Records Retention Schedule

Version 1.7

Version Control

Version	Author	Approved by	Date	Reason for change	Review
1.0	IGO	IGU	01/12/15	Initial draft for distribution and review comments	28/02/16
1.1	IGU	SCC	31/05/16	Head of IGU final approval	01/06/17
1.2	IGU	IGU	30/09/16	IICSA Update	30/09/17
1.3	IGU	IGU	24/10/16	Annual review	01/11/17
1.4	IGU	SCC	01/08/19	Annual review	01/08/20
1.5	IGU	SCC	17/11/2021	Routine Review	17/11/23
1.6	IGU	SCC	12/07/23	IICSA removed	12/07/23
1.7	IGU	IGU	13/11/2024	Change to TRO's & IRM	13/11/2025

Contents

Introduction ----------1
Scope ----------1
Responsibilities ----------1
Legal Requirements ----------2
Retention at a Glance ----------4
Records Retention and Disposal Policies ---------- 11
Adult Health and Care ---------- 12
Children and Families ---------- 14
Community Safety ---------- 19
Democracy ---------- 22
Education ---------- 24
Environment ---------- 25
Finance ---------- 27
Health, Safety & Wellbeing ---------- 33
Human Resources ---------- 37
Information and Communications Technology (ICT) ---------- 43
Information Management ---------- 45
Leisure and Culture ---------- 47
Management ---------- 50
Physical Assets and Property ---------- 54
Planning and Development Control ---------- 57
Risk Management and Insurance Administration ---------- 60
Transport and Infrastructure ---------- 62
Index ---------- 66

Introduction

Staffordshire County Council is required by the Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 as well as Section 39 of the Data Protection Act 2018 to have and to implement a records retention and disposal schedule. This document sets out details about all the records created and kept by us, or our commissioned partners, in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.

Implementing the requirements detailed in this document is also a requirement of the SCC Records Management Policy.

This retention and disposal schedule has been produced in consultation with departments primarily responsible for the business activities and key stakeholders in the processes to establish the legal and regulatory requirements, and business needs on which record retention and disposal policies are based.

Scope

This retention and disposal schedule applies to all documents defined as records - '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' i.e. evidence of SCC's actions, transactions, decisions and agreements.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held, and should be applied to all copies including backups.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, change of legislation or regulation, or legitimate business need. Any divergence requires liaison with the Information Governance Unit and authorisation by the appropriate SIRO.

Responsibilities

Business unit managers and team leaders are responsible for ensuring:

- Record retention policies are implemented in their unit/team, supported by written procedures.
- Recordkeeping systems and arrangement of records enable identification of records due for disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Divergence from Records Retention and Disposal Policy is authorised and the Information Governance Unit is notified of changes.
- Staff dispose of records only in accordance with policies set out in this document.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held in line.
- ICT Equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified and transferred with agreement to Staffordshire County Council Archive Service.
- Evidence of the disposal process is kept.

All staff are responsible for**:**

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this document (if authorised to do so).
- Ensuring that any proposed divergence from records retention and disposal policies is authorised.

Legal Requirements

Each entry in the retention and 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, SCC Directorates have been consulted to determine the retention requirements that best suit each business activity.

Some overarching legislation requires that records be kept for a certain amount of time and applies to all Directorates and sections of the County Council. These include:

Data Protection Act 2018

The fifth Data Protection principle requires that personal data shall be retained for no longer than is necessary, stating "Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data for any of the law enforcement purposes."

The Freedom of Information Act 2000

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

The Local Government Act 2000

S.22 requires that written records of a local authority executive, or a committee of such an executive are be made available to the public.

Retention at a Glance

This section is intended to provide a quick reference guide to records retention periods. However, it does not give the full details of retention requirements, triggers, disposal actions and codes of practice, nor the authorities requiring or guiding retention periods. For full details please consult the Retention and Disposal Policies section of this schedule.

Adult Health and Care	
Accommodation Support	6 years after no longer in receipt of service
Case Management	6 years after no longer in receipt of service
Community Living and Disabilities Support	6 years after no longer in receipt of service
Mental Health Support	20 years after end of treatment or service provision or 8 years after death
Vulnerable Adult Protection and Support	6 years after no longer in receipt of service
Children and Families	
Adoptions Management	100 years from date of adoption order
Children in Need and Education Support	Until service user's 25th birthday
Foster Carer Supervision and Support (Unsuccessful or withdrawn applicants)	3 years from decision or withdrawal
Foster Carer Supervision and Support (Successful applicants)	10 years from termination of approval
Looked After Children	Until service user's 75th birthday
Residential Homes Management and Administration	15 years from date created
Safeguarding	Until service user's 25th birthday
SEN Assessment and Support	Until service user's 31st birthday
Targeted Intervention and Support	Until service user's 25th birthday
Youth Offender Support and Supervision	Until service user's 25th birthday

Community Safety	
Animal Health and Welfare Inspection and Monitoring	6 years after site closure, change of use or keep until SCC no longer responsible for function
Official Food and Feed Hygiene (OFFC) Inspection and Monitoring	6 years after site closure, change of use or keep until SCC no longer responsible for function
Civil Emergency Planning and Response	3 years after date created
Complaint Investigation and Enforcement	10 years after resolution, end of enforcement action or sentence period
Fair Trading Inspection and Monitoring	6 years after site closure, change of use or until SCC no longer responsible for function
Safety Registration and Licensing	6 years after expiry of license or registration
Sample and Product Testing	6 years after date created
Democracy	
Civic Offices Support	6 years after date created
Decision Making	Transfer signed master copies to SRO
Electoral System Support	2 years after date of election concerned
Member Support	6 years after date created
Education	
Admissions and Transfers Processing	6 years after end of academic year
Appeals Administration	6 years after end of appeal process
School Capacity Planning	6 years after review, decision not to proceed or completion of implementation
Environmental Protection	
Advice Provision	6 years after date created
Complaint Investigation and Enforcement	10 years after resolution, end of enforcement action or sentence period
Historic Enforcement Protection and Improvement	Keep until SCC no longer responsible for function

