in relation to individual making SAR is ongoing</p> <p>Delete personal data after 6 years</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Enquiries and Complaints				
<p>Management of enquiries and complaints</p> <p>The management in summary form of enquiries and complaints directed to council.</p>	<p>Permanent. Archive after 3 years to Berkshire Records Office.</p>	<ul style="list-style-type: none"> • Indexes • Registers 		
<p>Management of enquiries and complaints resulting in policy changes</p> <p>The management of enquiries, submissions and complaints which result in changes to Council policy or procedures</p>	<p>Permanent. Archive after 3 years to Berkshire Records Office.</p>	<ul style="list-style-type: none"> • Correspondence • Reports • Returns 		
<p>Management of detailed responses</p> <p>The management of detailed responses on Council actions, policy or procedures</p>	<p>Corporate Stage 1 complaints- Destroy 3 years after administrative use is concluded</p> <p>Children's complaints Minimum 10 years</p> <p>Corporate Stage 2, Ombudsman (LGO) and ICO complaints/ Enforcement - Destroy 6 years after administrative use is concluded</p> <p>Permanent administrative use</p>	<ul style="list-style-type: none"> • Correspondence • Complaints by Children • Ombudsman • Complaints logs 	<p>Originals kept in client files in confidential section once case closed. Copy kept by complaints Officer.</p> <p>Original kept by Complaints Officer. Copy kept on file. Reviewed by complaints officer at end of retention period</p> <p>Persistent & Prolific complaints held for 10 years from last contact - review folders every two years</p> <p>Delete personal data after 6 years</p>	
<p>Management of routine responses</p> <p>The management of routine responses on Council actions, policy or procedures</p>	<p>Destroy 2 years after administrative use is concluded</p>	<ul style="list-style-type: none"> • Printed Material • Form Letters 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
General complaints / concerns	Review after 5 years		Complaints section, transfer to Reading Records Bureau if appropriate.	
Review panel business meetings	5 years after last entry		Complaints section, Reading Records Bureau	
Publicity about complaints procedures	5 years after last entry	<ul style="list-style-type: none"> • Leaflets 		
Quality and Performance Management				
Monitor or review process 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 ▪ Service Review ▪ Performance Indicators ▪ Public Service Agreement Plan Agreement (PSA) ▪ Comprehensive Performance Assessment Plan (CPA) ▪ Inspection Reports 	Common practice. Retained in P&P or appropriate service	
Assessment of performance The process of assessing the quality, efficiency, or performance of a local authority service or unit	Destroy 2 years from closure	<ul style="list-style-type: none"> ▪ Assessment forms 	Common practice	
Assessment of provider performance The process of assessing the quality, efficiency, or performance of an external provider	Destroy 3 years from next review	<ul style="list-style-type: none"> ▪ Service Review for Housing Service providers (Supporting People) 	Working documents to be retained during review, only report and user interviews to be retained following creation of report	
Business Contingency Plans				
Business Contingency Plans	Retain for seven years in archive	<ul style="list-style-type: none"> • Contingency plans • Minutes of meetings 	Retain indefinitely until superceded, when these should be archived and retained for seven years	
Disaster Recovery Plans	Retain for seven years in archive	<ul style="list-style-type: none"> • Recovery plans • Minutes of meetings 	Retain indefinitely until superceded, when these should be archived and retained for seven years	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Public Relations				
Design work The process of designing and setting information for publication	Destroy 3 years from last action		Common practice	
Publications The published work of the local authority	Archived as pdf files onto CD every two months. Kept permanently	<ul style="list-style-type: none"> ▪ Leaflets/Posters/ Brochures ▪ Stationery 	Kept by Print Unit	
Media Relations				
Process of interaction with the media	Hard copies – destroy 3 years from closure.	<ul style="list-style-type: none"> ▪ Media enquiry record forms 	Policy & Communication.	
Media publications concerning local authorities	6 months (RMS recommended – permanent archive)	<ul style="list-style-type: none"> ▪ Local newspapers ▪ Press cuttings 	Policy & Communication.	
Promotions				
Campaigns and events The process of promoting the Council's achievements internally and externally	Hard copies 2 years, electronic copies, 5 years Hard copy 2 years Electronic copy 4 years (RMS recommended – permanent archive)	<ul style="list-style-type: none"> ▪ Press releases ▪ Staff newsletter ▪ Members Information Bulletin 	Policy & Communication.	
Civic and Royal Events				
Recording of ceremonial events and civic occasions	Retained until end of term of office of Chairman of Council	<ul style="list-style-type: none"> ▪ Photographs ▪ Newspaper Clippings ▪ Visitors Books ▪ Video and Audio tapes 	Policy & Communication. Scrapbook presented to Chairman at end of term of office.	
Organisation of a ceremonial event or civic occasion	Destroy 2 years after administrative use is concluded		Policy & Communication.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
General Staff Administration				
<p>Departmental and team meetings Minutes & papers for internal meetings</p>	<p>Destroy 3 years from last action (earlier if agreed)</p>	<ul style="list-style-type: none"> • Minutes of departmental meetings • Minutes of minor departmental working groups • Minutes of Local/team meetings 	<p>Retain and review after three years</p>	
<p>Administrative files</p>	<p>Retain two years and review</p>	<ul style="list-style-type: none"> • Day files • Timesheets 		
<p>Procedures</p>	<p>Retain until superceded by new procedures. Procedural files for childrens or community services retained permananetly</p>	<ul style="list-style-type: none"> • Procedures • Staff leaflets and guidance 		
<p>Postage books</p>	<p>Retain for six years and destroy</p>	<ul style="list-style-type: none"> • Postage books • Related paperwork 		
<p>Inventories</p>	<p>Retain until superceded by new book and new book audited</p>	<ul style="list-style-type: none"> • Inventory books 		
<p>VDU Assessement</p>	<p>Retain for three years then destroy</p>	<ul style="list-style-type: none"> • 		
<p>General filing General filing not otherwise covered by Council policy or legislation</p>	<p>Retain for three years, review, and destroy unless otherwise advised</p>	<ul style="list-style-type: none"> • 		
<p>Vehicle management Process of management of vehicles used by staff</p>	<p>Destroy two years after sale or disposal of vehicle</p>	<ul style="list-style-type: none"> • Approvals as drivers • Maintenance logs • MOT certificates • DVLC log book • Vehicle usage report • Mileage records 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	LGC Classification
3 Client Services				
Case Management Looked-after Children				
<p>Management systems Systems, which manage children, looked after by the local authority, in summary form</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Children's Home Register 	Common practice. Closed for 50 years	
<p>Case management processes Process involving individual case management of children looked after by the local authority</p>	Destroy 75 yrs from 18 th birthday	<ul style="list-style-type: none"> Adopted via the local authority In children's home Fostered by local authority On custodianship orders On residence orders 	Children Act 1989 Care Standards Act (2000)	
<p>Looked after children Includes all children (or care leavers) accommodated, or on care orders or children in care under pre 1989 legislation, and children on emergency orders such as emergency protection orders</p>	75 years from DoB, or 15 years after death of child where child dies under the age of 18	<ul style="list-style-type: none"> Looked after children's files Residential Care children's files Privately fostered children's files Guardian ad litem files Files of Children placed in Berkshire by other authorities who stay on to receive an aftercare service. 	Within Team for a minimum of 2 years after closure, transfer to Reading Records Bureau for storage if appropriate. Can be micro-filmed	
<p>Looked after children other authorities Information on children placed in Berkshire by other authorities & held on register of looked after children</p>	Until child is 23 or 5 years after child's death if child dies before 23 years of age	<ul style="list-style-type: none"> Register of looked after children Looked after children's files 	Held within team	
<p>Supervision Order records Children and young people subject to supervision orders</p>	75 years from date of birth, or 15 years after death of child where child dies under the age of 18.	Files of children not looked after but subject to a legal order to the authority requiring supervision	Within Team for a minimum of 2 years after closure, then to Reading Records Bureau for storage. Can be micro-filmed	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Case Management Looked-after Children				
<p>Adoption records Files of children who have been adopted whether agency or non agency</p>	<p>75 years from DoB, or 15 years after death of child where child dies under the age of 18 <i>Adoption files must NOT be microfiched, and require special storage.</i></p>		<p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption Agency regulations (1983) Regulation 14 Human Fertilisation & Embryology Act 1990) section 30 Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991 SI 1991 No 890 Regs 8,9,10</p>	
<p>Uncompleted/Unsuccessful adoptions</p>	<p>Review after 25 years</p>	<ul style="list-style-type: none"> • Uncompleted adoptive applicants • Unsuccessful adoptive applicants • Counselling of birth parents which did not lead to adoption 	<p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption Agency Regulations (1983) Reg 14 Human Fertilisation & Embryology Act 1990 (section 30) Must NOT be microfiched.</p>	
<p>Adoptive and foster carer checks Process involved in checking the suitability of people to become adoptive parents or foster carers</p>	<p>Review after 75 years Adoption Agency Regulations (1991)</p>			
<p>Case management of fosterers Process involving individual case management of families or adults who have fostered children in their care</p>	<p>Review after 75 years Adoption Agency Regulations (1991)</p>	<ul style="list-style-type: none"> • Approved adopters • Adoption allowance files • All approved adopters • Counselling of adopted adult records 	<p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption files must NOT be microfiched, and requirespecial storage</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Case Management Looked-after Children				
Fostering Service Records	15 years from date of last entry	<ul style="list-style-type: none"> • Register of placements • Details of each person working for foster service provider • Record of all accidents 	Within team for 2 years after closure, then to Reading Records Management Unit for storage Fostering Regulations (2002) ~ Regulation 22 Schedule 2	
Case records Case record for each approved Foster Carers / Supported Lodgings	Review after 10 years from date of closure / approval terminated	<ul style="list-style-type: none"> • Foster Carer Files • Supported lodging files 	Within Team for 2 years after closure, then to Reading Records Bureau for storage Children Act 1989 Fostering Regulations (2002) Regulation 32 <i>Refer to regulations for details on what foster care record should contain.</i>	
Foster care enquiries Enquiries/applications to become foster parents which do not lead to approval or are withdrawn	Review after a minimum of 3 years from closure of the file	<ul style="list-style-type: none"> • Information obtained in connection with assessment • Reports submitted to foster panels & any recommendations • Any notification under Regulation 28 	Within Team Children Act 1989 Fostering Regulations (2002) Regulations 30(1) and (4) and Regulation 32	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Child Protection				
<p>Child Protection Process involving summary case management of children under the protection of the local authority</p>	(RMS recommended permanent)	<ul style="list-style-type: none"> • Child Protection Register 	(RMS recommended common practice closed for 70 years)	
<p>Child Protection Procedures</p>	Permanent		Current procedure kept within team, send one copy of old procedures for storage at Reading Records Bureau. Berkshire Area CP Procedures	
<p>Schedule 1 Offences Case management of adults convicted of Schedule 1 offences</p>	Destroy after 75 years from offenders date of birth	<ul style="list-style-type: none"> • Schedule 1 Offenders 	Within Team for 10 years of notification. (RMS recommended common practice Closed for 70 years)	
<p>Case Management Child Protection Case Management of children who have at any time been placed on the child protection register</p>	Destroy after 35 years	Case files which have <ul style="list-style-type: none"> • Conference minutes • Core assessment • Investigation • Registration 	Within Team for 5 years after closure, then to Reading Records Bureau for storage. Can be microfiched. (RMS recommended common practice Closed for 70 years)	
<p>Case Management Support or Non-Registration under CP Files of children and families receiving advice , support and other non statutory work or where child protection investigations took place but did not lead to registration</p>	Review after 6 years	<ul style="list-style-type: none"> • Initial assessment • Advice 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Case Management - Children's Services - General				
<p>Children in need Children in Need (who have not been looked after, or have not been the subject of a child protection enquiry)</p>	<p>Review 6 years after closure or last contact. NB Where there is a complaint on file, file not to be destroyed without first referring to complaints officer</p>		<p>Within Team for a minimum of 2 years after closure, transfer to Reading Records Bureau for storage IF appropriate</p>	
<p>Custodianship Files of children on Custodianship or residence order who have never been looked after</p>	<p>Until child's 18th birthday or 2 years after last contact whichever is the later.</p>		<p>Within Team for a minimum of 2 years, then transferred to Reading Records Bureau</p>	
<p>Short Term Records Short Term Records not made into Files</p>	<p>Review 1 year after last contact, Team leader can agree to retain for one further year at a time</p>		<p>Held within Team</p>	
<p>ACPC Meetings</p>	<p>Destroy after 2 years</p>	<ul style="list-style-type: none"> • Minutes • Agenda 	<p>Within Team Working Together to Safeguard Children</p>	
<p>Missing children</p>	<p>2 years</p>	<ul style="list-style-type: none"> • Notification / letters from other authorities • Lists of those currently missing / found 	<p>Within Team Berkshire Area CP Procedures.</p>	
<p>Children's Health Records</p>	<p>Until 25th or 26th birthday</p>		<p>Destroy if no longer needed</p>	
<p>Joint Files with Health NB: joint clients only, not files of Social Services clients held within joint teams</p>	<p>Where services are run jointly with other agencies records of joint services to be retained in line with <u>longest</u> retention period operated by any of the partner agencies</p>		<p>As above, could be sent to Reading Records Management Bureau for storage. Team manager to liaise with Health (or agency) counterpart to agree retention practice</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Case Management - Children's Services - General				
Support to unaccompanied minors				
Services and support to youth: client personal case files Process involving individual case management of services or support to youth		<ul style="list-style-type: none"> ▪ Youth Service client files ▪ Youth Offending Team client files 		
Reprimands & final warnings	Destroy 3 years after last action or when young person reaches 18 whichever sooner. Youth Justice Board Guidance	<ul style="list-style-type: none"> ▪ Case file ▪ Information on database. ▪ MG6A ▪ Final Warning monitoring sheets 	Held in YOT	
Convictions	Weeded after 3 years to basic information. (Name; Date of birth; Gender Last case-worker; Record of offending & disposals). Destroyed after 5 years Youth Justice Board Guidance	<ul style="list-style-type: none"> ▪ Case file ▪ Information on database. ▪ MG6A ▪ Court outcome sheets ▪ Court monitoring ▪ Records ▪ PSRs 	Held in YOT When age 18 record moves to York House for storage.	
Sexual offences Sexual Offences Schedule 1 Sex Offenders Act Section 91 Disposal	Retained for indefinite period	<ul style="list-style-type: none"> • Case file. 	YOT: Youth Justice Board Guidance Sex Offenders Act 1997	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Case Management - Children's Services - General				
Sexual offences on Sex Offenders Register	Subject to Length of Time on Register Youth Justice Board Guidance Sex Offenders Act 1997	<ul style="list-style-type: none"> ▪ Case file 	YOT	
Victim details	Personal victim Details to be Removed from client file at time of closure. Victim file Anonymised at time of closure of client file Common Practice Data Protection Act 1998	<ul style="list-style-type: none"> ▪ Case file ▪ Victim file 	YOT – Separate Storage	
Aggregated records for monitoring	Destroy after 3 years Common practice	Court Diary Unit Diary Outcome Monitoring	YOT	
Special Educational Needs				
Support for individual children Process involving assessing and providing individual support for children who have need of special educational support	File destroyed 6 years after pupil leaves school/college or kept until child reaches 25 years old (see notes for Educational Psychology Records) Medical reports should still be held by Health and Social Services as appropriate	<ul style="list-style-type: none"> ▪ Records for children undergoing statutory assessments of special educational needs and for pupils placed at specialist colleges ▪ Medical reports ▪ Termly reports ▪ Social Services Reports ▪ Education Psychology reports ▪ Docs. involved in assessing and providing individual support for children who have need of special educational needs support 	Common practice Statutory for SEN Records (guidance suggests 35 years as appropriate – eg. legal case) Educational Psychology Reports to be destroyed 7 years after 25th birthday.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Family Support				
<p>Support to Families Individual Case Management in the provision of support by the local authority to families</p>	Review 6 years after closure	<ul style="list-style-type: none"> Parenting skills Project files 	Within Team while current, review 2 years after closure. Where appropriate transfer to Reading Records Bureau for storage	
<p>Family assessment Process involved in assessing a family's suitability in the care of children</p>	See 3.9, 3.10.2			
Adult and Elderly Case Files				
<p>Case management of services or support to adults</p>	8 years after end of care or clients last seen.	Adult Social Care records	Review and if no longer needed, destroy.	
<p>Vulnerable Adults Files containing Vulnerable Adult registration</p>	35 years or 10 years after death of client	Strategy Meeting minutes Case conferences	With Client file Client file could be sent to Reading Records Bureau for long term storage	
<p>Joint Files with Health NB: joint clients only, not files of Social Services clients held within joint teams</p>	Where services are run jointly with other agencies records of joint services to be retained in line with longest retention period operated by any of the partner agencies		As above, could be sent to Reading Records Management Bureau for storage. Team manager to liaise with Health (or agency) counterpart to agree retention practice	
<p>Disabled driver (Blue Badge) records</p>	Destroy 6 months from expiry of last permit IF client does not receive any other services		Within Team	
<p>Short term records Short term records not made into files which relate to one-off contacts or minor services</p>	Review one year after contact		Within Team	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Adult and Elderly Case Files				
Summary case management of support to people with mental illnesses	(RMS recommended permanent)			
Case management where client has not been sectioned	10 years after last contact / action If file is held jointly with other agencies, file must be retained in line with the longest retention period for other agency Common practice/ Departmental		Remain in team (minimum of 2 years) ; transfer for storage if appropriate	
Case management where client has been sectioned	A minimum of 20 years from the date the doctor confirms no further treatment or care is considered necessary. 8 years after client has died.	Mental Health files	Within Team, (minimum of 6 years) transfer to Reading Records Management Bureau if appropriate Mental Health Act 1983. Destroy if no longer needed.	
Case management of services or support to all other people Process involved in assessing individual need and providing individual support or services for all other people	Review 6 years after case is closed / contact ceased. <i>NB : Where there is a complaint on file, file not to be destroyed without first referring to Complaints officer.</i> <i>Where services are run jointly with other agencies records to be retained in line with longest retention period</i>	Individual Case Files : <ul style="list-style-type: none"> • Elderly Case files • Learning Disabled case files • Physically Disabled files • Sensory disability <ul style="list-style-type: none"> • Drug & alcohol misuse • Occupational Therapy 	Remain in teams where possible (minimum of at least 2 years) ; transfer to Readings Records Management Bureau if appropriate	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Culture & Youth Services				
Youth Activity Services Process involved in development of services or programmes for children	Annual – file all meetings	<ul style="list-style-type: none"> ▪ Centre Guidelines Meeting notes – annual staff training, Directors, Seneshall, Co-ordinators, Youth Activity Team, Award Committee, Award Field Officers Report 		
Annual statistics returns	Indefinite	<ul style="list-style-type: none"> ▪ Nos. A,B,S, G Part and completing of units etc. 	Avonbank House	
Equipment Safety Check		<ul style="list-style-type: none"> ▪ First Aid boxes 		
Risk Assessments	Annually reviewed	<ul style="list-style-type: none"> ▪ Activity building/security COSHH 	AALA annual inspection Health and Safety	
Centre Guidelines				
Access Organisations	Keep until ended	<ul style="list-style-type: none"> ▪ Organisation contact address, date, numbers 	Avonbank	
Licences Operating Authority (D of E)	Annually Health and Safety Legislation	<ul style="list-style-type: none"> ▪ AALA/BCU Reports ▪ Public Entertainment ▪ Performing Rights Society 	Centres covered Avonbank	
Attendance Records	2 years	<ul style="list-style-type: none"> ▪ Y23 ▪ Youth Club records 		
Financial Records	See Accounts and Auditing Section 7	<ul style="list-style-type: none"> ▪ Leases ▪ Accounts 	In Centres	
Grant Applications	7 years	<ul style="list-style-type: none"> ▪ Lottery Awards ▪ Awards for all ▪ New Opportunities Fund 	At Centres	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Culture & Youth Services				
<i>Facility Inspection Records/Check Lists</i>	2 years	<ul style="list-style-type: none"> ▪ Annual/monthly checks 	At Centres	
<i>Fire equipment checks</i>	Until superceded	<ul style="list-style-type: none"> ▪ Annual 	At Centres	
<i>Emergency lighting and portable electric appliances</i>	Until superceded	<ul style="list-style-type: none"> ▪ Annual 	At Centres	
<i>Personnel protective equipment check list</i>	Until superceded	<ul style="list-style-type: none"> ▪ Annual 	At Centres	
<i>Consent for Activities</i>	2 years	<ul style="list-style-type: none"> ▪ Y23 	At Centres Used for reference in progression of training plans	
<i>Accident Report Forms/Reports</i>	In accident book and electronically to WBDC – Retained for 21 years	<ul style="list-style-type: none"> ▪ Y23 ▪ Friar 1 ▪ Written reports/letters 	At Centres in accident books On WBDC system WBDC corporate H & S policy	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Culture & Youth Services				
<p>Provision of services: young people Process involved in the development of services or programmes for young people</p>	Retain for 7 years from closure			
<p>Duke of Edinburgh's Award Application forms/records</p>	Keep until after 26 th birthday	Application to join dates/details of Awards gained Attendance records Course reports	Avonbank House Scheme open to 14 – 25 year olds only closes after Award gained 25 th birthday is deadline for completion.	
<p>Application Forms for Courses</p>	Up to a maximum 12 months then destroyed	Course application		
<p>Award – young people awaiting presentation</p>	Retained until action completed (when related record of presentation retained)	List of names	Avonbank	
<p>Award MV Participants</p>	Keep until after 26 birthday	Application, dates/completion	Avonbank	
<p>Individual Youth Centre Records</p>		Membership, applications, course assessments, project reports Financial records – see finance	Theale Youth & Community Centre Waterside Centre Kennet Youth & Community Centre	
<p>Provision of services: adults Process involved in the development of services or programmes for adults</p>	Retain for 7 years from closure			

