

DP42. Information Retention and Disposal Schedule



Introduction

The Council's Information Retention and Disposal Schedule contains details of when information and records should be disposed of.

Some information is kept on permanent records (e.g. Committee Report). Other records such as financial, personnel, VAT and commercial have to be kept for a period of time to comply with the law.

Most other information need only be kept for as long as the information is necessary and is being used for business or audit purposes.

This is required to comply with the General Data Protection Regulation (GDPR) Principle of Storage Limitation under Article 5(1)(e), namely that:

1. Personal data shall be:

*(e) kept in a form which permits identification of data subjects **for no longer than is necessary** for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject*

The Adur & Worthing Councils will also follow the Information Commissioner's guidance on storage limitation.

Comments or enquiries should be directed at the Adur & Worthing Councils' Data Protection Officer - data.protection@adur-worthing.gov.uk.

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.18	Insurance policies		Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.
9.19	EU funded grant applications		12 years	EU inspection period is a condition of the grant	Destroy
9.20	Incident reports and related correspondence		21 years	Statutory – Limitation Act 1980 Latent Damage Act 1986	Destroy
9.21	Claims Register		Permanent	Common practice	N/A
9.22	Settlement of claims		21 years	Common practice	Destroy
9.23	Employers Liability Certificates		40 years	Statutory – Employers Liability (Compulsory Insurance) Regulations 1998	Destroy
9.24	General audit assignments	Audit reports	6 years from the end of the financial year.	Common practice	Destroy
		Working papers			
		Interim reports			
9.25	Audit Reports and papers used in the course of a fraud investigation.	Audit reports	Destroy records as they become obsolete or are no longer required	Common practice	Destroy
		Working papers			
		Interim reports			
9.26	Audit Reports where these have included an examination of a long-term contract.	Audit reports	6 years from the end of the financial year.	Common practice	Destroy
		Working papers			
		Interim reports			
9.27	Paid invoices relating to Internal Audit Services		6 years from the end of the financial year.	Common practice	Destroy
9.28	Audit Reports		15 years from the end of the financial year.	Common practice	Destroy

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.29	Audit Plans and Strategies		Keep in office for 1 year after date of last plan.	Common practice	Destroy
9.30	Budget working papers		3 years from the end of the financial year.	Common practice	Destroy
9.31	Copies of Council minutes and agenda papers		Retain in office for current use for 3 years if not held elsewhere	Common practice	Destroy
9.32	Copies of minutes, agendas, reports relating to special Audit interest groups		Keep in office for 3 years.	Common practice	Destroy
9.33	Internal Audit Guides and Instructions		Retain in office for current use until superseded.	Common practice	Destroy
9.34	Flexiforms: timesheets (internal audit use)		Keep in office for current year and previous year.	Common practice	Destroy

10. Community Safety

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
10.1	Anti-Social behaviour orders		7 Years	Common Practice	Destroy
10.2	Anti-Social database		7 Years	Common Practice	Destroy
10.3	CCTV Images		TBC	TBC	TBC
10.4	Family Intervention Project Casework		7 Years	Common Practice	Destroy
10.5	Family Intervention Project Information		7 Years	Common Practice	Destroy
10.6	Police Reform Information		TBC	TBC	TBC
10.7	PPO Profile meeting papers		TBC	TBC	TBC
10.8	HM Government restricted data relating to information held under the Civic Contingencies Act		TBC	TBC	TBC
10.9	Program Participants		TBC	TBC	TBC

11. Wellbeing Hubs (Core, Weight Management, Pre-Diabetes, Get Active)

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
11.1	Contact details of clients on database	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone			
		Numbers			
		Email			
		Address			
		Date of Birth			
11.2	Personal details of clients on database/Information at Work	Case Studies	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Medical Conditions			
		Weight			
		BMI			
		GP Details			

12. Wellbeing Hubs (Commissioned Projects)

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
12.1	Anonymised data only received by Councils from all external suppliers				

13. Going Local

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
13.1	Individual personal (and sometimes sensitive) data of individuals who have used the service.	Name, address, medical conditions.	2 years after the case has been closed.	Agreed by individual with consent form and common practice.	Automatically destroyed by Mats application.

14. Adur Community Grants

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
14.1	Personal information of groups who have applied for grants	Contact details	One year after project end for contact details.	All that it is needed for.	Manually destroy/delete files.
		Bank details for grant payments	One month for bank details.		

