



ADUR & WORTHING COUNCILS

DP42. Information Disposal Schedule

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Amendment History

This document is reviewed periodically, at least annually, and is retained for a period of 5 Years. Amendments and revisions are distributed to the named holders. The history of amendments and the issue of revisions are recorded below.

Date	Amend. No.	Page No.	New Issue No.	Reason for Change	Authorised by
09/08/2018	1	All	3	GDPR compliance	
30/08/2018	2	All	4	Added sections for democratic services	
06/09/2018	3	All	5	Changed classification to 'PUBLIC' added section for revs and Bens	
19/09/2018	4	All	6	Added sections for crematorium and cemetery	
01/10/2018	5	11-15	7	Added sections for Environmental Health	
03/10/2018	6	28	8	Added section for planning	
03/10/2018	7	29-31	9	Added section for planning development management	
11/10/2018	8	27	10	Added section for theatres and museums	
23/10/2018	9	All	11	Formatting edit to ensure all header rows carry over correctly	
08/11/2018	10	All	12	Added rows for legal services	

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Introduction

The Council's Information Disposal Schedule contains details of when information and records can 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 of value and is being used for business or audit purposes.

For Adur and Worthing Council (AWC) staff this document should be used in conjunction with 'DP49. A Guide to the Information Disposal Schedule'.

Comments or enquiries should be directed at the Adur and Worthing Council Data Protection Officer.

1. Electoral Services

Ref.	Type of document	Basis of collection	Retention Period
1.1	Household Enquiry Form	Legal Obligation	July to end of December
1.2	Invitation to Register	Legal Obligation - Hard copy	1 month (maximum)
1.3	Request for Evidence	Legal Obligation	1 month (maximum)
1.4	Applications from Anonymous Elector	Legal Obligation	1 Year
1.5	Absent Vote (or Personal Identifier Signature Refresh) Applications	Legal Obligation	5 Years
1.6	Requests for Copies of the Electoral Registers	Legal Obligation	2 Years
1.7	Personal e-mails	Consent	As long as individual remains elector within Adur & Worthing
1.8	Nomination Papers	Legal Obligation	1 Year
1.9	Ballot papers and Lists	Legal Obligation	1 Year
1.10	Marked Registers	Legal Obligation	1 Year
1.11	Election Expenses	Legal Obligation	1 Year
1.12	Staff Details	Consent	Until deletion requested
1.13	Polling Station Booking Forms	Consent	1 Year