Natural Environment Protection and Improvement	Keep until SCC no longer responsible for function
Finance	
Accounting and Reporting	6 years after end of financial year
Banking Administration	6 years after end of financial year
Budgets Management	6 years after end of financial year
Charities and Trusts Administration (Administrative records)	6 years after end of financial year
Charities and Trusts Administration (Deeds and instruments)	Transfer after wound-up
External Funding Acquisition	Minimum 6 years after end of funding period or as required by funding body
Financial Planning	6 years after end of planning period or strategy superseded
Grant Funding Administration	Minimum 6 years after end of funding period or as required by funding body
Income Processing	6 years after end of financial year
Loans and Leasing Administration	6 years after settlement or end of lease
Payroll Administration	6 years after end of financial year
Pension Fund Management	6 years after end of scheme
Pension Scheme Administration	6 years after death of last known beneficiary of member
Procurement (Unsuccessful tenders)	1 year after contract awarded
Procurement (Awarded contracts)	6 /12 / 15 years after end of contract
Purchasing and Payment Processing	6 years after end financial year
Taxes Management	6 years after end of tax year
Health, Safety & Wellbeing	
Accident and Incident Reporting and Investigation (Adults)	3 years after investigation
Accident and Incident Reporting and Investigation (Children)	21 years after date of birth
Advice Provision	6 years after date created
Hazardous Substances Management	100 years after date created

Health Surveillance and Exposure Monitoring (identifiable individuals)	Until 75th birthday or 40 years after last medical assessment (50 years if exposed to ionising radiation)
Health Assessment	6 years after last assessment
Pre-employment health screening	1 year after date created
Risk Assessment	6 years after assessment superseded
Human Resources	
Attendance and Time Recording	2 years after date created
Employment Contracts Management	6 years after end of SCC employment
Disciplinary and Grievance Procedures Administration	6 years after end of SCC employment
Disclosure and Barring Service Checking (DBS reports)	6 months after receipt
Disclosure and Barring Service Checking (Records of checking)	6 years after termination of relevant contract
Industrial Relations Management	20 years after date created
Trade Union Collective Agreements	7 years after date agreement ceases
Facilities Time Management Agreements	10 years after date agreement ceases
Performance Monitoring and Review	6 years after date created
Recruitment and Termination Administration (Unsuccessful candidates)	1 year after recruitment decision
Recruitment and Termination Administration (Successful candidates)	6 years after end of SCC employment
Sickness Absence Management	6 years after end of SCC employment
Leave Administration	3 years after end of financial year
Staff Training (Individual training records)	6 years after end of SCC employment
Training Provision (Course administration)	6 years after date created
Training Provision (Course content)	6 years after superseded or course no longer provided
Information and Communication Technology (ICT)	
ICT Logs	6 months after date created
ICT Service Design	6 years after date created

ICT Service Operation	1 year after date created
ICT Service Transition	6 years after date created
Information Management	
CCTV Recording	31 days after recording
Information Access Management	6 years after date created
Information Security Management	3 years after date created
Records Storage Management	Lifetime of organisation
RIPA Management	Central Records, 1 year after inspection. Originals, 6 years after prosecution.
Voice Call Recording	6 months after recording
Leisure and Culture	
Collections Access Management	6 years after date created
Collection Acquisition (Surveys and unsuccessful bids	6 years after decision not to acquire or unsuccessful bid
Collection Acquisition (Acquired items)	Lifetime of deposit
Collections and Stock Management	Lifetime of deposit or library stock item
Reader, Membership and Loans Administration	1 year after end of membership, account inactive or loan return
Management	
Business Planning	6 years after date created
Communications Management and Marketing	7 years after date created
Complaints Management (Service complaints)	6 years after resolution
Consultation and Engagement	6 years after date created
Events Management	6 years after event
Feedback Processing	2 years after date created
Performance Monitoring and Reporting	6 years after date created

Policy and Procedures Development	6 years after superseded
Research and Analysis (Raw data)	Out of date and/or no longer required
Research and Analysis (processed data, analysis and interpretation)	6 years after date created
Strategic Planning	6 years after superseded
Transformation and Change Management	6 years after date created
Physical Assets and Property	
Equipment Management	6 years after disposal of equipment
Facilities Management	1 year after date created
Land Access Agreements and Licensing	6 years after expiry of agreement or licence
Land and Premises Acquisition and Disposal	15 years after disposal of land or premises
Land Management	12 years after end of SCC responsibility for site
Land Reclamation Scheme Management	15 years after end of SCC responsibility for site
Premises Design and Construction Supervision	15 years after completion or after SCC no longer responsible for premises, site or structure
Vehicle and Fleet Maintenance	6 years after disposal of vehicle
Planning and Development Control	
Complaint Investigation and Enforcement (Mineral excavation and waste deposit)	10 years after resolution, end of enforcement action or sentence period
Developer Contribution and Obligation Negotiation	6 years after funding period or lifetime of development
Land and Property Enquiry Processing	Minimum 6 years after date created
Mineral and Waste Site Inspection and Monitoring	Keep until SCC no longer responsible for function
Planning Application Processing	Keep until SCC no longer responsible for function
Planning Consultation Processing	6 years after consultation period
Pre-planning Advice Provision	Close on date of planning decision and retain for 12 years
Risk Management and Insurance Administration	

Audit	6 years after audit or investigation or legal action
Business Continuity Planning	6 years after superseded
Insurance Claims Administration	6 years after settlement or repudiation but not before claimant reaches age of 24
Insurance Claims Administration (Subsidence claims)	100 years after settlement or repudiation
Insurance Policy Administration (Liability)	40 years after end of policy
Insurance Policy Administration (Non-liability)	10 years after end of policy
Transport and Infrastructure	
Highway Asset Management	15 years after end of life of structure
Highway Adoption and Dedication	Keep until end of SCC responsibility for function
Highway Maintenance	6 years after date created
Highway Scheme Delivery	15 years after completion or keep until SCC no longer responsible for function
Highway Works Regulation	6 years after expiry of permit, or change to, or removal of licensed structure
Passenger Transport Management	6 years after date created
Rights of Way	Keep until SCC not responsible for function
Traffic Management	6 years after date created
Traffic Regulation	6 years after extinguishment or expiry of order (temporary TRO) or 100 years after extinguishment or expiry of order (permanent TRO)

Records Retention and Disposal Policies

Policies contained within this schedule give details of records retention periods, criteria triggering the start of the retention period or disposal action, disposal action and the authority, for example, legislation, regulation, codes of practice or guidance requiring or forming the basis for keeping records.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulations, or to support legitimate business need.

