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**Chichester District Council**

**Retention Guidelines**

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**Part 1 - Establishment of the Guidelines**

1.1.0 Scope of the Guidelines

1.1.1 These Retention Guidelines (‘the Guidelines’) have been issued to support Chichester District Council (CDC) in the areas of GDPR, data protection, freedom of information and the local government legislation.

1.1.2 The Guidelines were developed to reflect an understanding of the administrative processes that give rise to record creation. This is intended to make the Guidelines independent of any particular format of record that might be historically created (eg card, register) or media (eg paper, electronic) and prolong the Guidelines’ period of application.

1.1.3 The Guidelines are intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes

1.1.4 Records sentenced for destruction under the Guidelines may be destroyed in accordance with the provisions of the Guidelines. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of data protection and freedom of information legislation.

1.1.5 CDC should hold notification of the records destroyed in accordance with the Guidelines on its behalf. See the Retention Action column in the schedule in Part 3 of these Guidelines for how long these should be kept.

1.1.6 Records for permanent preservation should be archived.

1.2.0 Limitation of Scope

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

1.3.0 Objectives of the Retention Guidelines

1.3.1 The aims of the Guidelines are to:

1. Ensure that CDC’s responsibilities under the GDPR are met by having clear information as to how information is managed and show consideration of rights in assessing the time which information needs to be held depending upon the individual basis of processing.
2. Assist in identifying records that may be worth preserving permanently as part of CDC’s archives.
3. Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
4. Provide consistency for the destruction of those records not required permanently after specified periods.
5. Promote improved records management practices within local government.

1.4.0 Transfer of Records to Archival Storage

1.4.1 Local authorities wishing to transfer permanent records to archival custody should contact the archivist/local history officer at the appropriate county record office/archive for further information on transfer procedures. The collection policies of individual archives vary; the identification of classes of records here as suitable for archives is for guidance only.

1.4.2 The Data Protection Act 2018 provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met.

1.4.3 Records identified in this schedule as ‘permanent’ are to be archived. The responsible officer may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the Guidelines. The sample may be random, selective or purposeful.

1.4.4 Records no longer required for administrative use may still retain sensitive information. The relevant officer should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with freedom of information legislation and the authority’s policy.

1.5.0 Enactment of Standard for Chichester District Council

1.5.1 As there is no legal basis for the enforcement and support of these Guidelines, CDC needs to ensure that the actions shown in the Guidelines are ratified internally.

1.5.2 The Guidelines including the schedule in Part 3 have been authorised by the Director of Corporate Services.

1.6.0 Destruction of Records

1.6.1 Whenever there is the possibility of litigation the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

1.6.2 When records identified for disposal in the Guidelines are destroyed, a register of these records needs to be kept. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

#### 1.7.0 Standard Operating Procedure

1.7.1 There are some records that do not need to be kept at all. Standard operating procedure (SOP) defines types of records which staff may routinely destroy in the normal course of business. However, the retention and disposal schedule must still contain reference and instructions referring to them.

1.7.2 SOP usually applies to information that is duplicated, unimportant or only of short-term facilitative value. Unimportant records or information include:

1. with compliments slips
2. catalogues and trade journals
3. telephone message slips
4. non-acceptance of invitations
5. trivial electronic mail messages or notes that are not related to agency business
6. requests for stock information such as maps, plans or advertising material
7. out-of-date distribution lists
8. working papers which lead to a final report

1.7.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered.

1.7.4 SOP should not be applied to records or information that can be used as evidence – to prove that something happened. If you are in doubt about what information is required consult the legal unit.

1.7.5 All of these may be destroyed by standard operating procedure that should be part of any ISO 9000 system if applicable.

1.8.0 Reviewing the Schedule

1.8.1 The Guidelines prescribes minimum and permanent retention periods. This guideline will also be reviewed at regular intervals. This does not affect the rights to erasure or other relevant rights under GDPR.

Part 2 - Explanation of Retention Guideline Headings

These Retention Guidelines is divided into sections of administrative functions that are undertaken by CDC.

**2.1.0 Reference Number**

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

#### 2.2.0 Function

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

#### 2.3.0 Function Description

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

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

#### 2.4.0 Retention Action

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

**2.5.0 Examples of Records**

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

* 1. **Notes**
		1. This indicates if the retention action in that section is common practice or statutory. It also records the date of any revisions to that section.
	2. **Glossary of Terms**

2.7.1 **Closure**

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

2.7.2 **Closure Period**

 The specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public. This might be dictated by statutory requirements or by CDC’s policy. Any closure period would comply with current legislation on access to local government information – including data protection and freedom of information.

2.7.3 **Common Practice**

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

2.7.4 **Last Action**

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

2.7.5 **Permanent**

 Records which must be kept indefinitely (or for approximately 100 years) for legal and/or administrative purposes and/or are of enduring value for historical research purposes and so suitable for transfer to the authority’s archive or place of deposit. Relevant guidance as to historical records will be considered - for example the current guidance on GDPR and small museums is being applied to the use of these Guidelines as it affects the Novium Museum.

**Part 3 - The Disposal Guidelines - Contents**

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## RETENTION GUIDELINES OF DOCUMENTS

# 1 Financial Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 1.1 | **Reporting:** |  |  |  |
| 1.1.1 | Process that consolidates financial transactions on annual basis for corporate reporting purposes | PermanentDestroy after 6 years | Consolidated Annual ReportsConsolidated Financial Statements working papersStatement of Financial PositionOperating StatementsGeneral Ledger | Common Practice |
| 1.1.2 | Process that supports and consolidates financial transactions on periodic basis, superseding those from previous period. | Destroy once administrative use completed | Consolidated Monthly/ Quarterly ReportsConsolidated Monthly/ Quarterly Financial StatementsWorking papers for aboveMonthly Accrual StatementsCash Flow StatementsCreditor/Debtor listings and reports | Common Practice |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 1.2 | **Financial Transactions Management:** |  |  |  |
| 1.2.1 | Management of approvals process for Purchasing | Destroy after 6 years | Appointments/DelegationsAudit InvestigationsArrangement for provision goods/ServicesPurchase Orders | Statutory |
| 1.2.2 | Identification for receipt, expenditure and write offs of public monies | Destroy after 6 years | Allowances, work orders, invoices, credit card statements, cash books, receipts, chq counterfoils, bank statements, subsidiary ledgers, journals, vouchers | Statutory |
| 1.2.3 | Processes that balance and reconcile financial accounts | Destroy after 6 years | Reconciliations* Creditors
* Investment
* Banking
* Payroll
* Mortgage

