

Records Retention Schedule

Development Services Directorate
Shugborough



Information Governance Unit
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Shugborough Retention Schedule

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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 identified 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 Director Law & Governance
- Official guidelines on the retention of records used by the majority of SCC Units (including Health & Safety, Personnel, 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.

"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

"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

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.

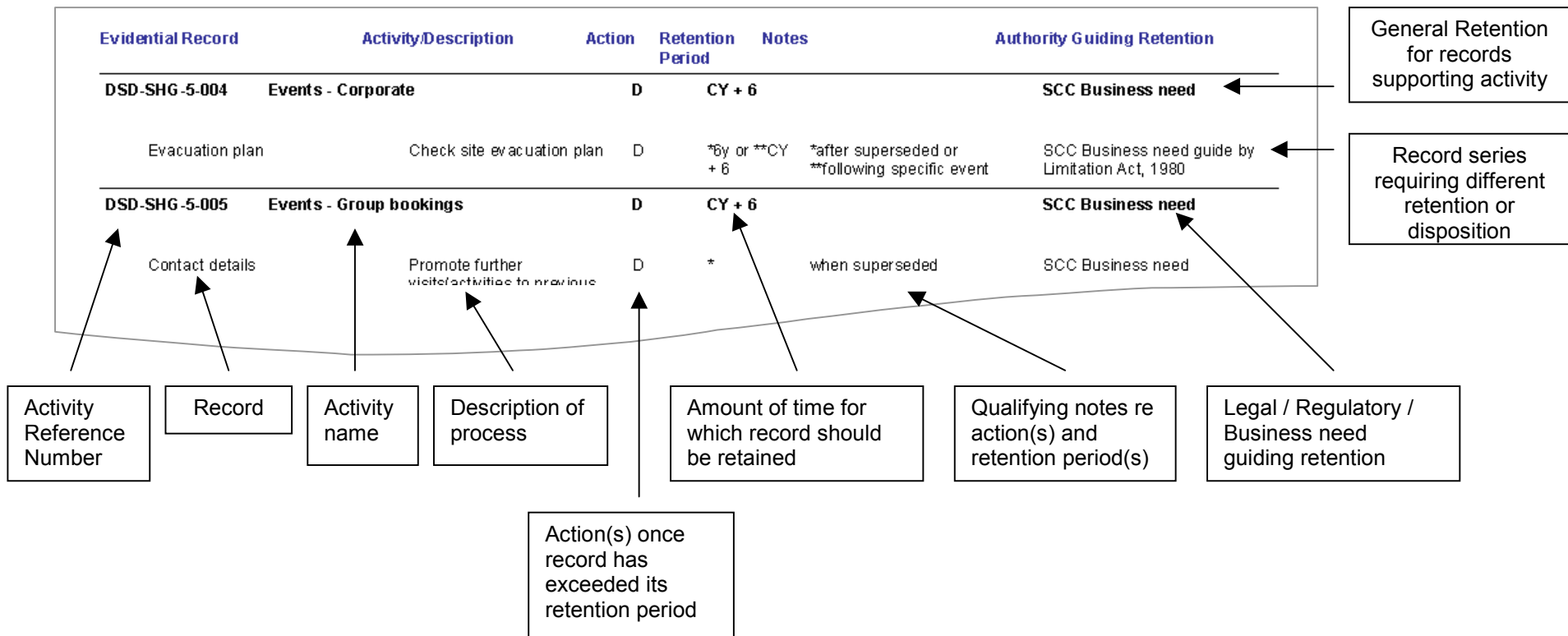
Lord Chancellor’s Code of Practice on the Management of Records, issued under Section 46 of the Freedom of Information Act 2000

“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

- Retention Schedules are updated annually by the Information Governance Unit in collaboration with officers from each Section.
- 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:



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 in the life-cycle of any record at which to decide how long it 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 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, when records should be transferred to the Staffordshire County Council records centre, 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 this Unit's 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 covering corporate, 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)*

