



DOCUMENT RETENTION SCHEDULE

TABLE OF CONTENTS

1.0	DEMOCRATIC PROCESS	5
1.1	ELECTIONS	5
1.2	COUNCIL AND COMMITTEE MEETINGS.....	5
1.3	PARTNERSHIP, AGENCY AND EXTERNAL MEETINGS	6
1.4	POLITICAL PARTIES PAPERS	7
2.0	MANAGEMENT AND ADMINISTRATION	7
2.1	CORPORATE PLANNING AND REPORTING	7
2.2	STATUTORY RETURNS	8
2.3	PUBLIC CONSULTATION	8
2.4	INFORMATION MANAGEMENT.....	9
2.5	ENQUIRIES AND COMPLAINTS	9
2.6	QUALITY AND PERFORMANCE MANAGEMENT	10
2.7	PUBLIC RELATIONS	10
2.8	MEDIA RELATIONS	10
2.9	MARKETING.....	10
2.10	CIVIC AND ROYAL EVENTS	11
3.0	CLIENT SERVICES	11
3.1	HOUSING PROVISION.....	11
4.0	LEGAL AND CONTRACTS	12
4.1	LITIGATION	12
4.2	ADVICE	12
4.3	AGREEMENTS.....	12
4.4	CONVEYANCE (SEE ALSO PROPERTY ACQUISITION AND DISPOSAL).....	12
4.5	CONTRACTS AND TENDERING	12
4.6	SPECIFICATION AND CONTRACT DEVELOPMENT	13
4.7	TENDER ISSUING AND RETURN	13
4.8	EVALUATION OF TENDER.....	13
4.9	SUCCESSFUL TENDER DOCUMENT	14
4.10	UNSUCCESSFUL TENDER DOCUMENTS.....	14
4.11	POST TENDER NEGOTIATION.....	14
4.12	AWARDING OF CONTRACT	14
4.13	CONTRACT MANAGEMENT.....	14
4.14	TENANCY AGREEMENTS	15
5.0	HUMAN RESOURCES	15
5.1	PERSONNEL ADMINISTRATION	15
5.2	EMPLOYEE AND INDUSTRIAL RELATIONS	16
5.3	EQUAL EMPLOYMENT OPPORTUNITIES	17
5.4	OCCUPATIONAL HEALTH	17
5.5	RECRUITMENT	17
5.6	STAFF MONITORING.....	18
5.7	STAFF RETENTION	18
5.8	TERMINATION	18

5.9	TRAINING AND DEVELOPMENT	18
5.10	APPOINTMENTS OF STATUTORY OFFICERS.....	19
6.0	FINANCIAL MANAGEMENT	20
6.1	ACCOUNTS & AUDIT.....	20
6.2	FINANCIAL TRANSACTIONS MANAGEMENT	21
6.3	PAYROLL	22
6.4	FINANCIAL PROVISION	22
6.5	LOANS	23
6.6	HOUSING.....	23
6.7	MORTGAGES	23
6.8	“RIGHT TO BUY”	23
6.9	RENT PAYMENTS	24
6.10	HOME IMPROVEMENT GRANTS	24
6.11	COUNCIL TAX VALUATION	24
6.12	PROPERTY HISTORY	24
6.13	RATES AND LOCAL AUTHORITIES TAX CORRESPONDENCE.....	25
6.14	SUMMARY ASSETS MANAGEMENT	25
6.15	ASSET MONITORING AND MAINTENANCE.....	25
6.16	ASSET ACQUISITION AND DISPOSAL	26
7.0	PROPERTY AND LAND MANAGEMENT	26
7.1	PROPERTY AND LAND MANAGEMENT.....	26
7.2	PROPERTY ACQUISITION AND DISPOSAL	27
7.3	PROPERTY DEVELOPMENT AND RENOVATION	27
7.4	LEASING AND OCCUPANCY	28
7.5	HOUSING PROVISION.....	28
7.6	SYSTEMS MANAGEMENT	28
7.7	TRANSPORT MANAGEMENT	29
7.8	INSURANCE - PROPERTY MANAGEMENT	29
7.9	CLAIMS MANAGEMENT.....	29
8.0	GENERAL PUBLIC SERVICES	30
8.1	HEALTH & SAFETY	30
8.2	EMERGENCY PLANNING.....	31
8.3	MAJOR INCIDENT	31
8.4	ENFORCEMENT CERTIFICATION AND PROSECUTION.....	31
8.5	REGISTRATION, CERTIFICATION AND LICENSING	31
8.6	NOTIFICATION.....	32
8.7	INVESTIGATION, INSPECTION AND MONITORING.....	33
8.8	PROSECUTION	33
8.9	BYE-LAWS - ENACTMENT	33
8.10	ADMINISTRATION & ENFORCEMENT	33
8.11	CEMETERIES & CREMATORIA	34
8.12	WASTE MANAGEMENT	34
8.13	COLLECTION	34
9.0	PLANNING AND LAND USE	34
9.1	PLANNING SCHEME DEVELOPMENT AND AMENDMENT	34
9.2	PLANNING SCHEME REGULATION	36