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Residential/Nursing Homes, Day Centres and Respite Homes				
<p>Residential Homes: Management Summary management systems for management of children/adults housed by the local authority. Includes respite and day care facilities</p>	RMS guidance suggests these records should be kept permanently		K	
<p>Residential Homes: Client files - children Record of each child accommodated in the home</p>	Children - until 75th anniversary of his / her DoB or 15 years after date of death if child died before reaching 18	Client files	Within Home for duration of child's stay. Where appropriate records should move with child or be returned to relevant care management team. Children's Homes Regulations 2001. ~ Regulation 28 Schedule 3	
<p>Residential Homes: Client files - adults Record of adults accommodated in the home</p>	Adults - minimum of 6 years from date of last entry (including notification of death, illness or accident)	Client files	Within home / day centre while current, then return to relevant team to be kept with client file Care Homes Regulations 2001. Regulation 17 (schedule 3 ~ details records to be kept in respect of each service user).	
<p>Residential Homes: Non-Client files Record of anyone else resident in the home, not accommodated there or an employee of the home</p>	<p>Destroy after 50 years</p> <p><i>NB : legislation requires records to be kept for 15 years but West Berkshire policy is to keep above & beyond this time.</i></p>		Within home while current and for a minimum of 2 years, then to storage. Care Standards Act Children's Home Regulations 2001 ~ Regulation 29 Schedule 4	
<p>Registration of the Unit</p>	Duration of Registration	Certificate of registration	Within Home	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Residential/Nursing Homes, Day Centres and Respite Homes				
Residential homes: Operation	<i>RMS guidance suggests these records should be kept for 25 years</i>			
Operational records /documents: children's homes Documents relating to the operation of the establishment	Destroy after 50 years of last entry <i>NB : legislation requires records to be kept for 15 years, but West Berkshire policy is to keep above & beyond this time.</i>	<ul style="list-style-type: none"> • Register detailing each child accommodated in the home • Accident books • Record of receipt, disposal and administration of any medicinal products to any child. • Record of all Money/Valuables deposited by children for safekeeping,. • Daily log of events • Visitors book • Complaints log • Secure unit records 	Within home while current, for a minimum of 2 years then to storage. Care Standards Act ~ Children's Homes Regulations 2001 ~ Regulation 29 (schedule 4)	
Policies	Duration of the home Review – possibly to be kept for statute of limitations once home has closed	<ul style="list-style-type: none"> • Copies of Acts and Regulations • Complaints policy / procedure • Service provision manual • Current Health and Safety policy / manual • Statement of purpose 	Within home while current	
Menus	Destroy after one year	<ul style="list-style-type: none"> • Menus 	Within home Children's Homes Regs 2001 Regulation 29	
Financial Records Record of all accounts kept in a Children's Home	Destroy after 15 years	<ul style="list-style-type: none"> • Accounts 	Within Team for minimum of 2 years, then to storage. Children's Homes Regs 2001 Regulation 29 – Schedule 4	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Residential/Nursing Homes, Day Centres and Respite Homes				
<p>Operational records /documents: adults homes/day centres Documents relating to the operation of the establishment</p>	<p>Minimum of 6 years from date of last entry Review after 6 years</p>	<ul style="list-style-type: none"> • Accident / incident books • Record of all medicinal products kept / administration & disposal • Records on money/ valuables deposited by residents & date returned / or used at the request of resident (purpose documented) • Menus • Records of any food provided for residents and of any special diets • Daily log / Communications book • Visitors book • Daily register of all residents • Admissions / discharge registers • Residents meetings • Admission / discharge registers • Complaints log 	<p>Within home/day centre Care Standards Act 2000 Care Homes Regulations 2001 Regulation 17(schedule 4)</p>	
<p>Exception statements</p>	<p>Destroy 1 year from end of exception</p>		<p>Within Home</p>	
<p>Statement of purpose Aims/objectives of home/day centre</p>	<p>Duration of Home (adult homes - minimum of three years)</p>	<ul style="list-style-type: none"> ▪ Statement of purpose ▪ Statement of facilities provided by the home / centre for residents / users and arrangements made for visitors. ▪ Service user's guide 	<p>Within Home Children's Homes Regulations 2001 ~ Schedule 1 Care Standards Act 2000 Care Homes Regulations 2001. Regulation 17 (schedule 4)</p>	
<p>Inspection records</p>	<p>Minimum of 3 years</p>	<ul style="list-style-type: none"> ▪ Inspection reports ▪ Record book of inspection visits ▪ Monitoring reports 		
<p>Charging</p>	<p>Minimum of 3 years</p>	<ul style="list-style-type: none"> ▪ Records of the scale of charges , including any extras for additional services and amounts by or in respect of each service user 	<p>Within Home Care Standards Act 2000 Care Homes Regulations 2001. Regulation 17 (schedule 4)</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Residential/Nursing Homes, Day Centres and Respite Homes				
Missing persons	Review after 3 years	<ul style="list-style-type: none"> ▪ Statement of procedure to be followed in the event of a client becoming missing 	Retain the statement if the client is still missing after 3 years.	
Policies and procedures	Duration of the home Review – possibly to be kept for statute of limitations once home has closed	<ul style="list-style-type: none"> • Acts and Regulations • Complaints policy • Service provision manual • Health and Safety policy 	Within Home Departmental	
Domiciliary care: client records Care of clients within their own homes	Minimum of 6 years	<ul style="list-style-type: none"> • Service user's care plan • Detailed record of care provided • Contact Sheets 	Within team whilst current & then returned to relevant care management team to be reunited with main client file. Care Standards Act 2000 Health & Social Care Act 2012	
Domiciliary care: other records	Minimum of 6 years	<ul style="list-style-type: none"> • All info. provided to the Commission for the purposes of registration • Details of any allegations of abuse • Details of any physical restraint used • Carers observation sheets 	Within Team for a minimum of 6 months before transferring to storage. Care Standards Act 2000 Health & Social Care Act 2012	
Support with Confidence	Duration of membership of scheme plus one year See notes	<ul style="list-style-type: none"> • Registration details for scheme • Audit checks • Insurance details 	In the event of a safeguarding concern, data will be retained indefinitely. Data retained for a year after scheme has been left in case of re-enrolment.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
4 Legal and Contracts				
Litigation				
<p>Litigation Managing, undertaking or defending for or against litigation on behalf of the local authority</p>	Destroy 7 years after last action	<ul style="list-style-type: none"> Case files Prosecutions Appeals 	Within Legal Services for 1 year, then to Reading Records Office for storage	
Prosecutions				
<p>Prosecution or sanction of an organisation or individual The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities</p>	Destroy 7 years from last action	<ul style="list-style-type: none"> Prosecution/sanction files ASBOs 	Common practice	
Advice				
<p>Advice The process of providing legal advice on a point of law</p>	Destroy 3 years after last action		As above	
Agreements				
<p>Agreements Process of agreeing terms between organisation (Not contractual agreements)</p>	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> Concordat 	Common practice – dependent on value of agreement. Mainly agreements between public bodies – not in regard to contracts	
<p>S 38 Agreements</p>	Destroy 6 months after last action	<ul style="list-style-type: none"> S.38 Agreements 	In Legal Services In Property – copies retained 20 years	
<p>S 106 Agreements</p>	Destroy 1 yr after compliance	<ul style="list-style-type: none"> S 106 agreements re: compliance 	In Legal Services in secure storage In Property – copies retained 20 years	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Conveyance				
See also Property Acquisition and Disposal (8)				
Conveyance Process of changing ownership or land or property	Retain for 12 years after interest in property ceases, then destroy	<ul style="list-style-type: none"> Conveyancing files 	Within Property for 2 years and then pass to Reading Records office	
Searches Searches carried out by Land Charges service	Destroy five years after closure Retain five years	<ul style="list-style-type: none"> Local searches for properties where the local authority is the client Local searches/property searches 		
Contracts and Tendering				
Pre contract advice				
Pre contract advice	Destroy 2 years after contract let or not preceded with	Expressions of interest	Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage	
Pre-Qualification of Suppliers				
Supplier expressions of interest and pre-qualification questionnaire responses Process involved pre-qualification process for contracts	For approved suppliers – Retain as for <u>Ordinary Contracts</u> destroy after 6 from expiry or <u>Contracts under seal</u> destroy 12 years after terms of contract have expired For unapproved suppliers destroy after one year	Supplier expressions of interest Pre-qualification questionnaires Supporting supplier documents Pre-qualification questionnaire assessments	As above For contracts of £50,000 and above (Steve Duffin)	
Specification and contract development				
Specification and contract development Process involved in the development and specification of a contract	<u>Ordinary Contracts</u> destroy after 6 from expiry <u>Contracts under seal</u> destroy 12 years after terms of contract have expired	Tender specification Tender Documents Quotations Signed contract	As above	
Tender issuing and return				
Tender issuing and return Process involved in issuing and return of a contract	Destroy one year after start of contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	As above	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	LGC Classification
Tender evaluation				
<i>Tender evaluation</i>	Destroy 1 year after start of contract	<ul style="list-style-type: none"> Evaluation criteria 	As above	
<i>Successful tender document</i>	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Tender documents Quotations	As above	
<i>Unsuccessful tender documents</i>	Destroy 2 years after contract not proceeded with	Tender documents Quotations	Within service unit	
Post tender negotiation				
<i>Post tender negotiation</i>	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Clarification of contract Minutes	Within service unit (Steve Hounsell)	
Awarding of contract				
<i>Awarding of contract</i>	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Signed contract	Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage.	
Contract management				
<i>Contract operation & monitoring</i>	Destroy 2 years after terms of contract expired	SLA Compliance & performance reports	Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage.	
<i>Waste contracts</i> The process of monitoring the waste contract	Permanent	Inspection records Contract performance information	Countryside and Environment, Faraday Rd	
<i>Management and amendment of contract</i>	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Minutes Changes to requirements Variation forms Extension of contract Complaints Disputes on payment	Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	LGC Classification
Tenancy agreements				
<p>Welfare housing tenancies The process of awarding tenancies in welfare housing</p>	<p>Ordinary tenancy destroy 6 years after contract expired Tenancy under seal destroy 12 years after contract expired</p>	<p>Signed tenancy agreements Sealed tenancy agreements</p>	<p>Statutory</p>	
Legal Records & Documents				
<p>Miscellaneous Legal Records</p>	<p>Destroy 20 years after last action Planning enforcements can only be destroyed after individual review and assessment.</p>	<ul style="list-style-type: none"> • Advertisements • Footpaths / diversions • Planning enforcements • CLUDs • Listed Buildings 	<p>Within Legal Services for 1 year, then to Reading Records Office for storage Requirement to retain enforcement notices on a register while they remain in force (s188 and article 26)</p>	
<p>Original Legal Documents</p>	<p>Keep indefinitely</p>	<ul style="list-style-type: none"> • Legal Charge Agreements • S 106 Agreements • Original deeds • S.116 orders • Footpath diversions and bridleways • Extinguishments • Modification Orders • Creation Agreements • Temporary Road Closures • Full Road orders • S.31(6) Highways Act matters (deposit statement and plan) 	<p>Within Legal Services in secure storage</p>	
<p>Proof of Life documentation</p>	<p>1 year or until advised no longer necessary</p>	<ul style="list-style-type: none"> • Proof of Life document and supporting data 	<p>To be deleted 1 year after last contact with requester.</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
5. Statutory Services				
Registrars of Births, Marriages and Deaths				
Registration – summary process and certification	Permanent – transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Births Register • Marriage register • Deaths register • Certificates • Civil registration 	Kept at Peake House Statutory 1837 Registration Act and related legislation	
Notices Process of notification in relation to birth, death or marriage	Destroy two years after last action	<ul style="list-style-type: none"> • Wedding banns • Notice of marriage 		
Coroners records Summary registration of reported deaths	Permanent – transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Reported deaths register 	Kept at Thatcham Police station Set by Public Record Office Coroner's case work – refer to Home Office website www.homeoffice.gov.uk/circulars/a999/hoc9959.htm	
Inquiries into deaths – no inquest Process and actions of inquiring into deaths which do not proceed to inquest	Destroy 15 years after last action	<ul style="list-style-type: none"> • Coroner's case files 	Set by PRO	
Inquiries into deaths – inquest Process and actions of inquiring into deaths which proceed to inquest	Permanent – transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Coroner's case files 	Set by PRO May be sampled	
Treasure trove Process and actions of treasure trove		<ul style="list-style-type: none"> • Destroy 2 years after last action 	Set by PRO	
Magistrates	Refer to Lord Chancellor's publications	<ul style="list-style-type: none"> • 		