Summaries of Accounts | Common practice |
| 1.2.4 | Taxation Records | Destroy 6 years after end of financial year | Taxation recordsAllowances Tax records * leased car

cash alternatives etc | Statutory |

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

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 1.5 | Loans: |  |  |  |
| 1.5.1 | Borrowing money to perform functions | Destroy 7 years after loan has been repaid | Loan files | Statutory |
| 1.5.2 | Management of loans | Destroy 10 years after loan has been repaid/redeemed | Loans registers | Common practice |
| 1.5.3 | Mortgages | Destroy 10 years after mortgage has been repaid/redeemed | Mortgage agreements | Statutory |
| 1.6 | Lending: |  |  |  |
| 1.6.1 | Borrowing money to perform functions | Destroy 7 years after loan has been repaid | Loan files | Statutory |
| 1.6.2 | Management of loans | Destroy10 years after loan has been repaid/redeemedDestroy after 7 years | Loans registersTreasury Management Reports | Common practice |
| 1.6.3 | Strategic Treasury Management Planning | Destroy after 7 years | Treasury Management Strategy | Common practice |

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

**2 Customer Accounts (Sundry Debtors)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **2.1** | **Financial Transaction, Accounts and Audit:** |  |  |  |
| **2.1.1** | The process that consolidates financial transactions on an annual basis for corporate reporting purposes | Retain for a minimum of 7 years | * Control Summaries
* Cash Details and Transactions
 |  |
| **2.2** | **Customers Personal Account Details:** |  |  |  |
| **2.2.1** | Details of individual accounts and payments | Retain for a minimum of 7 years | * Computerised information
 |  |
| **2.3** | **Customers Correspondence:** |  |  |  |
| **2.3.1** | The administration of customer’s accounts | Destroy 4 years after administrative use is completed | * Invoice Requests
* General Correspondence
* Refunds
* Write – Offs
 |  |

#### 3 Council Tax

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **3.1** | **Valuation List (1993):** |  |  |  |
| 3.1.1 | List of all banded dwellings | Permanent | * Valuation list of Banded Property
* Schedules of Changes in Valuation Bands
 |  |
| **3.2** | **Statutory Returns:** |  |  |  |
| 3.2.1 | Detailed information required by Central Government | Retain for a minimum of 7 years | * Council Tax Base (CTB1)
* Quarterly Returns of Council Taxes and Rates (QRC’s)
 |  |
| **3.3** | **Tax Base Calculation:** |  |  |  |
| 3.3.1 | Used as a base for the calculation of council tax within each valuation band | Retain for a minimum of 7 years | * Detailed Summary of calculation
* Associated working papers
 |  |

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **3.4** | **Financial Transactions, Accounts and Audit:** |  |  |  |
| 3.4.1 | The process that consolidates financial transactions on an annual basis for corporate reporting purposes | Retain for a minimum of 7 years | * Control Account summaries at year end
* Cash and Transaction details
* Write – Off schedules
 |  |
| **3.5** | **Taxpayers Personal Account Details** |  |  |  |
| 3.5.1 | Details of individual accounts and payments | Retain for a minimum of 7 years | * Computerised information
 |  |

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| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **3.6** | **Council Taxpayers Correspondence:** |  |  |  |
| 3.6.1 | The administration of personal council tax accounts | Destroy 4 years after administrative use is completed | * Registration Documents
* Appeals
* Applications for Discounts
* Applications to be Disregarded
* Applications for Exemption
* General Correspondence
* Recovery Information –Summonses, Liability Order administration, Attachment of Earnings/Benefits
* Refunds
* Insolvency, Bankruptcy information
* Write – Offs
 |  |
| **3.7** | **Complaints and Liability Orders issued by the Magistrates Court:** |  |  |  |
| 3.7.1 | Related to the recovery process for council tax defaulters | Retain for a minimum of 7 years | * Signed Documents authorising legal action relating to outstanding debt
 |  |

#### 4 Housing and Council Tax Benefits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 4.1 | **Statutory Returns:** | Retain for a minimum of 7 years | * Subsidy Claim (MPE720A)
* Subsidy (Initial and Mid Year Estimates)
* Various Returns to the Department of Work and Pensions
 |  |
| 4.2 | **Benefits Anti-Fraud Strategy and Benefits Prosecution Policy:** | Permanent |  |  |
| 4.3 | **Financial Transactions, Claimants Records and Audit:** |  |  |  |
| 4.3.1 | The process that consolidates financial transactions on an annual basis for corporate reporting purposes | Retain for a minimum of 7 years | * Control Summaries
* Payment transactions
 |  |

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 4.4 | **Claimants Personal Details:** |  |  |  |
| 4.4.1 | The administration of Housing and Council Tax Benefits | Destroy 2 years after administrative use is completed | * Application Forms/Details
* Copies of Personal Documents
* Reviews
* General correspondence
* Appeals
 |  |

**5 Former General Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **5.1** | Rating Valuation List (1963) | Permanent | * Valuation List
* Directives for Valuation Changes
 |  |
| **5.2** | Rating Valuation List (1973) | Permanent | * Valuation List
* Directives for Valuation Changes
 |  |

**6** **National Non-Domestic Rates**

|  |  |  |  |  |
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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **6.1** | Rating List (1990)List of Rated Hereditaments | Permanent | * Valuation List of Rated assessments
* Schedules of changes in Rating Assessments
 |  |
| **6.2** | Statutory ReturnsDetailed information required by Central Government | Retain for a minimum of 7 years | * NNDR1
* NNDR3
 |  |
| **6.3** | Financial Transactions, Accounts and AuditThe process that consolidates financial transactions on an annual basis for corporate reporting purposes | Retain for a minimum of 7 years | * Control Account Summaries at year end
* Cash and Transaction details
* Write – Off schedules
 |  |
| **6.4** | Ratepayers Personal Account DetailsDetails of individual accounts and payments | Retain for a minimum of 7 years | * Computerised information
 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **6.5** | Ratepayers CorrespondenceThe administration of Ratepayers Accounts | Destroy 4 years after administrative use is completed | * Registration Documents
* Applications for Reliefs
* Applications for Exemptions
* General correspondence
* Recovery Information – Summonses, Liability Order administration
* Refunds
* Tax Certificates
* Insolvency, Bankruptcy information
* Write Offs
 |  |
| **6.6** | Complaints and Liability Orders issued by the Magistrates CourtRelated to the recovery process for rate defaulters | Retain for a minimum of 7 years | Signed Documents authorising legal action relating to outstanding debt |  |

## 7 Building and Development Control

|  |  |  |  |  |
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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 7.1 | **Development Control Advice:** |  |  |  |
| 7.1.1 | Preliminary Enquiries | Permanent | Image – Gen | Currently Exempt |
| 7.1.2 | Letters / Plans of Enquiry ie Do I need planning permission for an extension?Has my tree got a TPO? | Electronically scanned with a PBC reference number |  | Currently Exempt |
| 7.1.3 | Planning Application Processing |  |  | Statutory |
| 7.1.4 | Planning Applications | Permanent – However only last 5 years kept as hard copy.1948-1992 Microfilm1993 → Captured electronically |  |  |
| 7.1.5 | Various types of application ie Full, Householder, Listed Building Consent, Trees Advertisements etc. | Electronically scanned with a planning application number. General Correspondence destroyed after 4 weeks (hard copies) | Planning Application File Image – GenCDC Website | Statutory |