10.0	INFRASTRUCTURE AND TRANSPORT	37
10.1	PLANNING AND DEVELOPMENT	37
10.2	TRAFFIC MANAGEMENT.....	38
10.3	INFRASTRUCTURE MANAGEMENT AND MAINTENANCE	38
10.4	ROAD MAINTENANCE	39
10.5	PUBLIC TRANSPORT SERVICES.....	39

GOSPORT BOROUGH COUNCIL
DOCUMENT RETENTION SCHEDULE

Ref no.	Function Description	Retention Action	Examples of Records	Notes
1.0	DEMOCRATIC PROCESS			
1.1	Elections			
1.1.1	Preparation			
1.1.2	Electors Lists – updated and published annually	Archive copies of previous year's register	<ul style="list-style-type: none"> Electoral Register 	Common practice
1.1.3	Voting (Local elections only)	Official records kept for 6 months from day of poll	<ul style="list-style-type: none"> All papers arising from election 	Statutory
1.1.4	Voting (Parliamentary elections only)	Official records kept for 12 months from day of poll	<ul style="list-style-type: none"> All papers arising from election 	Statutory
1.1.5	Results			
1.1.6	Count papers	Official records – 6 or 12 months (depending on election type) from the day of declaration of the result	<ul style="list-style-type: none"> All papers used at the count(s) 	Statutory
1.1.7	Declarations of result	File copy kept for record purposes	<ul style="list-style-type: none"> Declaration of Result completed by Deputy Returning Officers 	Common practice
1.1.8	Election Expenses			
1.1.9	Required for Candidates and Election Agents (all elections)	2 years from last date for submission	<ul style="list-style-type: none"> Candidates and Agents Returns and Declarations of Election Expenses 	Statutory
1.2	Council and Committee Meetings			
1.2.1	The process of preparing business for Council consideration and making the	Council Agendas and business papers to be destroyed after 6 years. Minutes to be retained	<ul style="list-style-type: none"> Council minutes Council agenda and business papers 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	record of discussion, debate and resolutions	indefinitely	<ul style="list-style-type: none"> • Council notice papers and proceedings • Indexes • Committee minutes • Registers of delegations to Special Committees 	
1.2.2	Minute taking	Destroy after date of confirmation of minutes	<ul style="list-style-type: none"> • Draft/rough minutes • Audio tapes 	Common practice
1.3	Partnership, Agency and External Meetings			
1.3.1	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	Council Agendas and business papers to be destroyed after 6 years. Minutes to be retained indefinitely	<ul style="list-style-type: none"> • Documents establishing the committee • Agenda • Minutes • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers • Documents establishing the committee 	Common practice
1.3.2	The process of preparing business for external committees' considerations, and making the record of discussion, debate and resolutions, where the local authority does not own the record	Destroy 3 years after last action	<ul style="list-style-type: none"> • Reports • Recommendations • Supporting documents such as briefing and discussion papers 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
1.4	Political Parties Papers			
1.4.1	The process of undertaking representation of the local authority – local authority representatives	Destroy 3 years after last action	<ul style="list-style-type: none"> • Leader of opposition papers • Leader of council papers 	Common practice
2.0	MANAGEMENT AND ADMINISTRATION			
2.1	Corporate Planning and Reporting			
2.1.1	The corporate planning and reporting activities of local authorities	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Common practice
2.1.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Council management team minutes • Strategic improvement plans 	Common practice
2.1.3	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure	<ul style="list-style-type: none"> • Council management team minutes • Section head meeting minutes • Corporate working groups e.g. IT Steering Group Corporate Training Group Safety Committee 	Common practice
2.1.4	The process of preparing business for Unit/Team consideration and making the record of discussion, debate	Destroy 3 years from closure	<ul style="list-style-type: none"> • Business unit management team minutes • Service improvement plans 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	and resolutions			
2.2	Statutory Returns			
2.2.1	The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 7 years from closure	<ul style="list-style-type: none"> • Reports to central government 	Common practice
2.2.2	Policy, Procedures, Strategy and Structure			
2.2.3	Activities that develop policies, procedures, strategies and structures for the local authorities	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Policy, procedure, precedent, instructions • Organisation charts • Records relating to policy implementation and development • Asset management plan • Community strategy • Community plan • Community safety plan • Crime & Disorder strategy 	Common practice
2.2.4	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 5 years from closure	<ul style="list-style-type: none"> • Board Minutes • Strategic improvement plan 	Common practice
2.3	Public Consultation			
2.3.1	The process of consulting the public and staff in the development of significant policies of the local authority	Destroy 5 years from closure	<ul style="list-style-type: none"> • Survey returns • Survey analysis/summary 	Common practice
2.3.2	The process of consulting the	Destroy 1 year from closure		Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	public and staff in the development of minor policies of the local authority			
2.4	Information Management			