15. Revenues

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
15.1	Revenues Billing Records	(letters discount/ exemption forms/ income details s56 onwards/ Bank account details)	Length of occupancy (liability) or 6 year statute of limitations	Local Government Act 1992	Destroy
15.2	Liability order records / recovery records (including means inquiry and bailiff records)	Signed liability order Reminders issued	6 years / age of debt	Council Tax (collection and enforcement) regulations 1992	Destroy
15.3	Valuation Tribunal Records	Tribunal submissions and relevant paperwork	Statute of limitations	Local Government Finance Act 1988 / Local Government Act 1992	Destroy
15.4	NNDR Billing records (letters/ banking details)	Billing letters	Length of occupancy / liability, or 6 year state of limitations	Local Government Finance Act 1988	Destroy
15.5	Relief Applications	Single person discount	Length of liability	Local Government Finance Act 1988	Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Artist/Show Contracts		12 years		Destroy
	Bad debtors sheet		1 month		Destroy
	Promotor Financial Contracts		3 months		Destroy
	Settlements / invoices		13 months		Destroy
	Correspondence regarding deals and bookings for shows /acts		12 years		Destroy
	Casual starter pack		1 month		Destroy
	HMRC entertainers statement		5 years		Destroy
	Sales forecast		5 years		Destroy
	Staff and volunteer contact info		12 months		Destroy
	Supplier of goods and services		Indefinitely		Destroy
	Emailing list		Indefinitely		Destroy
	Donors of artefacts		Indefinitely		Destroy
	Exhibitors and exhibitions		Indefinitely		Destroy
	Copyright holders for section of fine art collection		70 years from death of artist		Destroy
	Workshop talks/attendance lists		1 month		Destroy
	CoastEd Schools List		Indefinitely		Destroy
	Other Museums and Institutions		Indefinitely		Destroy
	Friends list		Indefinitely		Destroy
	Accident forms		18 years		Destroy
	Staff contact info		For duration of staff employment only		Destroy
	Suppliers of goods and services		7 years		Destroy
	List of past and current hires		18 months		Destroy
	List of weddings held at town hall		2 years		Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Invoices and settlements for venue hires		Indefinitely		Destroy
	Invoices for wedding ceremonies		Indefinitely		Destroy
	Booking information on private hires		Indefinitely		Destroy
	Customer correspondence		Indefinitely		Destroy
	Email correspondence for weddings		Indefinitely		Destroy
	Customer sales records		5 years		Destroy
	Box office system records of customer financial transactions		5 years		Destroy
	Payment gateway – record of customer financial transactions made by card		4 years		Destroy
	Details of show promoters		Indefinitely		Destroy
	Waiting list for sold out shows		5 years		Destroy
	Access Registry		5 years		Destroy
	Ticket address labels		2 days		Destroy
	Contracted productions		Indefinitely		Destroy
	Contracted hires		Indefinitely		Destroy
	External special guest list		Indefinitely		Destroy
	Targeted businesses from 'Better Business' show		2 months		Destroy
	General local business		5 months		Destroy
	LTLI launch list		5 months		Destroy
	Trust and Foundations		Indefinitely		Destroy
	High Networth Donors		Indefinitely		Destroy

16. Museums and Theatres [No longer in use - archived]

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
	Other funding bodies		Indefinitely		Destroy
	Booking Diary		1 year		Destroy
	Groups list to add to mailing list		Indefinitely		Destroy
	Professional list		Indefinitely		Destroy
	Thankyou consent		Indefinitely		Destroy

17. Benefits

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
17.1	Benefit claim files	(household/ income/ capital details, bank accounts/ landlord details)	Life of claim/ statute of limitations	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001	Destroy
17.2	Overpayment records	Overpayment decision letter	Six years or life of debt	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001	Destroy
17.3	Benefit Fraud files	Witness statements Bank statements	Six years or life of debt	Social Security Administration Act 1992 (Housing Benefit general regulations 1987 Council tax benefit general regulations 1992 Decision making and appeal regulations 2001, Social Security Administration Act 1997	Destroy
17.4	Benefit Tribunals	Appeal submissions Decision letters	Statute of limitations	DMA 2001	Destroy