6. Human Resources				
Human Resources and Payroll administration				
<p><i>HR and Payroll individual employee records -electronic</i> (all Corporate employees)</p>	<p>For staff working who have ever worked for WBC in regulated activity (i.e. with children or vulnerable adults) records are retained indefinitely.</p> <p>Records of staff in the pension scheme who have not worked in regulated activity are retained for 7 years after the Council is notified of the last pension payment.</p> <p>For staff not in regulated activity or in the pension scheme, records can be deleted on request 7 years after the end of employment, with the exception of health and safety training records which will be kept for a minimum of 50 years from the date of the course.</p>	<ul style="list-style-type: none"> • Name • Address • Date of birth • Gender • Equalities data • National insurance number • Confirmation of right to work in the UK • Payroll number • Exit interviews • Contracts of employment • Employment history with WBC • Remuneration history with WBC • Pension contribution history • Disciplinary warning dates and duration • Grievance dates • Resignation letters • Redundancy at risk notification letters • Tupe letters • Termination of employment letters • Casual request form 	<p>Records for staff who have worked in regulated activity are kept indefinitely to enable the Council to respond to allegations of abuse.</p> <p>Records of those in pension scheme, who have not worked in regulated activity with WBC, retained for 7 years after notification of last pension payment on advice of pension scheme to enable response to pension queries.</p> <p>Records for staff in neither regulated activity nor pension scheme must be retained for 7 years after the end of employment to comply with HMRC requirements.</p>	
<p><i>HR and payroll individual employee records - paper</i> (all Corporate employees employed before 01/10/17)</p>	<p>For staff working who have ever worked for WBC in regulated activity (i.e. with children or vulnerable adults) records are retained indefinitely.</p> <p>Records of staff in the pension scheme who have not worked in regulated activity are retained for 7 years after the Council is notified of the last pension payment.</p> <p>For staff not in regulated activity or in the pension scheme, records can be deleted on request 7 years after</p>	<ul style="list-style-type: none"> • As above 	<p>Paper based HR record files have not been created since 01/10/17. They will exist for employees and for information collected before this date.</p> <p>Files are held within a locked area that only HR and Payroll staff have access to, during duration of employment, then indexed and filed in archive.</p> <p>Records for staff who have worked in regulated activity are kept indefinitely to enable the Council to respond to allegations of abuse.</p>	

Records Management Record Retention Schedule

	the end of employment.		<p>Records of those in pension scheme who have not worked in regulated activity at WBC will be retained for 7 years after notification of last pension payment on advice of pension scheme to enable response to pension queries.</p> <p>Records for staff in neither regulated activity nor pension scheme must be retained for 7 years after the end of employment to comply with HMRC requirements.</p>	
--	------------------------	--	--	--

Records Management Record Retention Schedule

<p>Records held for payment of election staff not otherwise employed by WBC</p>	<p>Records to enable payment of election staff who are not employed by WBC in another capacity will be retained for 7 years after the end of the employment to comply with HMRC requirements</p>	<ul style="list-style-type: none"> • Name • Address • Date of birth • National insurance number • Gender • Email address • Bank details • Pay records 		
<p>Records held by the employee's line manager to facilitate day to day management</p>	<p>Records to be kept in accordance with the service's retention schedule for employee data and requirements of any regulatory bodies or legislation relevant to the employee's role.</p> <p>As a minimum the employee's service will hold the following information for the periods specified below or longer where there is specific service/regulatory body/legislative requirement:</p> <p>Rotas and records of hours worked (e.g. timesheets, flexi time records) – keep for four years from the end of the year in question.</p> <p>Annual leave records – keep for four years from the end of the leave year in question</p> <p>Sickness absence self-certificates held electronically for a period of three years after the end of the tax year they relate to.</p> <p>GP Fit Notes/hospital certificates copied and held electronically for a period of three years from the end of the tax year they relate to. The original certificate will be returned to</p>	<ul style="list-style-type: none"> • Appraisals, one to one supervision notes • Leave requests • Risk assessments • Rotas and records of hours worked • Probation forms • Records of training completed outside the Council's training programme • Annual leave record • Requests for paid leave under additional leave procedure • Sickness certificates • Records of parental leave taken and request forms • References provided for current and ex-employees 	<p>Under the National Minimum Wage (Amendment) Regulations 2021 (SI 2021/329) records of hours worked must be kept for 6 years from the date the record is made to show compliance with Working Time Regulations 1998. For HMRC purposes managers are advised keeping this for a minimum of 7 years and one pay period after the end of the pay period to which they apply.</p>	

Records Management Record Retention Schedule

	<p>the employee once it has been copied.</p> <p>Parental leave request forms and records of parental leave taken – kept by the service for 18 years from the birth of the employee’s child</p> <p>Appraisal and one to one supervision forms – keep for a minimum of five years from the date of the appraisal/supervision meeting</p>			
--	--	--	--	--

