



LBC Retention Schedule and Disposal Policy

2.1 2021

LBC Retention Schedule and Disposal Policy

Table of Contents

Introduction.....	3
Definitions	3
Disposal Plan.....	4
Important Notice – The IICSA Notice of Retention	5
Current Schedule	6
Supporting Communities	1
Supporting People	1
Corporate Services.....	12
Document Control	39

Introduction

. This document aims to accommodate all classifications that are typically processed at Camden. As an Organization, it is our responsibility as a Data Controller to ensure that information created, generated or received is being kept for only the duration of time that it is required in accordance with the Data Protection Act 2018 and the GDPR. This is to ensure that we as an organization are processing Data lawfully and fairly. This Retention Schedule is to be implemented across the council and applied to each data asset that we process, control and own; including information we own that is processed on our behalf.

Definitions

Commonly used terms.

Retention Period	The recommended specified period of time in which a record should be kept
CY	Current Year – <i>this usually the year the record is closed, this is usually when the record is no longer being updated or added to. This is the trigger point that marks the beginning of the retention period.</i>
Authority	This column identifies the nature of requirement for the retention.
Notes/Reg.	This column identifies the relevant regulations that impact retention period
PRP	Post retention Plan – this column displays the recommended action once retention period has been completed.

Disposal Plan

Once a record has been kept for the specified period of retention, it must now be reviewed and authorized for destruction.

Post Retention Plan

Review

The role of authorization lies with the Asset owner, the head of service in most cases with act as the Asset Owner. To complete the review, asset owners are required to review the records that have completed retention periods also ensuring that the record is no longer required.

Method of Destruction

Once records have been reviewed and authorized for destruction, a suitable method of destruction must now Be implemented. At Camden we have confidential waste facilities across all our building. For records that are currently stored with the record management team, Records will be Disposed of at our off site storage site where a certificate of destruction will be retained. Records are to be disposed of in line with security standard ISO 27000, DIN 32757
In cases where records have been part of a structured Archiving System a record of destruction must also be retained for future reference.

Permanent Preservation

Permanent Preservation is the archiving of information for statutory and legal reasons. Information of considerable historical value can also be permanently preserved.
There are processes and requirements for processing data for permanent preservation. For more details, please contact the Information and Records Management Team.

For Additional advice and support please contact the Record Management Team.

Important Notice – The IICSA Notice of Retention

The current Independent Inquiry into Child Sexual Abuse which was established by the Home Secretary in 2015 has served a Notice of Retention/Non-destruction of documents relation to the independent inquiry.

It is therefore all public bodies, and other none-state institution to ensure that any records that may possibly hold any pertinence to the inquiry. This means that records should be reviewed before destruction to ensure that they hold no relevance, there is more details information relating to the requirements to which can be found on their website.

Please see the Guidance Note released by the IICSA “Retention Instruction and Data Protection requirements” More details which can be found on www.iicsa.org.uk.

N.B. **Please be aware that before implementing any destruction of record, you will need to ensure that you have satisfied the requirements outline by the IICSA.

Current Schedule

Supporting Communities

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
Regeneration and Planning					
	Land charges				
R1.1	Agreement book	Until superseded	Corporate		
R1.2	Architectural & historical interest	Until superseded	Corporate	Consult Local Archivist before destruction	
R1.3	Building Control lists	CY+ 2 years	Corporate		
R1.4	CAAD	CY+ 2 years	Corporate		
R1.5	Land Charges Register	Recommend CY+ 2 years	Statutory	Local Land Charges Act	
R1.6	Common land search papers	CY+ 2 years	Corporate		
R1.7	Conservation areas	Until superseded	Corporate		
R1.8	Deed of dedication	Until superseded	Corporate		
R1.9	Adoption of highways – Section 38	Life of the highway + 12 years	Corporate	Consult Archivist before destruction	
R1.10	Enforcement notices	CY+ 6 years	Corporate		
R1.11	Major Road Constructions	Until superseded but review at 10 year intervals	Corporate		
R1.12	Old plans of previous administrations	Until superseded	Corporate	Consult Archivist before destruction	

R1.13	Register of land Charges	Keep up to date	Statutory		
R1.14	Section 38	CY+5 years	Corporate		
R1.15	Widening line for roads	Until superseded	Corporate		
R1.16	S106 Agreements	Review every 10 years	Corporate		
R1.17	Terrier maps	To be kept up to date	Corporate	If paper copies replaced offer to archivist before destruction	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R2	Development Management (Planning)				
R2.1	Planning applications	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Planning Act as amended by the Planning and Compulsory Purchase Act 2004	
R2.2	Case files	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Planning Act as amended by the Planning and Compulsory Purchase Act 2004	
R2.3	Decision Notices (Planning & Appeals)	To be Kept Indefinitely on planning Register Consider archiving one copy			
R2.4	Preliminary information	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.5	Registration form	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.6	Statements of case	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.7	Notice of inquiry	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.8	Proofs of evidence	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.9	Statement of common ground	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R2.10	Notification of decision	To be Kept Indefinitely on planning Register Consider archiving one copy	Statutory	Town and Country Planning Rules 2005	
R2.11	Open space agreements	Review every 10 years	Corporate	Good business practice	
R3	Sustainability air quality and energy				
R3.1	Notice of measurement of grit, dust and fumes by occupiers	Recommend 6 years from date of notice	Statutory	Clean Air Act 1993	
R3.2	Records of measurement of grit, dust and fumes	Recommend 6 years from date of measurement	Statutory	Clean Air Act 1993	
R3.3	Information about furnaces and fuel consumed	Recommend 6 years from date of information	Statutory	Clean Air Act 1993	
R3.4	Notices requiring information about pollution	Recommend 6 years after date of supply of information. (The notice has a life of 12 months)	Statutory	Clean Air Act 1993	
R3.5	Improvement Plan	Until superseded	Statutory	Air Quality Standards	
R3.6	Action plan	Until superseded	Statutory	Air Quality Standards Regulations 2007.	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R4	Engineering and Building control				
R4.1	Applications	Review and weed at 5 year intervals	Corporate	Consider significant information for archives	
R4.2	Building Control Approvals Certificate of completion	15 years after expiry of planning permission	Statutory	Building Act 1984	
R4.3	Comments	CY + 3 years	Corporate		
R4.4	Registers	Review every 10 years	Corporate		
R4.5	Building Control Body Performance Reviews	Review annually and keep up to date	Statutory		
R4.6	Building Control Body Quality management System	To be kept up to date	Statutory	Building control Performance Standards Advisory Group	
R4.7	Building Control Body Continuing Professional Development records	Add to personnel folder	Statutory	Building control Performance Standards Advisory Group	
R4.8	Building Control Body Schedule of modifications to clients	To be retained for 15 years after completion of job	Statutory	Building control Performance Standards Advisory Group	
R4.9	Building Control Body Site Inspection Records	To be retained for 15 years after completion of job	Statutory	Building control Performance Standards Advisory Group	
R4.10	Building control Body Site inspection plans	To be retained for 15 years after completion of job	Statutory	Building control Performance Standards Advisory Group Page 15	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R5.1	Enforcement				
R5.2	Inspections	12 years after issue of final certificate of inspection	Corporate		
R5.3	Warnings	6 years after completion of action	Corporate		
	Listed buildings				
R5.4	Case file	Life of listed building plus 12 years. Consult archives before destruction	Corporate		
Property Management					
R6	Planned Works				
R6.1	Works orders and Contracts	Please see Finance (<i>contracts</i>)			
R7	Repairs and Operation				
R7.1	Repairs	CY + 6 Years	Audit		
R7.2	Statistical Data	CY+2 Years	Cooperate		