18. Planning

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
18.1	Production of Planning Policy Documents	Local Plan Supplementary Planning Documents Representations Inspector's report	Until document is superseded	Town and Country Planning Act 1990	Offer to archivist / destroy
18.2	Evidence Base documents	Land use surveys Supporting studies Consultancy work	Reviewable – destroy records as they become obsolete or are no longer required	Planning and Compulsory Purchase Act 2004	Offer to archivist / destroy
18.3	Conservation Character Appraisals	Consultation docs Appraisal	Indefinitely (until superseded)	Limitations Act 1980	Offer to archivist / destroy
18.4	S106 / Community Infrastructure Levy	Legal agreement Liability Forms etc Other documentation	Business need – previous experience of issues arising		Destroy

19. Planning Development Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
19.1	Planning application form	The form submitted with any planning application, listed building consent, tree works	Indefinitely	Statutory	N/A
19.2	Officer report / assessment sheet (delegated applications)	Report outlining representations received, relevant planning policies and the reasons for approving or refusing permission	Indefinitely	Statutory	N/A
19.3	Site visit notes (unless incorporated into 2.2)	Record visit to site	Indefinitely	Statutory	N/A
19.4	Copy of newspaper advert where there is a statutory requirement to advertise, i.e. Listed buildings, conservation areas	Advert in Shoreham/Worthing Herald	Indefinitely	Statutory	N/A
19.5	Committee report (if committee)	A report to the Planning Committee	Indefinitely	Statutory	N/A
19.6	Approved / refused plans	The plans which formed the basis for the decision	Indefinitely	Statutory	N/A
19.7	Decision notice	Record of the Council's decision	Indefinitely	Statutory	N/A
19.8	Subsequent approved minor amendment plans	This is a separate application so subject to the policy in respect of planning application forms	Indefinitely	Statutory	N/A
19.9	Discharge of condition details	Details submitted in respect of a discharge of condition. Solicitor/land charges enquiries often require this information	Indefinitely	Statutory	N/A
19.10	Letter confirming compliance with a condition	As above	Indefinitely	Statutory	N/A
19.11	Appeal submission form	Details of appeal against refusal of previous decision	Indefinitely	Statutory	N/A
19.12	Appeal decision from the planning inspectorate	Independent decision in respect of planning appeal	Indefinitely	Statutory	N/A
19.13	Duplicate copy of plans and the application form	Files from 2007 are held in the secure basement at Worthing Town Hall. Duplicate copies are retained as there may be a requirement to measure plans before development becomes immune from enforcement action (up to 10 years)	Can be removed when the files are more than 10 years old and have been indexed onto the electronic system	Statutory	In confidential bin
19.14	Superseded plans	Plans which do not form part of the decision	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed if the file is transferred electronically	Statutory	In confidential bin
19.15	Representation letters provided that these have been recorded in the retained office report	Received during the consultation period of a planning application	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed	Statutory	In confidential bin

19. Planning Development Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
19.16	Consultation responses as per 2.15	Received during the consultation period of a planning application	Will be retained electronically when already scanned, but where old files are being scanned and currently such plans exist in paper form, they can be removed	Statutory	In confidential bin
19.17	General correspondence not material to the decision made	<p>Validation checklist</p> <p>Notification that an application has been received</p> <p>Letter to the applicant stating Building Regulations may be required</p> <p>Copy of the history card</p> <p>List of neighbours consulted (if produced)</p> <p>Letters regarding application progress</p> <p>Covering letter with applications</p> <p>Post-decision correspondence</p>	Some elements primarily exist on historic files and not normally retained on applications submitted post joint service arrangements. Where historic files are scanned/indexed, these documents can be removed	Statutory	In confidential bin

20. Pre-Diabetes

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
20.1	Personal details of clients on database/Information at Work	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
20.2	Personal details of clients on database/Information at Work	Case Studies	12 months from end of intervention and/or closure of client case	Common Practice	Destroy
		Medical Conditions			
		Weight			
		BMI			
		GP Details			

21. Weight Management

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
21.1	Personal details of clients on database/Information at Work	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
21.2	Personal details of clients on database/Information at Work	Case Studies	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Medical Conditions			
		Weight			
		BMI			
		GP Details			
		Weight loss tracking			
		Tanita scales print out			

22. Get Active

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
22.1	Personal details of clients on database/Information at Work	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
		Case Studies			
		Medical Conditions			
		Weight			
		BMI			
		GP Details			
		Emergency contact details			

23. IT Junction

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
23.1	Personal details of Programme Volunteers	Name	3 months from end of their Volunteer placement	Agreed by individual with consent form and common practice.	Destroy
		Address			
		Phone Numbers			
		Email Address			
		Date of Birth			
		Medical Conditions			
		Emergency			
		Contact details			
		Background checks are carried out			
		Disability or Learning difficulty			