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

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

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

## 8 Building Services

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 8.1 | Management – all other buildings and estates | Retain for life of property or building (CDM – legal liability) | Building Manuals to include:Project Specifications/Bill of QuantitiesPlansCertificates of Approval (Planning/Building Control/Fire)Collateral WarrantiesConsultants WarrantiesContractor Design Warranties | Common practiceFor asbestos see health and safety under general public services |
| 8.2 | The action process involved in the development and renovation of property. | Legal/contractual liabilityContracts underhand – 6 yearsContracts under seal – 12 yearsOtherwise 7 years after conclusion of work that original tender refers. | Work OrdersTender documentsConditions of Contract | Common practice |

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

## 9 Estates

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

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 9.1.3 | Reports to Management on overall property of the Local Authority | PermanentTransfer to Place of Deposit after administrative use is concluded | ● Consolidated Property & Buildings Annual Reports● Summary of leased property● Summary of Local Authorities owned property● Site register● Register of leases | Common Practice |
| 9.1.4 | Asset Management Plan – a Strategic Council document designed to assist Members and officers in support of delivery of the Council’s objective | PermanentTransfer to Place of Deposit after administrative use is concluded | The Asset Management Plan Loose Leaf Folder | Common Practice |
| 9.1.5 | Land TerrierHolds an up-to-date record of all Council owned land | Retain for ownership of property and at least 12 years thereafter | ● Plans● Textural data● Property Summary Reports | Common Practice |

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 9.1.6 | Departmental Asset Management PlansCovering issues relating to review, action plans and an understanding of why property is held | Transfer to a place of deposit after use is concluded | ● Report of departmental objectives & properties required to meet needs | New document for 2006 |
| **9.2** | **Property Acquisition and Disposal** |  |  |  |
| 9.2.1 | Disposal | Destroy **15** years after all obligations/entitlements are concluded.Offer material re major/significant properties to Archivist for review. | Legal documents relating to the sale.Particulars of sale documents.Board of SurveyTender documentsConditions of contracts | Common Practice. |
| 9.2.2 | Marketing particulars for disposal sites. | Keep for up to one year after sale/let. | Particulars of properties for disposal. | Common Practice. |
| 9.2.3 | Management of the acquisition (by financial lease or purchase) process for real property | Retain for life of property or building plus 12 years. Offer material re major/ significant properties to Archivist for review. | PlansTitle DeedsTerms of AcquisitionParticulars of propertyBuilding Survey | Common Practice. |

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

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

| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- |
| 9.7.2 | Management● Buildings and estates of ‘special interest’ | Permanent. Offer to ArchivistTransfer to place of deposit after administrative use is concluded | ● Project specifications● Plans● Installation Manuals● Certificates of Approval | Common Practice |
| 9.2.3 | Management● All other buildings and estates  | Retain for life of property or building | ● Project specifications● Plans● Installation Manuals● Certificates of Approval | Common PracticeFor asbestos see health and safety under general public services |
| 9.7.4 | The action process involved in the development and renovation of property | Destroy **7** years after the conclusion of the transaction that the record supports | ● Work orders● Tender documents● Conditions of Contract | Common Practice |
| 9.7.5 | Marketing particulars for St James vacant units | 2 years after letting | ● Disposal particulars | Common Practice |
| 9.7.6 | Marketing particulars for Plot 12 Terminus Road | 2 years after letting | ● Disposal particulars | Common Practice |
| 9.7.7 | Marketing particulars – Retail | 2 years after letting | ● Disposal particulars | Common Practice |
| 9.7.8 | Marketing particulars – Traders’ Market | 2 years after letting | ● Disposal particulars | Common Practice |
| 9.7.9 | Marketing Particulars - Offices | 2 years after letting | ● Disposal particulars | Common Practice |
| 9.7.10 | Marketing particulars – Kiosks | 2 years after letting | ● Disposal particulars | Common Practice |
| **9.8** | **Lease and Occupancy** |  |  |  |
| 9.8.1 | The process of managing leased property | Destroy **15** years after the expiry of the Lease | ● Lease Agreements● Rental expenditure authorities● Valuation queries● Applications for leases, licences and rental revision | Common Practice |
| 9.8.2 | The process of managing the occupancy of the property | Destroy **7** years after the conclusion of the transaction that the record supports | ● Requests for works, cleaning etc | Common Practice |

## 10 Land Charges

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **10.1** | Conveyance |  |  |  |
| 10.1.1 | Local Land ChargesEntries Local Land Charge Register affecting land or property | **Permanent** | Local Land Charge Register. | Statutory |
| 10.1.2 | Results of Local Search |  Retained indefinitely\*  | Con 29 ( Enquiries before Local Authorities)LLC1 Local Land Charges RegisterLegal Documents revealed in search result. | Statutory\*No personal information other than solicitor details (publicly available) and searches considered to be a low riskUpdated: 27 November 2019  |

**11 Parking Services**

| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- |
| **11.1** | **Car Parks** |  |  |  |
| 11.1.1 |  Blue Badge Enforcement Information |  One year |  Blue Badge CEO retention statements and spreadsheet log | Updated: 18 December 2019 |
| 11.1.2 |  Penalty Charges Notice (PCN) | PCNs on- and off-street including appeals deleted from parking system after six years via manual request every quarter | On- and off-street PCN records on back office system recording vehicle parked in contravention | PCN is considered to be a financial recordUpdated: 18 December 2019 |
| 11.1.3 |  PCN PhotographsDVLA Records | Photos and DVLA records deleted from parking system after three years via manual request every quarter | Photos of vehicles parked in contravention for on- and off-street PCNsReturned address information from DVLA against a PCN | Updated: 18 December 2019 |
| 11.1.4 | Images relating to Customer use of Avenue de Chartres Pay-on-Foot Car Park | As images linked to financial ticket records, retain for three years and then delete | Includes for example photos of vehicle at car park entry/exit points and ticket/payment records stored on back office software | 11.1.4 added: 26 November 2019  |
| 11.1.5 | On-street Administration Data | Destroyed after two years | Bay suspension and dispensation records/correspondence Permit applications | 11.1.5 added: 18 December 2019 |
| 11.1.6 | Body Worn Video Camera Footage | Footage wiped after 28 days unless required for permitted purpose under the Policy for the Use of Body Worn Video Cameras (BWVC) March 2017 | Footage of PCN being issued, an incident of a Blue Badge being retained. | 11.1.6 added: 18 December 2019 |
| 11.1.7 | General e-mail and customer correspondence | Deleted after three years | General enquiries, enforcement requests | 11.1.7 added: 18 December 2019 |
| 11.1.8 | Season tickets records/data | One year/one year from expiry of season ticket | Waiting lists, back office records | 11.1.8 added: 18 December 2019 |
| **11.2** | **CCTV** |  |  | This section transferred to Communities Team (section 14): 27 January 2020 |
| **11.3** | **Residents Parking Scheme** |  |  | Updated: 27 January 2020 |
| 11.3.1 | Audit information on sale of items at Car Parks Office for WSCC | Keep for length of contract and then dispose securely | Personal detailsSale item listsWeekly payments to WSCCMonthly recharge to WSCC | Current contract expires 31.10.07 |