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R8	Property Planning and Asset Management				
R8.1	Asset registers	To be kept up to date. Retain information for 6 years after disposal of item unless Audit specifies a shorter retention period			
R8.2	Estate management files	CY + 6 years		Good Practice	
R8.3	Leaseholder files	6 years after ceasing to be a leaseholder		Limitation Act 1980	
R8.4	Right to buy files	12 years after completion of sale		Limitation Act 1980	
R8.5	Repairs and consultation files	CY + 6 years		Limitation Act 1980	
R8.6	Buy back	12 years from date of sale	Statutory	Limitation Act 1980	
R8.7	Information to secure tenant	Current version to be sent to secure tenant once in every period of 5 years	Statutory	Housing (Right to Buy) (Information to Secure Tenants) (England) Order 2005	
R8.8	RTB2 (England) Reply to tenants Right to buy claim under the Housing Act 1985 Section 124	Recommend date of notice + 12 years	Statutory	Housing (Right to Buy) (Prescribed Forms) (Amendment) (England) (No 2) Regulations 2005	
R8.9	Sales	12 years from date of sale	Statutory	Limitation Act 1980 Housing Act 1980	
R8.10	Survey files	12 years from date of sale	Statutory	Limitation Act 1980	

R8.11	Service of offer notice- Leasehold	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.12	Service of offer notice - Freehold	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.13	Acknowledge of receipt of offer notice	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.14	Acceptance notice	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.15	Rejection notice	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.16	Nomination of another person to accept an offer	Recommend date of notice + 12 years	Statutory	Housing (Right of First Refusal) (England) Regulations 2005	
R8.17	Notice claiming the right to buy – RTB1	Recommend purchase date of house plus 12 years	Statutory	Housing (Right to Buy) (Prescribed Forms) (Amendment) Regulations 2015	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R9	Trees				
R9.1	Preservation orders	Life of tree. Review every 5 years	Corporate		
R10	Building jobs				
R10.1	Building jobs	CY + 6 years	Corporate		
R10.2	Call out and job tickets	CY + 2 years	Corporate		
R10.3	Caretakers / Facility managers administration files	CY + 6 years	Corporate		
R10.4	Clerk of Works files	CY + 6 years CY + 15 years if considering negligence	Statutory	Limitation Act 1980 Latent Damages Act 1986	
R10.5	Compulsory purchase orders	Review 6 years after purchase date. Consider destruction 12 years after purchase date. See notes		Limitation Act 1980	
R11	Quantity surveyors				
R11.1	Surveying information	CY + 6 years CY + 15 years if considering negligence	Statutory	Limitation Act 1980	
Development					
R12	Regeneration, development & Community investment				
R12.1	Buildings	Life of ownership + 16 years			

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R12.2	Finance	CY + 6 years (See Finance for contracts and tenders)			
R12.3	Contract notes	CY + 6 years		Limitation Act 1980	
R12.4	Fund managers quarterly report	CY + 10 years		Good business practice	
R12.5	List of holdings / history of holdings	Review every 25 years		Good business practice	
Housing Management					
R13	Landlord Services				
R13.1	Tenancy Files	End of Tenancy + 12 Years		Limitation Act 1980	
R13.2	Housing Applications	Unsuccessful CY + 3 years. Successful - place on tenant's file		Limitation Act 1980	
R14	Voids				
R14.1	Voids	Until property re-let	Corporate	Information on asbestos to be retained for 100 years from demolition of property	
R15	Estate Management				
R15.1	Estate Management Files	CY + 6 Years		Good Practice	
R15.2	Repairs and consultation files	CY + 6 Years		Limitation Act 1980	

Code	Record / Document Type	Retention Period	Authority	Notes/Reg.	PRP
R16	Leaseholder services				
R16.1	Leaseholder record	End of Lease + 6 Years			
R16.2	Right to buy file	Completion of sale + 12 Years			
R16.3	Leases – Commercial	Until the lease expires	Corporate		
R16.4	Lease - grants	10 years after completion of grant	Audit		
R16.5	Lease – Notice of Insurance	Life of the insurance + 12 months	Statutory	Leasehold Houses Regulations 2004	
R16.6	Signed leases (open / closed)	Whilst valid + 10 years	Corporate		
R16.7	Terminations	10 years after termination	Corporate	In case of litigation	
R17	Leasehold				
R17.1	Maintenance	Life of property + 6 years	Corporate	Good business practice	
R17.2	Notice of rent	Date of notice + 6 years	Statutory	Landlord and Tenant Regulations 2004	
R17.3	Occupant details	Whilst leased + 6 years	Corporate	Good business practice	
R17.4	Ownership	Life of ownership + 6 years	Corporate	Good business practice	

