



# **Newcastle under Lyme Borough Council Records Retention & Disposal Schedule**

2016

### Document Control

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0.2	03/16	M Tonks	0.1	Inclusion of consultation feedback

### Document Approvals

This document requires the following approvals:

Sponsor Approval	Name	Date
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### **Document Distribution**

This document will be distributed to:

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Development of this policy was assisted through information provided by the following organisations:

- Staffordshire County Council

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## 1. Introduction

Newcastle under Lyme Borough Council is required by the Freedom of Information Act 2000, and by its own Records Management Policy, to have and to implement a Records Retention & Disposal Schedule (the 'Schedule').

This document sets out the functions, activities and transactions which either generate or which necessitate the keeping of records, along with the time periods for which those records need to be kept and their recommended disposal. Documents must not be retained beyond the required retention period unless an identified exception (see section 3, below) has been identified. This document also lists, where applicable, details of any legislation, regulation, guidelines or codes of practice which impact on the creation or disposition of each type of record.

## 2. Scope

This Schedule applies to all documents defined as records; that is

“information created, received, and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business”.

The requirements for how long records need to be kept apply to **all** records irrespective of format or the media on which they are held – there are no separate categories, for instance, for “emails” or “scanned documents” or “images” – records are considered to have the same legal retention period applied to them regardless of what format they are generated in or how they are kept.

### 3. Exceptions

In some cases, such as audit, investigation, legal enquiry or for some other reason, it may be judged necessary or prudent to grant an exception to the retention and disposal requirements outlined in this document; *this may entail retaining documents for longer than the specified retention period*. Records should not be kept after they have ceased to be of use to the authority unless they are known to be the subject of litigation or a request for information. If so, destruction should be delayed until the litigation is complete or, in the case of a request for information, all relevant complaint and appeal provisions have been exhausted. The ability to enact a “hold” on retention periods is a requirement under the Freedom of Information Act and should be done so only with the approval of a designated individual or the Executive Director, Resources & Support Services, acting as the Senior Information Risk Owner.

### 4. Legal Requirements

Each entry on the Retention & Disposal Schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, the Borough Council business areas have been consulted to determine requirements that best suit each business activity.

Some legislation affects how long we keep records, and will apply to all the records listed in this document.

#### ➤ The Data Protection Act 1998

[Principle 5](#) states that “Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes”

#### ➤ The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemptions apply. [The Code of Practice issued under Section 46](#) of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention & disposal schedules.

#### ➤ The Local Government Act 2000

[Section 22](#) requires that written records are kept of decisions made and that these may be made available to the public.

## 5. Methodology

This document has been compiled following the methodology recommended by the International Records Management Standard ISO15489 and an analysis of the Functions, Activities and Transactions undertaken by the Council. This analysis was based on investigation and input from all business units, managers and heads of service. This raw data was then analysed against national best practice on classification and retention including, but not limited to, the Local Government Classification Scheme, the National Archives guidance on records retention, the Information and Records Management Society guidance on records retention, particularly its guidance for local government, the requirements of the Freedom of Information Act as stipulated in the Code of Practice issued under Section 46 of the Act, and best practice from neighbouring and national authorities.

It is recommended that this document be reviewed annually to take account of changes in legislation and the evolving nature of service delivery in local government.

## 6. Business Classification Scheme

This document is not based around an organisational analysis or structure of NULBC services or departments. It is rather based on a **functional** analysis of the services delivered by the Council and as such is divided into functional areas into which and from which different teams may create or save records.

The advantages of organising records, or determining their retention & disposition, functionally rather than organisationally are articulated in ISO15489, the International Standard for Records Management. Recommended by this standard is a process whereby organisations develop a business classification scheme that presents a hierarchical scheme of the organisation's functions, the activities carried out to support those functions, and the transactions that occurred while performing those activities. It is, in fact, evidence of those transactions (e.g., letters, e-mails, receipts) that creates records.



Function / Activity	Examples	Retention	Disposal	Authority	
<b>Adult Care</b>					
	Documentation relating to the help and support of adult individuals				
	Criminal Justice	Services provided to individuals in the criminal justice system	Retain 7 years from end of investigation	Destroy	Police and Criminal Evidence Act
	Supporting Adults	Information relating to individual service users	Retain 6 years from the end of receipt of services	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Children &amp; Families Services</b>					
	Support of children, young people & families				
	Case Management	Individual case assessment & management	Retain until service user reaches age 25	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Community Safety &amp; Emergencies</b>					
	Management of emergency and emergency services to council and property				
	Emergency Plans and Response Guides		Retain until superseded	Destroy	NULBC Business Need
	Incident Logs		Retain 25 years after creation	Destroy	NULBC Business Need
<b>Consumer affairs</b>					
	Documentation created out as part of the environmental health function.				
	<b>Enforcement</b>				

Function / Activity		Examples	Retention	Disposal	Authority
	Enforcement notices and prosecution of offences	Documentation relating to enforcement action on health and safety in the workplace as well as inspection of premises, land, individuals or organisations.	Retain 7 years from end of investigation	Destroy	Police and Criminal Evidence Act
<b>Investigation, inspections &amp; monitoring</b>					
	CCTV (to include Bodycam footage)	CCTV recordings from NULBC operated or commissioned cameras or recording equipment	31 days from recording unless retained for enforcement activities	Destroy	<a href="#">Home Office National CCTV Strategy Report</a>
	Investigations, Inspections and Monitoring	Documentation and records relating to the routine functions of Environmental Health teams to include; Monitoring air, land, animals, food hygiene, food safety &, pollution, business, industry, noise, nuisance, diseases & health, drinking water, or any licenses activities require a register with the local authority. Records may comprise: Correspondence (inc. letter, email etc.), PACE notebook entries, inspection reports, laboratory analysis results, photographs, video, sound recordings.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.2</a>
<b>Registration, certification and licensing</b>					
	Licensing	Documentation involved with licensing of premises, land, highways, taxi & hackney services, entertainment, services, food & drink and all other services licensed and / or administered by the Council	Retain 2 years after registration lapses	Destroy	<a href="#">Licensing Act 2003</a> <a href="#">Local Government (Miscellaneous Provisions) Act 1976</a>
<b>Council property</b>		General documentation of council buildings.			
<b>Maintenance of council property</b>					