**12 Democratic Services**

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

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

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **12.3** | Complaints and Compliments (Audit) |  |  |  |
| 12.3.1 | The management of complaints and compliments which result in significant changes to policy or procedures | **Permanent. Offer to Archivist.**Transfer to Place of Deposit after administrative use is concluded. | 1. Reports
2. Returns
3. Correspondence
 | Common Practice |
| 12.3.2 | The management of detailed responses on Council actions, policy or procedures | **Destroy 6 years after administrative use is concluded** | 1. Reports
2. Returns
3. Correspondence
4. Ombudsman
 | Common Practice |
| 12.3.3 | The management of routine responses on Council actions, policy or procedures | **Destroy 2 years after administrative use is concluded** | 1. Printed Material
2. Form Letters
 | Common Practice |
| **12.4** | **Member Code of Conduct Complaints: Members of (a) Chichester District Council and (b) Parish Councils in Chichester District** |  |  |  |
| 12.4.1 | The validation process and, if eligible thereunder, then the initial assessment by the Monitoring Officer in consultation with a duly appointed Independent Person of complaints against members of Chichester District Council or of a parish council within Chichester District alleging contravention of the applicable code of conduct. Referral if appropriate thereafter to an Assessment Sub-Committee of the Standards Committee (or in the case of a complaint by a parish council member against a parish council member to the Surrey and Sussex Association for Local Councils for investigation) and then, if so decided by the Assessment Sub-Committee, to the Hearing Sub-Committee for a final determination. | **Complaints which are upheld and published will be retained for six years or (if shorter) one year following the cessation of the term of office of the member(s) concerned****Complaints which are declined to be processed at the validation stage or are not pursued after the initial assessment or are not upheld after the Assessment Sub-Committee or Hearing Sub-Committee stages and/or investigation upheld: these will be treated by Chichester District Council as confidential for the purposes of freedom of information request purposes but not for data subject access request purposes** | 1. Complaint forms
2. Responses thereto
3. Witness statements
4. Records maintained by the Monitoring Officer
5. Agenda papers including reports and evidence
6. Decision notices
 | Common practiceUpdated: 3 February 2020 |

**13 Elections**

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

**14 Communities Team and CCTV**

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 14.1 | Communities Team |  |  |  |
| 14.1.1 | Strategies/Policies/Audits | Keep for 3 years after document is replaced | Respect 2 – young peopleConsultationCommunity Safety | Common Practice |
| 14.1.2 | Application forms | Destroy after 3/5 years from receipt | Voluntary sector (3)Community Halls (5)Youth Initiatives (3)Concessionary Fares (3) | Common Practice |
| 14.1.3 | Application Criteria | Destroy 3 years after being updated | Voluntary grantsCommunity hallsYouth initiatives | Common Practice |
| 14.1.4 | Reporting forms/diaries | Destroy after 5 years from date issue was resolved | Racist incidentsAnti-social behaviourSNAPTenancy Support | Common Practice |
| 14.1.5 | Information/publicity material | Destroy 2 years after lifespan or update of material  | Concessionary fares leafletSNAP flyers/postersNewslettersAnti-social behaviour guideDomestic Violence poster/card | Common Practice |

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| **14.2** | **CCTV** |  |  | This sub-section transferred to the Communities Team from Parking Services (section 11): 27 January 2020 |
| 14.2.1 | Chichester District Council - CCTV Code of Practice | Reviewed when necessary |  | Updated: 27 January 2020 |
| 14.2.2 | CCTV Annual Report | Superseded after one year |  | Updated: 27 January 2020 |
| 14.2.3 | CCTV Operational Records | Five years and then dispose | Incident SheetsTape Request Forms | Updated: 27 January 2020 |
| 14.2.4 | CCTV recordings | Erased after 28 days unless required to support an on-going investigation |  | Updated: 27 January 2020 |
| 14.2.5 | Photographs from CCTV tapes | Securely disposed after 28 days unless required for intelligence gathering |  | Updated: 27 January 2020 |

**15 Community Careline Service**

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

**16 Housing Needs**

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

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 16.1.8 | Housing Provision – the process of the allocation and management of welfare of housing by the Local Authority and the associated issues of homelessness.The registration of individual housing applications | 12 months after closure | Shared Ownership FormsHomeless FormsApplication FormsCouncil Housing RegisterHomeless Licences, Etc. | Common Practice |
| 16.1.9 | Information/Publicity material | Destroy after 2 years or after each update | Affordable housing in ChichesterR.D.G.S. formBetter care/higher standardsTemporary HousingGuide to the Foyer | Common Practice |
| 16.1.10 | The Process for managing leased property | Destroy 5 years after the end of the lease | Lease AgreementsRental ExpenditureMaintenance | Common Practice |
| 16.1.11 | Registered Social Landlord Partnership Information | Destroy after 2 years | RSLSubmissions and returns, performance information | Common practice |
| 16.1.12 | RSL Key Scheme Work documents | Destroy 5 years after completion of scheme | Funding agreements, Planning obligations, Nomination agreements | Common practice |
| 16.1.13 | RSL Scheme Work correspondence | Destroy 12 months after completion | Notes of meetings, letters, emails, information on housing need and required mix and tenure of units | Common practice |

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

# 17 Corporate Policy

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 17.1 | Corporate Planning and Policy |  |  |  |
| 17.1.1 | Activities that develop policies, procedures, strategies and structures for the Local Authorities. | **Permanent. Offer to Archivist.**Transfer to Place of Deposit after administrative use is concluded.  | 1. Corporate Plan
2. Community Strategy
3. Best Value Performance Plan
 | Common Practice |
| 17.1.2 | The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines | Destroy **5** years from closure |  | Common Practice |

# 18 Cultural Services

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **18.1** | Arts Development | Permanent to Arts and Heritage development Manager, updated annually | * Arts Directory
* Arts Organisation Database
 | Common Practice |
| **18.2** | Heritage development | Permanent to the Heritage Development Officer | Past Matters | Common Practice |
| **18.3** | Museums | Permanent to the Museum CuratorKeep until out of date | * Museum Publications
* Visitor Information
* Archaeology Catalogue
* Talks, events, walks
* Exhibitions
* Education Programme
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice |
| **18.3.1** | Strategies/Policies | Permanent – to be archived once they are no longer in current use | Collections Policy | Common Practice |
| **18.3.2** | Internal administration – non-Collection |  |  |  |
| 18.3.2.1 | Reporting forms | Destroy forms after 5 years from date issue was resolved | Incident Reports Racist incidentsAnti-social behaviour | Common Practice |
| 18.3.2.2 | Museum diaries | Permanent | Annual Museum diary | Common Practice |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 18.3.2.3 | Data information on computer. | Removed immediately when no longer required. | On database. | Meets requirements of Data Protection Act.Stored on CDC Intranet |
| **18.3.3** | **Internal administration – non-Collection** |  |  |  |
| 18.3.3.1 | Internal records of Museum buildings  | Permanent  | PlansRecords of building repair | Common Practice |
| 18.3.3.2 | Internal records of Museum equipment | Dispose of five years after equipment has been disposed of | Records of old Museum photocopier. | Common Practice |
| 18.3.3.3 | Booking-in of volunteers, contractors and others | Dispose of after 1 year | Visitors’ signing-in book. | Common Practice |
| 18.3.3.4 | Volunteer applications info for successful applicants | Dispose of 5 years after volunteer has left the Museum | Volunteer application formsReferences for volunteers | Common Practice |
| 18.3.3.5 | Volunteer applications info for unsuccessful applicants | Dispose of applicant’s personal information after application has been refused; retain copy of refusal letter for files for 5 years | Volunteer application formsReferences for volunteers | Common Practice |

