

# Records Retention Schedule

Children & Lifelong Learning  
County Catering



Information Governance Unit  
Version 1.0 December 2006

**To submit comments, or to request additional paper copies, please contact:**

**Information Governance Unit  
Law & Governance  
Friars Terrace  
Stafford  
ST17 4AY**

**Telephone: (01785) 278326**

Staffordshire County Council asserts its right to be identified as the author of this Retention Schedule, and a statement to this effect must be clearly displayed when reproducing all or any of this material.

Disclaimer: Staffordshire County Council accepts no liability if this Retention Schedule is used by individuals or organisations outside of the Authority.

# Contents

Introductory Notes	Page
What is a Retention Schedule?	i
Retention Schedules and the Freedom of Information Act 2000	ii
Understanding the Retention Schedule	iii
Using the Retention Schedule	iv
Responsibility for Implementation	vi
Retention Schedule Contents	vii
Retention Schedule	1

## What is a Retention Schedule ?

- A retention schedule is a list of records which need to be retained by the County Council for a designated period of time. The Retention Schedule shows the title of each record, a time period for which records are to be retained, and identifies the reason (legislative, regulatory and / or operational) on which retention is based.
- The existence of this Retention Schedule is a requirement of Staffordshire County Council's Corporate Records Management Policy. It has been developed by the Information Governance Unit in collaboration with Business Unit / Section Managers, and in partnership with Legal Services.
- The Retention Schedule provides consistent instructions for all staff who deal with records, and a formal policy for records retention and disposal. It is not, however, immutable and divergences from the schedule may be appropriate in certain circumstances, so long as liaison is made with the Law & Governance Director.
- Official guidelines on the retention of records used by the majority of SCC Units (including Health & Safety, Personnel, Contractual and Financial Records) can be found in the Staffordshire County Council *General Retention Schedules*, available on the Corporate Intranet Site. The Information Governance Unit is currently working with individual Business Units to produce Retention Schedules which list records specific to each unit.

*"A records management service should include the drawing up of retention schedules for all classes of the authority's records and the systematic disposal of those no longer of administrative use...."*

Guidance on Section 224, Local Govt Act 1972  
Issued by the Office of the Deputy Prime Minister, 2000

*"Each department will require its respective business units to:*

- *Ensure the capture of records (both paper and electronic) that provide evidence of its functional activities.*
- *Establish retention schedules for all areas of work."*

SCC Corporate Records Management Policy

## Retention Schedules and the Freedom of Information Act 2000

- The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to records held by Staffordshire County Council.
- From 1 January 2005, the County Council must comply with requests for the information that it holds unless an exemption from disclosure applies. The Authority will normally have a maximum of twenty working days to respond to the request, however there are circumstances when this time limit can be extended.
- The Lord Chancellor has also issued a Code of Practice under Section 46 of the Freedom of Information Act, setting out his views on desirable practice for the keeping, management and disposal of public authority records. The Code of Practice includes a requirement to develop and apply Records Retention Schedules.
- Any freedom of information legislation is only as good as the quality of the records to which it provides access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed or if the arrangements for their disposal are inadequate.

*“An appraisal documentation system will ensure consistency in records appraisal and disposal. It should show what records are designated for destruction, the authority under which they are to be destroyed and when they are to be destroyed.*

*It should also provide background information on the records, such as legislative provisions, functional context and physical arrangement.*

Lord Chancellor’s Code of Practice on the Management of Records, issued under Section 46 of the Freedom of Information Act 2000

*“As from January 2005 , anyone will have a new legal right to request access to any information held by any public body.....My message to all public bodies is: Get your Act together. Prepare now. Don't panic later.”*

Richard Thomas, Information Commissioner,  
May 2003

# Understanding the Retention Schedule

- The Information Governance Unit produces Records Retention Schedules for every Business Unit in Staffordshire County Council, and they all follow a similar format. The graphic below demonstrates how to interpret the schedule:

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Research</b>				
<b>Research &amp; Analysis</b>				
Strategic Corporate Issues	Destroy	6 Years	Date Created	SCC Business Need
Economic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Demographic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Traffic Data Collection & Analysis	Destroy	6 Years	After survey completion	Limitation Act 1980

  

Types of Record

Action(s) once record has exceeded its retention period

Amount of time for which record should be retained

Event that triggers the start of the retention period

Legal / Regulatory / Business need guiding retention

Description of process

## Using the Retention Schedule

This Retention Schedule has been developed to be used in the following ways:



### When new records are created

The Retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point to decide how long a record should be retained, and for what reason, is when that record is created.

When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.



### When configuring an electronic records management system

Any Electronic Document & Records Management System should manage not only paper records, but ensure that all legal and business requirements are met in terms of the retention, security and disposal of all electronic records (including e-mail, electronic forms, web site content and images).

The integration of electronic records management into existing business systems must include proper consideration of Retention Schedules to provide a set of consistent legal and operational requirements.



### When designing or implementing new paper filing systems.

Any new office system intended to improve the efficiency of paper filing should be designed with a clear understanding of the legal and business requirement for record keeping and when they should eventually be destroyed.