2. Legal Services

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.1	Constitution-Council Meetings	Case File	6 years from date of meeting	Common practice	Destroy
2.2	Contract - Concessionary Agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.3	Contract - Grant Agreement (Domestic/EU)	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.4	Contract Building - Bond /Collateral Warranty	Case File	12 years from the date of completion of the works or the date of Practical completion whichever is the later	Common practice	Destroy
2.5	Contract Building - ICE Agreement	Case File	12 years from the date of completion of the works or the date of Practical completion whichever is the later	Common practice	Destroy
2.6	Contract Building - NEC Agreement	Case File	12 years from the date of completion of the works or the date of Practical completion whichever is the later	Common practice	Destroy
2.7	Contract Building -JCT (Joint Contracts Tribunal)	Case File	12 years from the date of completion of the works or the date of Practical completion whichever is the later	Common practice	Destroy
2.8	Contract -External Funding Agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.9	Contract General - Collaboration and Partnership agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.10	Contract General - Consultancy Agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.11	Contract General - Framework Agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.12	Contract General -Letter of Intent/Pre-contractual agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.13	Contract -ICT agreement	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.14	Contract -Supply of Goods and Services	Case File	From the date of completion Ordinary – 6 years Under seal – 12 years	Common practice	Destroy
2.15	Conveyancing - Courtfields	Case File	12 years	Official & Common law	Destroy
2.16	Conveyancing - Deeds of title	Document	Permanent in strong room	Official	Transfer to place of deposit after administrative use is concluded
2.17	Conveyancing - Easement	Case File	12 years	Official & Common law	Destroy
2.18	Conveyancing - Garage Licence /Grazing Licence	Case File	7 years after the expiry of the license	Common practice	Destroy
2.19	Conveyancing - Investigation of Title/Report on Title	Case File	12 years	Official & Common law	Destroy
2.20	Conveyancing - Lease grant/renewal/surrender/variation/extension	Case File Lease agreements	12 years after the expiry of the lease	Common practice	Destroy
2.21	Conveyancing - Licence to Assign /Underlet /Alterations	Case File	12 years	Official & Common law	Destroy
2.22	Conveyancing - Notice of Transfer/Mortgage	Case File	12 years	Official & Common law	Destroy
2.23	Conveyancing - Private Sector Lease	Case File Lease agreements	12 years after the expiry of the lease	Common practice	Destroy
2.24	Conveyancing - Purchase	Case File Plans Tender Documents	Reviewable after 15 years	Official & Common law	Destroy
2.25	Conveyancing - Rent Review	Case File	12 years	Official & Common law	Destroy
2.26	Conveyancing - Right to Buy	Case File	12 years	Official & Common law	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.27	Conveyancing - Sale of Council property/site	Case File	12 years	Official & Common law	Destroy
2.28	Conveyancing - Section 156A Certificate (Housing Act 1985)	Case File	12 years	Official & Common law	Destroy
2.29	Conveyancing - Section 25 Notice (Landlord & Tenant Act 1954)	Case File	12 years	Official & Common law	Destroy
2.30	Conveyancing - Tenancy at Will	Case File	12 years	Official & Common law	Destroy
2.31	Conveyancing - Works Consent	Case File	12 years	Official & Common law	Destroy
2.32	Conveyancing -Mortgage Redemption	Case File	12 years after mortgage completed	Official & Common law	Destroy
2.33	Debt Recovery - Adur Homes HRA, Sundry Debt	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.34	Debt Recovery - Council Tax	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.35	Debt Recovery - Empty Property	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.36	Debt Recovery - Homelessness	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.37	Debt Recovery - Housing Benefit	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.38	Debt Recovery - Housing r/c works	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.39	Debt Recovery - Leasehold	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.40	Debt Recovery - Sundry Debt	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.41	Debt Recovery -Commercial Rent	Case File	6 full financial years + current year after final settlement of the debt	Official (if contractual) & Common practice	Destroy
2.42	Employment	Case File	6 years from resolution/settlement/termination of employment (Also refer to HR retention schedule - dependent on nature of matter)	Common practice	Destroy
2.43	General Client Files	Case file	Close of case + 6 years then review	Common practice	Destroy
2.44	Homelessness - Section 202 Review	Case File	Last action on case + 6 years	Common practice	Destroy
2.45	Internal legal advice on a point of law	Precedent cases Contracts Property Miscellaneous	6 years after last action	Common practice	Destroy
2.46	Licensing- Gambling /Liquor/Private Hire/Taxi	Case File	7 years after the expiry of the license	Common practice	Destroy
2.47	Litigation - Civil Injunction	Case File	7 years after the last action	Common practice	Destroy
2.48	Litigation - Housing Possession non-secure/secure	Case File	12 years from date of Judgment	Official	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.49	Litigation – Travellers /trespassers	Case File	7 years after the last action	Common practice	Destroy
2.50	Ombudsman	Case File	12 years from decision by Ombudsman (decision could be time barred after 6 years)	Official	Destroy
2.51	Personal information in relation to applications for directed surveillance	Case File	3 years after date of authorization ending	Official (The RIPA Act 2000)	Destroy
2.52	Records obtained as a result of Directed Surveillance	Case File	Until a decision is made whether or not to take proceedings. If prosecuted and convicted, then until the end of any appeals process, if sentenced to custody until release or in other cases, 6 months after the Order.	The RIPA Act 2000	Destroy
2.53	Planning - Appeal / Enforcement	Case File	10 years	Common practice	Destroy
2.54	Planning - Appeal / Enforcement	Enforcement Notices	Permanent in strong room	Official	Transfer to place of deposit after administrative use is concluded.
2.55	Planning - Article 4 directions	Directions	Permanent in strong room	Official	Transfer to place of deposit after administrative use is concluded.
2.56	Planning - Building Control	Case File	Close of case + 6 years then review	Common practice	Destroy
2.57	Planning - Bye-law's Enactment	Master set of bye-laws Policy development documents Correspondence Submissions	Permanent in strong room	Common practice	Transfer to place of deposit after administrative use is concluded.
2.58	Planning - Bye-law's Enactment	Case File	6 years after date of last action on the byelaw	Common practice	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
2.59	Planning - Compulsory Purchase Order	Case File	15 years	Official	Destroy
2.60	Planning - Compulsory Purchase Order	Order	Permanent in strong room	Official	Transfer to place of deposit after administrative use is concluded.
2.61	Planning - S106 Agreements/Deed of Variation	Case File	6 years	Common practice	Destroy
2.62	Planning - S106 Agreements /Deed of Variation	Agreements Orders	Permanent in strong room	Common practice	Transfer to place of deposit after administrative use is concluded.
2.63	Prosecution - Environmental Health	Case File	6 years or expiry of sentence if later	Official	Destroy
2.64	Prosecution - Health & Safety	Case File	6 years or expiry of sentence if later	Official	Destroy
2.65	Prosecution - Housing Benefit Fraud	Case File	6 years or expiry of sentence if later	Official	Destroy
2.66	Prosecution - Planning	Case File	6 years or expiry of sentence if later	Official	Destroy
2.67	Prosecution -Other	Case File	6 years or expiry of sentence if later	Official	Destroy
2.68	Non-Client	Case File	2 years	Common practice	Destroy