Any divergence from policies contained in this schedule requires liaison with the Information Governance Unit and authorisation of the appropriate SIRO.

Adult Health and Care

Accommodation Support		
Retention	**Disposal**	**Authority**
Retain records 6 years after no longer in receipt of accommodation services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Placement planning, residential and nursing care, supported accommodation and lodgings provision		

Case Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after longer in receipt of services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Management and administration of adult health and care cases including enquiry processing, referral, needs assessment, care and support planning, key information recording		

Community Living and Disabilities Support		
Retention	**Disposal**	**Authority**

Retain records 6 years after no longer in receipt of community and disability services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Collection of benefits, day care and meals, administration of personal allowances, housing needs and adaptation support, personal care, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support. Excluding education support.		

Mental Health Support

Retention	Disposal	Authority
Retain records 20 years after no longer in receipt of services, or 8 years after the patient's death if the patient died while receiving treatment	Destroy	NHS Records Management Code of Practice for Health and Social Care 2016
Scope: Mental health case records including psychological assessment records		

Vulnerable Adult Protection and Support

Retention	Disposal	Authority
Retain records 6 years after no longer in receipt of protection and support services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Investigation and protection planning, guardianship and receivership administration		

Children and Families

Adoptions Management

Retention	Disposal	Authority
Retain records for 100 years from date of adoption order	Destroy (See IICSA retention hold advice p.4)	Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005.

Scope: The guidance on adoption for local authorities published by the DfE in 2014 specifies "Section 56" information that is covered by the 100 year retention rule as being:

- Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals
- Background information including the child's birth and medical history, education, and development
- Information supplied by the birth parent and other birth relatives including photographs, and letters
- Information supplied by the adoptive parent(s) after the adoption
- Information supplied by any foster carer
- Information that the adopted person has asked to be kept, this would include their views on any contact
- A copy of the child's permanence record (CPR)
- The prospective adopters' report
- Written record of the proceedings of the adoption panel and the agency decision
- Any consent to placement and placement orders and any withdrawal of consent
- The Adoption Placement Report
- The Adoption Support Plan
- The Adoption Placement Plan
- Any other information the agency considers necessary to keep

In addition

- Care leaver support records

Children in Need and Education Support		
Retention	**Disposal**	**Authority**
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Parent and family education support, childcare provision and monitoring, support of gifted and talented children, post-16 support, physical and sensory disability support, psychological and behavioural support and assessment		

Foster Carer Supervision and Support		
Retention	**Disposal**	**Authority**
Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal Retain records of successful applicants 10 years end of last placement is terminated after carer ceases to provide care	Destroy (See IICSA retention hold advice p.4)	Foster Placement (Children) Regulations 1991 s.14 Fostering Services Regulations 2002 s.32
Scope: Foster carer enquiry, application and assessment records, case files and statutory register maintenance		

Looked After Children Support		
Retention	**Disposal**	**Authority**

Retain records until service user's 75th birthday	Destroy (See IICSA retention hold advice p.4)	Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50
Scope: The Care Planning, Placement and Case Review (England) Regulations 2010 s.50 specifies (in s.49 – "Establishment of Records") that the case records of a Looked After Child, retained until the child's 75th birthday, must include: • care plan, including any changes made to the care plan and any subsequent plans • reports obtained under regulation 7 • any other document created or considered as part of any assessment of child's needs, or of any review of child's case • any court order relating to c • details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services In addition • Care leaver support records		

Residential Homes Management and Administration

Retention	Disposal	Authority
Retain records 15 years from created	Destroy (See IICSA retention hold advice p.4)	Children's Homes Regulations 1991 s.17
Scope: Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations – Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition, record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts		

Safeguarding		
Retention	**Disposal**	**Authority**
Retain records until service user's 25th birthday (unless Looked After or Adopted, see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies		

SEN Assessment and Support		
Retention	**Disposal**	**Authority**
Retain records until end of academic year in which service user's 31st birthday occurs	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and requirements of Children and Families Act 2014 s.46
Scope: Special Educational Needs (SEN) assessment and statementing including Education Health Plans (EHC) and education support		

Targeted Intervention and Support		
Retention	**Disposal**	**Authority**

Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention		

Youth Offender Supervision and Support		
Retention	**Disposal**	**Authority**
Retain records until service user's 25th birthday	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5. and recommended by the Youth Justice Board Guidance 2014
Scope: Young offender case management, bail and remand supervision, education, health, safeguarding assessment and intervention, and public protection assessment intensive supervision and surveillance, and restorative justice and reparation management, parent and carer support		

Community Safety

Animal Health and Welfare Inspection and Monitoring		
Retention	**Disposal**	**Authority**
Retain records 6 years after closure or change of use of site or SCC no longer responsible for function	Destroy Transfer to new authority	SCC business need
Scope: Animal health and welfare inspection and monitoring Excluding complaint investigation and enforcement, and registration and licensing		

Official Food and Feed Hygiene Inspection and Monitoring		
Retention	**Disposal**	**Authority**
Retain records 6 years after closure or change of use of site or SCC no longer responsible for function	Destroy Transfer to new authority	SCC business need
Scope: Official Food and Feed Hygiene Inspection. Excluding complaint investigation and enforcement, and registration and licensing		

Civil Emergency Planning and Response		
Retention	**Disposal**	**Authority**

Retain records 3 years after date created	Destroy	Based on a 3 year timescale in which an action can be brought in the case of personal injury or property damage under Limitation Act 1980 s.11
Scope: Emergency response planning, exercise planning and operation, incident response and recovery management, and review		