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

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 18.3.4.5 | School loans | Dispose of school loans booking information one year after they have been used for statistical purposes | School loans booking forms | Common Practice |
| 18.3.4.6 | Parental consent for participation in children’s events | Retain for 5 years after the event | Consent forms for Children’s events | Common Practice |
| **18.3.5** | **Exhibitions, Events, Outreach, Enquiries and Publications** |  |  |  |
| 18.3.5.1 | Public bookings | Dispose of at end of calendar year | Bookings formsBookings Register | Common Practice |
| 18.3.5.2 | Information/publicity material produced by the Museum | Retain at least one example for Collection  | Museum leafletsMuseum posters | Common PracticeMuseum Collection |
| 18.3.5.3 | Text and research notes for exhibitions and publications | Review every 2 years and dispose of material that is no longer relevant | Exhibition labelsWorking notes on historical topics | Common Practice |
| 18.3.5.4 | Museum- General information | Permanent to the Museum CuratorKeep until out of date | * Museum Publications
* Visitor Information
* Museum Collections Catalogues
* Talks, events, walks
* Exhibitions
* Education Programme
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice  |

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

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **18.3.7** | **All Areas** **Duplicated, unimportant or short-term documentation** | Dispose of items as soon as they are no longer needed | Compliments slipsCatalogues and trade journalsTelephone message slips or formsRoutine correspondence relating to invitations, courses, etc.Trivial electronic mail messages.Notes unrelated to Museum or Council businessRequests for stock information (unless financial)Out-of-date distributions listsLeaflets, posters and programmes of events for otherorganisations | Common Practice – Standard Operating Procedure |

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| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| **18.3.8** | **Museum Financial Records** | Retain for 7 years | Shop stock recordsGuildhall daysheets | Common Practice |
| **18.4** | Recreation grants and Loans | Retain for 5 years | * Grants under £500
* Grants over £500
* Rural Playgrounds Application Form
* Small Grants Application Form
* Large Grants Application Form
* Grants Criteria Forms
 | Common PracticeCommon PracticeCommon PracticeCommon Practice |
| **18.5** | Foreshores | Retain for 7 years. Dispose of records after this time unless report involves a minor (up to 18 years old), pass these records to CDC Insurance Officer for retention | * Inspection Logs
 | Common Practice |

| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- |
| **18.6** | Sports Development | Updated on a yearly basisRetain for 3 yearsKeep until date of course Retain for 7 years | * Sport and Leisure Contact Information and Details
* Sports Development Officer Activity Participant Contact Information and Details
* Coaches and Volunteers Contact Information and Details
* Sport and Leisure Club Contact Information and Details
* Coaching Course Information
* Southbourne Community Leisure Centre Minutes
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice |
| **18.7** | Westgate Leisure Centre | To be retained by Manager for 3 YearsRetain until date of CourseRetain until Date of CourseTo be retained by manager for 3 Years | * Comments, Compliments, Complaints
* Trampolining Enrolment Forms
* Swimming Enrolment Forms
* Customer Services Excellence document
 | Common PracticeCommon PracticeCommon PracticeCommon Practice |

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| --- | --- | --- | --- | --- |
|  |  | Permanent to the ManagerTo be retained by Crèche ManagerPermanent to the ManagerTo be retained by Manager for 3 YearsPermanent to ManagerPermanent to ManagerPermanent to ManagerPermanent to officerPermanent to OfficerPermanent to OfficerPermanent to OfficerDelete 1 year after useRetain until date of courseTo be retained by Manager for 2 yearsTo be retained by Manager for 2 yearsRetain until certificates have been doneRetained for 7 yearsTo be retained by Manager for 3 years | * Customer Activity Information
* Crèche Registration Ofsted Forms
* Focus Group Minutes
* Questionnaire Results
* Statistical Analysis –Customer Services Excellence Standards

Gym membership* Westgate Membership
* Accident incident reports
* GP Referrals
* Technology Key System
* Hire of Facilities Forms
* Birthday Party Bookings
* Pre-School Gym Enrolments
* Risk Assessment Forms
* Fitness Assessments
* Swimming Tuition Registers Clubs/Organisations – Debtors
* ISO 9001/2000 Manual & Procedure
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice |

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| --- | --- | --- | --- | --- |
| 18.8 | Parks and Open Spaces | Permanent to OfficerRetain for 7 years. Dispose of records after this time unless report involves a minor (up to 18 years old) pass these records to CDC Insurance Officer for retentionPermanent to OfficerPermanent to OfficerPermanent to OfficerPermanent to OfficerPermanent to Officer | * Accident Incident Reports
* Risk Assessment Forms
* Tree Inspection Survey
* Byelaws
* Hire of land information pack
* Pitch booking forms (football/rugby/ cricket)
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice |
| **18.9** | **Tourism Marketing** | Retain until Out of DateRetain until Out of DateRetain until Out of Date | * Attractions Leaflet
* Accommodation Guide
* Booklets/Leaflets from English Tourism Council
 | Common PracticeCommon Practice |

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **18.10** | **Tourist Information Centres: Chichester, Midhurst, Petworth, Selsey** | Retain until Out of DateRetain until Out of DateRetain until Out of DateRetain until Out of Date | * CDC Literature
* Regional Literature
* Local attraction Leaflets
* Sussex Live Website
* Publications
* Entertainment Leaflets
* Chichester Live Website
* Chichester Web
 | Common PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon PracticeCommon Practice |
| **18.11** | **Strategies** | Retain until Out of DateTransfer to place of Deposit after useRetain until Out of Date Transfer to place of deposit after use | * Play Directory
* Culture: A Vital Ingredient of Life; Cultural Strategy
* Prospects for Leisure and Tourism, a Strategy for Quality of Life and Local Economy 1998-2003; Leisure and Tourism Strategy
 | Common PracticeCommon PracticeCommon Practice |

###### 19 Information Technology

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

**20 Public Relations and Communications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 20.1 | Media Relations |  |  |  |
| 20.1.1 | Process of interaction with the media  | Destroy **3** years from closure | * Press Releases
 | Common Practice |
| 20.1.2 | Press Cuttings  | **Five years.**  | * Press cuttings
 | Common Practice |
| 20.1.3 | Media Analysis Reports | **Permanent** |  | This holds copies of all newspaper cuttings |
| 20.1.4 | Emergency Planning Media Strategy | **Two years after expiry** |  |  |
| 20.1.5 | Council Magazine | **Permanent** |  | Hold no more than three copies of each edition |
| 20.1.6 | Welcome Pack | **6 months after expiry** | Booklet |  |
| 20.2 | Marketing |  |  |  |
| 20.2.1 | Promotional Material for events | **One year** |  | Common Practice |