### When transferring files to off-site storage



Office space is at a premium and it is rarely possible to retain files on-site for the length of time for which they have to be retained.

The Retention Schedule should always be consulted when transferring files to the Staffordshire County Council Records Centre at Friars Terrace.

### When destroying files



In order to protect itself and minimise risk, all businesses should not maintain records longer than they need to; nor should they destroy records sooner than is required

The Retention Schedule provides consistent guidelines on the retention period of all County Catering records.

## Responsibility for Implementation

When a record has reached the end of its specified retention period, a designated person needs to be responsible as the signatory for the destruction process where destruction is the specified action.

In implementing retention policy reference should be made to both generic schedules, for records used by several directorates (which cover corporate contractual, financial, health & safety and personnel records\*) and the specific schedules, pertaining to only one particular Department/Service.

The schedules should be regularly updated to account for any changes to business practice and must be reviewed annually as a matter of course.

**The responsible authority for this schedule is: .....**

*Director (Law & Governance)*

## Retention Schedule Contents

<b>Function Ref.</b>	<b>Function/ Activity</b>	<b>Page</b>
<b>CLL/CC/1</b>	<b>Catering order administration</b>	<b>1</b>
CLL/CC/1/1	Event catering	1
CLL/CC/1/1/1	Event catering order administration	1
CLL/CC/1/1/2	Event catering order authorisation	1
CLL/CC/1/1/3	Event catering order amendments	1
CLL/CC/1/1/4	Event catering order cancellation administration	1
CLL/CC/1/2	Chilled food/product catering	1
CLL/CC/1/2/1	Chilled food/product order administration	1
CLL/CC/1/2/2	Chilled food/product order authorisation	1
CLL/CC/1/2/3	Chilled food/product order amendment	2

CLL/CC/1/2/4	Chilled food/product order cancellation administration	2
<b>CLL/CC/2</b>	<b>Catering Provision</b>	2
CLL/CC/2/1	Catering planning	2
CLL/CC/2/1/1	Event catering planning	2
CLL/CC/2/1/2	Chilled food/product planning	2
CLL/CC/2/2	Ingredients stock ordering	3
CLL/CC/2/3	Ingredients/food stock storage	3
CLL/CC/2/4	Meal/refreshment preparation	3
CLL/CC/2/5	Meal/refreshment transportation	3
CLL/CC/3	<b>Property management</b>	4
CLL/CC/3	Equipment maintenance and repair	4
CLL/CC/3/1	Risk management	4

## County Catering Retention Schedule

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Catering order administration</b>				<b>CLL/CC/1</b>
<b>Event Catering</b>				<b>CLL/CC/1/1</b>
Event catering order administration	Destroy	6 years	End of current financial year	SCC Financial regulations
Event catering order authorisation	Destroy	6 years	Date created	SCC Business Need
Event catering order amendments	Destroy	6 years	End of current financial year	SCC Financial regulations
Event catering order cancellation administration	Destroy	6 years	End of current financial year	SCC Financial regulations
<b>Chilled food/product catering</b>				<b>CLL/CC/1/2</b>
Chilled food/product order administration	Destroy	6 years	End of current financial year	SCC Financial regulations
Chilled food/product order authorisation	Destroy	6 years	Date created	SCC Business Need

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Chilled food/product order amendments	Destroy	6 years	End of current financial year	SCC Financial regulations
Chilled food/product order cancellation administration	Destroy	6 years	End of current financial year	SCC Financial regulations
<b>Directorate Activity: Catering provision</b>				<b>CLL/CC/2</b>
<b>Catering planning</b>				<b>CLL/CC/2/1</b>
<b>Event catering planning</b>				<b>CLL/2/1/1</b>
Record of temperatures	Destroy	6 weeks	After superseded	Environmental Health Regulations Hygiene and Food Regulations SCC Business Need
<b>Chilled food/product planning</b>				<b>CLL/2/1/2</b>
Record of temperatures	Destroy	6 weeks	After superseded	Environmental Health Regulations

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Hygiene and Food Regulations SCC Business Need
<b>Ingredients stock ordering</b>				<b>CLL/CC/2/2</b>
Ingredients stock ordering	Destroy	6 years	End of current financial year	SCC Financial regulations
<b>Ingredients/food stock storage</b>				<b>CLL/CC/2/3</b>
Ingredients/food stock storage	Destroy	6 years	End of current financial year	SCC Financial regulations
<b>Meal/refreshment preparation</b>				<b>CLL/CC/2/4</b>
Meal/refreshment preparation	Destroy	6 years	After superseded	SCC Business Need
<b>Meal/refreshment transportation</b>				<b>CLL/CC/2/5</b>
Meal/food transportation	Destroy	6 years	End of current financial year	SCC Financial regulations.

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Property management</b>				<b>CLL/CC/3</b>
<b>Equipment maintenance and repair</b>				<b>CLL/CC/3/1</b>
Equipment maintenance and repair	Destroy	6 years	End of current financial year	SCC Financial regulations SCC Business Need
<b>Risk management</b>				<b>CLL/CC/3/2</b>
Risk management	Destroy	6 years	After superseded	SCC Business Need
Property risk assessments	Destroy	6 years	After superseded	Limitation Act 1980