Records Management Record Retention Schedule

<p>Volunteer records</p>	<p>All records held within the service and kept in accordance with the service's retention schedule for volunteer data and requirements of any regulatory bodies or legislation relevant to the volunteer's role.</p> <p>Training records: Volunteer e-learning account and record of attendance at face to face training (except H&S) deleted within one month of being notified by the service engaging them that they are no longer a volunteer.</p> <p>Records of H&S training attended/ completed will be retained for 50 years from the date of completion.</p> <p>Records of attendance at training not listed in the Council's training programme kept in the volunteer's service in line with the service's retention schedule, and any legislative or regulatory body requirements. Any relating to Health and Safety should be kept for a minimum of 50 years from the date of the course.</p> <p>Course attendance sheets are retained electronically by HR for a period of 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run</p>	<ul style="list-style-type: none"> • Application Forms • Pre-engagement checks • Registration Forms • Training Records • Course signing in sheets • Record of dates worked • Special requirement details for training courses 		
---------------------------------	--	--	--	--

Records Management Record Retention Schedule

<p>School employee data</p>	<p>All data relating to school employees is retained within the school according to their retention schedule.</p> <p>WBC HR and Payroll retain some data regarding school employees to enable provision of services to schools. This data will be retained as set out in the HR and Payroll individual records at the top of this section of the retention schedule.</p> <p>DFE returns – deleted 12 months after the return is completed.</p>	<ul style="list-style-type: none"> • Confirmation of right to work in the UK • Data to allow processing of pay • Information to facilitate provision of HR advice on matters such as discipline, capability and grievance. • DBS data where provided to the HR by the school and positive disclosure forms where the DBS check contains content • Data required to process DFE returns e.g. strike information, Schools Workforce Census. 		
<p>Recruitment records (successful applicants)</p>	<p>Records placed on the employee's HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule.</p> <p>ALL EMPLOYEES – recruiting managers will ensure that all paper and/or electronic records used during the recruitment process are kept securely, and are destroyed using a secure process as soon as a scanned/electronic copy has been sent to HR for retention as described above.</p>	<ul style="list-style-type: none"> • Application forms • Shortlisting information • Tests • Interview and assessment notes • Medical clearance • Letter of appointment • Educational qualification documentation • Employment contracts • Copies of right to work in the UK and identity documentation • References • Evidence of relevant professional memberships • Evidence of verbal verification of references 		
<p>Recruitment records (unsuccessful applicants)</p>	<p>All unsuccessful applicants – Information held electronically on the jobs go public recruitment system is kept for 12 months from the end of the recruitment process. Recruiting managers ensure that any paper/and or electronic records they use during the recruitment process are kept securely, and are</p>	<ul style="list-style-type: none"> • Application forms • Shortlisting information • Interview questions • Tests • Interview and assessment notes • Educational qualification documentation • Copies of right to work in the UK and 		

Records Management Record Retention Schedule

	destroyed using a secure process 6 months after the recruitment decision has been made.	identity documentation <ul style="list-style-type: none">• References• Evidence of relevant professional memberships• Evidence of verbal verification of references• Medical clearance where held		
--	---	--	--	--

Records Management Record Retention Schedule

<p><i>Non-starters (Applicants offered and accepting a post who do not commence employment)</i></p>	<p>Where an applicant accepts an offer of employment but does not commence employment, recruitment records will be kept as for unsuccessful applicants.</p> <p>Electronic employment records generated before HR is informed that the individual has not commenced employment will be deleted as soon as HR is informed that the applicant has not started work.</p>	<ul style="list-style-type: none"> • Application forms • Interview questions • Tests • Interview and assessment notes • Medical clearance • Letter of appointment • Job description • Educational qualification documentation • Employment contracts • Copies of right to work in the UK and identity documentation • References • Evidence of verbal verification of references • Recruitment records • Contract of employment • Evidence of relevant professional memberships 		
<p><i>Disclosure and Baring Service (DBS) Checks (Corporate staff only – see schools’ employee data section for DBS data for school staff)</i></p>	<p>Copies of DBS certificates are not normally made. Where they are made they are securely destroyed within 6 months.</p> <p>Certificate number and positive disclosure forms retained electronically/ in paper files as set out in the HR and Payroll individual employee records as described at the top of this section of the retention schedule.</p>	<ul style="list-style-type: none"> • DBS certificate number • Certificate issue date • Level of DBS check • Positive disclosure form where the DBS check contains content 		
<p><i>Probationary review meetings and confirmation in employment</i></p>	<p>Records placed on the employee’s HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule.</p> <p>Hearing bundles kept the same as for disciplinary/capability case work</p>	<ul style="list-style-type: none"> • 1, 3 and 5 month probationary review meeting forms • Forms for 3, 6, 9, 12 month reviews for those on ASYE • Extension letters where required • Hearing bundle where required 		

Records Management Record Retention Schedule

<p><i>HR retention of MyView forms</i></p> <p>Electronic forms completed by managers/employees and sent to HR to request/authorise particular actions (Note – data gathered from these forms will be held as specified under individual employee data in the first two sections of this section of the retention schedule and the pay, salary and overtime section below)</p>	<p>Data input into the HR and Payroll individual employee record and retained as set out at top of this section of the retention schedule.</p> <p>Request forms deleted on an annual basis after the following timescales: Training requests - 12 months Appraisal date - 12 months Casual worker request 12 months Probation form 12 months Additional payments/Honorariums– retain indefinitely Exit interviews 12 months Manager recruitment feedback – 12 months Leaving lease car scheme - 12 months My Team personal forms (Bank, contact, EC details) – 12 months Sickness forms – 3 years Expense claims - 7 years Time sheets and overtime claim forms – 7 years</p>	<ul style="list-style-type: none"> • Training request forms • Appraisal date form • Expense claim form • Time sheets and overtime claim forms • Casual letter request • Probation forms • Honorarium forms • Exit interviews • Lease car opt out form 		
<p><i>Sickness absence records</i></p>	<p>Sickness absence records: Certificates copied and held electronically by service for a period of three years after the end of the tax year they relate to. The original certificate will be returned to the employee once it has been copied.</p> <p>Dates and reason for absence recorded on the HR/Payroll system and retained as specified in the HR and Payroll individual staff records at the top of this section of the retention schedule</p>	<ul style="list-style-type: none"> • Self-certification forms • Fitness to work certificates • Hospital certificates • Dates of absence • Reasons for absence 		

Records Management Record Retention Schedule

<i>Pay; salary and overtime</i>	Payments and deductions recorded on individual employee record and retained on the HR/Payroll system for the period listed under HR and Payroll individual staff record at the top of this section of the retention schedule	<ul style="list-style-type: none"> • Record of salary paid • Record of overtime paid • Honoraria payments • Occupational pay (sick, maternity, paternity, adoption) • Tax and NI deducted • Other deductions 	Required for potential pensions queries	
<i>Timesheets and overtime claims (retention within HR to facilitate payment of salary – also see section on data held by the employee’s line manager above)</i>	Deleted once payment details input. Copies of original timesheets kept in the service as set out in ‘records kept by employees’ line manager’ above.	<ul style="list-style-type: none"> • Timesheets • Overtime sheets 		
<i>Statutory payments for:</i> Statutory maternity pay Statutory adoption pay Shared parental leave pay Paternity pay Bereavement leave	Original certificates/scanned certificate retained in HR against employee’s individual records. Retained as specified in the HR/Payroll individual staff records at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Dates of leave • Proof of entitlement to leave e.g. original MATB1 forms, matching certificates • Notification forms 	HMRC requires certificates kept for 7 years.	
<i>Records of Jury Service payments</i>	Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Court payments claim forms 		
<i>Other unpaid leave</i>	Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Request forms 		
<i>Additional financial reward</i>	Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Letters or supporting documents for one off honoraria 		

Records Management Record Retention Schedule

<i>Auto enrolment and Pension information</i>	Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Dates admitted to pension scheme. • Dates left pension scheme • Periods of unpaid leave • Contributions made to pension • Pension scheme opt out requests 		
<i>HMRC returns information</i>	Provided to HMRC monthly via secure electronic file transfer - Full Payment Summary (FPS) report. Stored on HR and Payroll System for 7 years after it is sent to HMRC	<ul style="list-style-type: none"> • Details of employee tax codes all pay and deductions made per employee 	Statutory requirement	
<i>Lease Car Driver information</i>	<p>Pre October 2017 documents – paper file within HR offices separate from other employee data, held for a year after the end of the lease period, then archived</p> <p>Post October 2017 documents – held on employees record on HR/Payroll system via document storage then retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule</p>	<ul style="list-style-type: none"> • Lease agreement • Order form and quote • Copy of driving licence • Insurance declaration • Contributions towards private use • Details of fines; speeding, parking 		
<i>Deductions for trade union subscriptions</i>	<p>Requirement to deduct subscriptions and amount deducted retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Paper request forms destroyed 6 months after receipt. Requests received electronically stored electronically and destroyed 6 years after the last deduction</p>	<ul style="list-style-type: none"> • Employee's request for trade union subscriptions to be paid • Details of subscriptions paid 	Retained solely for the deduction of union subscriptions at the request of the employee. Data accessed by Payroll only.	

Records Management Record Retention Schedule

<p><i>Court order deductions</i></p>	<p>Pre September 2018 court orders retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Payments for post September 2018 court orders kept as a separate record against the main employee record. Employees can request deletion of this record after the final court order payment has been made.</p>	<ul style="list-style-type: none"> • Deductions from pay due to a court order 	<p>Data accessed by Payroll only.</p>	
<p><i>Expenses claims</i></p>	<p>Amount of expenses paid retained as set out in individual employee record at the top of this section of the retention schedule.</p> <p>Expense claims submitted on paper forms - archived annually, post September 2018 records to be destroyed after 7 years</p>	<ul style="list-style-type: none"> • Details of expenses claimed; such as mileage, train journeys 		
<p>Training and Development</p>				
<p>Corporate employee training records</p>	<p>Employees: Records for completion of e-learning and classroom courses listed in the Council's training programme retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Employees' e-learning account deleted within one month of the end of employment.</p> <p>Records of Health and Safety training will be kept for a minimum</p>	<ul style="list-style-type: none"> • Attendance at classroom courses and completion of e-learning recorded on electronic HR System • Electronic record of completion of WBC e-learning on LMS • Course attendance ('signing in' sheets) • Requests for reasonable adjustments for those with disabilities • Special dietary requirement requests 	<p>Keeping Health and Safety training records for a minimum of 50 years from the date of the course is best practice recommended by the insurer.</p>	

Records Management Record Retention Schedule

	<p>of 50 years after the date of the course</p> <p>Records of attendance at training not listed in the Council's training programme kept in the employee's service in line with the service's retention schedule, and any legislative or regulatory body requirements. Any relating to Health and Safety should be kept for a minimum of 50 years from the date of the course.</p> <p>Course attendance sheets are retained electronically by HR for a period of 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run</p>			
--	---	--	--	--

Records Management Record Retention Schedule

<p>Training records for external delegates e.g. attendees from PVI's</p>	<p>Electronic records held on Resourcelink of course attendance. Deleted on request by the PVI/individual.</p> <p>Course attendance sheets retained for 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p>	<ul style="list-style-type: none"> • Name • Employer • Contact email and/or email • Address and billing information where the individual is paying for their own training 		
<p>Training records of Foster Carers attending training arranged by HR</p>	<p>Held electronically until asked to delete by the Foster Care Service.</p> <p>Course attendance sheets are retained electronically by HR for a period 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p>	<ul style="list-style-type: none"> • Name • Training records • Reasonable adjustment requests 		
<p>Delegates for schools courses e.g. employees of WBC schools, independent schools, child minders</p>	<p>Course attendance sheets are retained electronically by HR for a period 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p>	<ul style="list-style-type: none"> • Name • Date of birth • Job title • Course completion history • Email address • Dietary requirements • Reasonable adjustment requests 	<p>Retention of data held on the Education SLA system relating to training booked/attended is covered by an Education Services privacy note.</p>	
<p>Town Council employees</p>	<p>Records retained on the e-Learning system. The Town Council is asked</p>	<ul style="list-style-type: none"> • E-learning records • Name 		

Records Management Record Retention Schedule

	to provide details of leavers annually. Records of leavers are deleted.	<ul style="list-style-type: none">• Email address		
--	---	---	--	--

Records Management Record Retention Schedule

<p>Records of training providers</p>	<p>Commissioning details kept electronically in HR. Deleted one year after the end of the training agreement.</p> <p>Details to enable payment forwarded to Finance (retained in accordance with Finance' retention schedule). Bank details deleted from HR records once sent to Finance.</p> <p>Tutor details will be deleted via a manual task annually following commissioning for the next training programme.</p>	<ul style="list-style-type: none"> • Name • Email • Phone number • Bank details for payment • Commissioning agreement including C.V.(where provided), insurance details 		
<p>Employee Relations</p>				
<p>Formal correspondence regarding disciplinary/grievance/capability – performance or sickness absence/probationary hearings</p>	<p>Placed on the employee's HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule</p>	<ul style="list-style-type: none"> • Acknowledgement of grievance letters • Letters informing employees of the start of a formal procedure • Letters informing employees about an investigation • Formal meeting and hearing outcome letters • Management advice letters • Extension of probation letters 	<p>To facilitate response to appeals, tribunal claims and to respond to historic abuse cases (employees who have worked in regulated activity).</p>	
<p>Disciplinary/ grievance/capability – performance or ill health cases/sickness absence/probationary hearings</p>	<p>Electronic record kept with access limited to Human Resources, kept indefinitely.</p> <p>One paper bundle used for hearings archived after six months (retained indefinitely), all other copies shredded following the hearing.</p>	<ul style="list-style-type: none"> • Case notes • Meeting minutes • Investigation notes and reports • Hearing bundles 	<p>To facilitate response to appeals, tribunal claims and to respond to historic abuse cases (employees who have worked in regulated activity).</p>	
<p>Documentation related to</p>	<p>Placed on the employee's HR record and retained as specified in</p>	<ul style="list-style-type: none"> • Settlement agreement • Agreed reference 	<p>To facilitate response to any future legal challenge and to be able to provide</p>	

Records Management Record Retention Schedule

settlement agreements	the HR and Payroll records at the top of this section of the retention schedule		agreed reference.	
Employment tribunal case documentation	One paper bundle used for tribunal hearings archived after six months (retained indefinitely), all other copies shredded following the hearing. One copy retained by Legal Services in line with their retention schedule.	<ul style="list-style-type: none"> • Full evidence disclosure pack • Copies of correspondence from the tribunal and to and from legal advisers 	To facilitate response to further legal action.	
Occupational health records	Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.	<ul style="list-style-type: none"> • Pre- employment medical assessment stating fit/not fit/fit with adjustments • Occupational health reports • Adjustment to workplace • Restrictions • Recommendations 		
Restructures	Correspondence to individual employees retained on their HR record as specified in the HR and Payroll records section at the top of this section of the retention schedule. Service wide information relating to restructures retained in a separate electronic record retained indefinitely accessible only by Human Resources.	<ul style="list-style-type: none"> • At risk of redundancy letters • Redundancy estimates • Redundancy notice letters • Redundancy appeal letters • Restructure proposals • Redundancy pay • Consultation details • Redundancy estimate spreadsheet 		
References provided for employees/ex -employees References given/information to enable reference to be provided	Where sent to HR by manager providing the reference - retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.			