Function / Activity		Examples	Retention	Disposal	Authority
	Maintenance	Instruction manuals related to council property.	Retain 15 years from end of NULBC responsibility	Destroy	<a href="#">Limitation Act 1980 s.14</a>
	Planned maintenance	Documentation relating to the process of managing and undertaking planned maintenance of property.			
	Refurbishment	Documentation relating to the process of managing and undertaking planned renovations and development of property.			
	Responsive maintenance	Documentation relating to the process of managing and undertaking emergency maintenance of property.			
<b>Property acquisition and disposal</b>					
	Acquisitions	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property.	Retain 15 years from end of NULBC responsibility	Destroy	<a href="#">Limitation Act 1980 s.14</a>
	Deeds	Deeds and associated documentation.			
	Disposal	Documents relating to the management of the disposal (by sale or write off) process for real property.			
<b>Property and land management</b>					
	Accessibility	Documentation and information relating to the access of property owned by the council.	Retain 15 years from end of NULBC responsibility	Destroy or transfer to new owner	<a href="#">Limitation Act 1980 s.14</a>
	Building surveys	Data collected from surveys conducted on council buildings.			
	Certification	Certificates of approval.			
	Distribution and allocation of properties	Documentation relating to the distribution of council property.			
	Energy management	Documentation concerned with energy management within the council's property.			

Function / Activity		Examples	Retention	Disposal	Authority
	Equipment disposal	Process involved in the disposal of council equipment.	Retain 6 years from disposal	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Facilities management	Process involved in the management of council facilities.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Feasibility	Process involved in checking the feasibility of council property.	Retain 15 years from end of NULBC responsibility	Destroy or transfer to new owner	<a href="#">Limitation Act 1980 s.14</a>
	Fleet management	Information how vehicles have been allocated and maintained, on drivers, and on vehicle usage	Retain 6 years from disposal	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Fleet acquisition, disposal, lease & purchase	Documentation regarding the process of acquisition and disposal of vehicles through lease or purchase.	Retain 6 years from disposal	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Internal agreements	Information and documentation specific to internal agreements concerning council property.	Retain 15 years from end of NULBC responsibility	Destroy or transfer to new owner	<a href="#">Limitation Act 1980 s.14</a>
	Land and property history	Historical documents about council property and land owned by the council.			
	Leasing	Documents relating to the process of managing leased property and its occupants. Information on individual tenancies to be kept for end of tenancy + 6 years.			
	Management	The process of managing and undertaking renovations and development of property.			
	Scheduling	Inventories of specific properties or assets contained within them.			
	Security	Documentation relating security and processes related with security of the council's property.			
	Usage statistics	Any data held concerned with usage of council property.			
	Valuations	Valuation documentation and statistics.	Retain 6 years from end of financial year in which	Destroy or transfer to new owner	<a href="#">Limitation Act 1980 s.5</a>

Function / Activity		Examples	Retention	Disposal	Authority
			documents created		
<b>Property use and development</b>					
	Car parking	Any documentation regarding the process of managing and undertaking renovations and development specific to car parking.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Design and construction	Documentation relating to the process of managing the design and construction of council property.	Retain 15 years from end of NULBC responsibility	Destroy or transfer to new owner	<a href="#">Limitation Act 1980 s.14</a>
<b>Crematoria and cemeteries</b>		Information dealing with cemeteries, redundant churchyards and crematoria.			
<b>Burial identity and location</b>					
	Bookings	Documentation related to booking made for a cremation, interment or monument erection.	Retain for 12 months from creation	Destroy	NULBC Business Need
	Exhumations	Documentation regarding the process of regulation of exhumation.	Permanent - offer to archivist		
	Interment Service	Process relating to the burial or cremation of an individual.	Retain for 21 years from creation	Destroy	NULBC period guided by <a href="#">The Cremation (England and Wales) Regulations 2008</a>
	Licensing	Documentation regarding cemetery and crematoria licensing.			
	Registration	Documentation regarding the layout of burial space in crematoria and cemeteries.	Permanent - offer to archivist		

Function / Activity		Examples	Retention	Disposal	Authority
	Registration	Includes : Burial Register and plan of plot ownership and occupation. Crematorium Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership.	Permanent - offer to archivist		
<b>Maintenance of burial grounds</b>					
	Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	Retain 15 years from end of NULBC responsibility	Destroy	<a href="#">Limitation Act 1980 s.14</a>
	Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria.			
<b>Democracy</b>		Management of democratic activities including elections, assembly and committee meetings.			
<b>Decision making</b>					
	Council and committee meetings	Agendas, meetings and minutes relating to full council decision making processes.	Retain master copy permanently		IRMS recommendation
	Delegations	The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.			
	Independent Remuneration Panel	Documentation relating to the Independent Remuneration Panel			
	Meeting - cabinet	Agendas, meetings and minutes relating to the executive board of members.			
	Member panels	Agendas, meetings and minutes relating to member panels.			
	Referenda	Management of democratic activities including elections, assembly and committee meetings.			
	Scrutiny Panel	Agendas, meetings and minutes relating to the scrutiny panel.			