Explanation of Terminology

GRS	General Retention Schedules (Financial, Personnel, Corporate and Health & Safety record retention)
Y	Year
CY	Current year
L	Length of time employee in post; Termination of contract, Termination of post; Death of employee (Specified on each schedule)
D	Destroy
P	Permanent
T	Transfer

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Function: DSD-SHG-1 Business Planning					
DSD-SHG-1-001	Research & Performance Monitoring	D	CY + 6		SCC Business need
Record of customer survey/comment forms	Monitor feedback	D	CY + 1		SCC Business need
Function: DSD-SHG-2 Partnership Working					
DSD-SHG-2	Liason with or on behalf of owner/occupier/partner/stakeholders	D	CY + 3		SCC Business need
Function: DSD-SHG-3 Property & Collection Management					
DSD-SHG-3-001-a	Property conservation/restoration	*T	P	Transfer to National Trust at end of lease	Historic record of conservation/restoration
DSD-SHG-3-002-a	Collection assessment/conservation/restoration	*T	P	Transfer to National Trust at end of lease	Historic record of conservation/restoration
DSD-SHG-3-002-b	Collection access (Catalogue)	*T	P	Transfer to National Trust at end of lease	Historic record of conservation/restoration
DSD-SHG-3-003	Security				
Record of action	Implement Disaster Management & Prevention Plan	T	*P	Pass record to National Trust following end of lease	Historic record

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Disaster Management & Prevention Plan	Develop Disaster Management & Prevention Plan	D	6y	after superseded	SCC Business need

Function: DSD-SHG-4 Marketing & Publications

DSD-SHG-4-001	Press Releases & Editorial	D	CY + 6		SCC Business need
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DSD-SHG-4-002	Advertising & Media Buying	D	*	Following publication	SCC Business need
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Finished advertising material	Receive advertising material	D	CY + 6		SCC Business need
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Published advertisement (copy)	Receive published press advertisement	D	CY + 6		SCC Business need
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DSD-SHG-4-003	Advertising Distribution	D	CY + 1		SCC Business need
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DSD-SHG-4-004	Publication production	D	CY + 6		SCC Business need
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Records of communication with printer	Publication	D	*	following publication	SCC Business need
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Final text, artwork and layout plan	Finalise text, artwork and layout	D	*	when superseded	SCC Business need
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Finished Publication (master copy)	Receive publication		P		SCC Business need
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Function: DSD-SHG-5 Visitor and Event Management

DSD-SHG-5-001	Events - internally organised	D	CY + 6		SCC Business need
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Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Feedback	Receive feedback from public/exhibitors/contractors/staff	D	CY + 1		SCC Business need
Site action note	Prepare action note for property & technical services	D	CY + 2	following event	SCC Business need
Insurance certificate and documentation	Obtain/check insurance to cover event	D	6y	after expiry of cover	SCC Business need guide by Limitation Act, 1980
Record of advice	Issue exhibitors & contractors with health & safety advice	D	6y	after superseded	SCC Business need guide by Limitation Act, 1980
Record of provisional interest	Receive expression of interest from exhibitor	D	*	following event	SCC Business need
Record of communication	Contact potential exhibitors	D	CY + 2		SCC Business need
Event evacuation plan	Formulate/review evacuation plan	D	*6y or **CY+6	*after superseded or **following specific event	SCC Business need guide by Limitation Act, 1980
DSD-SHG-5-002	Events - externally organised	D	CY + 6		SCC Business need
Site action note	Prepare action note for property & technical services	D	CY + 2		SCC Business need
Evacuation plan	Hold event planning meeting(s) with organiser	D	*6y or **CY+6	*after superseded or **following specific event	SCC Business need
Record of communication with event organiser(s)	Generate/receive enquiry	D	CY + 1		SCC Business need
DSD-SHG-5-003	Events - Weddings	D	CY + 6		SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention	
DSD-SHG-5-004	Events - Corporate	D	CY + 6		SCC Business need	
	Evacuation plan	Check site evacuation plan	D	*6y or **CY + 6	*after superseded or **following specific event	SCC Business need guide by Limitation Act, 1980
DSD-SHG-5-005	Events - Group bookings	D	CY + 6		SCC Business need	
	Contact details	Promote further visits/activities to previous client	D	*	when superseded	SCC Business need
	Group visit risk assessment	Carry out/review group visit risk assessment	D	6y	after superseded	SCC Business need guide by Limitation Act, 1980
	Demonstration risk assessment	Carry out/review demonstration risk assessment	D	6y	after superseded	SCC Business need guide by Limitation Act, 1980
	Education group visit risk assessment	Carry out/review education group visit risk assessment	D	6y	after superseded	SCC Business need guide by Limitation Act, 1980
DSD-SHG-5-006	Licensing					
	Licence to serve/sell alcohol	Apply for Licence to serve/sell alcohol	D	*	until superseded	SCC Business need
	Certificate of registration as wedding venue	Apply for registration as wedding venue	D	*	until superseded	SCC Business need
	Public Entertainment Licence	Apply for Public Entertainment Licence	D	*	until superseded	SCC Business need