3. Place and Economy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
3.1	Public Service Application Forms - Personal information in relation to completed application to process a particular service	<p>Promotional Items in Adur Towns – Banners/ A4 posters in Community Notice Boards/ 6-sheet posters in bus shelter media panels</p> <p>Events (Land Hire)</p> <p>Filming permits</p> <p>Markets</p> <p>Business grants</p>	Destroy records as they become obsolete or are no longer required	Common practice	Shred confidentially
3.2	Public Service Application Forms - Personal information in relation to completed applications that lead to a licence	Concessions	6 years	Statutory	Shred confidentially

4. Housing

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
4.1	Housing Register	Permanent	Digital	Orchard HMS Home Connections	The Housing Act 1996 (as amended)
4.2	Housing Register Applications		Digital	Orchard HMS Home Connections Info@Work HomeMove MATs	The Housing Act 1996 (as amended)
	Unsuccessful	1 year			
	Successful – housed in Adur Homes	Transfer to tenancy File once housed			
	Successful – Housed with another Provider	6 years once housed			
4.3	Homelessness Applications		Digital	Orchard HMS Info@Work	The Housing Act 1996 (as amended)
	Unsuccessful	1 year			
	Successful	6 years			
4.4	Temporary Accommodation records	1 year after customer account cleared	Digital	Orchard HMS Info@Work	Common Practice
4.5	Tenancy Files		Digital	Orchard HMS Info@Work	Common Practice
	Ordinary	Duration of tenancy plus 6 years			
	Under Seal	Duration of tenancy plus 12 years			
4.6	Tenant's Rent Accounts	7 years after end of financial year	Digital	Orchard HMS	The Housing Act 1985 (as amended)
4.7	Leaseholder Files	Duration of Lease plus 15 years	Paper and Digital	Locked Filing Cabinet	Common Practice
				Info@Work	
				Adur Common Drive?	
4.8	Right to Buy Applications	12 years after sale	Digital	Adur Common Drive Info@Work	The Housing Act 1985 (as amended)

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
4.9	Repairs and Maintenance		Digital	Orchard HMS Info@Work	Common Practice
	Adaptations and Alterations	Permanent			
	Certificates and Guarantees (not annual)	Permanent			
	Gas Safety Certificates	2 years after expiry			
	Asbestos Certificates	Life of building + 40 years			
	Electricity	2 years after expiry			
	Water Test reports	15 years			
	Inspection Reports	15 years			
	Void Period documentation	15 years			
	All other repairs and maintenance	Duration of tenancy/lease plus 6 years			
4.10	Disabled Facilities Grants and Repairs Grants		Digital	M3 drive and N Drive	Limitations Act 1980
	Unsuccessful	1 year			
	Successful under £50,000	6 years after last payment			
	Successful over £50,000	12 years after last payment			
4.11	Community Alarm Applications	1 year after end of contract	Digital	Community Alarm Database	Common Practice
4.12	Safe Scheme records (discontinued 31/3/18)	1 year	Digital	N Drive	Common Practice
4.13	Handyman Service records (discontinued 31/3/18)	1 year	Digital	N Drive	Common Practice