Function / Activity		Examples	Retention	Disposal	Authority
<b>Executive</b>					
	Statutory appointments	The process of selection of an individual for a statutory position.	Retain until 6 years after appointment ends	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Governance</b>					
	Constitution	The constitution of the council.	Permanent - offer to archivist		IRMS Recommendation
<b>Honours and awards</b>					
	Honours submissions	The submissions and details of individuals considered for honours.	Retain 6 years after creation	Destroy	<a href="#">Limitation Act 1980 s.2</a>
<b>Member support</b>					
	Gifts and hospitality	Register of gifts and hospitality.	Retain until 6 years after appointment ends	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Register of Interests	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members.	Permanent - offer to archivist		IRMS Recommendation
<b>Representation</b>					
	Constituencies	Ward names, numbers and boundaries.	Retain master copy permanently		IRMS Recommendation
	Elections	European election ballot papers.	Retain 1 year after election	Destroy	<a href="#">European Parliamentary Elections Regulations 1999</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Elections	Local election ballot papers .	Retain 6 months from close of poll	Destroy	<a href="#">Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986.</a>
	Elections	The list of people registered to vote.	Retain master copy permanently		IRMS Recommendation
	Nominations	Listing of members and others representing the council on external bodies. Official delegation to represent councils' interests. Includes membership of other bodies.	Retain master copy permanently		IRMS Recommendation
<b>Finance</b>		The management of financial resources by the council.			
<b>Accounts and audit</b>					
	Internal auditing	Activities relating to final accounts and working papers, as well as internal or external auditing of the authority. Audit of financial management, administration, systems, transactions to prevent fraud & misappropriation. Prevention or investigation of alleged fraud & / or misappropriation	Retain 6 years after accounting period, close of investigation, or audit	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Final Accounts & Working Papers				<a href="#">Limitation Act 1980 s.5</a>
<b>Asset management</b>					
	Maintaining assets	Information on plant and equipment, maintenance of inventories, management of stock and stores.	Retain 6 years from asset disposal	Destroy	<a href="#">National Archives Guidance</a>



Function / Activity		Examples	Retention	Disposal	Authority
<b>Financial provisions management</b>					
	Banking	Instruction & payments, bank deposits, bank statements, account monitoring & reconciliation, administration & balancing of accounts	Retain 6 years from end of financial year in which records were created	Destroy	<a href="#">Companies Act 2006</a>
	Borrowing	Activities relating to the borrowing of money by the authority. Includes mortgages.			
	Budget management	Information relating to the development of the budget.			
	Debt management	Activities involved in managing the debts owed to the council.			
	Donations	Activities involved in the administration of donations to the authority. For administration of grant funding, see Funding bids.	Retain 6 years after end of bid unless Grant Provider specifies otherwise		<a href="#">Finance Act 1998 sch.18 pt.3</a>
	Funding bids	Activities relating to applications by the authority for grant funding by external bodies. For applications to the authority for funding, see Funding applications.			
	Sponsorship		Retain 6 years after the end of the Sponsorship period	Destroy	
<b>Financial transactions management</b>					
	Authorisation	Activities involved in delegating authority for carrying out financial activities on behalf of the authority.	Retain 6 years from end of financial year in	Destroy	<a href="#">Companies Act 2006</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Expenditure	Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums. Includes quotes and orders for items purchased outside of the contract / tender process. For records relating to benefits claims, see Benefits and subsidies.	which records were created		
					<a href="#">Value Added Tax Act 1994 s.6</a>
					<a href="#">Finance Act 1999 Sch.18 pt.3</a>
	Fraud	Activities relating to the detection, prevention and prosecution of financial irregularity.	Retain 6 years after close of investigation or audit	Destroy	<a href="#">Limitation Act 1980 s.2</a>
					<a href="#">Limitation Act 1980 s.5</a>
	Delivery Notes		Retain 2 years from creation	Destroy	NULBC business need
	Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.	Retain until no longer needed	Destroy	NULBC business need
	Income	Activities involved in the collection of money owed to the council. Includes rent payments.	Retain 6 years from end of financial year in which records were created	Destroy	<a href="#">Companies Act 2006</a>
	Internal recharging	The mechanism for recharging costs within the council.			
	Investments	Activities relating to the investment of the authority's funds.			
	National insurance numbers	Processes involved in the collection of National Insurance Number.			
					<a href="#">Value Added Tax Act 1994 s.6</a>
					<a href="#">Finance Act 1999 Sch.18 pt.3</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Reconciliation	Activities involved in the reconciliation of accounts.			
	Refunds	Documentation relating to refunds.			
<b>Local taxation</b>					
	Benefits and subsidies	Activities involved in the administration of benefits payments and claims. Including balances, Change of circumstances, claim forms, certificates and proofs, correspondence, copies of original documents, fraud investigations and reports, balances, verification, assessments, liability orders, reviews and returns.	Retain 6 years from end of financial year in which records were created	Destroy	<a href="#">Companies Act 2006</a>
	Business rates	Business rates information (other than property valuation).			<a href="#">Value Added Tax Act 1994 s.6</a>
	Council tax	Council tax information.			<a href="#">Finance Act 1998 sch.18 pt.3</a>
	Property valuation	Valuation of assets other than property.	Destroy - 10 years after valuation was made		
	Property valuation	Documentation relating to property valuation.	Permanent - offer to archivist		
<b>National taxation</b>					
	Tax payments	Activities involved in managing the payment of taxes by the authority.	Retain 6 years from end of financial year in which records	Destroy	<a href="#">Companies Act 2006</a>
					<a href="#">Value Added Tax Act 1994 s.6</a>