Supporting People

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
Early Intervention & Prevention					
R18	Early years				
R18.1	Children's record	Retain until 25 th Birthday(<i>unless also SEN,LAC,CP</i>)	Statutory		
R19	Integrated Youth Service				
R19.1	IYSS	Retain until 25 th Birthday(<i>unless also SEN,LAC,CP</i>)	Statutory		
R19.2	Youth Offending Service	Retain until 25 th Birthday(<i>unless also SEN,LAC,CP</i>)	Statutory		
R20	Family Support & Complex families				
R20.1	Family Case File	Retain until 25 th Birthday(<i>unless also SEN,LAC,CP</i>)	Statutory		
R20.2	Families Support - Play Service	Retain until 25 th Birthday(<i>unless also SEN,LAC,CP</i>)	Statutory		
Special Education and Inclusion intervention service					
R21.1	Children and Young People disability Service	DOB + 35 Years (unless, CP, LAC)	Statutory	Special Educational Needs and Disability Regulations 2014	
R22	Special Education Needs				

R22.1	Education Psychology and Special Education Needs Client Records	DOB + 35 Years (unless,CP,LAC)	Statutory	Special Educational Needs and Disability Regulations 2014	
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CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R23	Education psychology				
R23.1	Pupil records	Until 25 th birthday Where the child is in the care of the LA until their 25 th birthday then this is extended to their 35 th birthday	Corporate	Common practice	
R23.2	School visits	Until 25 th birthday Where the child is in the care of the LA until their 25 th birthday then this is extended to their 35 th birthday	Corporate	Common practice	
R24	Adult Community Learning				
R24.1	Training/Course Data	CY + 6 Years			
R24.2	Education Welfare	Destroy 25 Years after Date of Birth			
R25	Youth Training				
R25.1	Attendance records	CY+5 years	Corporate		
R25.2	Trainee files	CY+5 years	Corporate		
R25.3	Trainee records	CY+5 years	Corporate		
R25.4	Sponsor reports	CY+5 years	Corporate		
R25.5	Sponsors - dead files	CY+2 years	Corporate		

DO NOT AMEND THIS DOCUMENT

R25.6	Exam results/qualifications	CY+6 years	Corporate		
R26	School Admissions & Inclusion				
R26.1	Admission Forms	CY+3 Years			
R26.2	Admission files	Student DOB + 25 Years			
R26.3	Parental requests	Student DOB + 25 Years			

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R26.4	Arrangements	CY + 6 years	Corporate	Good business practice	
R26.5	Parental requests	Until 25 th birthday of pupil	Corporate	Good business practice	
R26.6	Admission authority	Recommend it be added and retained with pupils records	Statutory	Education and Inspections Act	
R26.7	School appeals				
R26.8	Admissions	Until 25 th birthday	Corporate	Good business practice	
R26.9	Exclusions	Until 25 th birthday	Corporate	Good business practice	
Children Safeguarding & Social Work					
R27	Children in Need				
R27.1	Children in Need	DOB + 25 Years (unless SEN,CP,LAC)			
R27.2	Child In Need - Child Minders	DOB + 25 Years (unless SEN,CP,LAC)			

R27.3	Child In Need - Disabled Children	DOB + 25 Years (unless SEN,CP,LAC)			
R27.4	Child In Need - Family Group Conference	DOB + 25 Years (unless SEN,CP,LAC)	Statutory		
R28	Looked After Children & Care Leavers				
R28.1	LAC – (Disability)	DOB + 75 Years	Statutory		
R28.2	LAC Academy	DOB + 75 Years	Statutory		
R28.3	LAC – Leaving Care (16+)	DOB + 75 Years	Statutory		
R28.4	LAC – Child Protection Investigations	DOB + 75 Years	Statutory		
R28.5	LAC – Residence Order	DOB + 75 Years	Statutory		
R28.6	LAC – Special Guardianship Order	DOB + 75 Years	Statutory		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R29	Child Protection				
R29.1	Child Protection – CP File	DOB + 75 Years			
R29.2	Child Protection - Child Protection Investigations	DOB + 75 Years			
R29.3	Child Protection - Disability	DOB + 75 Years			
R29.4	Child Protection - Residence Order	DOB + 75 Years			
R29.5	Child Protection - Special Guardianship Order	DOB + 75 Years			
R29.6	Multi Agency Liaison Team	DOB + 25 Years (unless SEN,CP,LAC)	Statutory		
R30	Fostering				
R30.1	Foster Care - Foster Carer	Destroy 100 Years after Date Closed	Statutory		
R30.2	Foster Care - Foster Carer (successful) Assessment	Destroy 10 Years after Date Closed	Statutory		
R30.3	Foster Care - Foster Carer (unsuccessful) Assessment	Destroy 10 Years after Date Closed	Statutory		
R30.4	Foster Care - Fostering Panel	Destroy 100 Years after Date Closed	Statutory		

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CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R31	Adoption				
R31.1	Adoption - Adoption (Special Guardianship Order) Adoption Panel	Destroy 100 Years after Date Closed	Statutory		
R31.2	Adoption - Adoption (Special Guardianship Order) Successful Application	Destroy 100 Years after Date Closed	Statutory		
R31.3	Adoption - Adoption (Special Guardianship Order) Unsuccessful Assessment	Destroy 10 Years after Date Closed	Statutory		
R32	Children's Quality Assurance				
R32.1	Quality Assurance records	To be kept permanently			