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

###### 21 Human Resources

| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| --- | --- | --- | --- | --- |
| **21.1** | Personnel administration |  |  |  |
| 21.1.1 | Summary management systems that allow the monitoring & management of employees in summary form.Note: The summary information that this record class attempts to capture is:Name – full nameDate of birthDate of appointment / leavingWork history detailsPost detailsTitles and dates heldNational Insurance numberReason for leaving | **Permanent. Offer to Archivist for review.** Transfer to Place of Deposit after administrative use is concluded | 1. Starters/Leavers Register
2. Agency Staff Register
3. Registers of Personnel Files
 |  |
| 21.1.2 | The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements.* Records containing superannuation information
 | Termination + 7 years  | 1. Medical Clearance
2. Letter of appointment
3. Letter of acceptance
4. Statement of Particulars
5. Assigned Job Description
6. Probation reports
7. Medical examinations
8. Personal particulars
9. Educational qualifications
10. Personal relationships & Interests Declarations
 |  |
| 21.1.3 | * Records relating to staff working with children
 | Termination + 25 years |  |  |
| 21.1.4 | * All other records
 | Termination + 7 years |  |  |
| **21.2** | Employee and Industrial Relations |  |  |  |
| 21.2.1 | Identification & development of significant directions concerning employee relations matters | **Permanent. Offer to Archivist for review.**Transfer to Place of deposit after administrative use is concluded. | 1. Generic agreements and awards
2. Negotiations
3. Disputes
4. Claims lodged
 |  |
| 21.2.2 | Liaison processes of minor and routine employee relations matters | Destroy **5** years after administrative use is concluded. | 1. Trade union files
 |  |
|  21.2.3 | Processing of Capability, Disciplinary and Absence Management investigations where proved.  | Formal Written Warning (Caution) – 6 to 18 months.Final Written Warning (Caution) – 18 to 24 months.The above Warnings / Cautions to be disregarded in relation to disciplinary matters after the relevant time has ‘spent’.  | * Disciplinary
* Capability
* Absence Management
 | Under no circumstances would Warnings Involving Children or Health and Safety be removed from personal files.  |
|  **21.3** | Equalities in Employment  |  |  |  |
| 21.3.1 | The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equalities policies and guidelines. | Destroy **5** years after action completed |  |  |
| **21.4** | Occupational Health |  |  |  |
| 21.4.1 | The process of checking and ensuring the health of staff. | Termination + 7 years  | 1. Health questionnaire
2. Medical clearance
3. Adjustment to work place
4. Restrictions
5. Recommendations
 |  |
| 21.5 | Recruitment |  |  |  |
| 21.5.1 | The selection of an individual for an established position | Destroy 1 year after recruitment has been finalised for unsuccessful candidates..For successful candidate, termination + 7 years.  | 1. Advertisements
2. Applications
3. Referee reports
4. Interview reports
5. Unsuccessful applicants
 |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **21.6** | Staff Monitoring |  |  |  |
| 21.6.1 | Performance | Termination + 7 years | 1. Probation reports
2. Performance appraisals
 |  |
| 21.6.2 | Process of monitoring staff leave and attendance. | Termination + 7 years if in personal file.If retained by line manager, destroy a maximum of 3 years after action completed. | 1. Jury service
2. Study leave
3. Special and personal leave
4. Flexitime sheets
5. Leave applications
6. Annual leave
 |  |
| **21.7** | Staff Retention |  |  |  |
| 21.7.1 | Financial reward strategy | Destroy **7** years after action completed |  |  |
| 21.7.2 | Other strategy | Destroy **7** years after action completed |  |  |
| **21.8** | Termination |  |  |  |
| 21.8.1 | The process of termination of staff through voluntary redundancy, dismissal and retirement. | Destroy **7** years after termination | 1. Resignation
2. Redundancy
3. Dismissal
4. Death
5. Retirement
 |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **21.9** | Training and Development |  |  |  |
| 21.9.1 | Routine staff training processes, not occupational health and safety or children related. | Termination + 7 years | 1. Course individual staff assessment
 |  |
| 21.9.2 | * Training (concerning children)
 | Termination + 25 years | 1. Course individual staff assessment
2. training register
 |  |
| 21.9.3 | * Training (occupational health and safety training)
 | Destroy **50** years after training completed if asbestos, chemical or other hazardous materials related. Otherwise Termination + 7 years | 1. OH&S training register
 |  |
| 21.9.5 | * Training (materials)
 | Destroy **1** year after course is superseded |  |  |
| 21.9.6 | * Training (proof of completion)
 | Termination + 7 years | 1. Certificates
2. Awards
3. Exam results
 |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 21.10 | Appointments of Statutory Officers |  |  |  |
| 21.10.1 | Summary management systems that allow the monitoring & management of statutory officers in summary form. | **Permanent. Offer to Archivist.**Transfer to Place of Deposit after administrative use is concluded | 1. Data Protection Officer
 |  |
| 21.10.2 | The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements | Termination + 7 years |  |  |
| 21.10.3 | The appointment of an individual for a statutory position. | **Permanent. Offer to Archivist.**Transfer to Place of Deposit after administrative use is concluded | 1. Appointment Files
 |  |
| 21.10.4 | The process of selection of an individual for a statutory position  | **Destroy 1 year after date of appointment** | 1. Vacancies & applications records
2. Interview notes
3. Registers of applicants
4. Unsuccessful applications records
 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **21.11** | DBS Disclosures  |  |  |  |
| 21.11.1 | The process of obtaining where appropriate Disclosure and Barring Service (DBS) disclosures for staff members to ensure satisfactory clearance.  | For new and existing staff and leavers: destroy each DBS disclosure document six months after the disclosure has been received and assessed and any decision made in response to it. An extract of the DBS certificate information is entered onto a spreadsheet and the entry for that employee is itself destroyed six months after the subject employee leaves the Chichester District Council. | DBS disclosure documents | Good practiceUpdated: 3 February 2020NB Access to the DBS summary spreadsheet is restricted solely to HR staffUpdated: 1 May 2020  |
| **21.12** | Gifts and Hospitality Register |  |  |  |
| 21.12.1 | Gifts and hospitality offered to staff must be recorded in the Gifts & Hospitality Register in each service. Each service must ensure that they have 4 years of the register available for inspection.  | Destroy 4 years from date of hospitality or of offer of gift (but not before). |  |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| **21.13** | Payroll |  |  |  |
| 21.13.1 | Accountable processes | Destroy after 6 years after end of financial year | Authority sheetsPayroll deductionPayroll disbursementEmployee pay recordsEmployee Taxation | Statutory |
| 21.13.2 | Non Accountable | Destroy after admin use completed | Employee pay reports | Common practice |