Complaint Investigation and Enforcement		
Retention	**Disposal**	**Authority**
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	UK Police Information Management Standards Criminal Procedure and Investigations Act 1996 (section 23(1)) Code of Practice
Scope: Complaint investigation, investigation operations, intelligence gathering, formal notification and prosecution, property and sample seizure		

Fair Trading Inspection and Monitoring		
Retention	**Disposal**	**Authority**
Retain records 6 years after closure or change of use of site or SCC no longer responsible for function	Destroy Transfer to new authority	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Fair trading monitoring and inspection Excluding, complaint investigation and enforcement, and registration and licensing		

Safety Registration and Licensing		
Retention	**Disposal**	**Authority**
Retain records 6 years after expiry or revocation of licence or registration	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Registration, licensing and safety certification of sites, sellers, animal movement licensing, animal trainer and exhibitor licensing, public weighbridge operators, sports ground licensing		

Sample and Product Testing		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	SCC business need based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Testing and analysis of samples and products Including sample receipt, handling and storage, testing and analysis, testing methodologies, reports, sample return or disposal		

Democracy

Civic Offices Support

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Local Government (Access to Information) Act 1985 s.50c
Scope: Provision of support to the Chair and Vice Chair in relation to their civic functions Including: Events arrangement, event attendance administration, civic gift giving and receiving, civic exchanges administration		

Decision Making

Retention	Disposal	Authority
Retain records 6 years after date created	Transfer signed master copies to SRO Destroy duplicate and reference copies	Local Government (Access to Information) Act 1985 s.50c The Local Authorities (Referendums)(Petitions)(England) Regulations 2011 s.12
Scope: Management, administration and support for the democratic decision making process including administration and support for Council and Cabinet, administration, support for scrutiny and overview function, administration of submission of reports and responses, administration of membership of committees and working groups, recording of appointments to external bodies and petition processing Excluding support for individual Members		

Electoral System Support		
Retention	**Disposal**	**Authority**
Retain 2 years after date of election concerned	Destroy	Representation of the People Act 1983 s.76
Scope: Provision of support for the county electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses		

Member Support		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	SCC business need
Scope: Provision of support to Members Including processing of member requests for information, advice and research, maintenance of member information		

Education

Admissions and Transfers Processing

Retention	Disposal	Authority
Retain records 6 years after end of academic year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Primary, secondary school admissions and transfers Excluding appeals processing		

Appeals Administration

Retention	Disposal	Authority
Retain records 6 years after end of appeals process	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Administration of appeals panels and council case preparation including school exclusions, admissions, Statementing and home-school transport appeals. Excluding advocacy and parental support relating to appeals processes		

School Capacity Planning

Retention	Disposal	Authority
Retain records 6 years after date of end of review, decision not to proceed or completion of Implementation	Destroy	SCC business need
Scope: Review of school places including development and submission of proposals for expansion or reduction in capacity of local authority maintained schools and changes to school catchment areas		

Environment

Advice Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of environmental management, protection and improvement advice		

Complaint Investigation and Enforcement

Retention	Disposal	Authority
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	SCC business need based on UK Police Information Management Standards
Scope: Complaint investigation, informal resolution, and enforcement action		

Historic Environment Protection and Improvement

Retention	Disposal	Authority
Retain records until SCC no longer responsible for function	Transfer to new authority	SCC business need
Scope: Planning, monitoring and review, protection and improvement scheme management, surveying, monitoring and analysis, and historic environment records maintenance Excluding planning application consultation		

Natural Environment Protection and Improvement		
Retention	**Disposal**	**Authority**
Retain records until SCC no longer responsible for function	Transfer to new authority	SCC business need
Scope: Protection and improvement scheme management and monitoring Environmental consents, strategic planning, surveying, monitoring and analysis including geological and landscape sites, species and habitat. Excluding planning application consultation		

Finance

Accounting and Reporting

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records		

Banking Administration

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation		

Budgets Management

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Management of capital and revenue budgets		

Charities and Trusts Administration		
Retention	**Disposal**	**Authority**
Retain administrative records 6 years after the end of the financial year in which records created	Destroy	SCC Business need based on 6 year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165
Retain trust deeds and charity and endowment instruments until charity, trust or endowment wound up	Transfer records to Archives Service.	SCC business need
Scope: Administration of charity, trust and endowment for which SCC acts as trustee including annual reports, deeds, instruments, winding-up records		

External Funding Acquisition		
Retention	**Disposal**	**Authority**
Retain records a minimum of 6 years after the end of funding period unless otherwise specified by external funding body	Destroy	Funding body requirements
Scope: Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration		

Financial Planning		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of planning period or strategy superseded	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Strategic medium and long term financial planning		

Grant Funding Administration		
Retention	**Disposal**	**Authority**
Retain records minimum of 6 years after end of funding or monitoring period or period specified by funding body	Destroy	SCC Business need or funding body requirements
Scope: Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting		

Income Processing		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls		

Loans and Leasing Administration		
Retention	**Disposal**	**Authority**
Retain records 6 years after end lease period or settlement of loan	Destroy	SCC business need
Scope: Processing of staff loan and leasing applications, administration of loans, repayments and leasing		

Payroll Administration		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of the financial year in which records created	Destroy	Taxes Management Act 1970 s.34
Scope: Transactional HR records including **e**xpenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records		

Pension Fund Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of scheme	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: SCC pension fund management records including fund management strategy, policy and guidance influencing decisions Excluding accounting and reporting		

Pension Scheme Administration		
Retention	**Disposal**	**Authority**

Retain records 6 years after death of last known beneficiary of member	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: Records of member and employer pension contributions, member notifications administration of pension benefit payments to scheme members, repayment of contributions to members withdrawing from scheme including copies of legislation, regulation, guidance notices, policies affecting contributions and payments (Note: documents may that may not be readily available from other sources in the long-term)		