Function: DSD-SHG-6 Park & Garden Management

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention	
DSD-SHG-6-001	Landscape Improvement Scheme development, implementation and monitoring	T	P	Transfer to National Trust at following end of lease	SCC Business need	
	Record of agreement with third parties	Negotiate agreements with third parties	D	6y	following end of agreement period	SCC Business need
	Records of assessment, project proposals and application	Application for Countryside Stewardship funding	D	CY + 6		SCC Business need
	Record of meetings and communication	Liaise with owner and stakeholders	D	CY + 3		SCC Business need
DSD-SHG-6-002	Garden Maintenance & Development	T	P	Transfer to National Trust at following end of lease	SCC Business need	
	Progress monitoring and reporting records	Implement work programme	D	6y	following project completion	SCC Business need
	Work plan	Programme routine work/planting/project	D	CY + 1		SCC Business need
	Project planning records	Develop and agree programme of work with owner	D	CY + 3		SCC Business need
	Record of maintenance requirements	Identify need for maintenance/repair	D	*	until work plan completed	SCC Business need
DSD-SHG-6-003	Waterways & Wetlands Management & Improvement	T	P	Transfer to National Trust at following end of lease	SCC Business need	
	Report	Monitor progress/outcomes/effectiveness of scheme				
	Programme of work	Develop programme of work	D	6y	following project completion	SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Record of agreement	Negotiate share of costs	D	6y	after end of agreement period	SCC Business need
Record of consultation	Consult with Staffordshire Wildlife Trust & RSPB	D	6y	following project completion	SCC Business need
Record of agreements	Consult with Environment Agency	D	6y	after end of agreement period	SCC Business need
Record of consultation	Consult with Environment Agency	D	6y	following project completion	SCC Business need
DSD-SHG-6-004	Disease control (pesticide use)		CY + 40		SCC Business need guided by COSHH
DSD-SHG-6-005	Tree inspection	T	P	Transfer to National Trust at following end of lease	SCC Business need
Records of assessment/decisions and actions	Carry out inspection/assessment/required action	D	CY + 6		SCC Business need
DSD-SHG-6-006	Erection & maintenance of signs	D	6y	after superseded	SCC Business need
Record of decision	Identify/review need for warning/informational signing	D	CY + 6		SCC Business need
Record of statutory/regulatory signs	Identify statutory/regulatory requirement for	D	6y	after change in legislation	SCC Business need
Function: DSD-SHG-7 Farm Management					
DSD-SHG-7-001	Livestock Management				
Task list	Assign tasks	D	*	after superseded	SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Livestock preventative treatment programme	Develop/review livestock preventative treatment programmes and contagious disease contingency plan	D	after superseded	6y	SCC Business need
Programme of work	Develop programmes of work	D	1y	after superseded	SCC Business need
DSD-SHG-7-001-a1 Breeding & Registration: Cattle					
Pedigree records	Register pedigree	T	*	until animal sold or disposed of	SCC Business need
Record of animal's details (in Movement Book)	Calf born	D	10y	following date of last entry in movement book	SCC Business need
Cattle breeding programme	Develop/review breeding programme	D	1y	after superseded	SCC Business need
DSD-SHG-7-001-a2 Breeding & Registration: Pigs					
Pedigree records	Register pedigree	T	*	until animal sold or disposed of	SCC Business need
Record of d.o.b., litter, breed, sex, mother	Piglets born	D	3y	following date of last entry in movement book	SCC Business need
Pig breeding programme	Develop/review breeding programme	D	1y	after superseded	SCC Business need
DSD-SHG-7-001-a3 Breeding & Registration: Sheep					
Pedigree records	Register pedigree of breeding ewes	D	CY + 6	until animal sold	SCC Business need
Record of d.o.b., breed, sex, mother & comments	Lamb born	D	6y	following date of last entry in movement book	SCC Business need
Record of & results of scanning	Scan ewes 10 weeks before lambing	D	CY + 1		SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Sheep breeding programme	Develop/review breeding programme	D	1y	after superseded	SCC Business need
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DSD-SHG-7-001-a4	Sheep Scrapie Certification	D	*	until animal sold or disposed of	SCC Business need based on Rare Breeds Survival Trust requirement
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DSD-SHG-7-001-b1 Animal Movement on/off Farm: Cattle					
Record of movement on/off farm	Complete farm movement book	D	10y	from date of last entry	Regulatory requirement guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Animal passport	Receive/collect cattle	D	*	until animal sold or disposed of	Regulatory requirement guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of agreement	Negotiate purchase of breeding stock	D	CY + 1		SCC Business need
Record of movement (inc. record of cattle id, location from/to, seller/new owner, date)	Complete passport & pass to new owner	T	*	Pass to new owner	Regulatory requirement guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of agreement	Negotiate sale/collection	D	CY + 1		SCC Business need
<hr/>					
DSD-SHG-7-001-b2 Animal Movement on/off Farm: Pigs					