Ref	Types of Records	Retention Period	Storage Media	Location	Governing Body
4.14	Houses in Multiple Occupancy		Digital	M3 drive and N Drive	Housing Act 2004
	Notices	7 years from case closure			
	Prosecutions	10 years after closure			
	HMO Public Register	Permanent			
	HMO Licenses	2 years after closure			
4.15	Garage applications		Digital and Paper	Orchard and locked filing cabinet	Common Practice
	Unsuccessful	1 year			
	Successful	Transfer to tenancy file once allocated garage			
4.16	Garage Tenancy files	Duration of Tenancy plus 3 years	Digital and Paper	Orchard and locked filing cabinet	Common Practice

5. Crematorium

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
5.1	Regulation of burials and cremations	<ul style="list-style-type: none">• Permits• Applications Orders	5 years	Common practice	Destroy
5.2	Memorial Records		Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.

6. Environmental Health

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.1	Crematorium & cemetery records	<ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans 	Permanent	Common practice	Offer to Archivist
6.2	Empty properties Data		Permanent	Common practice	Transfer
6.3	Environmental Health Service requests	<ul style="list-style-type: none"> • Nuisance complaints • Drainage • Food premises complaints • Accident complaints • Animal Welfare complaints 	6 years from last action	Limitation Act 1980 (Section 2)	Destroy
6.4	Exclusion notice (food handlers)		6 years from date of notification	Statutory – Public Health (Control of Disease) Act 1984	Destroy
6.5	Registration requirement	<ul style="list-style-type: none"> • Applications for animal registration • Registers • Certificates of registration i.e. taxi drivers, gaming • Fire certification • Food business registration • PPC Permits 	2 years after registration or entitlement lapses 2 years after entitlement lapses	Limitation Act 1980 (Section 2)	Destroy
6.6	Compliance notices	<ul style="list-style-type: none"> • Fire prevention notices • Fire prevention infringement notices • Abatement Notices • Objections to notices • Appeals against notices 	6 years after conclusion of the matter 6 years from date building occupier vacates property	Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2)	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
		<ul style="list-style-type: none"> • Registration of premises infringement notices • Food safety notices • Health & Safety notices • Fixed penalty notices 			
6.7	Investigation, inspection and monitoring	<ul style="list-style-type: none"> • Fire certification compliance inspections • PPC inspections • Food Inspection Records • Accident Investigation Records • Noise monitoring reports/data 	6 years	Limitation Act 1980 (Section 2)	Destroy
6.8	Prosecution for failing to comply	<ul style="list-style-type: none"> • HASW inspection • Food Inspection Records • Nuisance investigation • Accident investigation • Animal Welfare investigation 	6 years	Limitation Act 1980 (Section 2)	Destroy
6.9	Infectious disease reports	<ul style="list-style-type: none"> • Infectious Disease Case • Records Sporadic Occurrences & Outbreaks • Animal Movement Orders 	6 years	Limitation Act 1980 (Section 2)	Destroy
6.10	Air Quality	<ul style="list-style-type: none"> • Monitoring data for compliance demonstration 	Permanent	Common practice	
6.11	Contaminated Land	<ul style="list-style-type: none"> • All records relating to the maintenance of a register of 	Permanent	Common practice	