2.4.1	The activity whereby standards, authorities restraints and verifications are introduced and maintained to manage information effectively	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Classification schemes • Registers • Indexes • Authorised lists of file headings 	Common practice
2.4.2	The management of collections of records transferred to the archives	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Archive register 	Common practice
2.4.3	The process that records the disposal of records	Destroy 12 years after last action	<ul style="list-style-type: none"> • Disposal lists 	Common practice based on Limitation Act
2.5	Enquiries and Complaints			
2.5.1	The management in summary form of enquiries and complaints directed to council	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Indexes • Registers 	Common practice
2.5.2	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Common practice
2.5.3	The management of detailed responses on council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Common practice
2.5.4	The management of routine responses on council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed material • Form letters 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
2.6	Quality and Performance Management			
2.6.1	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Destroy 5 years from closure	<ul style="list-style-type: none"> • Best Value Review 	Common practice
2.6.2	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 form 	Common practice
2.7	Public Relations			
2.7.1	Publications			
2.7.2	The process of designing setting information for publication	Destroy 3 years from last action		Common practice
2.7.3	The published work of the local authority	Destroy after administrative use is concluded. Note: One copy from the initial print run should go directly to archive		Common practice
2.8	Media Relations			
2.8.1	Process of interaction with the media	Destroy 3 years from closure		Common practices
2.8.2	Media publications concerning local authorities	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Press cuttings • Media reports 	Common practice
2.9	Marketing			
2.9.1	The process of developing and promotion of local authorities campaigns and events	Transfer to place of deposit (if available) after administrative use is concluded		Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
2.10	Civic and Royal Events			
2.10.1	The recording of ceremonial events and civic occasions	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Visitors' book • Audio tapes • Video tapes • Photographs 	Common practice
2.10.2	The process of organising a ceremonial event or civic occasion	Destroy 7 years after administrative use is concluded		Common practice
3.0	CLIENT SERVICES			
3.1	Housing Provision			
3.1.1	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness			
3.1.2	The registration of individuals housing applications		<ul style="list-style-type: none"> • Council housing register 	Common practice
3.1.3	The process for applying for council housing (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Destroy 7 years after closure	<ul style="list-style-type: none"> • Council housing Application forms and supporting material • Application for transfer of tenancy and supporting papers 	Common practice
3.1.3	The process for managing the tenancy of an individual tenant	Destroy 12 years after termination of tenancy	<ul style="list-style-type: none"> • Correspondence re tenancy • Tenancy files • Council housing Application forms and supporting material 	Common practice These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> • Application for transfer of tenancy and supporting papers • Application for emergency housing or referral from another agency 	authority.
4.0	LEGAL AND CONTRACTS			
4.1	Litigation			
4.1.1	The process of managing undertaking or defending for or against litigation on behalf of the local authority	Destroy 7 years after last action.	<ul style="list-style-type: none"> • Criminal case file • Childcare case file • Civil case file • Correspondence 	Common practice
4.2	Advice			
4.2.1	The process of providing legal advice on a point of law	Destroy 3 years after last action		Common practice
4.3	Agreements			
4.3.1	Process of agreeing terms between organisations Note: this does not include contractual agreements	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> • Concordat 	Common practice Depends on value of agreement Mainly to do with agreements between public bodies, not in regard to contracts
4.4	Conveyance (see also Property Acquisition and Disposal)			
	The process of changing ownership of land or property	Destroy 12 years after closure	<ul style="list-style-type: none"> • Conveyancing files 	Statutory
4.5	Contracts and Tendering			
4.5.1	Pre Contract Advice			
4.5.2	The process of calling for	Destroy 2 years after contract	<ul style="list-style-type: none"> • Expressions of Interest 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	expressions of interest	let or not proceeded with		
4.6	Specification and Contract Development			
4.6.1	The process involved in the development and specification of a contract	<ul style="list-style-type: none"> • <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired • <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed.	Statutory
4.7	Tender Issuing and Return			
4.7.1	The process involved in the issuing and return of a tender	Destroy 1 year after start of contract	<ul style="list-style-type: none"> • Opening notice • Tender envelope 	Common practice
4.8	Evaluation of Tender			
		<ul style="list-style-type: none"> • <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired • <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Evaluation criteria 	Statutory