Function / Activity		Examples	Retention	Disposal	Authority
			were created		<a href="#">Finance Act 1998 sch.18 pt.3</a>
	VAT	VAT Claims, Exempt Activities calculations, correspondence with HMRC, working papers and management activities			<a href="#">Value Added Tax Act 1994 s.6</a>
	Land / Property VAT	Any records relating to land or property to which NULBC have opted to apply VAT subject to HMRC approval	Retain 20 years after records created	Review	NULBC Business Requirement
<b>Payroll and pensions</b>					
	Pay	Activities involved in the administration of remuneration to staff of the authority.	Retain 6 years from end of financial year in which records were created	Destroy	<a href="#">Companies Act 2006</a>
					<a href="#">Value Added Tax Act 1994 s.6</a>
					<a href="#">Finance Act 1998 sch.18 pt.3</a>
	Pensions	Activities involved in the administration of pension schemes for current and former employees.	Retain Permanently		
<b>Health and safety</b>					
<b>Health and safety</b>		Management of measures to ensure a healthy and safe workplace.			
<b>Monitoring</b>					
	Accidents and incident reporting (adults)	Registers of accidents and incidents.	Retain 3 years after resolution / settlement of claim	Destroy	<a href="#">Social Security (Claims &amp; Payments) Regulations 1979 Reg 25.3</a>

Function / Activity		Examples	Retention	Disposal	Authority
					<a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 s.12</a>
	Accidents and incident reporting (children)	Registers of accidents and incidents.	Retain 21 years after resolution / settlement of claim	Destroy	<a href="#">Social Security (Claims &amp; Payments) Regulations 1979 Reg 25.3</a>
					<a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 s.12</a>
	Advice & Consultation	Consultation between employers, employees, representatives and /or management concerning Health & Safety issues; administration of meetings of panels / committees /groups. Provision of Health & Safety advice & support	Retain 6 years after created	Destroy	<a href="#">Safety Representatives and Safety Committees Regulations 1977, S. 7</a>
					<a href="#">Health and Safety Consultation with Employees Regulations 1996 S.5</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Hazardous substances	Control and monitor the use of hazardous substances at work.	Retain for 100 years after created	Destroy	Period based on 50 year records retention from statute plus margin sufficient to automate records disposal after expiration of limitation period
<b>Risk management</b>					
	Risk assessments	Activities relating to risk assessments carried out by the authority where risk is incurred by persons. Includes workplace assessments.	Retain 6 years after assessment is superseded	Destroy	<a href="#">The Management of Health and Safety at Work Regulations 1999 Reg. 3(6)</a> <a href="#">The Provision and Use of Work Equipment Regulations 1998 Reg. 6(3)</a>
<b>Housing</b>		The council's statutory responsibility for housing.			
<b>Advice</b>					
	Advice to homeowners and tenants	Help and advice to private tenants or landlords.	Retain 6 years after close of correspondence	Destroy	<a href="#">Limitation Act 1980 s.2</a>
<b>Enforcement</b>					

Function / Activity		Examples	Retention	Disposal	Authority
	Assessment & enforcement of housing standards	Assessment & enforcement of housing standards.	Retain 6 years after close of correspondence	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Prosecution of offences	Documentation relating to the breaches of Housing Environmental protection and public health and other legislation delegated to the housing services			
<b>Estate management</b>					
	Business premises	Documentation relating to the inspection and monitoring of the environment of business premises.	Retain 6 years after close of correspondence	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Car parking surveys	Documentation relating to the inspection and monitoring of the environment of council estate car parking.			
	Garage application	Applications for garage space.			
	Garage rental	Documentation relating to garage rental and allocation.			
<b>Housing provision</b>					
	Allocations	Information relating to the process of allocating homes to applicants on the waiting list.	Retain 6 years after close of correspondence	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Assessment - housing needs	Assessment of whether applicant is eligible for services or judgment about what service we should provide.			
	Homelessness	Process in providing short term and emergency accommodation for homeless people.			
	Housing stock requirements	Information on amount and type of housing stock required.			
	Landlord accreditation	Landlord accreditation schemes.			
	Sheltered housing	Information on the provision of sheltered housing.			
<b>Housing</b>					
	Demolition or closing of buildings	Closing orders / demolition orders, compulsory purchase and / or clearance of buildings	Retain 15 years from end of	Destroy	<a href="#">Limitation Act 1980 s.14</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Property adaptations	Details of properties adapted to clients' needs.	NULBC responsibility		
	Repairs and renovation	Documents relating to repairs and renovations of housing.			
	Unauthorised occupants	Squatters and unauthorised occupants.	Retain 6 years after close of correspondence	Destroy	<a href="#">Limitation Act 1980 s.2</a>
<b>Human resources</b>		Management of personnel.			
<b>Administering employees</b>					
	Absence monitoring	Records documenting an employee's absence due to sickness.	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Counselling	Documentation relating to counselling offered to an employee.	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Discipline / Grievances	Documentation relating to the discipline of employees or regarding grievances between employers and employees	Retain until end of employment	Destroy	<a href="#">ACAS guidelines on Discipline and Grievances at Work</a>
	Employee details	Documentation relating to individuals general or specific conditions of employment.	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Employment conditions	Documentation relating to individuals general or specific conditions of employment.	Retain 6 years after employee ceases employment	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Individual training records	Documentation relating to an individual's training record and any work experience undertaken within the authority.	Retain 6 years from end of contract	Destroy	<a href="#">CIPD Guidance</a>
	Induction	Documentation relating to the process and undertaking of induction for new employees or councillors			