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
		contaminated land			
6.12	Water (Private Water Supplies)	<ul style="list-style-type: none"> All records relating to the analysis of private water supplies 	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.13	Water Quality (bathing, rivers)	<ul style="list-style-type: none"> All records relating to the analysis of bathing waters 	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.14	Water Quality (swimming pools)	<ul style="list-style-type: none"> All records relating to the monitoring of the quality of water in public swimming pools and spa pools 	6 years after date of analysis	Limitation Act 1980 (Section 2)	
6.15	DBS Certificates	<ul style="list-style-type: none"> Taxis: Enhanced Certificates LA 03: Standard Certificates 	Until Decision made. Only ref. no. recorded		Destroy
6.16	Taxi Licensing Files	<ul style="list-style-type: none"> Register of Licence Holders Driver Licences Vehicle Licences Operator Licences 	6 years from date licence expires	Limitation Act 1980	Destroy
6.17	Licensing Act 2003 Files	<p>All records relating to:</p> <ul style="list-style-type: none"> Premises Personal TENs 	<p>6 years from date licence expires</p> <p>1 year from date of event</p>	Limitation Act 1980	Destroy
6.18	Gambling Act 2005 Files	<p>All records relating to:</p> <ul style="list-style-type: none"> Premises Licences Permits Lottery Registration 	6 years from date licence expires	Limitation Act 1980	Destroy
6.19	Charitable Collections	<p>All records relating to:</p> <ul style="list-style-type: none"> Street Collections Door to Door Collections 	3 year from return receipt	Limitation Act 1980	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
6.20	Street Trading	All records relating to: <ul style="list-style-type: none"> • Permits 	6 years from date licence expires	Limitation Act 1980	Destroy
6.21	Scrap Metal Dealers	All Records relating to: <ul style="list-style-type: none"> • Site Licences • Collectors Licences 	6 years from date licence expires	Limitation Act 1980	Destroy
6.22	Other Licences	All Records relating to: <ul style="list-style-type: none"> • Acupuncture • Electrolysis • Tattoos • Sex Establishments 	6 years from date licence expires	Limitation Act 1980	Destroy

7. Democratic Services – Committee Team

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
7.1	Documents used in preparing business for formal decision-making meetings of the Councils/Committees/Sub-committees	<ul style="list-style-type: none"> Personal papers Google documents 	1 year	Common practice	Destroy (delete google document)
7.2	Registering to speak at a formal meeting of the Council	<ul style="list-style-type: none"> Registered speakers personal details E form submitted via the website 	Until the question has been responded to (either at the meeting or in writing)	Constitution	Destroy (delete google document)
7.3	Council and committee meetings agendas, reports and minutes	<ul style="list-style-type: none"> Council and committee agendas, reports and minutes Minute Books Index to Minute Books 	Permanent - added to Minute books	Local Government Act 1972	Never
7.4	Sound Recording of the Meeting on the website	<ul style="list-style-type: none"> Digital recording 	Retain for 3 months on the website	Council decisions	Destroy after 1 year
7.5	Elected Member / Councillor details	<ul style="list-style-type: none"> Name Address Political representation Activity i.e. committee 	Permanent	Local Government Act 1972 (as amended)	Transfer to place of deposit after administrative use is concluded.
7.6	Handwritten committee notes by the Committee Clerk	<ul style="list-style-type: none"> Draft/ rough minutes 	Until the minutes of the meeting confirmed	Common practice and advice	Destroy
7.7	Member attendance at a meeting	<ul style="list-style-type: none"> Notes Registers 	3 years	Common practice	Destroy
7.8	Member attendance at training events	Trello cards ('member's passport')	3 years	Common practice	Archive when Member leaves Office, delete after 3 years
7.9	Member request claim forms (copies)	Electronic Scan	3 years	Common practice	Destroy
7.10	Members Code of Conduct - register of interests	Completed forms (paper or google)	18 months after the	Common practice	Destroy

Ref	Record	Examples	Retention Period	Authority	Disposal Policy
			end of the term of office		
7.11	Background papers to reports written by officers	Those listed on reports	4 years by the Author writing the report	Local Government Act 1972 s.100D	Destroy
7.12	Declaration Acceptance of office	Book	7 years after last entry	Common practice	Pass to County Archivist
7.13	Notice of motion	Book	7 years after last entry	Common practice	Destroy

8. Democratic Services – Civic Office

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
8.1	Civic Head correspondence	Letters and notebooks	3 years	Common practice	Destroy
8.2	Ceremonial events and civic occasions	<ul style="list-style-type: none"> • Visitors book • Photographs • Newspaper clippings 	Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.
8.3	Process of organising a ceremonial event or civic occasion	<ul style="list-style-type: none"> • Correspondence • Plans/documents 	7 years	Common practice	Destroy
8.4	Books of Condolence	Written pages	Permanent	Common practice	Transfer to place of deposit after administrative use is concluded.