Ref no.	Function Description	Retention Action	Examples of Records	Notes
4.9	Successful Tender Document	<ul style="list-style-type: none"> • <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired • <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Tender documents • Quotations 	Statutory
4.10	Unsuccessful Tender Documents	Destroy 1 year after start of contract	<ul style="list-style-type: none"> • Tender documents • Quotations 	Common practice
4.11	Post Tender Negotiation			
4.11.1	The process in negotiation of a contract after a preferred tender is selected	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> • Clarification of contract • Post tender negotiation minutes 	Common practice
4.12	Awarding of Contract			
4.12.1	The process awarding of contract	<ul style="list-style-type: none"> • <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired • <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> • Signed contract 	Statutory
4.13	Contract Management			
4.13.1	Contract operation and monitoring	Destroy 2 years after the terms of contract have expired	<ul style="list-style-type: none"> • Service Level Agreements • Compliance reports • Performance reports 	Common practice
4.13.2	Management and amendment	a) <u>Ordinary Contracts</u>	<ul style="list-style-type: none"> • Minutes and papers of 	Statutory

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	of contract	<p>Destroy 6 years after the terms of contract have expired</p> <p>b) <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p>	<p>meetings</p> <ul style="list-style-type: none"> • Changes to requirements • Variation forms • Extension of contract • Complaints • Disputes on payment 	
4.14	Tenancy Agreements			
4.14.1	The process of awarding tenancies in welfare housing	<p>a) <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired</p> <p>b) <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Signed tenancy agreements • Sealed tenancy agreement 	Statutory
5.0	HUMAN RESOURCES			
5.1	Personnel Administration			
5.1.1	<p>Summary management systems that allow the monitoring & management of employees in summary form</p> <p><u>Note: The summary information that this record class attempts to capture is: -</u></p> <p>Name DOB Date of appointment</p>	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Employment Register – Permanent Staff • Employment Register – Temporary Staff • Employment Register – Casual Staff • Registers of personnel files • Personal History cards • Superannuation history cards 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	Work history details Position/designation Titles & dates held		<ul style="list-style-type: none"> Salary master record 	
5.1.2	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements <ul style="list-style-type: none"> Records containing superannuation information 	Destroy 6 years from date of last pension payment	<ul style="list-style-type: none"> Medical clearance Letter of appointment Letter of acceptance Details of assigned duties Probation reports Medical examinations Personal particulars Educational qualifications Declarations of pecuniary interests Secrecy undertakings Employment contracts 	Common practice
5.1.3	Records relating to staff working with children	Termination + 25 years		
5.1.4	All other records	Termination + 6 years		
5.2	Employee and Industrial Relations			
5.2.1	Identification & development of significant directions concerning industrial matters	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> Generic agreements and Awards Negotiations Disputes Claims lodged 	Common practice
5.2.2	Liaison processes of minor and routine industrial matters	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> Daily industrial relations management 	Common practice
5.2.3	Processing of disciplinary and grievances investigations where proved	Oral Warning – 6 months Written Warning – 1 year Final Warning – 18 months	<ul style="list-style-type: none"> Disciplinary 	For all practical purposes this function would not be subject to records management, except