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Record of movement on/off farm	Complete movement book	D	3y	from date of last entry	Regulatory requirement guided by Welfare of Animals (Transport) Order 1997& Animal Deases Control (interim measures) (England) Order, 2002
Movement notice/licence (seller's copy)	Notify Trading Standards and purchaser of proposed movement	D	6m	from date of completion	SCC Business need based on Application of the Pigs (Records, Identification & Movement) Order 1995, Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of agreement	Negotiate sale	D	CY + 1		SCC Business need
Record of pigs to be sold	Identify pigs to be sold	D	*	following sale	SCC Business need
Record of bloodline	Receive/collect pig(s)	D	*	until animal sold or disposed of	SCC Business need
Pedigree certificate	Receive/collect pig(s)	D	*	until animal sold or disposed of	SCC Business need
Movement notice/licence (purchaser's copy)	Owner notifies Trading Standards and purchaser of proposed movement	D	6m	from date of completion	SCC Business need based on Application of the Pigs (Records, Identification & Movement) Order 1995
Record of agreement	Negotiate purchase of breeding stock	D	CY + 1		SCC Business need
DSD-SHG-7-001-b3 Animal Movement on/off Farm: Sheep					
Record of new stock	New stock added to flock book	D	6y	from date of last entry	SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Record of movement on/off to farm	Complete movement book	D	6y	from date of last entry	Regulatory requirement guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of agreement	Negotiate purchase of breeding stock	D	CY + 1		SCC Business need
Notification of amended premium payment	Notify Rural Payments Agency of change to flock numbers (ewes)	D	CY + 6		SCC Business need
Record of stock sold	Update flock book	D	6y	from date of last entry	SCC Business need
Movement licence	Complete movement licence	D	6m	from date of completion	SCC Business need based on Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of agreement	Negotiate sale	D	CY + 1		SCC Business need
DSD-SHG-7-001-c Medicine and treatment programme					
Record of treatment (in Medicines Register)	Treat animals	D	3y	following last entry in record book	Regulatory requirement guided by Animals, Meat & Products (examination for residues and maximum residue limits) Regulations, 1991
Record of purchase (in Medicines Register)	Purchase veterinary medicine	D	3y	following last entry in record book	Regulatory requirement guided by Animals, Meat & Products (examination for residues and maximum residue limits) Regulations, 1991