9. Financial records

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.1	Individuals using public transportation	Applications Card issue Rail warrants	6 years	Statutory	Destroy
9.2	Balancing and reconciling financial accounts	Reconciliation Summaries of accounts	3 years	Common practice	Destroy
9.3	Taxation records	Taxation records Motor vehicle logs Fringe benefits tax records Group certificates	6 years	Statutory	Destroy
9.4	Collection of national insurance number	Notification and input records	4 years	Statutory	Destroy
9.5	Budget working information	Draft budgets Departmental budgets Draft estimates	3 years with data subject names plus 3 years with data subject names removed	Common practice	Destroy
9.6	Quarterly statements		Destroy after next year's annual budget has been adopted	Common practice	Destroy
9.7	Loans	Loan files	7 years	Statutory	Destroy
9.8	Summary management of loans	Loan registers	Permanent	Common practice	Offer to Archivist
9.9	Cash office – income receipting, bank statements	Receipt stubs – council tax Daily cash reconciliation sheets Cashier pay in sheets Bank paying in book	2 years	Common practice	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.10	Cashiers payment information	Collection & Deposit book	6 years	Common practice & Limitation Act 1980	Destroy
		Original copies of bank statements			
		Cash register rolls			
		Petty cash			
		Vouchers			
		Credit card statements			
9.11	Councillor bank details		6 years from date of ceasing to be a councillor	Common practice	Destroy
9.12	Sundry Debtors	Financial Assessment Forms	6 years	Statutory limit to allow for prosecutions	Destroy
		Rechargeable works			
9.13	Invoices	Creditors	6 years	Statutory – Limitation Act 1980. Tax Management Act 1970.	Destroy
		Debtors			

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
9.14	Personal loans (staff)	Car loans	6 years or for long as employed	Statutory – Taxes Management Act 1970. Income and Corporate Taxes Act 1988.	Destroy
9.15	Personnel records – Payroll	Authority sheets	7 years	Statutory	Destroy
Payroll deduction authorities					
Payroll disbursement					
Employee pay records					
Employee taxation records					
9.16	VAT returns	Receipts	6 years	Statutory – Tax Management Act. Custom and Excise Notice 700.	Destroy
Invoices					
9.17	Applications for concessionary Fares		6 years	Common practice	Destroy
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

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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	Reviewable 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
9.29	Audit Plans and Strategies		Keep in office for 1 year after date of last plan.	Common practice	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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
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			
11.2	Personal details of clients on database/Information at Work	Date of Birth	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
		Case Studies			
		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)	<ul style="list-style-type: none"> • Signed liability order • Reminders issued 	6 years / age of debt	Council Tax (collection and enforcement) regulations 1992	Destroy
15.3	Valuation Tribunal Records	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Billing letters 	Length of occupancy / liability, or 6 year state of limitations	Local Government Finance Act 1988	Destroy
15.5	Relief Applications	<ul style="list-style-type: none"> • Single person discount 	Length of liability	Local Government Finance Act 1988	Destroy