###### 22 Environmental Health – Housing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 22.1 | Renovation GrantsIncludes information on the various types of grant available | Grant policy is reviewed annually; new guidance provided and old guidance destroyed.Advisory leaflets on assistance available | Summary of grant policyDFG leafletHousing Renewal Assistance leaflet | Good PracticeGood Practice |
| 22.2 | Houses in Multiple OccupationIncludes information for owners and occupiers of HMO’s and student houses | Policy for various types of accommodation is reviewed periodicallyAdvisory leaflets for owners and occupiers are produced periodically | Standards for Bedsit accommodationStudent houses: A Tenant Guide | Good PracticeGood Practice |
| 22.3 | Energy EfficiencyIncludes information on how to improve energy efficiency of dwellings | Energy Efficiency Enabling Initiative reviewed annually; new guidance produced and old guidance destroyed Leaflets on other schemes updated as appropriate | Energy Efficiency Enabling InitiativeHECA Leaflets | Good PracticeGood Practice |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 22.4 | Home SafetyIncludes information on ways in which home safety can be improved | In house initiatives reviewed annually and documents updated as appropriate | Under fives equipment schemes | Good Practice |

## 23 Environmental Protection

#### Licensing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
|  | Premises Licenses and Permits (Gambling Act 2005) | Permanent until closed | * Permits
* Licences
* Correspondence
 | Common Practice  |
|  | Lotteries (Gambling Act 2005) | Permanent until closed | * Permits
* Correspondence
 | Common Practice  |
|  | Caravan Site Licensing (Caravan Sites and Control of Development Act 1960) | Permanent record | * Licences
* Correspondence
 | Common Practice  |
|  | Premises Licences (Licensing Act 2003) | Permanent until closed | * Licences
* Correspondence
 | Statutory |
|  | Personal Licences (Licensing Act 2003) | Destroy 10 years after closure | * Licences
* Correspondence
 | Statutory |
|  | House to House Collections Register (House to House Collections Act 1939) | Permanent record | * Register
 | Common Practice  |
|  | Licensed Motor Salvage Operators / Scrap Metal Dealers Register (Scrap Metal Dealers Act 1964 / Vehicle Crime Act 2001) | Permanent record | * Register
 | Common Practice  |
|  | Street Collection Permits (Local Government Miscellaneous Provisions Act 1982) | Destroy 6 Years after closure | * Permits
 | Common Practice  |
|  | Taxi Licenses (Town and Police Clauses Act /  | Destroy 6 Years after closure | * Drivers / Operators Licences
* Vehicle Licences
 | Common Practice  |

# Environmental Protection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
|  | Environmental Permits (Environmental Permitting Regulations 2010) | Permanent until closed | * Permits
* Correspondence
* Permit register
 | Statutory |
|  | Animal Welfare Licensing (Animal Boarding Establishments Act 1963 / Zoo Act 1981) | Destroy 6 Years after closure | * Permits
* Correspondence
 | Common Practice  |
|  | Contaminated Land Register | Permanent record | * Register
 | Statutory |
|  | Dangerous Wild Animals Licensing (Dangerous Wild Animals Act 1976) | Destroy 6 Years after closure | * Licences
* Correspondence
 | Common Practice  |
|  | Dog Control (Environmental Protection Act 1990) | Destroy 6 Years after closure | * Dogs lost and found
* Enforcement records
* Stray register
 | Common Practice  |
|  | Air Quality Information | Destroy 10 Years after closure | * Air quality reports
* Monitoring data
 | Common Practice  |
|  | Complaints and investigation of nuisance (Environmental Protection Act 1990) | Destroy 6 Years after closure | * Investigation records
* Legal notices
 | Common Practice  |
|  | Water Quality (Private Water Supply Regulations 2009)  | Destroy risk assessments, sampling and analysis records after 30 Years Everything else after 6 years | * Investigation records
* Sampling results
 | Statutory |
|  | Clean Neighbourhoods Enforcement (Clean Neighbourhoods and Environment Act 2005) | Destroy 5 Years after closure | * Investigation records
 | Common Practice  |
|  | Pest Control | Destroy 5 Years after closure | * Treatment records
* Contract documents
 | Common Practice  |
|  | DVLA | Destroy 2 years after closure | * DVLA records
 | Contractual agreement with DVLA |

**Emergency Planning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
|  | Emergency Plans | Permanent until superseded | * Emergency Plan
* Rest Centre Plan
 | Common Practice  |

**Commercial Safety**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
|  | Cooling Towers Register (The Notification of Cooling Towers and Evaporative Condensers Regulations 1992) | Permanent until no longer valid | * Register
 | Statutory |
|  | Approved Food Premises (Food Safety Act 1990) | Destroy 6 Years after closure | * Details of inspections
* Approval documents
 | Common Practice  |
|  | Food inspections and investigations (Food Safety Act 1990) | Destroy 6 Years after closure | * Food Safety Service Plan
* Details of inspections
 | Common Practice |
|  | Food Premises Register (Food Safety Food Premises Registrations Regulations 1991) | Permanent until no longer valid | * Register
 | Common Practice  |
|  | Health and Safety inspections (Health and Safety at Work etc Act 1974) | Destroy 6 Years after closure | * Health and Safety Service Plan
* Details of inspections
 | Common Practice  |
|  | Health and Safety Accident Investigations (Health and Safety at Work etc Act 1974) | Destroy 7 Years after closure or until injured child is 21 years old | * Investigation records
 | Common Practice  |
|  | Health and Safety reportable occupational ill health investigations / asbestos removal and investigations (Health and Safety at Work etc Act 1974) | Destroy 40 Years after closure | * Investigation records
 | Common Practice  |
|  | Infectious Disease Notifications (Public Health and Control of Diseases Act 1984) | Destroy 6 Years after closure | * Investigation records
 | Common Practice  |

**25 Contract Services**

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

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 25.6 | Quality and performance management ISO9001:2008 | 3 years minimum | Manual,Management review, Audits, Meeting minutes,  |  |
|  | The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit. | Destroy **5** years from closure | 1. Best value Review
 | Common Practice |
|  | The process of assessing the quality, efficiency, or performance of a local authority | Destroy **3** years from closure | 1. Assessment form
 | Common Practice |
| 25.7 | **Transport: O Licence** | 3 years | 1. Drivers hours
2. Daily Vehicle Checks
3. Vehicle Safety Inspections
 |  |
| 25.8 | **Vehicle Tests: MOT** | 3 years | 1. Tester monitoring
 |  |
| 25.9 | **Personnel** | Refer to S.21: Personnel | 1. Personal files
2. Training
 |  |