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Vaccination policy	Develop/review vaccination policy	D	6y	after superseded	SCC Business need
Preventative treatment programme	identify preventative treatments & frequencies	D	6y	after superseded	SCC Business need
DSD-SHG-7-001-d1 Casualty/Cull: Cattle		D	CY + 6		SCC Business need
Record of removal (form OTM-22 for culled animal)	Animal(s) removed by slaughterman	D	CY + 10		SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of action	Notify DEFRA of death due to notifiable disease	T	P		SCC Business need
Record of communication/advice	Notify DEFRA of death due to notifiable disease	T	P		SCC Business need
Record of cause of death	Identify possible cause	D	10y	from date of last entry in movement book	SCC Business need
Record of death	Cattle death occurs	D	10y	from date of last entry in movement book	SCC Business need
Record of removal (form OTM-17 for casualty)	Animal(s) removed by slaughterman	D	CY + 10		SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
DSD-SHG-7-001-d2 Casualty/Cull: Sheep		D	CY + 6		SCC Business need
Record of action	Act on DEFRA/vetinary advice	T	P		SCC Business need

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
Record of communication/advice	Notify DEFRA of notifiable disease	T	P		SCC Business need
Record of cause of death	Identify possible cause	D	6y	from date of last entry in movement book	SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of death	Sheep death occurs	D	6y	from date of last entry in movement book	SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
DSD-SHG-7-001-d3 Casualty/Cull: (excluding cattle & sheep)					
Record of disposal	Dispose of carcass	D	CY + 3 or *P	* unless buried on site	SCC Business need
Record of attendance	Seek veterinary advice re casualty	D	CY + 6		SCC Business need
Record of action	Act on DEFRA/vetinary advice		P		SCC Business need
Record of communication/advice	Notify DEFRA of notifiable disease		P		SCC Business need
Record of cause of death	Identify possible cause	D	3y	from date of last entry in movement book	SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002
Record of death	Animal death occurs	D	3y	from date of last entry in movement book	SCC Business need guided by Welfare of Animals (Transport) Order 1997 & Animal Deases Control (interim measures) (England) Order, 2002

Evidential Record	Activity/Description	Action	Retention Period	Notes	Authority Guiding Retention
DSD-SHG-7-002-a1	Rare Breeds Survival Trust Membership Application	D	CY + 6		SCC Business need
DSD-SHG-7-002-b1	Suckler Cow Premium Subsidy Application	D	CY + 6		SCC Business need
DSD-SHG-7-002-b2	Grazing Subsidy Application	D	CY + 6		SCC Business need
DSD-SHG-7-002-b3	Sheep Annual Premium Application	D	CY + 6		SCC Business need
DSD-SHG-7-002-c	Equipment maintenance and servicing (Mill)	D	CY + 6		SCC Business need
DSD-SHG-7-002-d	Site inspection	D	CY + 6		SCC Business need
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Function: DSD-SHG-8	Information Provision				
DSD-SHG-8-001	Provision of historical information	D	CY + 1		SCC Business need
DSD-SHG-8-002	Provision of information re plants/garden/parkland	D	CY + 1		SCC Business need