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
Housing support services					
R33	Housing need and private sector housing				
R33.1	Assessment / advice information	2 years after removal from housing list			
R34	Homeless persons				
R34.1	Applications	Unsuccessful – CY + 3 Years Successful - add to tenant's file	Corporate		
R34.2	Homeless persons – list / register	2 years after removal from housing list / register	Corporate		
R34.3	Waiting List	Keep up to date review annually and weed as necessary	Corporate		
R35	Benefit				
R35.1	Application forms and supporting documents	Recommend cessation of benefit plus 6 years	Statutory	Housing Benefit Regulations 2006	
R35.2	Notification of decisions	Recommend cessation of benefit plus 6 years	Statutory	Housing Benefit Regulations 2006	
R36	Camden accessible travel solutions (CATS)				
R36.1	Blue badge Permits	End of Service + 3 Years	Corporate		
Adult Social Care					

R37	Adult Social Care				
R37.1	Adult Care Record	End of Service + 6 Years		Limitation Act 1980 (Section 2)	
R37.2	Adult Care Record (Mental Health)	End of Service + 20 Years		NHS Code of Practice Part 2	
R37.3	Statement of purpose	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R37.4	Service users Guide	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.5	Notice of appointment of manager	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.6	Notification of offences	Recommend whilst relevant plus 6 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.7	Placement Agreement	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.8	Carer agreements	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.9	Adult Placement Carer Handbook	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.10	Service Users plan	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	
R37.11	Staff handbook	Recommend whilst relevant plus 3 years	Statutory	Adult Placement Schemes (England) Regulations 2004	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R38	-Residential and home care				
R38.1	Residential Care Homes Application for registration	6 years after registration ceases	Corporate	National Care Standards Commission Commission for Social Care Inspection (CSCI) and Commission for Health Care Audit and Inspection (CHAI)	
R38.2	Residential Care Homes Notification of death, illness, or accident	3 years from date of last entry	Statutory	Residential Care Homes Regulations 1984	
R38.3	Residential Care Homes Notice of absence	3 years from date of last entry	Statutory	Residential Care Homes Regulations 1984	
R38.4	Residential Care Homes	A minimum of 6 years from date of last entry	Corporate	Residential Care Homes Regulations 1984	
R38.5	Residential Care Homes Notice of termination of accommodation	3 years from date of notice	Statutory	Residential Care Homes Regulations 1984	
R38.6	Residential Care Homes Annual returns to registration authority	The life of the home plus 6 years	Statutory	Limitation Act 1980	
R38.7	Registration Certificate of registration Notice of proposals Written representation Notice of decisions Report of an inspection Annual Returns Notification of death of registered person	Recommend all records retained under the Care Standards Act be a minimum of CY plus 30 years	Statutory	Copy to be available for inspection	

R38.8	Service user's plan	Recommend until superseded plus 6 years	Statutory	Domiciliary Care Agencies Regulations 2002	
R38.9	Procedures for allegation of abuse	Until supersede plus 6 years	Statutory	Domiciliary Care Agencies Regulations 2002.	
R38.10	Details of allegations of abuse, neglect, or other harm. Details of physical restraint	For a period not less than 3 years beginning on the date of the last entry.	Statutory	Domiciliary Care Agencies Regulations 2002.	
R38.11	Staff handbook	Recommend until superseded plus 6 years	Statutory	Domiciliary Care Agencies Regulations 2002.	
R38.12	Complaints procedure	Recommend until superseded plus 6 years	Statutory	Domiciliary Care Agencies Regulations 2002.	
R38.13	Deaf persons	7 years after movement from area or deregistration or cessation of services	Corporate		
R38.14	Home Care	7 years after death or cessation of service	Corporate		
R38.15	Learning disability	7 years after death or cessation of service subject to Service Manager's decision that matter is unlikely to recur	Corporate	In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the Data Protection Act and the Freedom of Information Act.	
R38.16	Mental Health	20 years after treatment. 10 years after death or cessation of service	Corporate	Mental Health Act 1985	
R38.17	Physically disabled	3 years after movement registration or cessation of services	Corporate		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R39	Support and safeguarding				
R39.1	Integrated learning disability service	End of Service + 6 Years			
R39.2	Provider Services	End of Service + 6 Years			
R40	Integrated Learning disability service				
R40.1	Consideration of request	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.2	Determination on if provision is required or not	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.3	Advice and information obtained	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.4	EHC plan including reviews and reassessments	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.5	Mediation certificate	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.6	SEN Information Report	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	
R40.7	LA local offer	Recommend until Clients 30 th birthday	Statutory	Special Educational Needs and Disability Regulations 2014	

Corporate Services

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
Digital and Information					
R41	Applications and business solutions				
R42	Software				
R42.1	Agreements	Expiry + 6 years	Statutory	Limitation Act 1980	
R42.2	Licenses	Expiry + 6 years	Statutory	Limitation Act 1980	
R43	Systems				
R43.1	Configuration	Keep up to date	Corporate	Good business practice	
R43.2	Documentation	Keep up to date	Corporate	Good business practice	
Law and Governance					
	<u>Legal Services</u>				
R44	Case Records				
R44.1	Borough Solicitor	25 years after file has been closed			Review
R44.2	Contracts	20 years after file has been closed			Review
R44.3	Corporate	25 years after file has been closed			Review
R44.4	Employment	7 years after file has been closed			Review
R44.5	Housing	12 years after file has been closed			Review
R44.6	Litigation	12 years after file has been closed			Review

R44.7	Mixed (mainly property)	25 years after file has been closed			Review
R44.8	Planning	12 years after file has been closed			Review
R44.9	Policy	7 years after file has been closed			Review
R44.10	Property	12 years after file has been closed			Review
R44.11	Prosecutions	7 years after file has been closed			Review

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R44.12	Social Services and Childcare	100 years after file has been closed			Review
R44.13	Deeds	100 years after file has been closed			Review
R44.14	Financial	7 years after file has been closed			Review
R44.15	Deeds	Until property disposed of plus 12 years	Corporate	Good business practice	
R44.16	Deeds of dedication	After 12 years weed to agreement and plan then review every 10 years. Destroy 12 years after disposal	Corporate	Consult Local History officer or Archivist before disposal	
R44.17	Deeds Register	Keep up to date and review annually	Corporate	Good business practice.	
R44.18	Health and safety – see <i>Health and Safety</i>				
R44.19	Leases	6 years after cessation of lease	Statutory	Limitation Act 1980	
R44.20	Maintenance	Life of ownership plus 15 years	Statutory	Limitation Act 1980	