24. Eastbrook Manor Community Centre Bookings

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
24.1	Hirers details	Name	Hold until events hosted	common practice	Destroy
		Address			
		Phone Numbers			
		Email Address			

25. Service Directory

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
25.1	Professional details	Name of professionals	1 year	Common Practice	Destroy
		Phone Numbers			
		Email Address			

26. Break 4 Change (October 17 programme – 2018 no longer funded by A&W)

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
26.1	Safeguarding information	Name	3 months following 10-week programme group ending.	common practice	Destroy
		Date of incident			
		Action taken			
26.2	promotional material / consent to share forms with signature of participants Please note this is only when A&W are funding the programme. Currently being funded by WSCC during 2018-2019	Name (first name only)	Evaluation information 1 year after programme end	common practice	Destroy
		Film of participants			
		Views and feedback from participants	Promotional DVD - when new DVD is produced or 5 years whatever is sooner.	common practice	Destroy
		Signed consent form			

27. Prostate Cancer Drop In

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
27.1	Contact details of clients wanting a follow up call on database	Name	3 months from follow up call made.	common practice	Destroy
		Email address			
		Phone numbers			

28. Probation and Wellbeing

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
28.1	Personal details of clients on database/Information at Work/risk assessment	Address	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Phone Numbers			
		Email Address			
		Date of Birth			
		Case Studies			
		Medical			
		Conditions			
		Weight			
		BMI			
		GP Details			
		Emergency			
		Contact details			
		Risk assessment			
		Other relevant information from probation service regarding offending history, interventions in place /offered			
		Probation officer case worker: name and contact details			

29. Active Grub Club

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
29.1	Database detailing participant information for programme promotion and in case of an emergency situation.	Address	Max of 7 years (club is for ages 7-13) or until the participant leaves the club	Common practice	Destroy individual records
		Phone Numbers			
		Email Address			
		Date of Birth			
		Medical Conditions			
		Gender			
		Allergy Information			
29.2	Register completed before every session	Phone Numbers		Common Practice	Hard copy placed in confidential waste for shredding
		Email Address			
		Date of Birth			
		Medical Conditions			
		Allergy Information			

30. Anti-Social Behaviour

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy							
30.1	E-Cins cloud-based case management system	<table border="1"> <tr><td data-bbox="651 280 1106 325">Reports of ASB</td></tr> <tr><td data-bbox="651 325 1106 370">Name of victim</td></tr> <tr><td data-bbox="651 370 1106 414">Address of victim</td></tr> <tr><td data-bbox="651 414 1106 459">Name of perpetrator</td></tr> <tr><td data-bbox="651 459 1106 504">Address of Perpetrator</td></tr> <tr><td data-bbox="651 504 1106 549">History of offending</td></tr> <tr><td data-bbox="651 549 1106 662">Details of Mental Health/ physical health conditions where relevant to the case.</td></tr> </table>	Reports of ASB	Name of victim	Address of victim	Name of perpetrator	Address of Perpetrator	History of offending	Details of Mental Health/ physical health conditions where relevant to the case.	2 years where enforcement action taken or 6 months from date of last report if no enforcement	Section 115 Crime and Disorder Act Duty to Safeguard	Remove case from E-Cins
Reports of ASB												
Name of victim												
Address of victim												
Name of perpetrator												
Address of Perpetrator												
History of offending												
Details of Mental Health/ physical health conditions where relevant to the case.												