Function / Activity		Examples	Retention	Disposal	Authority
	Leave	Documentation relating to requested employee leave: annual, study, carers, special, compassionate, unpaid leave etc. Includes Maternity Leave, Paternity Leave, Work Break records Excluding time recording / pensions.	Retain 6 years after creation	Destroy	<a href="#">Statutory Sick Pay (General) Regulations 1982</a>
					<a href="#">The Statutory Maternity Pay (General) Regulations 1986</a>
	Medical assessments	Documentation regarding medical assessments and general information on healthy living.	Retain 6 years from records last accessed	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Termination	Documentation relating to the leaving process: resignation, termination other than pension.	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Employee relations</b>					
	Trade union liaison	Documentation relating to liaison with unions and employee representative organisations.	Retain 10 years after records created	Destroy	<a href="#">CIPD Recommendation</a>
<b>Equal opportunities</b>					
	Equalities and diversity	Equality and diversity documents which include information on fair treatment of employees and general guidelines.	Retain 6 years after last action	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Equalities and diversity	Investigation and reporting on specific cases.			
<b>Monitoring employees</b>					
	Performance appraisal	Documentation relating to the performance appraisal of an employee, including performance related pay if applicable.	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Time Recording	Time sheets, drivers log and vehicle cards, attendance recording	Retain 2 years from records created	Destroy	<a href="#">Working Time Regulations 1998</a>
					<a href="#">Road Transport (Working Time) Regulations 2005</a>
<b>Occupational health</b>					
	Occupational health	Documentation relating to occupational health and safety including surveillance, consultation & assessment of working with hazardous substances	Retain 100 years after date created	Destroy	Period based on maximum 50 year records retention from statute plus margin sufficient to automate records disposal after expiration of limitation period. Based on Limitation Act 1980
	Personal risk assessments	Including restrictions i.e. cannot lift or desk work only.	Retain 6 years after assessment has been superseded	Destroy	<a href="#">Management of Health &amp; Safety at work Regulations 1999</a>
<b>Recruitment</b>					
	Recruitment - successful	Process relating to the recruitment of an employee to the authority including authorisation, job descriptions, selection, secondment	Retain 6 years from end of contract	Destroy	<a href="#">Limitation Act 1980 s.5</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Recruitment - unsuccessful	Documents relating to unsuccessful candidates.	Retain 1 year from end of recruitment process	Destroy	<a href="#">National Archives Guidance</a>
	Vetting & Checking	Pre-employment vetting, disclosure, criminal records, official DBS documentation Pre-employment vetting, disclosure, criminal records, official DBS documentation	Retain 6 months after recruitment decision	Destroy	<a href="#">Home Office DBS Code</a>
<b>Terms and conditions of employment</b>					
	Staff benefits	Documentation relating to staff benefits.	Retain until superseded	Destroy	NULBC business need
	Staff facilities	Documentation regarding facilities for staff including proposals for leisure facilities and eateries.			
	Staff recognition	Staff recognition documentation.			
	Terms and conditions	The general terms and conditions of employment with the council.			
<b>Workforce planning</b>					
	Workforce development planning	Documentation relating to workforce management.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Workforce development planning	Documentation relating to workforce management and salaries.			
<b>ICT</b>					
Information and communication technology documentation.					
<b>Communications Data Management</b>					
	Audit logs		Retain 6 months after creation	Destroy	GCSx CoCo / CESG requirements
	Telephone calls	Recordings of content of telephone calls	Retain 6 months after creation	Destroy	<a href="#">FSA Requirement s.2.33</a>

Function / Activity		Examples	Retention	Disposal	Authority
	Web, telephony & email logs	Note: telephony refers to metadata only	Retain for 1 year after creation	Destroy	<a href="#">Data Retention Regulations 2009</a>
					<a href="#">EC Data Retention Directive</a>
					<a href="#">Home Office Code of Practice</a>
<b>Infrastructure</b>					
	Disposal	Documentation relating to the process of disposal of hardware and software belonging to this authority.	Retain 6 years after last action	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Fault reporting	Customer (public) reporting of faults relating to council services including help desk support.			
	Information security	Data security information and documentation.			
	Licensing	Documentation in relation to software licensing.			
	Maintenance	Maintenance of networks, server, software and infrastructure			
<b>System support</b>					
	Access Control	Authority to access, third party letters of compliance. New User / deleted user / GCSX user	Retain 6 years after creation	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Change Control	Documentation relating to planned changes to a specific system.			
	Configuration management	Documentation relating to the configuration of the system.			
	Data Management	Documentation relating to the management of specific systems data which includes backups, mirroring, and systems interfaces.			

Function / Activity		Examples	Retention	Disposal	Authority
	Design and Construction	Documentation relating to the design and construction of systems.			
	Development	Documentation relating to the development of systems and software. Includes web technology development, programming.			<a href="#">Limitation Act 1980 s.5</a>
	Implementation	Documentation relating to systems implementation			
	Integration and interfaces	Documentation in relation to data conversion, data matching, data mapping and system interfacing.			
	Operations Manuals		Retain until superseded	Destroy	NULBC business need
<b>Information management</b>		Documentation regarding access to information. Includes Freedom of Information Act, client access to records, Environmental Information Regulations, and Data Protection Act.			
<b>Access to information</b>					
	Data protection	Process around the request under data protection.	Retain 3 years after date of creation	Destroy	National Archives Guidance
		Process of notifying the Information Commissioner on data held.			
	Environmental information	Case file records detailing the EIR request, the consideration of possible exemptions and subsequent appeals.			
	Freedom of information	Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals.			
<b>Legal services</b>		Management of legal activities on behalf of the council as a corporate body.			
<b>Advice</b>					