R45	Business Support				
R45.1	Finance	CY + 6 Years		Good Practice	Review & Destroy
R45.2	General Business Administration files	CY + 6 Years		Good Practice	Review & Destroy
R46	Committee Services				
R46.1	Committee Papers				
R46.2	Agenda – original	CY + 6 years	Corporate	Consult archives before destruction	
R46.3	Copy Agenda and Minutes	CY + 3 years	Corporate		
R46.4	Background papers	Review after 4 years and weed as necessary	Statutory	Local Government (Access to Information) Act 1985	
R46.5	Management information	Whilst relevant. Must be reviewed annually and weeded	Corporate	Good business practice	
R46.6	Meeting participation	CY + 1 year	Corporate	Good business practice	
R46.7	Minutes – originals	CY + 6 years but see if they fall under any of the legislation in the Notes column - then as appropriate.	Statutory / Corporate	Local Government Act 1972 (Section 99 and Schedule 12 Part 6 Paragraph 41 requires minutes to be "kept") Local Government (Access to Information) Act 1985	
R46.8	Official Committee Reports	CY + 6 years then archive	Corporate		
R46.9	Orders from Standing Orders	10 years after they have been superseded	Corporate	Offer to Local history Officer or Archivist	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R47	Electoral Services				
R47.1	Absent voting/Proxy forms	Whilst relevant + 1 year			
R47.2	Application forms	Whilst relevant + 1 year			
R47.3	Correspondence and candidates election expenses	CY + 2 years			
R47.4	Ballot papers - Local	6 months after date of election			
R47.5	Ballot papers - Parliamentary	Pass to the Relevant Registration Officer			
R47.6	Ballot papers – European	Pass to Central Government			
R47.7	National Referendum	Pass to Central Government			
R47.8	Election expenses	CY + 2 years			
R47.9	Regional Assembly and Local Government Referendums	12 months from the date of the referendum			
R47.10	Registration correspondence	CY + 2 years			
R47.11	Register of electors	Until superseded then archive one copy			
R48	Member Support				
R48.1	Advice	CY + 2 years	Corporate	Common practice	
R48.2	Chairman's engagements	CY + 1 year	Corporate	Common practice	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
	Information & Record management				
R49	Complaints				
R49.1	Stage 1 (Minor)	CY + 3 Years (CY+15 Years if negligence involved)	Statutory	Limitation Act 1980 Latent Damage Act 1986	
R49.2	Stage 2 (Major)	CY + 6 Years (CY+15 Years if negligence involved)	Statutory	Limitation Act 1980 Latent Damage Act 1986	
R49.3	Stage 3 (ombudsman)	CY + 10 Years (CY+15 Years if negligence involved)	Statutory	Limitation Act 1980 Latent Damage Act 1986	
	Information Rights				
R50	FOI requests				
R50.1	Correspondence	CY + 2 years	Corporate	Common practice	
R51	Subject Access Requests				
R51.1	Correspondence	CY + 2 years	Corporate	Common practice	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
People and Inclusion					
R52	Human Resources				
R52.1	Employee records	Employment + 6 years Except superannuation information (Employment + 25 Years if worked with children or vulnerable adults)		Common Practice <i>Employee files - includes</i> <ul style="list-style-type: none"> • Formal offer letter • CRB clearance • Evidence of eligibility to work in UK <ul style="list-style-type: none"> • Driving license (copy) <input type="checkbox"/> • Medical clearance • Qualifications (copy) 	
R52.2	Leave				
R52.3	Adoption leave	CY + 3 years	Corporate	Good business practice	
R52.4	Notification for paternity leave for overseas adoption	3 years after application	Statutory	Paternity and Adoption Leave Regulations 2003	
R52.5	Annual	CY + 1 year	Corporate	Good business practice	
R52.6	Flexible	CY + 1 year	Corporate	Good business practice	
R52.7	Maternity/paternity	CY + 1 year	Corporate	Good business practice	
R52.8	Sick	CY + 3 years	Corporate	Good business practice	
R52.9	Special	CY + 1 year	Corporate	Good business practice	
R52.10	Time off in lieu [TOIL]	CY + 1 year	Corporate	Good business practice	
R52.11	Sickness records				

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R52.12	Sickness records Self-certificates Doctor's certificates	Recommend CY+ 3 years	Corporate		
R52.13	Policies and procedures				
R52.14	Policies and procedures	Keep up to date Review and weed annually	Corporate	Good business practice	
	Disciplinary action				
R52.16	Unfounded	Destroy immediately	Corporate	Action on behavior concerning children or young persons must remain on record	
R52.17	Oral warning	Recommend length of warning be 6 months from date of warning. Retain record on personnel file.	Corporate	ACAS Code of Practice	
R52.18	Written warning	Recommend length of warning be 12 months from date of warning. Retain record on personnel file.	Corporate	ACAS Code of Practice	
R52.19	Final Warning	Recommend length of warning be 18 months from final warning. Retain record on personnel file.	Corporate	ACAS Code of Practice	
R52.20	Dismissal	Employment + 6 years	Statutory	Employment Act 2002	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R52.22	Resourcing				
R52.23	Applications	Unsuccessful – 6 months Successful – add to personnel file	Corporate	Good practice	
R52.24	Job descriptions	Keep current. Review annually	Corporate	Good practice	
R52.25	Job evaluation	Current evaluation + 1 year	Corporate	Good practice	
R52.26	Vacancies	CY + 1 year	Corporate	Good practice	
R52.27	Adverts	Until post filled	Corporate	Good practice	
R52.28	Interviews	Date of interview + 6 months	Corporate	Good practice	
R52.29	Attendance at training	CY + 1 year	Corporate	Good practice	
R52.30	Continuous Professional Development [CDP]	Add to personnel file and destroy 6 years after employment ends	Corporate	Good practice	
R52.31	Training records	6 years after employment ceases	Corporate		
	Equal Opportunities				
R52.33	Monitoring forms	CY + 3 years	Corporate	Good business practice	
R52.34	Policies	Current policy + 1 year	Corporate	Good business practice	
R52.35	Draft reports from the Commission for Equality and Human Rights	Recommend date of final report + 6 years	Statutory	Equality Act 2006	
R52.36	Action Plan	Recommend date of Action Plan + 6 years	Statutory	Equality Act 2006	