## 26 Legal Services

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 26.1 | Litigation |  |  |  |
| 26.1.1 | The Process of managing, undertaking or defending for or against litigation on behalf of the authority. | Destroy **7** years after last action in case. Offer to Archivist for review in major litigation. | * Criminal Prosecution File
* Civil case file
 |  |
| 26.2 | Advice |  |  |  |
| 26.2.1 | The process of providing legal advice to the Council on matters of law. | Destroy **3** years after last action – emails destroyed after 3 months. | * General and miscellaneous files
 | Common practice |
| 26.3 | Public Body Agreements |  |  |  |
| 26.3.1 | Process of agreeing terms between the Council and other public bodies. (Note this does not include contractual agreements) | Destroy 6 years after agreement expires or is terminated. | * Concordats
 | Mainly relating to agreements between public bodies. |
| 26.4 | Court Applications and Formal Notices | Destroy 7 years after last action (Retain electronic copy of Notices) | Licensing, Environmental Health etc |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 26.5 | Contracts & Tendering |  |  |  |
| 26.5.1 | The process of calling for expressions of interest | Destroy **2** years after contact let or not proceeded with | ● Expressions of Interest | Common practice |
| 26.5.2 | The process involved in the development and settling terms of a contract | Ordinary ContractsDestroy 6 years after the terms of contract have expiredContracts Under SealDestroy 12 years after the terms of contract have expired | ● Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed. | Statutory |
| 26.5.3 | The process involved in the issuing and return of a tender | Destroy 1 year after start of contract | ● Opening notice● Tender envelope | Common practice |
| 26.5.4 | Evaluation of Tender | ● Ordinary Contracts Destroy 6 years after the terms of contract have expired ● Contracts Under Seal Destroy 12 years after the terms of contract have expired |  |  |

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| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 26.5.5 | Successful tender document | ● Ordinary Contracts Destroy 6 years after the terms of contract have expired● Contracts Under Seal Destroy 12 years after the terms of contract have expired | ● Tender documents* ● Quotations
 | Statutory |
| 26.5.6 | Unsuccessful tender documents | Destroy 1 years after start of contract | ● Tender documents● Quotations | Common practice |
| 26.5.7 | The process in negotiation of a contract after a preferred tender is selected | Destroy 1 year after the terms of contract have expired | ● Clarification of contract● Post tender negotiation minutes | Common practice |
| 26.5.8 | The process awarding of contract | ● Ordinary Contracts Destroy 6 years after the terms of contract have expired● Contracts Under Seal Destroy 12 years after the terms of contract have expired | ● Signed contract | Statutory |
| 26.5.9 | Contract operation and monitoring | Destroy 2 years after the terms of contract have expired | ● Service Level Agreements● Compliance reports● Performance reports | Common practice |

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 26.5.10 | Management and amendment of contract | (a) Ordinary Contracts Destroy 6 years after the terms of contract have expired(b) Contracts Under Seal Destroy 12 years after the terms of contract have expired | ● Minutes and papers of meetings● Changes to requirements Variation forms● Extension of contract● Complaints● Disputes on payment | Statutory |

## 27 Environmental Strategy Unit

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

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

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| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 27.5 | Policy Development |  |  |  |
| 27.5.1 | Development of Climate Change strategy | 5 years | CDC Panel documents, draft strategy documents |  |
| 27.5.2 | Coastal management planning | 5 years | Reports from partnership projects |  |
| 27.5.3 | DC Planning observations | 5 years | Comments on planning applications | For ESU’s monitoring purposes, copies also kept on DC files |
| 27.5.5 | Green office/procurement policy development and monitoring  | 3 years | Presentation materials for staff, internal correspondence |  |
| 27.5.6 | Staff Travel Plan publicity and implementation | 3 years | Presentational material for staff, records of Staff Green Travel Week |  |
| 27.5.7 | Archaeology | Permanent to Archaeology Officer/Historic Environment Record | * Archaeological sites and monuments records
* Fernhurst: Chichester District Archaeology:2
* Midhurst: Chichester District Archaeology 1
 | Common practice |

## 28 Planning Policy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Function Description | Retention Action | Examples of Records | Notes |
| 28.1 |  Chichester Local Plan |  |  | Amended: 1 May 2020 |
| 28.1.1 | Preparation/Review of Chichester Local Plan documents (to include the Local Plan and any subsequent Local Plan documents such as Site Allocations) | Evidence studies, consultation material and representations will be retained throughout Plan preparation as they are required for the examination. Once the Plan has been adopted and the period for judicial review passed the need to retain these will be reviewed.The consultee list will be reviewed periodically to ensure it remains up to date but once a consultee has submitted a representation their details will be retained for the duration of the Plan preparation period as above, until the Plan has been adopted an passed the period for judicial review. The adopted Plan, inspector’s report and related adoption statements will be kept for as long as the Plan remains current | Evidence studies Consultation drafts and supporting consultation material Consultee listRepresentations receivedReports to CDC membersExamination papersInspector’s reportAdopted Local Plan and adoption statement. | Insofar as reports to Chichester District Council members and records of member meetings are concerned, see: section 12.1.1 and 12.1.2 above (Democratic Services) – common practice applies.Amended: 1 May 2020 |
| Ref No | Function Description | **Retention Action** | **Examples of Records** | **Notes** |
| 28.1.2 | Preparation of Development Briefs and Supplementary Planning Documents/Interim Statements | Evidence, consultation drafts and representations will be kept until the document is formally adopted. Once the period for judicial review has passed the need to retain these will be reviewed. The Development Brief/SPD/Statement and where relevant the adoption statement will be kept for as long as the document remains current. The consultee list is linked to Local Plan preparation so will be retained as set out above.  | EvidenceConsultation draftsConsultee ListRepresentationsReports to MembersAdoption Statements (where relevant) | Amended: 1 May 2020 |
| 28.2 | **Neighbourhood Plans Consultation** | Representations received during the consultation period will be retained throughout the examination of the neighbourhood development plan (NDP). Once the NDP has been ‘made’ and the period for judicial review passed the need to retain these will be reviewed. | Representations received | Amended: 1 May 2020 |
| Ref No | Function Description | **Retention Action** | **Examples of Records** | **Notes** |
| 28.3 | Tangmere Compulsory Purchase Order (CPO) | Personal information will be retained for as long as necessary (the duration of the CPO process) in order to ensure the Council fulfils the legal obligations to keep parties updated. Evidence to support the CPO will be retained as above. Once the CPO has been confirmed and the decision communicated to parties, the need to retain this information will be reviewed. Statutory Order documentation may need to be retained indefinitely. | All forms of engagement with the landowners/option holders/developer consortium. Draft and finalised documents supporting the preparation of the CPO (including all supporting work undertaken by external consultants) Reports to membersStatutory Order documents  | Insofar as reports to Chichester District Council members and records of member meetings are concerned, see: section 12.1.1 and 12.1.2 above (Democratic Services) – common practice applies.Amended: 1 May 2020 |
| 28.4 | Community Infrastructure Levy (CIL) | Personal information will be retained for only as long as is necessary in order to fulfil the statutory requirements of the Community Infrastructure Levy Regulations 2010 (as amended) | All CIL records | Amended: 1 May 2020 |
| Ref No | **Function Description** | **Retention Action** | **Examples of Records** | **Notes** |
| 28.5 | **Conservation Projects**  |  |  |  |
| 28.5.1 | Buildings at risk | Three years after project completion | Committee reports site visit notes letters |  |
| 28.5.2 | Village design statements | Indefinite | Correspondence with group preparing statements and document |  |
| 28.5.3 | Conservation character appraisals | Indefinite | Letters, plans, preparation papers meeting notes. |  |
| 28.5.4 | Topic Studies |  |  |  |

**29 Economic Development**

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

**30 Customer** **Services**

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