Ref no.	Function Description	Retention Action	Examples of Records	Notes
		The above warnings to b removed & destroyed after the relevant time has 'spent'. Warnings Involving Children – Placed on personal file permanently		for Warnings Involving Children, which remain on the personal file permanently for reference purposes
5.2.4	Processing of disciplinary and grievances investigations where unfounded	Destroy immediately after the grievance has been found to have been unfounded; or after appeal	<ul style="list-style-type: none"> Disciplinary 	Common practice
5.3	Equal Employment Opportunities			
5.3.1	The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy 5 years after action completed		Common practice
5.4	Occupational Health			
5.4.1	The process of checking and ensuring the health of staff	Destroy 75 years after DOB	<ul style="list-style-type: none"> Health questionnaire Medical clearance Adjustment to work place Restrictions Recommendations 	Common practice
5.5	Recruitment			
5.5.1	The selection of an individual for an established position	Destroy 1 year after recruitment has been finalised (For letter of appointment for successful candidate use employment conditions)	<ul style="list-style-type: none"> Advertisements Applications Referee reports Interview reports 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> Unsuccessful applicants 	
5.6	Staff Monitoring			
5.6.1	Performance	Destroy 5 years after action completed	<ul style="list-style-type: none"> Probation reports Performance plans 	Common practice
5.6.2	Process of monitoring staff leave and attendance	Destroy 2 years after action completed	<ul style="list-style-type: none"> Sick leave Jury service Study leave Special and personal leave Attendance books Flexitime sheets Leave applications Clock on/off cards Annual leave 	Common practice
5.7	Staff Retention			
5.7.1	Financial reward	Destroy 7 years after action completed		Common practice All records relating to actual payments are dealt with under finance
5.7.2	Other strategy	Destroy 3 years after action completed		Common practice
5.8	Termination			
5.8.1	The process of termination of staff through voluntary redundancy, dismissal and retirement	<p>Destroy 6 years after termination</p> <p>If a pension is paid then records should be destroyed 6 years after last payment of pension</p>	<ul style="list-style-type: none"> Resignation Redundancy (Section 188) Dismissal Death Retirement 	Common practice
5.9	Training and Development			
5.9.1	Routine staff training processes,	Destroy 2 years after action	<ul style="list-style-type: none"> Course individual staff 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	not occupational health and safety or children related	completed	assessment	
5.9.2	Training (concerning children)	Destroy 35 years after training completed, or last entry	<ul style="list-style-type: none"> • Course individual staff assessment 	Common practice
			<ul style="list-style-type: none"> • Training register 	
5.9.3	Training (occupational health and safety training)	Destroy 50 years after training completed	<ul style="list-style-type: none"> • OH&S training register 	Common practice
		Individual course assessment records should be destroyed once the training has been renewed every 3 years		
5.9.4	Training (materials)	Destroy 1 year after course is superseded		Common practice
5.9.5	Training (proof of completion)	Destroy 7 years after action completed	<ul style="list-style-type: none"> • Certificates • Awards • Exam results 	Common practice
5.10	Appointments of Statutory Officers			
5.10.1	Summary management systems that allow the monitoring & management of statutory officers in summary form	Transfer to place of deposit after administration use is concluded	<ul style="list-style-type: none"> • Magistrates register 	Common practice
5.10.2	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Destroy 6 years after departure from employment		Common practice
5.10.3	The appointment of an individual for a statutory position	Transfer to place of deposit (if available) after administrative	<ul style="list-style-type: none"> • Appointment Files <ol style="list-style-type: none"> 1. Magistrates 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
		use is concluded	2. Lord Lieutenant 3. Tax commissioners	
5.10.4	The process of selection of an individual for a statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> • Vacancies & applications records • Interview notes • Prospective staff records • Registers of applicants • Unsuccessful applications records 	Common practice
6.0 FINANCIAL MANAGEMENT				
6.1 Accounts & Audit				
6.1.1	Reporting			
6.1.2	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Transfer to place of deposit (if available) 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 	Common practice
6.1.3	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Destroy when administrative use is concluded	<ul style="list-style-type: none"> • Consolidated monthly & quarterly reports • Consolidated monthly & quarterly financial statements • Working papers for the preparation of the above • Monthly accrual statements 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> • Cashflow statements • Creditor listings and reports • Debtor listings and reports 	
6.2	Financial Transactions Management			
6.2.1	Management of the approvals process for purchase, including investigations	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
6.2.2	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Allowances • Official Quotations/or estimates • Work orders • Invoices • Credit card statements • Cash books • Receipts • Cheque counterfoils • Bank statements • Subsidiary ledgers (annual) • Journals (annual) • Vouchers 	Statutory This period may be reduced with the agreement of the Customs and Excise and/or the Inland Revenue
6.2.3	Process involving the provision and support for individuals using public transportation	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Applications • Card issue • Rail warrants 	Statutory
6.2.4	Processes that balance & reconcile financial accounts	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation • Summaries of accounts 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
6.2.5	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
6.2.6	Processes involved in the collection of National Insurance Number	Destroy 2 years after the employee ceases employment	<ul style="list-style-type: none"> • Notification & input records 	Common practice
6.3	Payroll			
6.3.1	Accountable processes relating to payment of employees	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records 	Statutory
6.3.2	Non-Accountable processes relating to payment of employees	Destroy after administrative use is concluded	<ul style="list-style-type: none"> • Summary employee pay reports 	Common practice
6.4	Financial Provision			
6.4.1	Budgets and Estimates			
6.4.2	The process of finalising local authorities' annual budget	Transfer to place of deposit (if available) 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