R52.37	Agreement	Recommend date of agreement + 6 years	Statutory	Equality Act 2006	
R52.38	Compliance notice	Recommend date of compliance notice + 6 years	Statutory	Equality Act 2006	
R52.39	Forms for use by a potential claimant / respondent	Recommend completion of action + 6 years	Statutory	Equality Act 2006	
R52.40	Equal pay audit	Recommend 3 years from the date the Tribunal a judgment (orally or in writing) stating there has been a breach.	Statutory	Equality Act 2010 (Equal pay Audits)	
R52.41	Employment law				
R52.42	Employment law	Update files on a regular basis and weed annually	Corporate	Good business practice	
R52.43	Notification of Employee Liability information	Recommend 6 years after employee transfers	Statutory	Transfer of Undertakings (Protection of Employment) Regulations	
R52.44	Disability				
R52.45	Forms for questions and replies	Recommend employment + 6 years	Statutory	Disability Discrimination (Questions and Replies) Order 2004	
R52.46	Forms for questions and replies	Recommend employment + 6 years	Statutory	Disability Discrimination (Questions and Replies) Order 2005	
R52.47	Disability Equality Scheme	Until superseded (To be reviewed every three years – Regulation 2 (4))	Statutory	Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005	
R52.48	Annual Report	Retain one copy in the archives	Statutory	Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005	
R52.49	Trade Union Matters				
R52.50	Agreements	Until superseded + 1 year	Corporate	Good business practice	
R52.51	Handbook	Until completely superseded	Union / Corporate		

R52.52	Joint Consultative Committee Minutes	Retain master for archives	Corporate	Good business practice	
R52.53	Notice of union learning representative	Whilst relevant + 3 years	Statutory	The Trade Union and Labour Relations (Consolidation) Act 1992	
R52.54	Working papers	Until they become a policy + 3 years	Corporate	Good business practice	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
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R53	Health and Safety				
R53.1	Accidents				
R53.2	Accident forms/reports	CY+ 6 years	Corporate	Includes associated papers. Some organizations are retaining internal accident reports for a minimum of 12 years in case of litigation.	
R53.3	Accident books	3 years after last entry in the book	Statutory	Social Security (Claims and Payments) Regulations 1979. Social Security (Claims and Payments) Regulations	
R53.4	Asbestos				
R53.5	Assessments and reviews	Whilst relevant	Statutory	Control of Asbestos Regulations 201	
R53.6	Identifying plan and measures for managing the risk	Whilst relevant but to be reviewed at regular intervals	Statutory	Control of Asbestos Regulations 2012	
R53.7	Risk Assessment	Whilst relevant <i>Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.</i>	Statutory	Control of Asbestos Regulations 2012	
R53.8	Plan of work	Recommend retention for at least 6 months from completion of work	Statutory	Control of Asbestos Regulations 2012	

R53.9	<p>License to work with asbestos</p> <p>Existing licenses issued under</p> <ul style="list-style-type: none"> • Asbestos (Licensing) Regulations 1983 • The Asbestos (Licensing) (Amendments) Regulations. • Control of Asbestos at Work Regulations 2006 	Whilst relevant	Statutory	Control of Asbestos Regulations 2012	
R53.10	Notification of work with asbestos	Recommend for at least 3 years after work is complete	Statutory	Control of Asbestos Regulations 2012	
R53.11	Employee information/ instruction/ training	Recommend add to personnel record	Statutory	Control of Asbestos Regulations 2012	
R53.12	Maintenance of control measures etc.	At least 5 years from the date on which it was made	Statutory	Control of Asbestos Regulations 2012	
R53.13	Arrangements to deal with accidents, incidents and emergencies	In the case of any accident, incident or emergency recommend 40 years from date of incident. Otherwise whilst relevant	Statutory	Control of Asbestos Regulations 2012	
R53.14	Site clearance certifications	Recommend add to the premise health and safety file and retain for the life of the building	Statutory	Control of Asbestos Regulations 2012	
R53.15	Health records - where exposure exceeds the action level	CY plus 40 from date of last incident Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.	Statutory	Control of Asbestos Regulations 2012	
R53.16	Medical examination certificates	Certificate or copy to be kept for 4 years from the date on which it was issued	Statutory	Control of Asbestos Regulations 2012	
R53.17	Exemption certificate	Recommend time expired or revoked plus 40 years Consider adding a copy of the certificate to the health records and retaining for 40 years	Statutory	Control of Asbestos Regulations 2012	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R53.19	Fire Safety				
R53.20	Fire alarm tests	Last two certificates	Corporate		
R53.21	Emergency lighting tests	Last two certificates	corporate		
R53.22	Fire certificate Fire certificates for special premises	Not required after 1 April 2006	Statutory	Fire Certificates (Special Premises) Regulations 1976	
R53.23	Fire precaution log book	6 years after last entry	Corporate		
R53.24	Risk Assessment	To be reviewed regularly and kept up to date	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.25	Fire safety arrangements	To be reviewed regularly and kept up to date	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.26	Maintenance	To be reviewed regularly and kept up to date	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.27	Provision of information to employees	To be reviewed regularly and kept up to date	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.28	Training	Recommend details of training be kept on the personnel file	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.29	Alteration notices	Recommend 6 years after the action specified in the notice has been completed	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.30	Enforcement notice	Recommend 6 years after enforcement action complete	Statutory	Regulatory Reform (Fire Safety) Order 2005.	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R53.31	Prohibition notice	Recommend 6 years after issue or withdrawal.	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.32	Notification concerning a cutoff switch	Recommend 6 years after action complete	Statutory	Regulatory Reform (Fire Safety) Order 2005.	
R53.33	Gas				
R53.34	Maintenance records of residential premises	Until there have been two further checks of the appliance or flue. If the appliance or flue has been removed from the premises then for a period of 2 years from the date of the last check of that appliance or flue	Statutory	Gas Safety (Installation and Use) (Amendment) Regulations 1998	
R53.35	Fitting certificate	10 years after last equipment or protective system was manufactured	Statutory	Gas Appliances (Safety) Regulations 1995	
R53.36	Inspections / Examinations				
R53.37	Building installations	Last two certificates	Corporate		
R53.38	Safety inspections audits	CY + 3 years	Corporate		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
Finance and Procurement					
R54	Finance				
R54.1	Capital budget control systems	CY + 6 years	Corporate		
R54.2	Capital financing	CY + 6 years	Audit		
R54.3	Cash lists	CY + 6 years	Audit		
R54.4	End of year out-turn statements	CY + 10 years	Corporate		
R54.5	Estimates	CY + 6 years	Audit		
R54.6	Financial system maintenance reports (Various)	CY + 6 years	Corporate	Good business practice	
R54.7	Invoices	CY + 6 years	Audit		
R54.8	Orders	CY + 6 years	Audit		
R54.9	Petty cash	CY + 6 years	Audit		
R54.10	Posted transactions	CY + 6 years	Corporate		
R54.11	Print requisitions	CY + 4 years	Audit		
R54.12	Queries	CY + 2 years	Audit		
R54.13	Revenue budget control system	CY + 6 years	Audit		
R54.14	Transfer Journals	CY + 6 years	Audit		