Records Management Record Retention Schedule

Information regarding ex-Berkshire County Council Employees	Records kept indefinitely, password protected with restricted access.	<ul style="list-style-type: none"> Name Address Employment history 	Retained to enable answering queries from past BCC employees e.g. pensions queries. Database cannot be amended by WBC.	

Description	Retention Action	Examples of Records	Notes	Classification
7. Accounts and Auditing				
Reporting				
<p>Consolidated annual financial reports</p> <p>The process that consolidates financial transactions on an annual basis for corporate reporting purposes</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements General ledger 		
<p>Consolidated periodic financial reports</p> <p>The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Excludes journals and subsidiary ledgers and cash books.</p>	Destroy when administrative use is concluded	<ul style="list-style-type: none"> Consolidated monthly and quarterly reports Consolidated monthly and quarterly statements Working papers to prepare the above Monthly accrual statements Cashflow statements Creditor listings and reports Debtor listings and reports 		
Financial Transactions Management				
<p>Approvals management</p> <p>Management of the approvals process for purchase, including investigations</p>	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> Appointments and delegations Audit investigations Arrangements for the provision of goods and/or services 	Statutory (Limitations Act)	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Financial Transactions Management				
<p>Receipt, expenditure and write-off of public monies Identification of the receipt, expenditure and write-offs of public monies. Includes ordering and stock documentation. Inclusive of:</p>	<p>Destroy 6 years after conclusion of financial transaction that the record supports</p>	<ul style="list-style-type: none"> • Property adaptations • Official order books • Delivery notes • Stock inventories • Inventory books • Allowances • Work orders • Invoices • Vouchers • Annual subsidiary ledgers & journals • Imprest paying in book • Unpresented cheque lists 	<p>Statutory. Period may be reduced with agreement of Custom and Excise and/or the Inland Revenue</p>	
<p>Financial records for domiciliary care</p>	<p>All financial records need to be kept for 6 years plus the current year</p> <p>Destroy 6 years after last transaction or 7 years after death</p>	<p>Domiciliary care:</p> <ul style="list-style-type: none"> • Records of all business transactions by the care agency • Copies of all receipts issued • Details of charges payable • Home Care assistant timesheets (for salary payments) <p>Community care client files containing 'prime' financial documentation</p>	<p>Domiciliary care: Within Community Care Team for a minimum of 6 months before transferring to Reading Records Centre for storage if appropriate. Care Standards Act 2000 Health & Social Care Act 2012 With client file in appropriate team.</p>	
<p>Journal Transfers Community Care</p>	<p>Destroy after 3 years</p>		<p>Within Team for a minimum of 2 year, transfer to Readings Records Management Bureau if appropriate . Audit, Tax , VAT, Statute of Limitations Departmental</p>	
<p>Midas Statement</p>	<p>Retain until 31st March of the following year, then destroy</p>		<p>Within Team Audit, Tax , VAT, Statute of Limitations Departmental</p>	
<p>Children's Home accounts (refer to section on Children's Homes)</p>	<p>Destroy after 15 years</p>		<p>Within Team for minimum of 2 years, transfer to Reading Records Management Bureau if appropriate. Children's Homes Regs 2001 (Reg 29) schedule 4</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Financial Transactions Management				
Receivership records Community Servicea	Destroy 6 years after death	<ul style="list-style-type: none"> • Receivership records • Care of property 	Within Team while current, transfer to Readings Records Management Bureau if appropriate. Audit, Tax , VAT , Statute of Limitations Departmental	
Appointeeship records Community Care	Destroy 6 years after death		Within Team while current, transfer to Readings Records Management Bureau if appropriate . Audit, Tax , VAT , Statute of Limitations Departmental	
Children's Trust Fund Files	Review after 70 years		Within Team while current, transfer to Readings Records Management Bureau if appropriate. Audit, Tax , VAT , Statute of Limitations Departmental	
Public transport transactions Process involving the provision and support for individuals using public transport	Retain for current year plus 6 years after conclusion of financial transaction that the record supports	<ul style="list-style-type: none"> • Issue of bus season tickets, concessionary fares, passes 	Statutory	
Balance and reconciliation of financial accounts	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation • Summaries of accounts 	Common practice	
Taxation records	Destroy 5 years after the end of the financial year in which the records were created.	<ul style="list-style-type: none"> • Taxation records • Motor vehicle logs • Fringe benefits tax records • Group certificates 	Statutory	
National Insurance Number – process for collection	Destroy 2 years after employee ceases employment	<ul style="list-style-type: none"> • Notification and input records 	Common practice	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Payroll				
Accountable processes relating to payment of employees	Destroy 7 years after conclusion of financial transaction that record supports	<ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records • Travel forms • Overtime sheets • Timesheets • Expenses 	Statutory Within Team for 1 year, transfer to Readings Records Management Bureau if appropriate	
Non-accountable processes relating to payment of employees	Destroy after administrative use is completed	<ul style="list-style-type: none"> • Summary employee pay reports 	Common practice	
List of Authorised Signatories	Destroy 1 year after audit		Within Team	
Financial Provisions: Budgets and Estimates				
Finalisation of annual budget The process of finalising local authorities' annual budget	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Annual budget 	Common practice Only the final version of the annual budget needs to be kept	
Development process for annual budget The process of developing local authorities' annual budget	Destroy 2 years after annual budget adopted by local authority	<ul style="list-style-type: none"> • Draft budgets • Departmental budgets • Draft estimates 	Common practice	
Reporting process of annual budget The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after following year's annual budget has been adopted by local authority	<ul style="list-style-type: none"> • Quarterly statements 	Common practice	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Financial Provisions: Loans				
Borrowings The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Destroy 7 years after loan has been repaid in full	<ul style="list-style-type: none"> Loan files 	Statutory	
Summary management of loans	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Loans register 	Common practice	
Financial Provisions: Housing				
The process of offering financial help with welfare housing provision and maintenance		<ul style="list-style-type: none"> 		
Mortgages	Last payment + 6 years if signed Last payment + 12 years if sealed	<ul style="list-style-type: none"> Mortgage agreements Correspondence 	Statutory	
"Right to Buy"	Destroy 12 years after sale of house	<ul style="list-style-type: none"> Sale documents Agreements concerning sale 	Common practice	
Rent payments	Destroy 7 years after end of financial year in which created.	<ul style="list-style-type: none"> Correspondence and requests concerning payment Client Files Re the tenancy Rents/Rent books Tenancy Condition TSO Reports 	Tenancy General File to be retained in Housing Services as long as WBC own the temporary accommodation. Personal file keep for 2 years and then to Reading Records Office for storage. Statutory	
Home Improvement Grants	Destroy 6 years after last payment for grants under £50,000. Destroy 12 years after last payment for grants over £50,000 Where plans and detailed drawings included offer to archive.	<ul style="list-style-type: none"> Agreement to pay loan Details of payment Correspondence relating to loan 	Statutory	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Council Tax Valuation				
<p>Council Tax Valuation The valuation of rateable land within a municipal district for the purpose of the making of the rate</p>	<p>Valuation lists – permanent - offer to archivist Destroy 10 years after the year in which valuation was made</p>	<ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections • Reports 	<p>Common practice</p>	
Property History				
<p>Property History The recording of information for rateable properties identifying the person or company rated, and value of the property. (Excludes accounting information)</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Rate books • Rate cards • Register of rateable properties 	<p>Common practice</p>	
Rates and Local Authorities Tax Correspondence				
<p>Rates and Local Authorities Tax Correspondence</p>	<p>Destroy 7 years after last action</p>	<ul style="list-style-type: none"> • Objections • Notices • Applications • Correspondence • Rate certificates • Notices of acquisition and disposition • Rate property files 	<p>Common practice</p>	
Summary Assets Management				
<p>Summary Assets Management</p>	<p>See Property Management for real property assets See Transport management for vehicle assets</p>			
<p>Summary management reporting Summary management reporting on overall assets of the local authority</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Schedules of acquisitions • Consolidated current asset reports • Annual reports • Summary of current assets • Asset registers 	<p>Common practice</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Asset Monitoring and Maintenance				
<p>Management systems for summary monitoring and management</p> <p>Management systems which allow the monitoring and management of assets in summary form</p>	<p>Destroy 7 years after conclusion of financial transaction that the record supports</p>	<ul style="list-style-type: none"> • Subsidiary asset registers 	<p>Common practice</p>	
<p>Process of reporting and reviewing asset status</p>	<p>Destroy 2 years after administrative use if concluded</p>	<ul style="list-style-type: none"> • Routine returns and reports on asset status • Inventories • Stocktaking • Surveys of usage • Acquisition and disposal reports and proposals 	<p>Common practice</p>	
<p>Process of maintaining assets</p>	<p>Destroy 7 years after last action</p>	<ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting 	<p>Common practice</p>	
Asset Acquisition and Disposal				
<p>Management and disposal of the asset</p> <p>Management of the asset (by financial lease or purchase) and disposal (by sale or write of) process for assets</p>	<p>Destroy 6 years, if under £50,000 or 12 years, if over £50,000, after all obligations/entitlements are concluded</p>	<ul style="list-style-type: none"> • Legal documents relating to the purchase/sale • Particulars of sale documents • Board of survey • Leases • Applications for leases, licences and rental revision • Tender documents • Conditions of contracts • Certificates of approval 	<p>Statutory</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
8. Property and Land Management				
Property and Land Management				
Reports 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 		
Building and maintenance files	Retain for 12 years, then destroy		Within Property for 2 years and then pass to Reading Records office Common practice	
Establishment building maintenance	Retain for 6 years, then destroy		Within Property for 2 years and then pass to Reading Records office. Common practice	
Establishment working files	Retain for 12 years, then destroy		Within Property for 2 years and then pass to Reading Records office. Common practice	
Process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> Service records Plant files 	Common practice	
Building control permission	Retain for 12 years after interest in property ceases, then destroy		Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations	
Client related	Retain for 5 years or life of involvement with client, whichever is longer		Within Property for 2 years ad then pass to Reading Records office. Review need for information after 5 years. Commercial / statute of limitations	
Abstracts of title	Retain for 12 years after interest in the property ceases, then destroy		Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations	
Agreements with architects and builders	Retain for 6 years after interest in property ceases, then destroy		Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Property Acquisition and Disposal				
See also Conveyance (4)				
<p>Management of the acquisition (real property) Management of the acquisition (by financial lease or purchase) process for real property</p>	Retain for 12 years after interest in property ceases, then destroy RMS advisory – offer significant material to archivist for review	<ul style="list-style-type: none"> • Leases • Plans 	Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations	
<p>Management of the disposal (real property) Management of the disposal (by sale or write off) process for real property</p>	Destroy 15 years after all obligations/entitlements are concluded RMS advisory – offer material re significant/major properties to archivist for review	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents • Board of Survey • Tender documents • Conditions of contract 	Common practice	
Property Development and Renovation				
<p>Property development and renovation Process of managing and undertaking renovations and development of property</p>				
<p>Management of buildings and estates of 'special interest'</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 		
<p>Management of all other buildings and estates</p>	RMS advisory – retain for life of property or building	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 		
<p>Abstracts of title</p>	12 years after interest in property ceases		Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Property Development and Renovation				
Agreements with architects and builders	6 years after interest in property ceases		Within Property for 2years and then pass to Reading Records office. Destroy after 6yrs. Commercial/statute of limitations	
Renovation or development process	Destroy seven years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts 	See also: Legal and Contracts Section 4	
Industrial development certificates	12 years after interest in property ceases		Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations	
Land certificates	12 years after interest in property ceases		Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations	
Leasing and Occupancy				
Management of leased property The process of managing leased property		<ul style="list-style-type: none"> • 		
Management of occupied property The process of managing the occupancy of property		<ul style="list-style-type: none"> • 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Housing Provision				
<p>Management of local authority welfare housing The process of managing local authority welfare housing</p>	Destroy 4 years after last action	<ul style="list-style-type: none"> Stock monitoring records 		
<p>Temporary housing The process of the allocation of temporary accommodation/& permanent housing, registering clients applying for housing, managing tenancies and monitoring Rent Accounts</p>	Destroy 7 years after last action.	<p>Client Files Homelessness Housing Register Medical Information Appeal details Correspondence from other Agencies</p>	Within Housing Services for 2 years, then to Reading Records Office for storage. Common Practice	
<p>Provision of housing advice</p>	Destroy 7 years after last action.	<ul style="list-style-type: none"> Impending homelessness Tenancies Benefits Finance Low level legal advice. Client Files Re all the Advice given. Supporting material. 	Within Housing Services for 2 years then to Reading Records Office for storage. Common Practice	
<p>Housing information from other agencies</p> <ul style="list-style-type: none"> CAB Probation Service Social Services (Social Workers) Newbury Mental Health Two Saints Other Housing providers 	Destroy 7 years after last action.	<ul style="list-style-type: none"> Client files re homelessness Client files re Housing Register Applications 	Files to be kept within Housing Services for 2 years and then to Reading Records Office for storage. Common Practice	
<p>Property adaptation: joint files with health</p>	Destroy after six years	<ul style="list-style-type: none"> Aids order book Aids request form 	Retained as live file 1 year then in storage	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Systems Management				
<p><i>Development process for systems management</i> Internal process to develop or extend the capabilities of a system used to support the activities of the local authority</p>	Retain for life of system then destroy	<ul style="list-style-type: none"> • 		