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.1	Civil Enforcement Officer Pocket Books	Pocket book notes	2 years where pocket books are used	Statute of Limitations Act	Destroy
31.2	Penalty Charge Notices	PCNs on & off street	6 years	Statute of Limitations Act Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 The Traffic Management Act 2004 (Commencement No. 5 and Transitional Provisions) (England) Order 2007 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008 The Traffic Management Act 2004 (Commencement No. 5 and Transitional Provisions) (England) (Amendment) Order 2008 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2009 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015 The Civil Enforcement of Parking Contraventions (England) General (Amendment No.2) Regulations 2015 Operational & Statutory Guidance	Destroy
31.3	Incident reports	Record of events by Civil Enforcement Officers	6 years	Common Practice & Statute of Limitations	Destroy
31.4	Appeals against Penalty Charge Notices (On & Off St)	Letters Emails Online appeals	6 years	Statute of Limitations Act Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy
31.5	Hand Held computer downloads	Notes made by the Civil Enforcement Officer	1 year from the case being closed	Statute of Limitations Act	Destroy
31.6	Photos of vehicles parked in contravention	Photos taken by the Civil enforcement officer	1 year from the case being closed	Statute of Limitations Act & Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.7	DVLA records	Registered keeper details of a vehicle	System redacts data 1 year from case being closed	Statute of Limitations Act & Traffic Management Act 2004 The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	Destroy
31.8	ANPR MSCP - Photos of vehicle number plate	Photos of vehicles entering the Multi-Storey Car Park	System automatically rewrites information after 30 days	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.9	Subscriber details on Pulsar	Validation deal customers & season ticket holder customers	Removed once permit/concession has expired	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.10	Test Tickets		No legal requirement to keep	Common Practice	Destroy
31.11	Permit application forms & renewals	Applications & renewals for permits	No legal requirement to keep, however can be kept as long as may be useful – Keep for 1 year	Common Practice & West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy
31.12	Dispensations & Waivers & suspension applications	Application for dispensations, waivers and suspension requests	No legal requirement to keep, however can be kept as long as may be useful – Destroy after application processed	West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy
31.13	Banking summary sheets		Minimum of 3 Years as per Finance Regulations	Common Practice & Financial Regulations	Destroy
31.14	Newsletters, Press Articles, Minutes of meetings, leaflets		No legal requirement to retain for a specified period	Common Practice	Destroy
31.15	Permit waiting list	List detailing those on the waiting list for a permit	No need to keep at all legally – Remove details once they have been issued with a permit	Common Practice & West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.16	Season ticket list	List detailing existing season ticket holders	No need to keep at all legally – Remove details when expired or cancelled	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy
31.17	Season ticket application forms	Application forms for season tickets for car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application for 1 year	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy
31.18	Market concessions / Event Parking application forms	Application forms for concessionary parking for car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application for 1 year	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.19	Validation deal application form	Application forms for town centre workers for concessionary parking in car parks	No legal requirement to keep, however can be kept as long as may be useful – Keep application forms for 6 months	The Borough of Worthing (Off Street Parking Places) Consolidation Order 2007 as amended	Destroy
31.20	Window cleaner application form	Application forms for window cleaners	No legal requirement to keep, however can be kept as long as may be useful – Destroy once application has been processed. Personal details will be kept for 1 year on the system	West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended West Sussex County Council (Adur District) (Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	Destroy

31. Parking Services

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
31.21	Business badge application form	Application forms for business badge applications	No legal requirement to keep, however can be kept as long as may be useful – Destroy once application has been processed. Personal details will be kept for 1 year on the system	Common Practice West Sussex County Council (Worthing) (Parking Places & Traffic Regulation (Consolidation) Order 2007 as amended The Adur District (Off Street Parking Places) (Civil Enforcement & Consolidation) Order 2011 as amended	Destroy
31.22	Refund Documentation	Bank statements/proof of payment	Destroy 1 month after refund processed	Common Practice	Destroy
31.23	Staff Permit list	List detailing staff who have subscribed to a staff season ticket Lists regarding staff vehicles parking in the car park	No legal requirement to keep, however can be kept as long as may be useful – Destroy if staff opt out or leave the service	Common Practice	Destroy
31.24	Accident/Injury forms	Details accident or injury	7 years and longer if it is a result of a RIDDOR reportable incident then at least 10 years	Health & Safety Regulations	Destroy
31.25	Car Parks Operational handover paperwork	Details of inspections for each site	Statute of Limitations	Common Practice	Destroy
31.26	CCTV	Images of vehicle passengers, payment area of car parks	Images stored for 31 days	Common Practice	Destroy

32. Going Local

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy			
32.1	Individual personal (and sometimes sensitive) data of individuals who have used the service.	<table border="1"> <tr> <td data-bbox="667 276 1021 341">Name</td> </tr> <tr> <td data-bbox="667 341 1021 384">Address</td> </tr> <tr> <td data-bbox="667 384 1021 427">Medical conditions</td> </tr> </table>	Name	Address	Medical conditions	2 years after the case has been closed.	Agreed by individual with consent form and common practice.	Automatically destroyed by Mats application.
Name								
Address								
Medical conditions								

33. Adur Community Grant

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
33.1	Personal information of groups who have applied for grants	Contact details	One year after project end for contact details.	All that it is needed for.	Manually destroy/delete files.
		Bank details for grant payments	One month for bank details.		