Procurement		
Retention	**Disposal**	**Authority**
Retain unsuccessful tenders 1 year after contract award decision Retain awarded contract records 6 years from acceptance of agreement date. 12 years (under seal) 15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable	Destroy	Retention of unsuccessful tenders – SCC business need The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B
Scope: Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence		

Purchasing and Payment Processing		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Orders, credit notes, creditor invoices, delivery notes, payment records, records of advances		

Taxes Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after the end of the tax year to which records relate	Destroy	Taxes Management Act 1970 s.34
Scope: Payment of collected taxes and National Insurance contributions to H.M. Revenue and Customs and claims and negotiation of refunds for e.g. overpayment Excluding transactional HR records		

Health, Safety & Wellbeing

Accident and Incident reporting and Investigation (Adults)		
Retention	**Disposal**	**Authority**
Retain records 3 years after end of investigation	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults		

Accidents and Incident reporting and Investigation (Children)		
Retention	**Disposal**	**Authority**
Retain records 21 years after date of birth	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children		

Advice Provision		
Retention	**Disposal**	**Authority**

Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of health and safety advice and support		

Hazardous Substances Control		
Retention	**Disposal**	**Authority**
Retain records 100 years after date created Retain records until disposal or demolition of affected premises or end of operations involving hazardous substances	Destroy Transfer copy to new owner of premises at disposal	Based on a period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A and Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg. 24
Scope: Surveying, testing, identification, monitoring, risk assessment, management plans, records of control measures plans of work, licenses, notifications of works and remediation or demolition works including work operations and processes involving hazardous substances Excluding individual health surveillance and exposure monitoring		

Health Surveillance and Exposure Monitoring		
Retention	**Disposal**	**Authority**

Retain identifiable individual's records until 75th birthday or 40 years after last medical assessment or exposure monitoring period (50 years if working with or exposed to ionising radiation)	Destroy Note: Should SCC cease to exist monitoring records should be provided to Health and Safety Executive (HSE)	Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg. 24
Scope: Health and exposure monitoring of employees (identifiable individuals) working with or exposed to substances hazardous to health		

Health Assessment		
Retention	**Disposal**	**Authority**
Retain records 6 years after last assessment	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Manager referred and self-referred employee health assessment records		

Pre-Employment Health Screening		
Retention	**Disposal**	**Authority**
Retain records 1 year after date created	Destroy	SCC business need
Scope: Pre-employment health screening assessment		

Risk Assessment		
Retention	**Disposal**	**Authority**

Retain records 6 years after assessment has been superseded	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits Excluding hazardous substances		

Human Resources

Attendance and Time Recording

Retention	Disposal	Authority
Retain records 2 years after date created	Destroy (See IICSA retention hold advice p.4)	Working Time Regulations 1998, Road Transport (Working Time) Regulations 2005 Reg.11
Scope: Timesheets, drivers log cards		

Employment Contracts Management

Retention	Disposal	Authority
Retain records 6 years after end of SCC employment	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts		

Disciplinary and Grievance Procedures Administration

Retention	Disposal	Authority
Retain records 6 years after end of SCC employment	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Administration of formal disciplinary and grievance processes including tribunal cases		

Disclosure and Barring Service Checking		
Retention	**Disposal**	**Authority**
Retain disclosure reports 6 months after receipt Retain records of checking 6 years after termination of relevant contract	Destroy (See IICSA retention hold advice p.4)	Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information The Information Commissioner's Office, Employment Practices Code (data protection) Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Record of routine Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau – CRB) checks having been made during employment where required by nature of job role		

Industrial Relations Management		
Retention	**Disposal**	**Authority**
Retain records 20 years after date created	Destroy	SCC business need (based on Legal advice)
Scope: Meeting minutes, agendas, general correspondence, Trade Union agreements (not including collective agreements)		

Trade Union Collective Agreements		
Retention	**Disposal**	**Authority**

Retain records 7 years after date agreement ceases	Destroy	CIPD Recommendation
Scope: Collective agreements (any agreement made by one or more trade unions or employers' associations resulting from a collective bargaining process)		

Facilities Time Management Agreements

Retention	Disposal	Authority
Retain records 10 years after date agreement ceases	Destroy	CIPD Recommendation
Scope: Facilities time management agreements (Trade union facility time and facilities are the time and resources that unions negotiate from employers so that they are able to represent members both individually and collectively in negotiations with managers)		

Performance Monitoring and Review

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets		

Recruitment and Termination Administration

Retention	Disposal	Authority

Retain records of unsuccessful applicants 1 year after recruitment decision Retain records of successful applicants (employees) 6 years after end of SCC employment	Destroy (See IICSA retention hold advice p.4)	National Archives Guidance Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration		

Sickness Absence Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after end of SCC employment	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Formal sickness absence management processes including sickness absence records, self-certification, fit notes, occupational health referrals and reports, return to work documentation, formal absence process records		

Leave Administration		
Retention	**Disposal**	**Authority**

Retain records 3 years after end of financial year in which records created	Destroy (See IICSA retention hold advice p.4)	Statutory Sick Pay (General) Regulations 1982 reg. 13 Statutory Maternity Pay (General) Regulations 1986 reg.26 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9
Scope: Maternity and paternity leave and non-statutory leave e.g. contractual leave and unpaid leave		

Staff Training (Individual training records)		
Retention	**Disposal**	**Authority**
Retain records 6 years after end of SCC employment	Destroy	CIPD Guidance
Scope: Training and development records relating to attendance and achievement of individual employees. Excluding records of training for work with hazardous substances		

Training Provision		
Retention	**Disposal**	**Authority**

Retain course administration records 6 years after date created Retain course content and supporting materials until superseded or course no longer provided	Destroy	SCC business need
Scope: Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records		

Information and Communications Technology (ICT)

ICT Logs

Retention	Disposal	Authority
Retain records 6 months after date created	Destroy	European Commission Information Systems Security Policy C(2006) 3602
Scope: Any single log entry or collected logging process or file captured at the operating system or application level of SCC IT systems.		