Function / Activity		Examples	Retention	Disposal	Authority
	Provision of legal advice	Providing advice to clients and services which are legally privileged relating to all aspects of the legal system.	Retain for 6 years after last action	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Bylaws</b>					
	Enactment	The process of making local laws.	Retain Permanently		National Archives Guidance
	Enforcement	The process of administering and enforcing bylaws.	Retain for 6 years after last action	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Land and highways</b>					
	Acquisition	Documentation relating to the process of acquiring land in relation to roads.	Retain for 6 years after NULBC no longer responsible for land	Transfer to responsible authority	<a href="#">Limitation Act 1980 s.5</a>
	Disposal	Disposal of land associated with the highway.			
<b>Land registration</b>					
	Land charges	Searches and title investigations.	Retain 12 years after creation	Destroy	<a href="#">Limitation Act 1980 s.8</a>
	Land charges	Legal documentation relating to land charges.			
<b>Litigation</b>					
	Civil	Civil litigation.	Retain for 15 years after closure of case	Review	IRMS Guidance
	Commercial	Commercial litigation.			
	Criminal	Criminal litigation.			
	Debt recovery	Debt recovery.			

Function / Activity		Examples	Retention	Disposal	Authority
<b>Management of legal activities</b>					
	Agreements	Agreements including non-contractual agreements between public bodies.	Retain 6 years after agreement ends	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Conveyancing	Commercial and other leases, Title investigations, Disposal of Freehold and Leasehold properties, Right to Buy applications etc.	Retain 12 years after closure	Destroy	<a href="#">Limitation Act 1980 s.8</a>
<b>Planning controls</b>					
	Certificate of Lawful Use or Development	Files relating to Lawful Development Certificates.	Retain permanently		NULBC Business Need
	Section 106 agreements	Files relating to a planning obligation or legal agreement made under section 106 Town and County Planning Act 1990.			
<b>Leisure and culture</b>		Leisure and cultural services provided or supported by the council for the community. Including the maintenance and management of parks, reserves and open spaces, and tourism.			
<b>Archives, Arts &amp; Museums</b>					
	Cataloguing	The consolidated listing archival resources available to the public.	Retain 6 years from when item no longer held	Destroy or transfer to new custodian	<a href="#">Limitation Act 1980 s.2</a>
	Deposits	Depositor records.			
	Loans	Documentation related to loans within the archive.			

Function / Activity		Examples	Retention	Disposal	Authority
	Membership	Documentation related to membership of the archive.	Retain 6 years from end of membership	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Research	Information relating to research services.	Retain until no longer required	Destroy	NULBC Business Need
<b>Community facilities</b>					
	Equipment	Hire items of equipment for events.	Retain 6 years from end of hiring period	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Grants	Provision of grants to village halls and other local facilities.	Retain 6 years from end of grant period	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Venues	Details on any venues the local authority may have available for private/business hire.	Retain until superseded	Destroy	NULBC Business Need
<b>Leisure promotion</b>					
	Exhibitions	Exhibitions arranged by or held on Council premises.	Retain until superseded	Destroy	NULBC Business Need
	Inclusion	Activities and events targeted at specific groups of people.			
	Parks and gardens events	Information related to parks and gardens.			
<b>Parks and open spaces</b>					
	Maintenance	General correspondence and maintenance of parks and open spaces.	Retain 6 years from date created	Review in case of contract provision	<a href="#">Limitation Act 1980 s.2</a>
	General correspondence				
	Playgrounds	Playgrounds and play areas.	Retain 21 years from date created		



Function / Activity		Examples	Retention	Disposal	Authority
<b>Sports</b>					
	Clubs and societies	Documentation associated with sports clubs.	Retain 6 years from date created	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Sports development	Information related to sport development programmes.			
<b>Sports facilities</b>					
	Attendance & Bookings	Documentation related to general sports bookings including sports classes and training regimes	Retain 12 months from date created	Destroy	NULBC Business Need
	Consent & Authorisation	Consent for children to take part in activities. Authorisation or consent from GP or other professionals regarding physical activity	Retain 6 years from date created	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Equipment hire	Details of sports equipment that is available for hire.	Retain until superseded	Destroy	NULBC Business Need
	Membership	Information related to general sports membership.	Retain 6 years from end of membership	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Management</b>		Management of corporate activities. Includes policies and procedures that apply to the Council as a whole.			
<b>Ceremonial</b>					
	Civic and royal events	Documentation relating to civic functions or visits by royalty to the local area.	Retain permanently		NULBC Business Need
	Civic and royal events	Information on planning and organising an event.			
	Corporate gifts	Documentation relating to the provision of corporate gifts.	Retain 6 years from date created	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Communication support</b>					

Function / Activity		Examples	Retention	Disposal	Authority
	Mail processing	Processes connected with handling mail and associated communications.	Retain for 3 years from creation	Destroy	<a href="#">Internal Audit period recommended by National Archives</a>
	Publication	Guides, books and other publications that the council makes available on a chargeable basis.			
	Staff communications	Staff communication documentation.			
	Campaigns	Documentation relating to the promotion of a business through publicity campaigns.	Retain until superseded	Destroy	NULBC Business Need
	Corporate branding	Documentation relating to the process of creating and the use of a corporate image and relevant guidance within the authority.			
	Corporate publicity	Documentation relating to corporate publicity.			
	Graphic design	Documentation relating to graphic design requirements of the authority.			
	Marketing	Documentation relating to the marketing of the council or a specific function or service.	Retain for 3 years from creation	Destroy	<a href="#">Internal Audit period recommended by National Archives</a>
	Media cuttings	Compilation of media in which the local area or authority is mentioned.			
	Media liaison	Documentation relating to liaison between the council and local media; enquiries & responses			
	Public relations	PR and Media Briefings including published work to promote council services & activities			
<b>Enquiries and complaints</b>					
	Appeals	Formal complaints received and response to the complaint. Includes the FOI, EIR and data protection complaints process.	Retain 6 years after use is concluded	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Compliments	Compliments and comments and response received and response to them.	Retain 3 years after creation	Destroy	NULBC Business Need
	Customer consultation and profiling	Information provided by an individual or organisation, including feedback on council performance in relation to services or other aspects of council business.			