<p><i>Implementation process for systems management</i> Internal process to implement a system used to support the activities of the local authority</p>	Destroy 7 years after last action	<ul style="list-style-type: none"> • 		
<p><i>Support and administration process for systems management</i> Internal process to support and administer a system used to support the activities of the local authority</p>	Destroy 5 years after last action	<ul style="list-style-type: none"> • Implementation plan 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Transport Management				
<p>Acquisition and disposal Process of acquisition and disposal of vehicles through lease or purchase</p>	Destroy 7 years after the disposal of the vehicle	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 		
<p>Management Process of managing allocation and maintenance of vehicles</p>	Destroy 7 years after the sale of disposal of the vehicle	<ul style="list-style-type: none"> • Approvals as drivers • Allocations and authorisations for vehicles • Maintenance 		
<p>Vehicle usage The process of recording vehicle usage</p>	Destroy 3 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Vehicle usage reports 		
<p>Driver usage The process of recording vehicle usage</p>	Destroy 7 years after closure	<ul style="list-style-type: none"> • Vehicle log books 		
Insurance: Policy Management				
<p>Management of insurance arrangements Summary management of insurance arrangements</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Insurance register 		
<p>Insurance process Process of insuring local authority officers, property, vehicles, equipment against negligence, loss or damage</p>	Destroy 7 years after terms of the policy have expired	<ul style="list-style-type: none"> • Insurance policies • Correspondence 		
<p>Renewal process Process of renewing insurance policies</p>	Destroy 5 years after the insurance policy has been renewed	<ul style="list-style-type: none"> • Insurance policy renewal records • Correspondence 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Insurance: Claims Management				
<p>Recording claims The process that records claims against the local authority or local authority officers</p>	<p>Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)</p>	<ul style="list-style-type: none"> • Claims records • Correspondence 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
9. General Public Services				
Health and Safety				
H&S Inspections and Assessments				
<p>Inspection Process of inspecting equipment to ensure it is safe</p>	Destroy 6 years from destruction of equipment	<ul style="list-style-type: none"> Equipment inspection records Fire equipment maintenance 	Statutory	
<p>Quarry assessment Processing the geo-technical assessments of a quarry</p>	When quarry is no longer in use, refer to Health and Safety Executive (HSE)	<ul style="list-style-type: none"> 	Statutory	
<p>Monitoring Process of carrying out monitoring to ensure that the process is safe</p>	Destroy 3 years from last action In case of care homes and day centre review after 3 years.	<ul style="list-style-type: none"> Monitoring results Care home and day centre fire safety checks Fire alarm tests Fire drills / practice Statement of procedure to be followed in the event of a fire 	Statutory See also Registration, Certification and Licensing in (9) Care Standards Act Care Homes Regulations 2001 Regulation 17. (Schedule 4)	
<p>Environmental Inspections Process of carrying out inspections of environmental aspects of day centre and care home provision. Inspections or monitoring in residential premises</p>	Review after 3 years	<ul style="list-style-type: none"> H & S checks Hot water / Food hygiene Health questionnaires following food poisoning outbreaks 	Within home / day centre	
<p>Asbestos monitoring Process of carrying out monitoring of areas where employees and persons are likely to have come into contact with asbestos</p>	Destroy 40 years from last action	<ul style="list-style-type: none"> Property asbestos files 	Common practice based on Statutory	
<p>Radiation monitoring Process of monitoring of areas where employees and persons are likely to have come in contact with radiation</p>	Destroy 50 years from last action or at age 75 years whichever is the greater	<ul style="list-style-type: none"> Radon monitoring 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
H&S Inspections and Assessments				
Safe systems Process to ensure safe systems of work	Retain until superseded or process ceases plus 1 year	<ul style="list-style-type: none"> Health and Safety procedures and guidance Memos 	Common practice	
Risk assessment Process to assess the level of risk	Destroy 3 years from last assessment	<ul style="list-style-type: none"> Risk assessment 	Statutory	
Procedures Processes that permit work	Destroy 1 year from last action	<ul style="list-style-type: none"> 	Common practice	
Injury records: adults Process that records injuries to adults	Destroy 3 years from closure	<ul style="list-style-type: none"> Accident books 	Statutory	
Injury records: children Process that records injuries to children	Destroy 25 years from closure	<ul style="list-style-type: none"> Accident books 	Based on Statutory	
Fire Safety Records for Children's Homes	Destroy 15 years from last action	<ul style="list-style-type: none"> Fire drill / fire alarm test Fire equipment maintenance (including details of any deficiency & steps taken to remedy it) 	Within home while current, then to Reading Records Bureau for storage Children's Homes Regs 2001 Regulation 29 – Schedule 4	
Construction Design & Management Health & Safety records for Highways construction	Indefinitely	<ul style="list-style-type: none"> Health & Safety Records 	Health & Safety at Work Act CDM Regulations	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Emergency Planning				
<p>Emergency/Disaster Plan Process to develop the Emergency/Disaster Plan for the local community</p>	Permanent - Transfer to place of deposit after superseded	<ul style="list-style-type: none"> • Major Incident Plan • Recovery/contingency plans • Individual service plans 	Contingency/disaster plans should be destroyed/archived when superseded by a new version, after it has been published and acknowledged by the organisation.	
<p>Emergency/Disaster Plan Test Records Process of recording the results of the test of the Emergency/Disaster Plan for the local community</p>	Destroy 10 years after closure	<ul style="list-style-type: none"> • Annual joint authority exercise reports 		
Major Incident				
<p>Major incident reports Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Reports to Corporate Board or Executive • Leaflets • Newspaper cuttings • External reports • Minutes of meetings 	Preserve all related documents on the incident as a single unit permanently. Include current Disaster Plan at the time of the incident as relevant document	
<p>Minor incident reports Activities that report on all minor incidents in the local community</p>	Destroy 7 years after closure	<ul style="list-style-type: none"> • Reports (internal or external) • Minutes of meetings 	Preserve all related documents on the incident as a single unit for seven years.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Enforcement Certification				
Registration, Certification and Licensing				
<p>Management and monitoring Summary management systems that allow the monitoring and management of registration, certification and licenses registration requirements in summary form</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Visual impairment register 	<p>Common practice</p>	
<p>Administration The administration of applications, registration, certification and licences in relation to local authorities' registration requirements</p>	<p>Destroy 2 years after registration or entitlement lapses</p> <p>In case of BD8 destroy 2 years after clients death (if client file is to be destroyed prior to this, BD8 should be removed first) If client transfers to another authority BD8 should be transferred with client and record kept of transfer for 1 year</p>	<ul style="list-style-type: none"> • Applications for animal registration • Applications for registration of a business premises • Applications for release of animals impounded • Registers • Certificates of registration of ;door supervisors; taxi drivers; beauty therapists • Animal movement licences • Gaming • Fire certification • Disabled Parking permits • Blue Badge • Registration to sell poison • BD8 form for registration of blindness or partial sight 	<p>Statutory: May want archival review in cases of licensing of children in entertainment.</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Enforcement Certification				
Registration, Certification and Licensing				
<p>Site licensing</p> <p>The process involved in licensing of the site for the holding or use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)</p>	<p>Transfer to place of deposit after administrative use is concluded, destroy 60 years after the registration or entitlement lapses</p>	<ul style="list-style-type: none"> • Diesel licenses • Petroleum licenses • Health and safety licensing • Hazardous substances • Contaminated land register/pollution 		
<p>Registration for homes and carers</p> <p>The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • 		
Notification				
<p>Notices to citizens</p> <p>The process of offering notices to citizens with respect to particular responsibilities</p>	<p>Destroy 2 years after matter is concluded</p>	<ul style="list-style-type: none"> • Fire prevention notices • Fire prevention infringement notices • Objections to notices • Appeals against notices • Registration of premises • Infringement notices • Animal impounding notices 	<p>Common practice</p>	
Investigation, Inspection and Monitoring				
<p>Investigation, monitoring or inspection according to law</p> <p>The process of investigation, monitoring or inspection laws in the responsibility of the local authority</p>	<p>Destroy 7 years from last action Trading standards records held for five years from date of creation</p>	<ul style="list-style-type: none"> • Trading standards sample and inspections records • Fire certificate compliance inspections 	<p>Common practice</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Enforcement Certification				
Bye-Laws				
Enactment				
<p>Creation of bye- laws The process of making local laws</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Master set of byelaws • Policy development documents • Correspondence • Submissions • Consultations 	<p>Common practice</p>	
Administration and Enforcement				
<p>Administration and enforcement of bye-laws</p>	<p>Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased</p>	<ul style="list-style-type: none"> • Application and certificates • Permits • Licences • Infringement notices (parking) • Correspondence 		
Cemeteries and Crematoria				
<p>Management of burials Summary management systems that record the location of burials and identity of deceased individuals</p>	<p>Permanent - Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans • Green burials registers 	<p>Cemeteries and Crematoria run by Town Councils Green burial sites may apply</p>	
<p>Regulation of burials and cremations Process of regulation of burials and cremations</p>	<p>Destroy 5 years after last action</p>	<ul style="list-style-type: none"> • Permits • Applications Orders 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Waste Management				
<p>Waste management Provision of hard waste removal, destruction and waste reduction services by the local authority to rate payers</p>		•		
Collection				
<p>Collection of household waste The process of arranging collection or transportation of household waste</p>	Destroy 6 years after last action	<ul style="list-style-type: none"> • Bulky household waste collection records • Missed collections • Complaints 		
<p>Collection of controlled waste The process of arranging collection or transportation of controlled waste, flytipped waste etc.</p>	Destroy 6 years after last action	Bulky household waste collection records Missed collections Complaints		
Disposal of Waste				
<p>Management of waste disposal sites The summary management of sites used for waste disposal within the local authority</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Landfill, • Civic Amenity Sites • Transfer Sites • Bring Bank Centres 		
<p>Short-term storage of household waste The process of the short-term storage of household waste</p>	Destroy 10 years after site closure	<ul style="list-style-type: none"> • Transfer sites 		
<p>Waste disposal management The process involved in managing the use, type and amount of waste to be disposed at a specific site</p>	WBC - Destroy 6 years after last action	Environment agency Consignment notes Waste Site Plans Weigh bridge tickets Correspondence		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Waste Management Other records				
<i>Waste Statistics (PI's)</i>	Permanent	<ul style="list-style-type: none"> • Tonnages to Landfill • Recycling/ composting tonnages • Cipfa/ Defra Statistics 		
<i>Abandoned Vehicle Related Records</i>	Permanent	<ul style="list-style-type: none"> • Removal request • Destruction confirmation • Inspection forms 		
<i>General Correspondence and Management Operational Files</i>	Destroy	<ul style="list-style-type: none"> • Day to day correspondence 	Defined locally	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
10. Planning and Land Use				
Planning Scheme Development and Amendment				
<p>Development process for plans</p> <p>The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure implementation of the Structure plan</p>	<p>RMS advisory- permanent – offer to Archivist when plan superseded</p>	<ul style="list-style-type: none"> • Structure plan • Local plan • Town Centre plans • Unitary development plans 		
<p>Consultation</p> <p>The activity of consultation to gain approval for the Structure Plan (Unitary Development plans) or Local Plans</p>	<p>Permanent – offer to Archivist after 3 years</p>	<ul style="list-style-type: none"> • Consultation documents and relies • Inquiries and objections made by members of the public • Public Inquiry documents 		
<p>Development control</p> <p>The process of controlling development of areas through applications for planning permission</p>	<p>Retain as live file for five years then pass to archive Retain permanently</p>	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers • Planning application register 	<p>Town & Country Planning Act 1990 (Article 25)</p>	
<p>Countryside and open space amenity development</p> <p>The process of maintaining the countryside and developing open spaces for public amenity</p>	<p>Tree preservation orders – permanently or until revoked – transfer to Tree Officer (Countryside & Environment) if Order revoked</p> <p>All other documents - permanent</p>	<ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves development plans and correspondence, land purchase agreements • Site files • Countryside Stewardship files • Countryside management files- archive 	<p>Tree preservation orders - permanently or until TPO revoked Must be available for inspection</p> <p>Transfer to Tree Officer (Countryside and Environment) if Order is revoked.</p> <p>Town and Country Planning Act 1990</p> <p>Town and Country Planning (Trees) Regns 1999 Reg 3</p>	
<p>Parish paths Initiative</p>	<p>Destroy after ten years</p>	<ul style="list-style-type: none"> • Parish records relating to work proposed and completed. 	<p>Common practice</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Countryside and Open Space Amenity Development				
<p><i>Countryside and open space amenity development</i> The process of maintaining the countryside and developing open spaces for public amenity</p>	<p>Permanent – transfer to place of deposit after administrative use concluded</p> <p>Tree preservation orders – permanently or until revoked – transfer to Tree Officer (Countryside & Waste Management) if Order revoked</p>	<ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves development plans and correspondence, land purchase agreements • Site files • Countryside Stewardship files • Countryside management files – archive • Play areas and sports grounds 	<p>Tree preservation orders - permanently or until TPO revoked Must be available for inspection</p> <p>Transfer to Tree Officer (Countryside and Environment) if Order is revoked.</p> <p>Town and Country Planning Act 1990</p> <p>Town and Country Planning (Trees) Regns 1999 Reg 3</p>	
<i>Greenham/Crookham Common Restoration files</i>	Permanent (historical interest)	<ul style="list-style-type: none"> • Restoration file • Bio-remediation files • Restoration Contacts 		
<i>Greenham Restoration</i>	Permanent (historical interest)	<ul style="list-style-type: none"> • Bio-remediation files • Restoration files 		
<i>Parish paths Initiative</i>	Destroy after ten years	<ul style="list-style-type: none"> • Parish records relating to work proposed and completed. 	Common practice	
<i>Rights of Way</i>	See Infrastructure and transport	<ul style="list-style-type: none"> • 		
<i>Tree surveys</i>	Destroy after ten years	<ul style="list-style-type: none"> • Highway trees • School trees 		
Description	Retention Action	Examples of Records	Notes	Classification