ICT Service Design

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: ICT architecture management, capacity and availability management, design coordination, service catalogue maintenance		

ICT Service Operation

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	SCC business need
Scope: ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management		

ICT Service Transition		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration management, transition planning and support		

Information Management

CCTV Recording

Retention	Disposal	Authority
Retain recordings for 31 days after recording	Destroy	Home Office National CCTV Strategy report 2007
Scope: CCTV recordings from SCC owned, operated or commissioned cameras or surveillance equipment		

Information Access Management

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	SCC business need based on National Archives Guidance
Scope: Information access request processing, data publication re-use and licensing.		

Information Security Management

Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	SCC business need based on Computer Misuse Act 1990 s.11
Scope: Incident response and investigation, compliance audit		

Records Storage Management

Retention	Disposal	Authority

Retain records for lifetime of organisation	Transfer to new authority	SCC business need based on Freedom of Information Act s. 46 Code of Practice
Scope: Records transfer processing, retrieval, disposal Excluding equipment and premises		

Regulation of Investigatory Powers Act Processing		
Retention	**Disposal**	**Authority**
Retain central record for 1 year after inspection. Retain originals 6 years after end of prosecution.	Destroy Destroy	SCC business need
Scope: RIPA application forms and approvals for directed surveillance and access to communications data.		

Voice Call Recording		
Retention	**Disposal**	**Authority**
Retain 6 months after recording	Destroy	SCC business need based on Financial Services Authority Telephone Recording: recording of voice conversations and electronic communications, Policy statement 08/1
Scope: Recordings of content of telephone calls		

Leisure and Culture

Collections Access Management

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	SCC business need
Scope: Administration of public access to library, museum and archive collections and resources, provision of outreach services, research services Excluding reader and membership administration, and library loans administration and archive request slips		

Collection Acquisition

Retention	Disposal	Authority
Retain survey and unsuccessful bid records 6 years after decision not to acquire or bid outcome Retain acquisition records during lifetime of deposit or ownership	Destroy Transfer records to new owner or depositor	SCC business need
Scope: Surveying, **a**ssessment and acquisition of archive, museum and art items or collections, legal transfer of ownership and loan agreements Excluding financial transaction records		

Collections and Stock Management

Retention	Disposal	Authority

Retain records until disposal of item or collection Retain until disposal of library stock item	Return to depositor or transfer to new owner or responsible body Destroy	SCC business need
Scope: Archive, artwork and museum collection cataloguing, conservation, restoration, display, loan, de-accessioning and disposal records and library stock management records		

Collections Copyright Management

Retention	Disposal	Authority
Retain 6 years from end of current year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Administration of copyright declaration forms		

Document Access Management

Retention	Disposal	Authority
Retain records 10 years from the end of the current year	Destroy	SCC business need
Scope: Administration of archive document requests		

Reader, Membership and Loans Administration		
Retention	**Disposal**	**Authority**
Retain records 1 years after end of membership, account inactive or loan returned	Destroy	SCC business need
Scope: Administration of library membership, archive service reader cards, library loans and requests		

Management

Business Planning

Retention	Disposal	Authority
Retain records 6 years after date created Working papers and drafts to be retained for 1 year	Destroy	SCC business need
Scope: Business planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of SCC's relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations including joint service delivery planning, monitoring and review		

Communications Management and Marketing

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	SCC business need based on National Archives Guidance
Scope: Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing Excluding consultation and engagement, events management		

Complaints Management

Retention	Disposal	Authority
Retain records 6 years after complaint resolution	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2

Scope: Processing and investigation of, and response to complaints against SCC concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation

Consultation and Engagement

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	SCC business need
Scope: Community and stakeholder consultation and engagement including surveys, questionnaires, display materials		

Events Management

Retention	Disposal	Authority
Retain records 6 years after event	Destroy	SCC business need
Scope: Management of communications, marketing, engagement and training events to promote SCC, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation		

Feedback Processing

Retention	Disposal	Authority
Retain records 2 years after date created	Destroy	SCC business need
Scope: Processing of customer feedback and comments Excluding complaints management processes		

Performance Monitoring and Reporting

Retention	Disposal	Authority

Retain records 6 years after date created	Destroy	SCC business need
Scope: Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within SCC		

Policy and Procedures Development

Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	SCC business need
Scope: Development and review of SCC corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring		

Research and Analysis

Retention	Disposal	Authority
Retain raw datasets until out of date and/or no longer required Retain processed data, analysis and interpretation 6 years from date processed or created	Destroy	SCC business need
Scope: Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation		

Strategic Planning

Retention	Disposal	Authority

Retain records 6 years after superseded Retain working papers and drafts for 1 year after strategy adoption	Destroy	SCC business need
Scope: Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes		

Transformation and Change Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created Retain working papers and drafts to be retained for 1 year after implementation completed	Destroy	SCC business need
Scope: Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery		

Physical Assets and Property

Equipment Management

Retention	Retention	Authority
Retain records 6 years after disposal of equipment, fixed plant or system	Retain 6 years after disposal of equipment	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage		

Facilities Management

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	SCC business need
Scope: Visitors books and signing-in sheets, venue and resources enquiries and booking		

Land Access Agreements and Licensing

Retention	Disposal	Authority
Retain records 6 years after expiry of agreement or license	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Land and premises access rights giving and taking		

Land and Premises Acquisition and Disposal

Retention	Disposal	Authority

Retain records 15 years after SCC ceases to own or lease site or premises	Destroy	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Land and premises acquisition		

Land Management

Retention	Disposal	Authority
Retain records 12 years after SCC no longer responsible for site	Transfer to new owner / organisation	SCC business need based on a 12 year timescale in which an action can be brought in the case of a land dispute under Limitation Act 1980 s.15
Scope: Management of access land, open spaces and common land including Maintenance and improvement, pest and invasive species control, animal management, plant and wild animal disease control Excluding premises sites and management of environmental protection and improvement schemes		

Land Reclamation Scheme Management

Retention	Disposal	Authority
Retain records 15 years after SCC no longer responsible for site	Destroy	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Identification of potential sites suitable for reclamation to create economic and/or environmental sites, management of land reclamation schemes Excluding procurement, funding acquisition, outcome monitoring and reporting and tenancies management		