34. Information Governance

Ref	Record	Retention Period (years)	Disposal Trigger	Reason	Disposal Policy
34.1	RFI Request (incomplete)	0.5	Closure	ICO complaint period	Anonymise
34.2	RFI Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Anonymise
34.3	RFI Request & Response (anonymised)	2	Anonymisation	Statistics & training	Permanent deletion
34.4	SAR Request (incomplete)	0.5	Closure	ICO complaint period	Anonymise
34.5	SAR Request (incomplete - anonymised)	6	Anonymisation	Statistics & training	Permanent deletion
34.6	SAR Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.7	Data Subject Rights Register (DP45)	6	SAR Response Closure	Statistics & training	Anonymise
34.8	Data Subject Rights Register (Anonymised)	2	End of financial year	Statistics & training	Permanent deletion
34.9	Other Data Subject Rights - Request (incomplete)	0.5	Closure	ICO complaint period	Anonymise
34.10	Other Data Subject Rights - Request (incomplete - anonymous)	6	Anonymisation	Statistics & training	Permanent deletion
34.11	Other Data Subject Rights - Request & Response	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.12	Breach Report	6	Closure	s.2 Limitation Act 1980 (tort claims)	Anonymise
34.13	Breach Report (Anonymised)	2	Anonymisation	Statistics & training	Permanent deletion
34.14	Data Protection Impact Assessments	2	Processing stops	To comply with DPO obligations	Permanent deletion
34.15	RFI/DPA Complaints/Appeals - Internal, ICO and Information Tribunal	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion
34.16	RFI/DPA Appeals Register	6	Appeal closure	Statistics & training	Anonymise
34.17	RFI/DPA Appeals Register (Anonymised)	2	Anonymisation	Statistics & training	Permanent deletion
34.18	Staff guidance and training records	6	Closure	To comply with DPO obligations	Permanent deletion

34. Information Governance

Ref	Record	Retention Period (years)	Disposal Trigger	Reason	Disposal Policy
34.19	Third party personal data requests	6	Closure	s.2 Limitation Act 1980 (tort claims)	Permanent deletion

35. Business Support

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
35.1	Road closure applications	Sealed order / Mats	current year and previous year	Common practice	Destroy/Delete
35.2	Overtime	Employees form either paper or emailed	rolling 12 months	Common practice	Destroy/Delete
35.3	Post handling - incoming post	Correspondence from public	3 months	Common practice	Destroy/Delete
35.4	ID Cards	Stored on Salto machine	Period of employment	Common practice	Destroy/Delete
35.5	Rail Warrants	eform submitted via the intranet	rolling 12 months	Common practice	Destroy/Delete
35.6	External Room Bookings	eform submitted via the internet	Current year and previous year	Common practice	Destroy/Delete
35.7	Administer access to staff car park	Info held on spreadsheet	Period of employment	Common practice	Destroy/Delete

36. Colonnade House

Ref	Record	Examples	Retention period	Authority	Disposal
36.1	Hire agreements	Paper and electronic copies of gallery hire agreements	7 years	Statutory	Paper copies shredded securely. Electronic copies held on file deleted after 7 years. Completed, voided or declined documents on Docusign are purged after 30 days.
36.2	Tenancy agreements	Paper and electronic copies of gallery hire agreements	7 years	Statutory	Paper copies shredded securely. Electronic copies held on file deleted after 7 years. Completed, voided or declined documents on Docusign are purged after 30 days.
36.3	Insurance details	Tenants and hirers send copies of their insurance cover	While valid and /or for duration of tenancy or hire	Condition of lease agreement	Electronic copies deleted once out of date.
36.4	Bank details	If payments are made to tenants (sale of work, refunds etc) their BACS details are sent by email and then entered into the Adur & Worthing Trust Natwest account.	While individuals are still in a contractual relationship with Adur & Worthing Trust	Common practice	Payee information for individuals is deleted from the bank account once there is no longer an on-going business relationship
36.5	Data on third party sites	Mailchimp, Eventbrite etc	Indefinite - but customer can unsubscribe at any time	Consent of data subject	Removed from third party database in accordance with their policies
36.6	Accounts	Invoices to tenants and hirers are held on Quickbooks	6 years	Statutory	This will be discussed with the accountants when the first seven year period is reached in 2021.
36.7	Online forms	Tenancy applications, comment/feedback forms,	?	?	Not clear at the moment how to delete selected records from google forms