16. Museums and Theatres

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
16.1	Artist/Show Contracts		12 years		Destroy
16.2	Bad debtors sheet		1 month		Destroy
16.3	Promotor Financial Contracts		3 months		Destroy
16.4	Settlements / invoices		13 months		Destroy
16.5	Correspondence regarding deals and bookings for shows /acts		12 years		Destroy
16.6	Casual starter pack		1 month		Destroy
16.7	HMRC entertainers statement		5 years		Destroy
16.8	Sales forecast		5 years		Destroy
16.9	Staff and volunteer contact info		12 months		Destroy
16.10	Supplier of goods and services		Indefinitely		Destroy
16.11	Emailing list		Indefinitely		Destroy
16.12	Donors of artefacts		Indefinitely		Destroy
16.13	Exhibitors and exhibitions		Indefinitely		Destroy
16.14	Copyright holders for section of fine art collection		70 years from death of artist		Destroy
16.15	Workshop talks/attendance lists		1 month		Destroy
16.16	CoastEd Schools List		Indefinitely		Destroy
16.17	Other Museums and Institutions		Indefinitely		Destroy
16.18	Friends list		Indefinitely		Destroy
16.19	Accident forms		18 years		Destroy
16.20	Staff contact info		For duration of staff employment only		Destroy
16.21	Suppliers of goods and services		7 years		Destroy
16.22	List of past and current hires		18 months		Destroy
16.23	List of weddings held at town hall		2 years		Destroy
16.24	Invoices and settlements for venue hires		Indefinitely		Destroy
16.25	Invoices for wedding ceremonies		Indefinitely		Destroy
16.26	Booking information on private hires		Indefinitely		Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
16.27	Customer correspondence		Indefinitely		Destroy
16.28	Email correspondence for weddings		Indefinitely		Destroy
16.29	Customer sales records		5 years		Destroy
16.30	Box office system records of customer financial transactions		5 years		Destroy
16.31	Payment gateway – record of customer financial transactions made by card		4 years		Destroy
16.32	Details of show promoters		Indefinitely		Destroy
16.33	Waiting list for sold out shows		5 years		Destroy
16.34	Access Registry		5 years		Destroy
16.35	Ticket address labels		2 days		Destroy
16.36	Contracted productions		Indefinitely		Destroy
16.37	Contracted hires		Indefinitely		Destroy
16.38	External special guest list		Indefinitely		Destroy
16.39	Targeted businesses from 'Better Business' show		2 months		Destroy
16.40	General local business		5 months		Destroy
16.41	LTLI launch list		5 months		Destroy
16.42	Trust and Foundations		Indefinitely		Destroy
16.43	High Networth Donors		Indefinitely		Destroy
16.44	Other funding bodies		Indefinitely		Destroy
16.45	Booking Diary		1 year		Destroy
16.46	Groups list to add to mailing list		Indefinitely		Destroy
16.47	Professional list		Indefinitely		Destroy
16.48	Thankyou consent		Indefinitely		Destroy

17. Benefits

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
17.1	Benefit claim files	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Local Plan Supplementary Planning Documents Representations Inspector's report 	Until document is superseded	Town and Country Planning Act 1990 Planning and Compulsory Purchase Act 2004 Limitations Act 1980	Offer to archivist / destroy
18.2	Evidence Base documents	<ul style="list-style-type: none"> Land use surveys Supporting studies Consultancy work 	Reviewable – destroy records as they become obsolete or are no longer required		Offer to archivist / destroy
18.3	Conservation Character Appraisals	<ul style="list-style-type: none"> Consultation docs Appraisal 	Indefinitely (until superseded)		Offer to archivist / destroy
18.4	S106 / Community Infrastructure Levy	<ul style="list-style-type: none"> 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

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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

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	<ul style="list-style-type: none"> • Validation checklist • Notification that an application has been received • Letter to the applicant stating Building Regulations may be required • Copy of the history card • List of neighbours consulted (if produced) • Letters regarding application progress • Covering letter with applications • Post-decision correspondence 	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 Phone Numbers Email Address Date of Birth	3 years from end of intervention and/or closure of client case	Common Practice	Destroy
20.2	Personal details of clients on database/Information at Work	Case Studies Medical Conditions Weight BMI GP Details	12 months from end of intervention and/or closure of client case	Common Practice	Destroy

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 Address Phone Numbers Email Address Date of Birth Medical Conditions Emergency Contact details Background checks are carried out Disability or Learning difficulty	3 months from end of their Volunteer placement	Agreed by individual with consent form and common practice.	Destroy

24. Eastbrook Manor Community Centre Bookings

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

25. Service Directory

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

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 Date of incident Action taken	3 months following 10-week programme group ending.	common practice	Destroy
26.2	Programme evaluation information / 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) Film of participants Views and feedback from participants Signed consent form	Evaluation information 1 year after programme end Promotional DVD - when new DVD is produced or 5 years whatever is sooner.	common practice common practice	Destroy Destroy

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 Email address Phone numbers	3 months from follow up call made.	common practice	Destroy