Premises Design and Construction Supervision

Retention	Disposal	Authority

Retain records 15 years after completion Retain as built records until SCC no longer responsible for premises, site or structure	Destroy Transfer to new owner or authority	SCC business need based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Building, site and fixed plant and systems design and construction including large scale / high value planned maintenance Excluding procurement		

Vehicle and Fleet Maintenance		
Retention	**Disposal**	**Authority**
Retain records 6 years after disposal of vehicle	Destroy	SCC business need based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing. Excluding financial transactions e.g. vehicle purchase and sales , contracts and leasing		

Planning and Development Control

Complaint Investigation and Enforcement

Retention	Disposal	Authority
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	SCC business need
Scope: Investigation of complaints, enforcement action relating to unauthorised mineral extraction and waste deposit		

Developer Contribution and Obligation Negotiation

Retention	Disposal	Authority
Retain records 6 years after expiry of funding period or lifetime of development	Destroy or transfer to new authority	SCC business need based on requirements of Town and Country Planning Act 1990 s.106 and Highway Act 1980 s.278
Scope: Negotiation and management of developer contributions and obligations for developments impacting on for e.g. highways and school places including Assessment of impact of proposed developments, negotiation, agreements and engrossment of contributions and obligations, monitoring of compliance and developer funding contribution expenditure monitoring		

Land and Property Enquiry Processing

Retention	Disposal	Authority
Retain records for a minimum 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Scope: Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, petroleum storage sites and rights of way searches

Mineral and Waste Site Inspection and Monitoring		
Retention	**Disposal**	**Authority**
Retain records until SCC is no longer responsible for function	Transfer to new authority	SCC business need
Scope: Inspection and monitoring of mineral extraction and waste sites		

Planning Application Processing		
Retention	**Disposal**	**Authority**
Retain records until SCC is no longer responsible for function	Transfer to new authority	SCC business need
Scope: Processing of mineral and waste development planning applications including appeals and public inquiry processes including post-application advice		

Planning Consultation Processing		
Retention	**Disposal**	**Authority**
Retain records 6 years after consultation period	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Processing, co-ordination and submission of planning application consultation responses in relation to applications made to other decision-making authorities for which SCC is the statutory consultee or development may impact SCC interests		

Pre-Planning Application Advice provision		
Retention	**Disposal**	**Authority**
Close on date of planning decision and retain for 12 years	Destroy	SCC business need based on maintaining records in case of negligence under Limitation Act 1980 s.14A
Scope: Provision of pre planning advice prior to submission of planning application or details		

Risk Management and Insurance Administration

Audit		
Retention	**Disposal**	**Authority**
Retain records 6 years after audit, investigation or legal action	Destroy	SCC business need
Scope: Audit of financial management, administration, systems, and transactions to identify and prevent fraud and misappropriation, prevention or investigation of alleged fraud and / or misappropriation		

Business Continuity Planning		
Retention	**Disposal**	**Authority**
Retain records 6 years after superseded	Destroy	SCC business need
Scope: Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records		

Insurance Claims Administration		
Retention	**Disposal**	**Authority**
Retain records 6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24) Retain subsidence claims 100 years	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Administration of liability and non-liability insurance claims		

Insurance Policies Administration		
Retention	**Disposal**	**Authority**
Retain liability policy documents 40 years after policy expiration or termination Retain non-liability documents 10 years after policy expiration or termination	Destroy	SCC business need
Scope: Administration of insurance policies including: arrangement, variation, renewal and termination of policies		

Transport and Infrastructure

Highway Asset Management		
Retention	**Disposal**	**Authority**
Retain records 15 years after end of life of structure or asset no longer part of highway	Destroy or transfer to new authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Traffic and asset data management, dispute resolution		

Highway Adoption and Dedication		
Retention	**Disposal**	**Authority**
Retain records until SCC no longer responsible for function	Transfer to new authority	SCC business need
Scope: Administration of developer agreements (Highways Act 1980 s38 and Staffordshire Act s7 agreements), Adoption of road by SCC (as Highway Authority), dedication of land as public highway		

Highway Maintenance		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5

Scope: Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations

Highway Scheme Delivery		
Retention	**Disposal**	**Authority**
Retain records 15 years after scheme completion Retain as built records until SCC no longer responsible for premises, site or structure	Destroy Transfer to new authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Delivery of highway schemes including programme management, scheme brief development, site investigations and feasibility study, public consultation, scheme design, scheme delivery planning and monitoring Excluding procurement and contract management, and ongoing asset management		

Highway Works Regulation		
Retention	**Disposal**	**Authority**
Retain records 6 years after expiry of permit or licence, or from change to, or removal of, licensed structure	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Regulation and co-ordination of works on the highway including licensing and issue of permits for access crossings, cattle grids, cellars and openings, cranes and booms, excavation, licensing of amenities and facilities, tree planting, fencing, minor local improvements, private apparatus and structures , skip and deposit, temporary traffic signals, and Inspection of sites and third party works on or affecting the highway		

Passenger Transport Provision		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
Scope: Public transport provision of community, voluntary and provision of public, school, special needs and social care transport provision Including route planning, capacity management and scheduling Excluding procurement, contract management and complaint investigation		

Rights of Way Network Management		
Retention	**Disposal**	**Authority**
Retain records until SCC no longer responsible For function	Transfer to new accountable body	SCC business need
Scope: Created, establishment, modification or extinguishment of rights of way, licensing of structures and permissive paths including landowner declarations (Highways Act 1980 s 31)		

Traffic Management		
Retention	**Disposal**	**Authority**
Retain records 6 years after date created	Destroy	SCC business need
Scope: Abnormal load management, congestion management, traffic incident management excluding Civil contingency planning and response		

Traffic Regulation		
Retention	**Disposal**	**Authority**
Retain temporary TROs 6 years after extinguishment or expiry of order. Retain permanent TRO's 100 years after extinguishment or expiry of order.	Destroy Preserve	SCC business need
Scope: Traffic Regulation Orders (TROs)		