Records Management Record Retention Schedule

Planning Scheme Regulation				
<p>Planning scheme regulation The summary management of planning scheme regulation</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Building Control Registers 		
<p>Regulation of land or building use The process of regulating the planned use of land or buildings</p>	Retain for 12 years after closure then destroy	<ul style="list-style-type: none"> • Industrial development certificates 	Commercial/statute of limitations	
<p>Listed building planning approvals The process of approving building applications in relation to listed or other significant buildings</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	Commercial/statute of limitations	
<p>Building planning approvals The process of approving building applications for all other buildings</p>	Retain for 12 years after construction completed then destroy	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • Objections 	Commercial/statute of limitations	
<p>Building compliance inspection The process of inspecting building work for the purpose of insuring compliance</p>	Retain for 12 years after issue of certificate of final inspection then destroy	<ul style="list-style-type: none"> • Certificate of final inspection • Building inspection records • Diaries 	Commercial/statute of limitations	
<p>Enforcing building or land regulations The process of enforcing building or land regulations</p>	Destroy after 20 years and only after individual assessment and review	<ul style="list-style-type: none"> • Enforcement notices 	Requirement to retain enforcement notices on a register while they remain in force (s188 and article 26)	
<p>Self-build and Custom Housebuilding Register The process of registering interest in</p>	Indefinite – remove entries at point housing need is met, or within 28 days upon request from registered party	<ul style="list-style-type: none"> • Register entries • Supporting documents • Payment details (if introduced) 	The Self-build and Custom Housebuilding (Register) Regulations 2016	

Records Management Record Retention Schedule

land for self-build/custom housebuilding				
Brownfield Land Register The process for registering brownfield land suitable for residential development	Indefinite – remove entries when sites no longer meet criteria for inclusion (as defined in Act).	<ul style="list-style-type: none"> Register entries 	Town and Country Planning (Brownfield Land Register) Regulations 2017	
Archaeology Service				
Scheduled Monument Records				
SMR Monument Files	Permanent	Information explaining the nature and location of historic buildings landscapes, archaeological monuments, features and finds	West Berkshire SMR (Archaeology), West Berkshire Museum	
SMR Consultation Files	5 years unless case still current Prior to disposal case to be logged on SMR Consultations database	Paperwork relating to consultations on planning applications, forestry and stewardship proposals	West Berkshire SMR (Consultations), West Berkshire Museum Pink files Member of staff responsible for disposal – Archaeological Officer	
SMR Monument History Files	Permanent	Paperwork relating to the scheduling of monuments	West Berkshire SMR (Consultations), West Berkshire Museum Brown files	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Scheduled Monument Records				
Monument Management Files	10 years unless still current Prior to disposal skeleton information should be added to SMR History files	Record of grant aided projects to manage monuments	West Berkshire SMR (Consultations), West Berkshire Museum Yellow files Member of staff responsible for disposal – Archaeological Officer	
SMR History Files	Permanent	Records relating to establishment of SMR and subsequent changes on lead authority, organisation and content	West Berkshire Museum Box files	
Archaeology Project Files	5 years unless case still current Prior to disposal skeleton information should be added to SMR History files	Paperwork relating to projects such as Lambourn Downs Mapping Project.	West Berkshire Museum Green files Member of staff responsible for disposal – Archaeological Officer	
SMR Enquiries Files	2 years These files should not contain any new info as this should already have been extracted for the SMR	Paperwork relating to SMR enquiries from the public and developers	West Berkshire Museum Ring binders Member of staff responsible for disposal – SMR Officer	

Description	Retention Action	Examples of Records	Notes	Classification
Planning Scheme Regulation				

Records Management Record Retention Schedule

<p>Planning permission The process of permitting development</p>	Retain for 12 years then destroy	<ul style="list-style-type: none"> • Planning permission • Permission for office development 	Commercial/statute of limitations	
<p>Development certification The process of certification of development</p>	Retain for 12 years then destroy	<ul style="list-style-type: none"> • Industrial development certificates • Land certificates 	Commercial/statute of limitations	
<p>Establishments</p>	Retain for 12 years then destroy	<ul style="list-style-type: none"> • 	Commercial/statute of limitations	
<p>List of suppliers & supplies file</p>	Retain for six years then destroy	<ul style="list-style-type: none"> • List of suppliers • Supplies file 		
<p>Demolition Notices Notices served on the council by organisations/individuals intending to carry out demolition work</p>	Retain for 16 years	<ul style="list-style-type: none"> • Notices • Council notices 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
11. Infrastructure and Transport				
Planning and Development				
<p>Development process for transport The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority</p>	Permanent - Transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> • Structure Plane • Local transport plan 	Local Transport Plan documents (LTP report) – retain 5 years under Transport Act 2000	
<p>Rights of way, highways and bridle paths The activity of recording location of highways, bridle paths and rights of way</p>	Permanent - Transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes 		
<p>Transport planning scheme controls The activity of establishing planning scheme controls and providing for them to be amended and modified</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Amendments to definitive map • Road adoption 		
<p>Transport planning scheme submissions and objections The process of receiving, considering and responding to submissions and objections to planning schemes and amendments</p>	Permanent - Keep five years as live file then transfer to place of deposit	<ul style="list-style-type: none"> • Enquiries, • Consultation documents, • Objections and correspondence 	Town & Country Planning Act 1990	
<p>Enforcement of regulations The process of enforcing infrastructure and transport regulations</p>	Destroy 3 years after compliance with enforcement notice	<ul style="list-style-type: none"> • Parking enforcement • Traffic violations 	F	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Planning and Development				
<i>Transport Schemes Thattham NDR</i>	Destroy eight years after 'relevant date'	<ul style="list-style-type: none"> • Names & Addresses of those eligible to entitlement 	Land Compensation Act 1973 Noise Insulation Regulations 1975	
<i>Structures Register</i>	Indefinitely (On microfiche)	<ul style="list-style-type: none"> • Landowners • Contractors • Individuals who have pursued an insurance claim 	Highways Act 1980	
<i>Transport Assessments</i>	Keep as live files for five years then to archive	<ul style="list-style-type: none"> • Report • Travel Plans 		
<i>Parish Roads Files</i>	21 years	<ul style="list-style-type: none"> • Correspondence • General Enquiries 		
<i>TRO Scheme files</i>	Keep as live files for three year then to archive	<ul style="list-style-type: none"> • Comments & objections to TRO's 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Traffic Management				
<p>Traffic management</p> <p>The activity of planning, and programming the continued flow, diversion or reduction of traffic</p>	Destroy 7 years after action completed	<ul style="list-style-type: none"> Traffic orders Temporary traffic signals apps 		
<p>Parking</p> <p>The activity of planning and consulting on parking</p>	Permanent - Transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> Parking Studies 		
Design and Construction				
<p>Transport infrastructure design and construction</p> <p>The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels</p>	Permanent - Transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> S38 agreements S177 licences Naming and numbering of new developments 		
Infrastructure Management and Maintenance				
<p>Provision of municipal services</p> <p>The activity of providing municipal services in relation to infrastructure within the local authority</p>	Indefinitely Review administrative issues after seven years from action taken (RMS advisory)	<ul style="list-style-type: none"> Street files Street records Street name changes, numbering Postal address queries Vehicle access crossings <p>Other administrative issues (see Notes)</p>	Hedge clipping, tree planting, naming of streets, numbering of houses, street load limits, street signs, bus shelters, applications to dig up pavements, HGV applications, Advice/comment, level crossings, Roundabouts, Traffic calming measures, Street lighting	
<p>Utilities</p> <p>Process of utilities management by utility plans & notices</p>	Indefinitely	<ul style="list-style-type: none"> Sewer plans Section 58 notices 	New Roads & Streetworks Act 1991	
<p>Highway Records</p>	Indefinitely	<ul style="list-style-type: none"> Inspection Reports Adoption Plans 	Highways Act 1980	
<p>Land Drainage Records</p>	Indefinitely	<ul style="list-style-type: none"> Maps Plans 	Land Drainage Act 1984	
<p>Permits</p>	Seven years	<ul style="list-style-type: none"> Skip & Scaffold permits– applications and licences 	Highways Act 1980	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Infrastructure Management and Maintenance				
<i>Highway Records</i>	Indefinitely	<ul style="list-style-type: none"> • Inspection Reports • Adoption Plans 	Highways Act 1980	
<i>Land Drainage Records</i>	Indefinitely	<ul style="list-style-type: none"> • Maps • Plans 	Land Drainage Act 1984	
<i>Permits</i>	Seven years	<ul style="list-style-type: none"> • Skip & Scaffold permits– applications and licences 	Highways Act 1980	
Road Maintenance				
<p><i>Road maintenance and repair</i></p> <p>The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels</p>	Destroy 12 years after action completed	<ul style="list-style-type: none"> • Maintenance records and reports 		
<i>Traffic Regulation & other orders</i>	Indefinitely	<ul style="list-style-type: none"> • Road closures • S427 orders or S116 orders 	Road Traffic Regulation Act 1984 T&CP Act, Highways Act	
Public Transport				
Services				
<p><i>Management and provision of public transport</i></p> <p>The activities involved in the management and provision of public transport</p>	Destroy 3 years after superseded or last action	<ul style="list-style-type: none"> • Customer and industry liaison • Correspondence • Complaints and customer care 		
<i>Applications for concessionary fares</i>	Destroy 5 years after initial application	<ul style="list-style-type: none"> • Application forms 		

Records Management Record Retention Schedule

Concessionary fares customer records	Destroyed 7 years after pass becomes inactive	<ul style="list-style-type: none"> Customer personal details retained on concessionary fares database 		
Management and provision of Community Connect DRT (Demand Responsive Transport)	Destroyed 7 years after account becomes inactive	<ul style="list-style-type: none"> Customer personal details retained on Demand Responsive Transport Software 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
School Transport				
Records for pupils receiving transport, including those undergoing statutory SEN assessments	Retained either until individual reaches 25 years of age, or 6 years after last action (whichever is later)	<ul style="list-style-type: none"> • Pupil personal details held on school transport management system • Applications for school transport • Medical records (where appropriate for transport) • Customer care, complaints etc • Accident report forms 	Education (Pupil Information) (England) Regulations 2000. S408 + S563 The School Standards + Framework Act 1998.	
Customer bank details	Retained in the Council's payments system – see Financial Transactions Management section	Used to pay personal budgets and mileage claims where appropriate, and to issue refunds		
Pupil injury reports	Retained for 25 years after closure	Details of injuries sustained whilst using Home to School Transport	Health + Safety Act 1974	
Risk assessments for pupils	Retained either until individual reaches 25 years of age, or 6 years after last action (whichever is later)	Pupil risk assessments, including action plans	Health + Safety Act 1974	
Contract management	<p>Ordinary contracts retained for 6 years after expiry</p> <p>Contracts under seal retained for 12 years after expiry</p>	<ul style="list-style-type: none"> • Contract agreements • Variations and changes to requirements • Correspondence with operator, including complaints and disputes 		
Route information	Indefinitely	Route, timetable & fare information		
DBS checks	<p>Certificates to be returned to individuals and any copies destroyed once recruitment decision has been made.</p> <p>Basic information to be retained indefinitely: name, date and type of check, disclosure number, recruitment decision.</p>	<ul style="list-style-type: none"> • School driver and passenger assistant records. • Includes both West Berkshire Council in-house drivers and drivers and passenger assistants employed by transport contractors. 	In line with DBS policy	