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.1	Occupational health	Health Referral files		Date of birth	85	
45.2	Occupational health	Health Surveillance forms		Date of questionnaire	40	
45.3	Vetting of contract and supplier staff	All records relating to the checking/vetting of contractors and supplier staff	Disclosure and Barring Service check requests: guidance for employers	Date check carried out	6	
45.4	Disciplinary procedures	Case files relating to disciplinary matters	Limitation Act 1980 (Section 2)	Close of case	6	
45.5	Disciplinary procedures	Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	Year records created	6	
45.6	Disciplinary procedures	Casework: Disciplinary where the case results in no case to answer		Start of investigation	0	End of the investigation
45.7	Medicals and health screening	All records relating to employee health screening		health test / screening	0	Test results held on file until renewed
45.8	Redundancy	All records relating to individuals who are made redundant		DOB of the individual made redundant	80	
45.9	TUPE Transfers	All records relating to staff transferred to other organisations (TUPE)	Transfer of Undertakings (Protection of Employment) Regulations 2006	Date of leaving organisation	6	
45.10	Workplace bullying	Casework - Harassment	Limitation Act 1980 (Section 2)	Date case resolved	6	
45.11	Sickness management	All records relating to the monitoring of employee absence - except Occupational health reports		Year records created	1	
45.12	Grievance investigations	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	Date grievance resolved	6	
45.13	Employment tribunals	All records relating to employment tribunal	Limitation Act 1980 (Section 2)	Year records created	6	
45.14	Recruitment	The selection of an individual for an established position		Recruitment finalised	1	
45.15	Recruitment process	All records relating to an individual's employment history - paid employment	Limitation Act 1980 (Section 2)	Termination	6	
45.16	Right to work documents	records of documents sufficient to establish that the worker has the right to work in the UK, evidenced by a number of specific documents	Immigration, Asylum and Nationality Act 2006 (section 21) & Immigration (Restrictions on Employment) Order 2007 (SI2007/3290). art 6	Termination	2	2 years post-employment
45.17	Disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Local Government Act 1972	Termination of employment	1	
45.18	Staff 121 (appraisals)	All 121 records relating to staff performance		date meeting held	6	
45.19	Payroll Processing starters	All records relating new starters	To match the general retention period for accounting records	The end of the financial year when the employee leaves	6	
45.20	Payroll Processing leavers	All leaver information	To match the general retention period for accounting records	The end of the financial year when the employee leaves	6	

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.21	Payroll Changes to employee records	All records relating to personal changes –e.g. bank details and addresses	To match the general retention period for accounting records	The end of the financial year when the employee leaves	6	
45.22	Payroll Processing ad hoc payments	All records relating to ad hoc payments	Taxes Management Act 1970	End of the financial year to which it relates	6	
45.23	Payroll Enquiries from external bodies	DWP requests, attachment of earnings	To match the general retention period for accounting records	The end of the financial year when the employee leaves	6	
45.24	Payroll Court Order instructions	Attachment of earnings instructions	To match the general retention period for accounting records	The end of the financial year that has the last deduction payment	6	
45.25	Payroll Voluntary deductions	Union fees, car loans	To match the general retention period for accounting records	The end of the financial year of the end of the deduction	6	
45.26	Payroll HMRC Information	Returns, PAYE and NI records	HMRC regulation 97 of the Income Tax regulations 2003	The end of the year to which they relate	Not less than 3 years	
45.27	Payroll Pension Information	All records relating to employees' pension	Pension Regulator	Employees year of leaving	Minimum 6 years, dependent on the quality of administering body and their annual data cleansing checks	
45.28	Payroll HMRC/Inland Revenue agreements	Tax agreements and correspondence	Recommended practice CIPD	Date of agreement/correspondence	Indefinitely	
45.29	Payroll Sickness records	Employees fit notes and self certs	Recommended practice for unfair dismissal	End of the year in which employment ends	6 months	
45.30	Payroll Expenses	Mileage, Subsistence	Accounting records re Companies Act 2006	End of the financial year to which the payment relates	6	
45.31	Recruitment process	All records relating to the appointment of Statutory Officers		Creation of records	Permanent	
45.32	Recruitment process	All records relating to the selection process for Statutory Officers		Date of appointment	5	
45.33	Time management	All records relating to the process of monitoring staff leave and attendance		Date action completed	2	