6.4.3	The process of developing local authorities' annual budget	Destroy 2 years after annual budget adopted by local authorities	<ul style="list-style-type: none"> • Draft budgets • Departmental budgets • Draft estimates 	Common practice
6.4.4	The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after next year's annual budget has been adopted by Local Authorities	<ul style="list-style-type: none"> • Quarterly statements 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
6.5	Loans			
6.5.1	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Destroy 7 years after the loan has been repaid	<ul style="list-style-type: none"> • Loan files 	Statutory
6.5.2	Summary management of loans	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Loans registers 	Common practice
6.6	Housing			
6.6.1	The process of offering financial help with welfare housing provision and maintenance			
6.7	Mortgages	Last payment + 6 years if signed Last payment + 12 years if sealed	<ul style="list-style-type: none"> • Mortgage agreements • Correspondence 	Statutory
6.8	“Right to Buy”	Destroy 12 years after sale of house	<ul style="list-style-type: none"> • Sale documents • Agreements concerning sale 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
6.9	Rent Payments	Destroy 7 years after the end of the financial year in which created	<ul style="list-style-type: none"> • Rent books • Correspondence concerning payment • Requests for payment 	Statutory
6.10	Home Improvement Grants	Destroy 6 years after last payment for grants under £50,000, For grants over £50,000 destroy 12 years after last payment	<ul style="list-style-type: none"> • Agreement to pay loan • Details of payments • Correspondence relating to loan 	Statutory
6.11	Council Tax Valuation			
6.11.1	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Destroy 10 years after the year in which the valuation was made	<ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections • Reports 	Common practice
6.12	Property History			
6.12.1	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class with the Accounts & Audit function.	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Rate Books • Rate Cards • Register of Rateable Properties 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
6.13	Rates and Local Authorities Tax Correspondence			
6.13.1	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions appeals, rate remissions and other rates related matters	Destroy 6 years after last action	<ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondence • Rate certificates • Notices of acquisition and disposition • Rate property files 	Common practice
6.14	Summary Assets Management			
6.14.1	See Property Management for real property assets. See Transport Management for vehicle assets			
6.14.2	Summary management reporting on the overall assets of the local authorities	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Schedules of acquisitions • Consolidated current asset reports • Annual reports • Summary of current assets • Asset registers 	Common practice
6.15	Asset Monitoring and Maintenance			
6.15.1	Management systems that allow the monitoring & management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Subsidiary asset registers 	Common practice
6.15.2	Process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Routine returns and reports on asset status • Inventories • Stocktaking 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> • Surveys of usage • Acquisition and disposal reports & disposals 	
6.15.3	The process of maintaining assets	Destroy 7 years after last action	<ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting 	Common practice
6.15.4	The 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
6.16	Asset Acquisition and Disposal			
6.16.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Destroy 6 years, if under £50,000 or 12 years if over £50,000, after all obligations/entitlements are concluded	<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 & rental revision • Tender documents • Conditions of contracts • Certificates of approval 	Statutory
7.0	PROPERTY AND LAND MANAGEMENT			
7.1	Property and Land Management			
7.1.1	Reports to management on overall property of the local authority	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Consolidated property & buildings annual reports • Summary of leased property • Summary of local authority's owned 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> property • Site register • Register of leases 	
7.2	Property Acquisition and Disposal			
7.2.1	(see also Conveyance) Management of the acquisition (by financial lease or purchase) process for real property	Retain for life of property or building plus 12 years.	<ul style="list-style-type: none"> • Plans 	Common practice
7.2.2	Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations/entitlements are concluded.	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents • Board of Survey • Tender documents • Conditions of contracts 	Common practice
7.3	Property Development and Renovation			
7.3.1	The process of managing and undertaking renovations and development of property			
7.3.2	Management <ul style="list-style-type: none"> • Buildings and estates of “special interest” 	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	Common practice
7.3.3	Management <ul style="list-style-type: none"> • All other buildings and estates 	Retain for life of property or building	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	Common practice For asbestos see health and safety under General Public Services
7.3.4	The action process involved in	Destroy 7 years after the	<ul style="list-style-type: none"> • Works orders 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	the development and renovation of property	conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Tender documents • Conditions of contracts 	
7.4	Leasing and Occupancy			
7.4.1	The process of managing leased property	Destroy 15 years after the expiry of the lease	<ul style="list-style-type: none"> • Lease agreements • Rental expenditure authorities • Valuation queries • Applications for leases, licences & rental revision 	Common practice
7.4.2	The process of managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Requests for works, cleaning, etc. 	Common practice
7.5	Housing Provision			
7.5.1	The process of managing local authority welfare housing estates	Destroy 4 years after last action	<ul style="list-style-type: none"> • Stock monitoring records 	Common practice
7.6	Systems Management			
7.6.1	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system then destroy		
7.6.2	The process to implement a system used to support the activities of the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> • Implementation Plan 	
7.6.3	The process to support and administer a system used to support the activities of the local authority	Destroy 5 years after last action		