R54.15	Transport Sheets	CY + 4 years	Audit		
R54.16	Travel permits	3 years after death or cessation of service	Corporate		
R54.17	Administration				

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R55	Contracts				
R55.1	Contracts under seal	12 years from contract completion date	Statutory	Limitation Act 1980	
R55.2	Contracts not under seal	6 years from contract completion date	Statutory	Limitation Act 1980	
R55.3	Contract documentation	According to 12.8.1. or 12.8.2	Statutory	Limitation Act 1980	
R55.4	Unsuccessful tenders and quotations	4 years from the award of the contract	Corporate	Public Contracts Regulations 2015	
R55.5	Contracts falling under the Public Contract Regulations 2015 in excess of 1,000,000EUR for public supply or public service contracts or 10,000,000 EUR in the case of public work contracts	Recommend 12 years from contract completion date.	Statutory	Public Contracts Regulations 2015	
R55.6	Accounts				
R55.7	Authorized signatures	6 years after person ceases to be a signatory	Audit		

R55.8	Batch control register (All types of payment)	CY + 6 years	Audit		
R55.9	Batch control slips – originals	CY + 6 years	Statutory	Limitation Act 1980 Taxes Management Act 1970	
R55.10	Cheques – cancelled / returned	CY + 6 years	Audit		
R55.11	Cheques – copy	CY + 6 years	Audit		
R55.12	Claims in respect of Housing Benefit and Council Tax Benefit	CY + 6 years	Statutory	Social Security (Claims and Information) (Housing Benefit and council Tax Benefit) Regulations 2002. Limitation Act 1980	
R55.13	Contracts register	Review every 25 years	Audit		
R55.14	Credits / refunds	CY + 6 years	Statutory	Limitation Act 1980	
R55.15	Imprest accounts	CY + 6 years	Audit		
R55.16	Imprest register (List of Imprest holders and balances held)	Until superseded	Audit		
R55.17	Invoices - originals	CY + 6 years	Statutory	Limitation Act 1980 Taxes Management Act 1970	
R55.18	Invoices - copies	CY + 3 years	Audit		
R55.19	Mayor's / Councilor's expenses and allowances	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	
R55.20	VAT receipts / invoices – originals	CY + 6 years	Statutory	Taxes Management Act 1970	
R55.21	Write - offs	CY + 6 years	Audit		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R56	Debt				
R56.1	Collection	CY + 6 years	Statutory	Limitation Act 1980	
R56.2	Debtors information	CY + 6 years	Corporate	Note the principles of the Data Protection Act 2018	
R56.3	Former tenants arrears and accounts	6 years from cessation of tenancy	Statutory	Limitation Act 1980	
R56	Cash Desk				
R56.1	Cash register rolls [audit rolls]	CY + 6 years	Audit		
R56.2	Cashiers paying in sheets	CY + 2 years	Audit		
R56.3	Cashiers paying in sheet summary	CY + 2 years	Audit		
R56.4	Cheques register	CY + 6 years	Audit		
R56.5	Cheques register – unpaid	CY + 2 years	Audit		
R56.6	Collection and Deposit [C & D] Book	CY + 6 years	Audit		
R56.7	Petty cash vouchers	CY + 6 years	Audit		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R57	Payroll				
R57.1	Absence record	CY + 3 years	Corporate		
R57.2	Batches	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.3	Bonus sheets	CY + 3 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.4	Car allowance claims	CY + 3 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.5	Car loans	Completion of loan + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.6	Car mileage output	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.7	Income tax form P60	CY + 6 years	Statutory/Corporate		
R57.8	Insurance	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.9	Maternity payment	CY + 3	Corporate		
R57.10	Members Allowance register	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.11	National Insurance – Schedule of payments	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.12	Overtime	CY + 3 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R57.13	Part time fee claims	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.14	Payroll awards	CY + 6 years	Audit		
R57.15	Payroll – gross / net weekly or monthly	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.16	Payroll reports	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.17	Pay slips – copies	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.18	Pension payroll	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.19	Personal bank details	Until superseded + 3 years	Corporate	If employment ceases then end of employment + 6 years	
R57.20	Sickness records	CY + 3 years	Corporate		
R57.21	Staff returns	CY + 3 years	Audit		
R57.22	Superannuation adjustments	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.23	Superannuation reports	CY + 6 years	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	
R57.24	Tax forms P6 /P11 / P11D / P35 / P45 // P46 / P48	CY + 6 years	Statutory / Corporate		
R57.25	Superannuation Note: Pensions are now covered by the Pensions Act 2008 and onward legislation.	Keep any information relating to the payment of a pension for at least 6 years after the last payment		Taxation of Pensions Act 2014 Pension Schemes Act 2015	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R57.29	Members records (including contributions and Opt in / Opt out notices)	Minimum of 15 years	Statutory	Local Government Pension Scheme Regulations 2009	
R57.30	Pensioners Records	Recommend 6 years after cessation of payment	Statutory	Limitation Act 1980 - Sums recoverable by statute)	
R57.31	Charities				
R57.32	Charity financial reports	CY + 6 years CY + 12 Years if relating to land	Statutory	Charities Act 1993	
R57.33	Accounts for charities for the relief of property	CY + 2 years	Statutory	Charities Act 1993	
R57.34	Accounts	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of	Statutory	Charities Act 1993	
R57.35	Clients records				
R57.36	Appointee ship	6 years after death	Corporate		
R57.37	Children's trust funds	Until 75 th birthday	Corporate		
R57.38	Property of deceased clients	6 years after close of case	Corporate		
R57.39	Trust funds	12 years after closing of trust	Corporate		
R57.40					
R57.41	Internal Audit and Risk				