45. Human Resources and Payroll

Ref.	Service Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
45.34	Reorganisations	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	Date reorganisation is completed	6	
45.35	Annual leave	All records relating to the management of staff annual leave		Creation of records	3	
45.36	Consultation and feedback	All records relating to the management of staff consultation and feedback	Limitation Act 1980 (Section 2)	Date consultation completed	6	
45.37	Training	All records relating to staff operational training including certificates, awards & exam results,		Date training completed	6	
45.38	Overtime	All records relating to the management of staff overtime payments	HMRC - Compliance Handbook Manual CH15400	Creation of records	6	
45.39	References	All records relating to the management of the provision of staff references		Date of reference	6	

46. Health and Safety

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
46.1	Accident report records	Accident book	Adults - 5 years after accident has been reported. (Injured party has 3 years in which to report the accident) Children – 5 years after attaining the age of 21yrs	Statutory	Destroy
46.2	Display screen assessment and Personal Evacuation Egress Plans		Life of assessment or plan plus 5 years	Statutory	Destroy
46.3	Risk assessments	Fire	Life of assessment plus 5 years	Statutory	Destroy
46.4	Risk assessments	Ladders	Life of assessment plus 5 years	Statutory	Destroy
		COSHH			
		Manual Handling			
		Working at Height			
		Confined space working			
		All work areas where legislation requires assessment			
46.5	Risk assessments	Asbestos	Life of assessment plus 40 years	Control of Substances Hazardous to Health Regulations (1999)	Destroy
		Cement			
		Lead			
46.6	Permits to work	First Aid Certificate	Life of certification plus 5 years	Health and Safety (First Aid Regulations) (1981) Fire Precautions (Workplace) Regulations (1997)	Destroy
		Fire Safety Certificate			
46.7	Nominations & Appointments Reviewable	Fire Wardens	Reviewable Destroy records as they become obsolete or are no longer required		Destroy
		First Aid Officers			
		Health and Safety Officers			
46.8	Internal Health & Safety records	Monitoring results	Life of record plus 5 years	Statutory	Destroy

47. Emergency Planning

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
47.1	Contact Information - keyholders	Name;	Continued retention until subject is no longer a keyholder. Reviewed every year. Old contact information is removed immediately.		Destroy
		Contact Telephone number			
47.2	Contact Information - Staff	Name	Deleted upon termination of employment.		Destroy
		Contact Telephone number			
47.3	Casualty Bureau Forms	Name	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
		Address			
		Age			
		Gender			
		Date of birth			
		Medication			
		Medical conditions			
47.4	Major Incident data;	Next of kin	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
		Emails			
		Correspondence			
		Reports			
		Name			
		Address			
		Age			
47.5	Major incident Decision Log / Meeting Records	Medical conditions	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
47.6	Emergency plans	Officer role	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
		Responsibilities			
		Procedures			
47.7		Participants details	10 years unless there is an indication of an		
		Records of decisions			

47. Emergency Planning

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
	Exercising and Training Records	Qualifications	inquiry. Then 10 years after the closing of proceedings		Destroy
		Training and exercising material			
47.8	Internal Health & Safety records	Monitoring results	3 years	Statutory	Destroy
47.9		Test emergency/ disaster plan	10 years		Destroy
47.10	Emergency plans	Major incident plan	Permanent		Offer to Archivist

48. Customer Services/Customer insight/Social media/Complaints

Ref	Record	Example	Storage media	Retention Period	Authority	Disposal policy
48.1	Call Recordings	Recordings by team leaders for training purposes/customer complaints	Digital - Team leaders' shared drive	8 weeks	Common Practice	Destroy
48.2	Personal details of customers on database	Name, Address, e-mail, contact numbers	Digital (MATS)	Permanent.	Common Practice	
48.3	Internal messages from colleagues	CRM call backs	Digital - Gmail	30 days after last action	Common Practice	Messages that have been in the bin for 30 days are deleted automatically.
48.4	Notes taken by staff during telephone conversations	Name, Address, e-mail, contact numbers,	Paper and digital - Google docs or notepad	1 day	Common Practice	Destroy
48.5	Customer feedback	Customer complaint	Digital - Mats	Anonymised 2 years from the last customer contact	Common Practice -	Destroy
48.9	Staff records	Notes relating to staff sickness	Digital - Team Leaders' shared drive	12 months	Common Practice	Destroy
49.9	E-mails	Customer enquiry by e-mail (Adur helppoint)	Digital - Gmail	30 days after last action	Common Practice	Destroy
49.1	Social media	Private messages from customers may include account numbers, name, etc	Social media platforms - Facebook, Twitter	Permanent	Common Practice	