Records Management Record Retention Schedule

<i>Systems management processes to support and administer a system</i>	5 years after last action	Home to School Transport database management system		
---	---------------------------	---	--	--

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
School Transport				
<p>Vehicle acquisition and disposal The process of acquisition and disposal of vehicles through lease or purchase</p>	15 months after the disposal of the vehicle	<ul style="list-style-type: none"> Leases, contracts, quotes, approvals, fleet authorisation numbers 		
<p>Allocation and Maintenance The process of managing allocation and maintenance of vehicles</p>	15 months after the sale or disposal of the vehicle	<ul style="list-style-type: none"> Approvals as drivers, allocations and authorisations for vehicles 		
<p>Vehicle usage The process of recording vehicle usage</p>	15 months after the sale or disposal of the vehicle	<ul style="list-style-type: none"> Maintenance, DVLC logbooks, vehicle usage reports 		
<p>Driver usage The process of recording drivers usage</p>	15 months after closure	<ul style="list-style-type: none"> Vehicle log book 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
12 . Education				
General Education Files				
Students	Destroy 6 years after the pupil has left school	<ul style="list-style-type: none"> • Student files 		
Consent for Activities	2 years Unless any legal action ongoing (eg accident)	<ul style="list-style-type: none"> ▪ Consent forms 	At School	
School Administration	Retain Indefinitely Updated on a termly basis Retain indefinitely (Until superseded) (Until superseded) 1 copy archived from initial print run immediately (Until superseded or no longer of historical interest)	<ul style="list-style-type: none"> • Property (school) files • School contact details • Reference copies of documents including legislation • Pamphlets, guidance, advice, research, training materials • Maps and plans • Services/Products provided e.g training notes, newsletters 	Common practice	
Meetings and Projects	Destroy after 3 years but systematic review – all but what is absolutely necessary to retain to be destroyed Destroy after 3 years or until no longer of historical interest	<ul style="list-style-type: none"> • Meetings files • Topic/Project files • Liaison with external agencies • Planning processes and service management 	Common practice	
PI's and Service Monitoring	Destroyed after 10 years Destroyed after 7 years	<ul style="list-style-type: none"> • Complaints/praise, Parents Helpline etc. • Data / Stats/ Service monitoring • Docs produced in the process of preparing information to be passed on to central govt. as part of statutory requirements e.g. OFTSTED forms 	Some Best Value PIs	
Grant Applications	Destroyed after 7 years	<ul style="list-style-type: none"> • Voluntary groups – grant applications and approvals 	Statute of Limitations	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Education Policies				
Policy Development - general	Archive after administrative use concluded	<ul style="list-style-type: none"> • Activities that develop policies, procedures, strategies and structures e.g. all plans, organisation charts, instructions etc. 		
Policy development – major policies	Destroyed 5 years from closure	<ul style="list-style-type: none"> • Monitoring/review strategic plans, policies and procedure to assess their compliance with guidelines • Consulting of public and staff in the development of significant policies in the LEA • Performance Indicator information 		
Policy Development – minor policies	Destroy 1 year from closure	<ul style="list-style-type: none"> • Consulting of public and staff in the development of minor policies of the LEA 		
Community Learning Documents	6 years from the end of the financial year in which the last payment is made.	<ul style="list-style-type: none"> • original invoices • management information returns • enrolment forms • evaluation statements • individual learning plans 	According to contract	
School Admissions and Exclusions				
School Appeals	<p>Destroy 3 years after last action.</p> <p>Retain until individual reaches 25 years of age. Archive after 4 years to Berkshire Records Office.</p> <p>Retain until individual reaches 25 years of age. Archive after 4 years to Berkshire Records Office.</p>	<p>School Admission Appeal Papers</p> <p>School Exclusion Appeal Papers</p> <p>Home to School Transport Appeal Papers</p>	<p>School Admissions Guidance * <i>minimum</i> 2 years, WBC practice is to retain for 3 years Education Act 2002;</p>	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Student Support Services				
Student Information	Kept for duration of course + 7 years	<ul style="list-style-type: none"> • Application form • Documentary evidence of income • Birth certificates • Passports • Confirmation of address documents • University notice of student suspending, withdrawing or transferring course 	Common practice	
Universities (financial)	Main cheque runs- originals retained for 7 years. Originals of individual payments to finance 7 years on instructions of auditors	<ul style="list-style-type: none"> • Fee invoices • University Annual Statement reports 	Common practice Statute of Limitations	
Universities (general)	Destroyed after 2 years Kept for duration of course + 7 years	<ul style="list-style-type: none"> • Term dates • General correspondence with HE and FE institutions 	Common practice	
Universities (management information)	Indefinitely	Management Information & performance indicator returns for DfES		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Education Welfare Service				
<i>EWS Case Files</i>	File destroyed 6 years after pupil leaves school/college	<ul style="list-style-type: none"> EWS case files 		
<i>EWS Employment Records</i>	Destroy 3 years after employment ceases	<ul style="list-style-type: none"> Child employment record 		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
13 . Heritage, Tourism and Museum Services				
Collections Management				
Accession Register	Permanent Registers must be copied before being placed on deposit in the BRO	Record of acquisitions.	(a) WBM: Current and most recent. (b) BRO: Previous.	
Index Cards	Permanent Retrospective documentation transfer details to MODES.	Pre-MODES catalogue.	Documentation Centre, WBM.	
Museum Object Entry Form [D Form]	Permanent	Record of objects entering West Berkshire Museum - including their status (eg loan or donation)	(a) White copy: WBM. (b) Blue copy: History File, WBM.	
Transfer of Title Form	Permanent	Record of transfer of title to object/item to West Berkshire Museum	(a) White copy: WBM. (b) Blue copy: History File, WBM.	
Exit Form	Permanent	Record of objects leaving West Berkshire Museum, including the reason (eg conservation, end of loan, exhibition)	(a) White copy: WBM. (b) Blue copy: History File, WBM.	
Conservation Treatment Form	Destroy after transferring details to MODES.		Documentation Centre, WBM.	
Deposit of Oral History Form	Permanent Recordings are placed on deposit in Wessex Film & Sound Archive	Transfers title and copyright to WBHS of oral recordings.	History File, WBM.	
Enquiry Form [A Form]	(a) 5 yrs Data to be analysed prior to destruction (b) Permanent When object is donated.	Record of enquirer, type of enquiry and object(s).	(a) General Office, WBM. (b) History File, WBM. Data Protection Act 1998	
Information Request Form [E Form]	(a) 12 months (FY) Data to be analysed prior to destruction (b) Permanent unless transferred to MODES. Data to be analysed at least annually	(a) Routine enquiries requiring little effort. (b) Specific enquiries requiring research; usually generating information.	(a) General Office, WBM. (b) WBM. Data Protection Act 1998	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Collections Management				
<i>Loan Form</i>	12 months, unless still current Data to be analysed prior to destruction.	Record of items loaned by WBHS (eg furniture, equipment).	General Office, WBM.	
<i>Photocopy Form</i>	12 months (FY) Data to be analysed prior to destruction.	Record of person receiving photocopied material, with conditions.	General Office, WBM Data Protection Act 1998	
<i>Photograph Reproduction Form [Should be an order form]</i>	12 mths (FY) Data to be analysed prior to destruction.	Record of person receiving copy print, with conditions.	General Office, WBM Data Protection Act 1998.	
<i>Licence to Film Form</i>	5 yrs Data to be analysed prior to destruction.	Record of person/people and place/object. Details of objects filmed to be transferred to MODES.	General Office, WBM. Data Protection Act 1998.	
<i>Licence to Photograph Form</i>	5 yrs Data to be analysed prior to destruction	Record of person/people and place/object. Details of objects filmed to be transferred to MODES	General Office, WBM. Data Protection Act 1998.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Tourism Service				
Accommodation Booking Forms	Permanent	Name, address of person requesting accommodation plus details of accommodation booked. These booking forms are numbered. If unable to find suitable accommodation a line is put through form and it is kept with other forms.	Up to two years, storage cupboard upstairs. After two years Museum Attic Legal contract between guests and establishment	
Advertising Application Forms – Welcome to West Berkshire	Permanent	All details relating to accommodation, attraction, eating out establishment, events which has been provided by themselves for current publication.	Back office TIC Legal document between TIC and providers. Quality Rating confirmation with Visitbritain, AA and RAC which is the criteria required to go into accommodation section.	
Directions to Accommodation Providers	While establishment is on TIC list	Proprietors name and location with directions once booking has been made through TIC.	Kept on computer, back office, also at front office to give out when bookings are made from TIC Data Protection Act	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Tourism Service				
<p>Applications for Accommodation provision Applications for new providers of B&B, Guest Houses, Hotels, Self Catering, Camping/Caravanning</p>	2 years	Name, address, tel. no. for starting up information to be sent out. For application form to be sent when appropriate.	Front office TIC and Computer Data Protection Act	
<p>Mailing Lists</p>	1 year	Letters requesting a copy of each years 'Welcome to West Berkshire Guide' to be sent for reference.	Front office TIC Data Protection Act	
<p>Visitors Book</p>	Permanent	Visitors comments regarding their experience when visiting Tourist Information Centre.	Front office TIC	
<p>Accommodation providers Availability List</p>	Not retained after current year	Establishments phone in if they have availability to be given out, booked and displayed on our after hours display in window (unless otherwise stated).	Front office TIC	
<p>Correspondence</p>	One year	Recorded in the InComing Mail Record Book' for monthly stats	Kept on file in Front Office for 6 months then back office for 6 months then destroyed, confidential waste	
<p>Complaints</p>	While establishment is on TIC list	Complaints, from visitors, regarding dissatisfaction of service or facilities whilst staying at establishment promoted in Welcome to West Berkshire.	Establishments are required to be Quality Rated with either Visitbritain, AA or RAC. Any complaints are forwarded to the relevant organisation.	

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
West Berkshire Council Directory				
<p>West Berkshire Directory Records</p> <p>Organisations/Providers – Live records</p>	<p>Indefinitely or maximum 25 years</p>	<p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils & the Disabled Children’s Register</p>	<p>Our obligations for including and retaining records for Adult Social Care and the Local Offer can be viewed here: LO - https://www.legislation.gov.uk/ukpga/2017/16/section/2/enacted</p> <p>ASC - Care Act 2014 (legislation.gov.uk)</p> <p>Records held on the Disabled Children’s Register will be deleted permanently upon the child’s 25th birthday.</p>	
<p>Archived records</p>	<p>Review every 12 months and move to live or delete</p>	<p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils</p>		
<p>Deleted records</p>	<p>1 year</p>	<p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils</p>		

Records Management Record Retention Schedule

Description	Retention Action	Examples of Records	Notes	Classification
Benefits Service				
Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. The process of assessing entitlement to benefit and/or discounts	Personal information deleted from claims records 6 years after whichever is the later of final claim amendment or resolution of all financial transactions.	Names, addresses & National Insurance numbers of claimant and household members deleted from Revenues and Benefits processing software		
Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Documentation held for the purposes of assessing entitlement to benefit and or discounts.	Documentation provided and held in support of claims, deleted 6 years after whichever is the later of final claim amendment or resolution of all financial transactions.	Copies of claim forms and supporting evidence to be deleted from Revenues and Benefits Document Management software.		
Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Email correspondence.	Emails received by and sent from benefits@westberks.gov.uk deleted from email server 6 years following receipt	Email correspondence received and sent in relation to a proposed, existing or terminated claim	Correspondence also held in Document Management system but retained on email server for a limited period in the event of any query arising over receipt.	
Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Electronic file data provided by DWP to the Benefits service	File record is deleted immediately once the record has been loaded and processed within a claim assessment	Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member which matches to an existing claim and incorporated within an assessment of entitlement.		https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter#:~:text=DWP%20may%20share%20information%20with,security%20organisations%20in%20other%20co
	File record deleted after 6 years if matched to a claim but not processed within a claim assessment	Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member which matches to an existing claim but not incorporated within an	Data not relevant to determining current or existing entitlement but may be relevant to resolving a financial assessment or query	

Records Management Record Retention Schedule

	File record deleted after 3 months if data does not match to existing claim records	assessment of entitlement. Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member where there is no current claim registered for Housing Benefit, Council Tax Reduction or Exceptional Hardship.	arising in the future. Held for three months only in the event of a new claim being submitted within that time period.	untries
--	---	--	---	---------

END OF DOCUMENT