R57.42	Accounts				
R57.43	Auditing information	CY + 3 years		Audit	
R57.44	Audited accounts	CY + 6 years		Audit	Archive one copy

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
Customer Services					
R58	Parking Operations				
R58.1	Excess charge	CY + 6 years. Court cases - date of case + 6 years	Corporate		
R58.2	Off and On street financial returns	CY + 2 years	Audit		
R58.3	Parking permits	Expiry + 1 year	Corporate		
R58.4	Penalty charge notices – cancelled	CY + 2 years	Audit		
R58.5	Penalty charge notices – copies	CY + 2 years	Audit		
R58.6	Penalty charge notices – paid	CY + 2 years	Audit		
R58.7	Penalty charge notices – representations	CY = 2 years	Corporate		
R58.8	Penalty charge notices – till rolls	CY + 6 years	Audit		

R58.9	Photographs	No dispute –30 days Settlement of dispute + 12 months	Corporate		
R59	Customer and Registration service				
R59.1	Registration	CY + 6 Years			
R59.2	Appointment forms of registration officers	1 year after retirement	Registrar General		
R59.3	Births Deaths and Marriage Registers	100 years plus	Corporate		
R59.4	Counterfoils of certificates issued for line above	CY + 6 years	Registrar General		
R59.5	Counterfoils of Standard certificates of birth, marriages and death	CY + 2 years	Registrar General		
R59.6	Counterfoils of certificates issued for the purposes of certain other Acts	CY + 2 years	Registrar General		
R59.7	Correspondence relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death, marriage of foreigners and persons divorced abroad.	CY + 3 years	Registrar General Guidance		

R59.8	Correspondence relating to registration of births, marriages and deaths, correction of errors, issue of certificates under certain Acts, irregular burials	CY + 3 years	Registrar General Guidance		
R59.9	Indexes to Births, Deaths and Marriage registers	100 years +	Corporate		
R59.10	Registrar General's authorities for registration after 12 months	2 years	Statutory	Births & Deaths Registration Act 1953	
R59.11	Requisitions for certificates of birth, marriage or death issued under certain Acts	2 years	Registrar General	Births, Deaths, Marriages and Civil Partnerships Records Regulations 2016 Civil Partnerships Records Regulations 2016	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
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R59.12	Births				
R59.13	Counterfoils of certificates of registration of births and still births	CY + 1 year	Registrar General		
R59.14	Counterfoils of requisitions to persons liable to register who have failed to do so.	CY + 1 year	Registrar General		
R59.15	Deaths				
R59.16	Counterfoils of certificates issued relating to a payment on the death of a child under 10	CY + 3 year	Statutory	Friendly Societies Act	
R59.17	Counterfoils of forms of report of death to coroner by registrar	CY + 1 year	Registrar General		
R59.18	Counterfoils of certificates for disposal before or after registration of death	CY + 5 years	Registrar General		
R59.19	Counterfoils of certificates issued for disposal of still births	CY + 5 years	Registrar General		
R59.20	Counterfoils of certificates issued for disposal with no liability to register	CY + 5 years	Registrar General		
R59.21	Declaration made by applications for certificates for disposal (no liability to register)	5 years	Registrar General		

R59.22	Form 17 - Issue of books and forms of medical certificates	5 years after last entry	Registrar General		
R59.23	Notification of disposals of bodies and deceased persons	5 years	Registrar General		
R59.24	Marriage				
R59.25	Caveats against the grant of a superintendent registrar's certificate and license, or Registrar General's license for marriage	2 years	Registrar General		
R59.26	Civil Marriage venues	12 months after removal of venue from register	Corporate		
R59.27	Forms of consent to marriages of minors	1 year	Registrar General		
R59.28	Marriage notices	5 years	Registrar General		
R59.29	Notification of the issue of the Registrar General's license or licenses for marriage	2 years from date of marriage	Registrar General		
R59.30	Superintendent registrar's certificates and licenses for marriage	2 years from date of marriage	Registrar General		
R59.31	Coroner				
R59.32	Coroner's Registers	Consult with archivist	Corporate		
R59.33	Disposal of material by pathologist	'must retain a record'	Statutory	Coroners (Amendment) Rules 2005	
R59.34	Inquest reports	Recommend 15 years Sample for archives	Corporate	Common practice	

R59.35	Reported deaths	Recommend 15 years		Common practice	
CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
R60	Council Tax and Business rates				
R60.1	Business rates – correspondence and supporting documents	CY + 2 years	Audit		
R60.2	Council Tax – bandings	CY + 10 years	Audit		
R60.3	Council Tax Business	Review After 50 years	Audit		
R60.4	Rates	Review After 50 Years	Audit		
R60.5	Valuation Certificates	When Superseded + 10 Years	Audit		
R60.6	Benefits				
R60.7	Application Forms and Supporting Documents	End of benefit + 6 Years	Statutory	Housing Benefit Regulations 2006	
R60.8	Notification of decisions	End of Benefit + 6 Years	Statutory	Housing Benefits Regulations 2006	
R60.9	Income Management	Please see Finance Section			

Document Control

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