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 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	3 years from end of intervention and/or closure of client case	Common Practice	Destroy

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.	<table border="1"> <tr><td>Address</td></tr> <tr><td>Phone Numbers</td></tr> <tr><td>Email Address</td></tr> <tr><td>Date of Birth</td></tr> <tr><td>Medical Conditions</td></tr> <tr><td>Gender</td></tr> <tr><td>Allergy Information</td></tr> </table>	Address	Phone Numbers	Email Address	Date of Birth	Medical Conditions	Gender	Allergy Information	Max of 7 years (club is for ages 7-13) or until the participant leaves the club	Common practice	Destroy individual records
Address												
Phone Numbers												
Email Address												
Date of Birth												
Medical Conditions												
Gender												
Allergy Information												
29.2	Register completed before every session	<table border="1"> <tr><td>Phone Numbers</td></tr> <tr><td>Email Address</td></tr> <tr><td>Date of Birth</td></tr> <tr><td>Medical Conditions</td></tr> <tr><td>Allergy Information</td></tr> </table>	Phone Numbers	Email Address	Date of Birth	Medical Conditions	Allergy Information		Common Practice	Hard copy placed in confidential waste for shredding		
Phone Numbers												
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	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

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	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
				(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	

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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
31.7	DVLA records	Registered	System redacts data	Statute of	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
		keeper details of a vehicle	1 year from case being closed	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	

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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)	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
				(Parking Places & Traffic Regulation) (Consolidation) Order 2009 as amended	

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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
31.16	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

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
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
31.21	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)	Destroy

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
				Order 2011 as amended	
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.	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.

33. Adur Community Grants

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

34. Pre-Diabetes

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
34.1	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			
34.2	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			

35. Weight Management

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

36. Get Active

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

37. IT Junction

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
37.1	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					

38. Eastbrook Manor Community Centre Bookings

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

39. Service Directory

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

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

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
40.1	Safeguarding information	Name Date of Incident Action taken	3 months following 10-week programme group ending.	Common practice	Destroy
40.2	Programme evaluation information / 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) Film of participants Views and feedback from participants Signed consent form	Evaluation information 1 year after programme end Promotional DVD - when new DVD is produced or 5 years whatever is sooner.	Common practice Common practice	Destroy Destroy

41. Prostate Cancer Drop In

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

42. Probation & Wellbeing

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
42.1	Personal details of clients on database/Information at Work/ risk assessment	Address 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	3 years from end of intervention and/or closure of client case	Common Practice	Destroy

43. Active Grub Club

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
43.1	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			
43.2	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			

44. Anti-Social Behaviour

Ref.	Record	Examples	Retention Period	Authority	Disposal Policy
44.1	E-Cins cloud-based case management system	Reports of ASB	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
		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.			

45. Human Resources

Ref.	Record 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		Year records created	1	

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
		employee absence - except Occupational health reports				

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
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	The end of the financial year when the employee leaves	6	

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
			records			

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
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	
45.21	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	

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
					data cleansing checks	

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
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	
45.34	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	

Ref.	Record Name	Records Description	Legislation Name	Start event	Retention period (years)	Retain until
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 COSHH Manual Handling Working at Height Confined space working All work areas where legislation requires assessment	Life of assessment plus 5 years	Statutory	Destroy
46.5	Risk assessments	Asbestos Cement Lead	Life of assessment plus 40 years	Control of Substances Hazardous to Health Regulations (1999)	Destroy
46.6	Permits to work	First Aid Certificate	Life of	Health and	Destroy

Ref.	Record Name	Records Description	Retention period (years)	Legislation Name	Retain until
		Fire Safety Certificate	certification plus 5 years	Safety (First Aid Regulations) (1981) Fire Precautions (Workplace) Regulations (1997)	
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			
Next of kin					
47.4	Major Incident data;	Emails	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
		Correspondence			
		Reports			
		Name			
		Address			
		Age			
Medical conditions					
47.5	Major incident Decision Log / Meeting Records		10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		
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	Exercising and Training Records	Participants details	10 years unless there is an indication of an inquiry. Then 10 years after the closing of proceedings		Destroy
		Records of decisions			
		Qualifications			
		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

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