Index

A

Accident and Incident reporting and Investigation (Adults) ---------- 33
Accidents and Incident reporting and Investigation (Children) ---------- 33
Accommodation Support ---------- 12
Accounting and Reporting ---------- 27
Admissions and Transfers Processing ---------- 24
Adoptions Management ---------- 14
Adult Health and Care ---------- 12
Advice Provision (Environment) ---------- 25
Advice Provision (Health and Safety) ---------- 33
Animal Health and Welfare Inspection and Monitoring ---------- 19
Appeals Administration ---------- 24
Attendance and Time Recording ---------- 37
Audit ---------- 59

B

Banking Administration ---------- 27
Budgets Management ---------- 27
Business Continuity Planning ---------- 59
Business Planning ---------- 49

C

Case Management (Adults) ---------- 12
CCTV recording ---------- 44
Charities and Trusts Administration ---------- 28
Children and Families ---------- 14
Children in Need and Education Support ---------- 15
Civic Offices Support ---------- 22
Civil Emergency Planning and Response ---------- 19
Collection Acquisition ---------- 46
Collections Access Management ---------- 46
Collections and Stock Management ---------- 46
Collections Copyright Management ---------- 47
Communications Management and Marketing ---------- 49
Community Living and Disabilities Support ---------- 12

Community Safety ---------- 19
Complaint Investigation and Enforcement (Community Safety) ---------- 20
Complaint Investigation and Enforcement (Environment) ---------- 25
Complaint Investigation and Enforcement (Planning & Development Control) - 56
Complaints Management (Service) ---------- 49
Consultation and Engagement ---------- 50

D

Decision Making ---------- 22
Democracy ---------- 22
Developer Contribution and Obligation Negotiation ---------- 56
Disciplinary and Grievance Procedures Administration ---------- 37
Disclosure and Barring Service Checking (Routine) ---------- 38
Document Access Management ---------- 47

E

Education ---------- 24
Electoral System Support ---------- 23
Employment Contracts Management ---------- 37
Environment ---------- 25
Equipment Management ---------- 53
Events Management ---------- 50
External Funding Acquisition ---------- 28

F

Facilities Management ---------- 53
Fair Trading Inspection and Monitoring ---------- 20
Feedback Processing ---------- 50
Finance ---------- 27
Financial Planning ---------- 29
Foster Carer Supervision and Support ---------- 15

G

Grant Funding Administration ---------- 29

H

Hazardous Substances Management ---------- 34

Health and Safety ---------- 33
Health Assessment ---------- 35
Health Surveillance and Exposure Monitoring ---------- 34
Highway Adoption and Dedication ---------- 61
Highway Asset Management ---------- 61
Highway Maintenance ---------- 62
Highway Scheme Delivery ---------- 62
Highway Works Regulation ---------- 63
Historic Environment Protection and Improvement ---------- 25
Human Resources ---------- 37

I

ICT Service Design ---------- 42
ICT Service Operation ---------- 42
ICT Service Transition ---------- 42, 43
Income Processing ---------- 29
Industrial Relations Management ---------- 38
Information Access Management ---------- 44
Information and Communications Technology (ICT) ---------- 42
Information Management ---------- 44
Information Security Management ---------- 44
Insurance Claims Administration ---------- 60
Insurance Policies Administration ---------- 60
Introduction ---------- 1

L

Land Access Agreements and Licensing ---------- 53
Land and Premises Acquisition and Disposal ---------- 53
Land and Property Enquiry Processing ---------- 56
Land Management ---------- 54
Land Reclamation Scheme Management ---------- 54
Leave Administration ---------- 40
Legal Requirements ---------- 2
Leisure and Culture ---------- 46
Loans and Leasing Administration ---------- 30
Looked After Children Support ---------- 15

M

Management ---------- 49

Member Support ---------- 23
Mental Health Support ---------- 13
Mineral and Waste Site Inspection & Monitoring ---------- 57

N

Natural Environment ---------- 26

P

Passenger Transport Provision ---------- 63
Payroll Administration ---------- 30
Pension Fund Management ---------- 30
Pension Scheme Administration ---------- 30
Performance Monitoring and Reporting ---------- 50
Performance Monitoring and Review ---------- 38
Physical Assets and Property ---------- 53
Planning and Development Control ---------- 56
Planning Application Processing (Mineral and waste sites) ---------- 57
Planning Consultation Processing ---------- 57
Policy and Procedures Development ---------- 51
Pre-Employment Health Screening ---------- 35
Premises Design and Construction Supervision ---------- 54
Pre-Planning Application Advice provision ---------- 58
Procurement ---------- 31
Purchasing and Payment Processing ---------- 31

R

Reader, Membership and Loans Administration ---------- 47, 48
Records Retention and Disposal Policies ---------- 11
Records Storage Management ---------- 44, 45
Recruitment and Termination Administration ---------- 39
Research and Analysis ---------- 51
Residential Homes Management and Administration ---------- 16
Responsibilities ---------- 1
Rights of Way Network Management ---------- 64
Risk Assessment ---------- 35
Risk Management and Insurance Administration ---------- 59

S

Safeguarding ---------- 17
Safety Registration and Licensing ---------- 21
Sample and Product Testing and Analysis ---------- 21
School Capacity Planning ---------- 24
Scope ---------- 1
SEN Assessment and Support ---------- 17
Sickness Absence Management ---------- 39
Staff Training (Individual training records) ---------- 40
Strategic Planning ---------- 51

T

Targeted Intervention and Support ---------- 17
Taxes Management ---------- 32
Traffic Management ---------- 64
Traffic Regulation ---------- 64
Training Provision (Course administration & content) ---------- 40
Transformation and Change Management ---------- 52
Transport and Infrastructure ---------- 61

V

Vehicle and Fleet Maintenance ---------- 55
Voice Call Recording ---------- 45
Vulnerable Adult Protection and Support ---------- 13

Y

Youth Offender Supervision and Support ---------- 18