Ref no.	Function Description	Retention Action	Examples of Records	Notes
7.7	Transport Management			
7.7.1	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 	
7.7.2	The process of managing allocation & maintenance of vehicles	Destroy 7 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Approvals as drivers • Allocations & authorisations for vehicles • Maintenance 	
7.7.3	The process of recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Vehicle usage reports 	
7.7.4	The process of recording drivers usage	Destroy 7 years after closure	<ul style="list-style-type: none"> • Vehicle log books 	
7.8	Insurance - Property Management			
7.8.1	The summary management of insurance arrangements	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Insurance register 	
7.8.2	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	Destroy 7 years after the terms of the policy have expired	<ul style="list-style-type: none"> • Insurance policies • Correspondence 	
7.8.3	The process of renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	<ul style="list-style-type: none"> • Insurance policy Renewal records • Correspondence 	
7.9	Claims Management			
7.9.1	The process that records	Destroy 7 years after all	<ul style="list-style-type: none"> • Claims records 	

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	insurance claims against the local authority or local authority officers	obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> Correspondence 	
8.0 GENERAL PUBLIC SERVICES				
8.1 Health & Safety				
8.1.1	Inspections and Assessments			
8.1.2	Process of inspecting equipment to ensure it is safe	Destroy 6 Years from destruction of the equipment	<ul style="list-style-type: none"> Equipment inspection records 	Statutory
8.1.3	Processing the geo-technical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive (HSE)		Statutory
8.1.4	Process of carrying out monitoring to ensure that the process is safe	Destroy 3 Years from last action	<ul style="list-style-type: none"> Monitoring results 	Statutory
8.1.5	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 40 Years from last action	<ul style="list-style-type: none"> Property asbestos files 	Common practice based on Statutory
8.1.6	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Destroy 50 Years from last action or at age 75 years whichever is the greater	<ul style="list-style-type: none"> Radon monitoring 	
8.1.7	Process to ensure safe systems of work	Retain until superseded or process ceases +1 year		Common practice
8.1.8	Process to assess the level of risk	Destroy 3 Years from last assessment	<ul style="list-style-type: none"> Risk assessment 	Statutory
8.1.9	Processes that permit work	Destroy 1 Year from last action		Common practice
8.1.10	Process that records injuries to	Destroy 3 years from closure	<ul style="list-style-type: none"> Accident books 	Statutory

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	adults			
8.1.11	Process that records injuries to children	Destroy 25 Years from closure	<ul style="list-style-type: none"> Accident books 	Statutory
8.2	Emergency Planning			
8.2.1	Process to develop the emergency/disaster plan for the local community	Transfer to place of deposit after superseded	<ul style="list-style-type: none"> Major Incident Plan 	
8.2.2	Process for recording the results of the test for emergency/disaster plan for the local community	Destroy 10 years after closure		
8.3	Major Incident			
8.3.1	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Transfer to place of deposit (if available) after administrative use is concluded		
8.3.2	Activities that report on all minor incidents in the local community	Destroy 7 years after closure		
8.4	Enforcement Certification and Prosecution			
8.5	Registration, Certification and Licensing			
8.5.1	Summary management systems that allow the monitoring & management of registration, certification and licences registration requirements in summary form	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> Visual impairment register 	Common practice
8.5.2	The administration of applications, registration, certification and licences in	Destroy 2 years after registration or entitlement lapses	<ul style="list-style-type: none"> Applications for animal registration Applications for registration 	Statutory Note: may want archival