Function / Activity		Examples	Retention	Disposal	Authority
	Complaints	Documents relating to complaints against the council	Retain 6 years after use is concluded	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>External audits</b>					
	External audits	Documentation on external audits.	Retain 6 years after creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Preparing business</b>					
	Meetings	Information regarding meetings.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Officer representation	Documentation relating to officer representation.			
	Partnership and agency working				
<b>Quality and performance</b>					
	Assessments	Assessments & Performance Indicators including benchmarking including the production of statistics	Retain 6 years after creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Performance Reviews	Internal reviews of quality or performance			
	Inspections	Documentation relating to the external inspections received by the authority in relation to corporate or service specific performance management.			

Function / Activity	Examples	Retention	Disposal	Authority
Process mapping	Information relating to specific quality initiatives such as ISO 9000.			
<b>Statutory / Statistical returns</b>				
Reports to government or other agency	Reports to government or other agency	Retain for 6 years from creation	Destroy	NULBC Business Need
<b>Strategic planning</b>				
Business cases	Information related to identifying a need or requirement for a business or service process.	Retain 6 years from creation	Destroy	<a href="#">Limitation Act 1980 s.5</a>
Commissioning and Partnership Working				
Corporate initiatives	Documentation relating to corporate initiatives.			
Organisational structure	Documents relating to the organisational structure of NULBC			
Policies and procedures	Documentation relating to policies and procedures of the council.			
Public consultation	The process of consultation with the public.			
Service level agreements	Information relating to agreements made between separate internal units or teams on a contractual basis.			
<b>Planning and building control</b>				
	Planning information and documentation relating to town and country planning legislation.			
<b>Building control</b>				

Function / Activity		Examples	Retention	Disposal	Authority
	Application processing	Application files containing application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports and contravention notices.	Review 15 years after creation	Destroy	<a href="#">Building Control Performance Standards DCLG 2006</a>
	Building regulations	Documentation related to building standards and inspection.			
	Registration	Building control register sheets.	Retain Permanently		NULBC Business Need
	Unauthorised works	Information relating to unauthorised works.	Retain Permanently		NULBC Business Need
<b>Development management</b>					
	Application processing	Application files containing application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs and s.106 agreements, appeals, all pre-application documentation, applications for non – material changes to planning permissions	Retain Permanently		NULBC Business Need informed by <a href="#">Town &amp; Country Planning Act 1990 s.69</a>
	Conservation areas	Information regarding specific sites and monuments.	Retain Permanently		
	Consultations	Consultations by adjoining Planning Authorities on planning applications submitted to them	Retain Permanently		
	Enforcement	The enforcement of planning and related laws.	Retain Permanently		
	Historic and Listed Buildings	Listed Building General Files	Retain Permanently		
	Local development orders		Retain Permanently		

Function / Activity		Examples	Retention	Disposal	Authority
	Neighbourhood planning matters	Neighbourhood development orders neighbourhood development plans	Retain Permanently		NULBC Business Need informed by <a href="#">Town &amp; Country Planning Act 1990 s.69</a>
	Planning obligations	Documentation relating to planning obligations.	Retain Permanently		
	Registration	Register sheets including application register, decision register, consultation register, enforcement register, s.106 register, tree works register.	Retain Permanently		
	Simplified planning zones		Retain Permanently		
	Statements of development principles		Retain Permanently		
	Tree / TPO	Information containing reference to conservation area trees and tree preservation orders	Retain Permanently		
<b>Forward planning</b>					
	Economic regeneration	Information on activities to support economic regeneration in the local area.	Retain Permanently		NULBC Business Need
	Local plan	Local planning documentation.			
	National planning policy	National planning policy information.			
	Natural environment	The process of maintaining the countryside and developing open spaces for public amenity.			
	Planning policy	Planning policy documentation in relation to specific buildings.			
	Planning schemes	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments.			
	Regional plan	Regional planning information including on mineral and waste and structure			

Function / Activity	Examples	Retention	Disposal	Authority
<b>Procurement</b>	Management of processes involved in arranging, tendering, managing contracts and other purchasing of the organisation.			
<b>Contracting</b>				
Approved suppliers	Maintaining a list of approved suppliers to the local authority.	Retain until superseded	Destroy	NULBC Business Need
Contract awards & monitoring	Contract documents and any contract amendments. Negotiation files related to specific contracts. Performance monitoring and review of awarded contracts.	Retain 6 years after the term of the contract has expired	Destroy	<a href="#">Limitation Act 1980 s.5</a>
Contract awards & monitoring - under seal	Contract documents and any contract amendments where contract is under seal.	Retain 12 years after the term of the contract has expired	Destroy	<a href="#">Limitation Act 1980 s.8</a>
Quotations		Retain 6/12 years after term of contract has expired depending on contract type	Destroy	<a href="#">Limitation Act 1980 s.5</a>
<b>Market information</b>				
Product evaluation	Information on any products evaluated.	Retain until superseded	Destroy	NULBC Business Need
Product information	Information held by the organisation on products with a view to purchase at a later stage (e.g. product literature).			
<b>Tendering</b>				