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	relation to local authorities registration requirements		<ul style="list-style-type: none"> • of a business premises • Applications for release of animals impounded • Registers • Certifications of registrations of: <ul style="list-style-type: none"> • Door supervisors • Taxi drivers • Beauty therapists • Animal movement licences • Gaming • Fire certification • Disabled Parking permits • Blue badge • Registration to sell poison 	review in cases of licensing of children in entertainment
8.5.3	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical produces or herbicides)	Transfer to place of deposit (if available) after administrative use is concluded – 60 years after registration or entitlement lapses	<ul style="list-style-type: none"> • Diesel licences • Petroleum licences • Health & safety licensing • Hazardous substances • Contaminated land register/pollution 	Common practice
8.5.4	The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority	Transfer to place of deposit (if available) after administrative use is concluded – 25 years from closure of centre, or discontinuation of care	<ul style="list-style-type: none"> • Organisation files • Child carers files • Childcare registration • Day care registration • Children's home 	Common practice The responsibility of OFSTED from 1 st April 2002
8.6	Notification			
8.6.1	The process of issuing notices to citizens with respect to	Destroy 2 years after the matter is concluded	<ul style="list-style-type: none"> • Fire Prevention notices • Fire Prevention 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	particular responsibilities		<ul style="list-style-type: none"> Infringement notices • Objections to notices • Appeals against notices • Registration of premises Infringement notices • Animal Impounding notices 	
8.7	Investigation, Inspection and Monitoring			
8.7.1	The process of investigation, monitoring or inspection laws in the responsibility of the local authority	Destroy 7 years from last action	<ul style="list-style-type: none"> • Trading standards sample and inspections records • Fire certificate compliance inspections 	Common practice
8.8	Prosecution			
8.8.1	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action	<ul style="list-style-type: none"> • Prosecution/sanction files 	Common practice
8.9	Bye-Laws - Enactment			
8.9.1	The process of making local laws	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Master Set of bye-laws • Policy Development documents • Correspondence • Submissions 	Common practice
8.10	Administration & Enforcement			
8.10.1	The process of administering and enforcing bye-laws	Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter	<ul style="list-style-type: none"> • Applications and certificates • Permits • Licences • Infringements notices (Parking) 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
		has ceased	<ul style="list-style-type: none"> • Correspondence 	
8.11	Cemeteries & Crematoria			
8.11.1	Summary management systems that record the location of burials and identity of deceased individuals	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Register of internments • Cemetery register • Cemetery plans 	Common practice
8.11.2	The process of regulation of burials and cremations	Destroy 5 years after last action	<ul style="list-style-type: none"> • Permits • Applications • Orders 	Common practice
8.12	Waste Management			
8.12.1	The provision of hard waste removal, destruction and waste reduction services by the local authority to ratepayers			
8.13	Collection			
8.13.1	The process of arranging the collection or transportation of household waste	Destroy 2 years after last action		Common practice
8.13.2	The process of arranging the collection or transportation of controlled waste	Destroy 6 years after last action		Common practice
9.0	PLANNING AND LAND USE			
9.1	Planning Scheme Development and Amendment			
9.1.1	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Local Plan • Town Centre plans • Other Policy Plans • Local Development framework 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	of local and town centre plans to ensure the implementation of the Structure Plan			
9.1.2	The activity of consultation to gain approval for Local Plans or the Development Framework	Destroy 6 years after last action	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public • Public Inquiry document 	Common practice
9.1.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Sites and Monuments records • Ecological records • Species records • Historically listed buildings • Definitive map • Commons registration 	Common practice
9.1.4	The activity of establishing planning scheme controls and providing for them to be amended	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Successful Planning applications • Amendments to definitive map • Planning Application Register • Land Use surveys 	Common practice
9.1.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 15 years after decision	<ul style="list-style-type: none"> • Planning applications consultation • Objections • Inquiries – Public etc • Archaeological: advice/conditions 	Common practice
9.1.6	The process of controlling		<ul style="list-style-type: none"> • Planning application files 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	development of areas through applications for planning permission		<ul style="list-style-type: none"> and plans • Correspondence relating to any objections • Hearing papers • Planning application register 	
9.1.7	The process of maintaining the countryside and developing open spaces for public amenity	Destroy other files 7 years after administrative use concluded	<ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves development plans and correspondence, land purchase agreements 	Common practice
9.2	Planning Scheme Regulation			
9.2.1	The summary management of planning scheme regulation	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Building Control registers 	Common practice
9.2.2	The process of regulating the planned use of land or buildings	Destroy 15 years after closure		Common practice
9.2.4	The process of approving building applications in relation to listed or other significant buildings	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	Common practice
9.2.5	The process of approving building applications, for all other buildings	Destroy 15 years after construction completed	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> • Applications • Permits • Certificates • Objections 	
9.2.6	The process of inspecting building work for the purpose of insuring compliance	Destroy 10 years after the issue of a certificate of final inspection	<ul style="list-style-type: none"> • Certificate of final inspection • Building Inspection records • Diaries 	Common practice
9.2.7	The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice		
10.0	INFRASTRUCTURE AND TRANSPORT			
10.1	Planning and Development			
10.1.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the administrative area	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Local transport plan • Transport Strategies 	Common practice
10.1.2	The activity of establishing planning scheme controls and providing for them to be amended and modified	Transfer to place of deposit (if available) after administrative use is concluded	<ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes 	Common practice
10.1.3	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 7 years after decision	<ul style="list-style-type: none"> • Enquiries consultation documents, objections and correspondence 	Common practice
10.1.4	The process of enforcing	Destroy 50 years after		Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
	infrastructure and transport regulations	enforcement notice. Destroy 3 years after compliance with enforcement notice		
10.2	Traffic Management			
10.2.1	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Destroy 7 years after action completed	<ul style="list-style-type: none"> • Traffic orders 	Common practice
10.3	Infrastructure Management and Maintenance			
10.3.1	The activity of providing municipal services in relation to infrastructure within the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> • Street files • Street records Requests for: <ul style="list-style-type: none"> • Hedge clipping • Tree planting • Naming of streets • Numbering of houses • Street load limits • Street signs • Bus shelters • Applications to dig up pavements • HGV application • Advice / comment • Level crossings • Right of ways • Roundabouts • Traffic calming measures • Street lighting 	Common practice

Ref no.	Function Description	Retention Action	Examples of Records	Notes
10.4	Road Maintenance			
10.4.1	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels	Destroy 12 years after action completed		Common practice
10.5	Public Transport Services			
10.5.1	The activities involved in the management and provision of public transport	Destroy 3 years after superseded or last action	<ul style="list-style-type: none"> • Timetables and routes • Maps • Fares • Customer and industry liaison 	Common practice