Function / Activity		Examples	Retention	Disposal	Authority
	Tendering policies	Documentation relating to tendering policies.	Retain until superseded	Destroy	NULBC business need
	Tenders	Tender issuing and return, responses, evaluation, expressions of interest, negotiation, key correspondence	Retain 6 years after the term of the contract has expired	Destroy	<a href="#">Limitation Act 1980 s.5</a>
	Tendering for contracts to be issued under seal	Tendering of contracts, responses and their evaluation for contracts under seal.	Retain 12 years after the term of the contract has expired	Destroy	<a href="#">Limitation Act 1980 s.8</a>
	Unsuccessful tenders	Documentation relating to unsuccessful tenders.	Retain 1 year after creation	Destroy	National Archives recommendation
<b>Risk management and insurance</b>		Management of risk and insurance			
<b>Claims</b>					
	Claims processing	Documentation relating to claims made against the council.	Retain 6 years after settlement of claim		<a href="#">Limitation Act 1980 s.5</a>
	Liability	Employer's Liability Certificates	Retain 6 years after end of liability period		<a href="#">Limitation Act 1980 s.5</a>
<b>Insuring against loss</b>					
	Insurance	Documentation relating to insurance policies.	Retain Permanently		NULBC business need
	Insurance	Renewal information.	Destroy - 5 years after the policy has been renewed		<a href="#">Limitation Act 1980 s.5</a>



Function / Activity		Examples	Retention	Disposal	Authority
<b>Risk management</b>					
	Business continuity planning	Documentation relating to business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.	Retain until superseded	Destroy	NULBC business need
	Risk assessment	Consolidated listing of, valuations, and assessment of risks. (note: employee risk assessments listed under Health & Safety)	Retain until superseded	Destroy	NULBC business need
<b>Transport and infrastructure</b>		All information relating to transport and the infrastructure to support it.			
<b>Infrastructure management</b>					
	Geotechnical services	Feasibility studies, desk studies, geotechnical site investigations, site and laboratory testing and contaminated land studies provided by the local authority.	Retain 6 years	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Maintenance	Documentation related to general maintenance of transportation systems.			
	Markings and signage	Installation of instruction and warning signs.			
	Public conveniences	Provision of public conveniences. Toilets. Maintenance and cleaning.	Retain until superseded	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Service providers	Documentation relating to service providers.			
	Street furniture	Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc.			
	Street naming and numbering	Documentation on the street naming development naming and property numbering/naming.			
	Surveys	Survey data relating to transport and infrastructure.	Retain 6 years	Destroy	<a href="#">Limitation Act 1980 s.2</a>
	Taxi ranks	Provision of designated taxi ranks.			

Function / Activity		Examples	Retention	Disposal	Authority
<b>Road maintenance</b>					
	Bridge inspections	Regular inspections of bridges on highways.	Destroy - 12 years after action completed	Destroy	<a href="#">Limitation Act 1980 s.8</a>
	Drains and gullies	Keeping drains and gullies clear and provision of advice on drainage.			
	Emergency maintenance	Documentation related to emergency maintenance.			
	Hazard removal	Removal of hazards on the road. Including removal of dead animals, oil spills etc.			
	Inspections	Documentation relating to inspection of adopted highways.			
	Planned maintenance	Documentation relating to unplanned and planned maintenance.			
	Verge maintenance	Documentation related to the maintenance of verges.			
	MOT testing	MOT testing of vehicles by accredited council garages.	Retain 6 years from disposal of vehicle	Destroy	<a href="#">Limitation Act 1980 s.2</a>
<b>Waste management</b>		The management of waste in the local area. Includes collection, recycling and waste sites.			
<b>Fly tipping</b>					
	Fly tipping	Dumped rubbish which varies in size from a single bin bag to several truck loads of construction waste.	Retain 3 years after transfer or disposal	Destroy	<a href="#">The Waste (England and Wales) Regulations 2011 Schedule 2</a>
<b>Street cleaning</b>					

Function / Activity		Examples	Retention	Disposal	Authority
	Pest control	The management and control of pests.	Retain for 3 years	Destroy	NULBC Business Need
	Road cleansing	The cleaning of public roadways.			
<b>Waste collection</b>					
	Abandoned vehicles	A vehicle which deemed to have been abandoned by its owner, as defined in the Refuse Disposal Amenity Act 1978 and the Clean Neighbourhoods Act 2005.	Retain 3 years after transfer or disposal	Destroy	<a href="#">The Waste (England and Wales) Regulations 2011 Schedule 2</a>
	Bulk	The disposal of commercial waste, as defined in the Environmental Protection Act 1990.			
	Controlled	The disposal of hazardous waste as defined in the Hazardous Waste Directive 2005 and the European Waste Catalogue.			
	Domestic	The process of arranging the collection or transportation of home care waste.			
	Route management	Management, planning and updating of waste collection routes	Retain until superseded	Destroy	NULBC Business Need
	Trade	The process of arranging the collection or transportation of trade waste.	Retain 3 years after transfer or disposal	Destroy	<a href="#">The Waste (England and Wales) Regulations 2011 Schedule 2</a>
<b>Waste disposal</b>					
	Waste sites	Information on sites used for the storage of waste including inspections and permits	Retain for 30 years	Destroy	<a href="#">Environment Act 1985</a>
	Waste sites development	A plan held by local and regional authorities detailing the provisions for current and future waste management activities.			

Function / Activity		Examples	Retention	Disposal	Authority
	<b>Waste reduction</b>				
	Composting	The treatment of biodegradable waste, either aerobically or anaerobically to produce a product that can be reused as either compost or a soil improver.	Retain for 3 years	Destroy	<a href="#">The Waste (England and Wales) Regulations 2011 Schedule 2</a>
	Recycling	The establishment of public recycling receptacles, and the weighing and categorising and processing of recyclable material			

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