

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Health and safety training	All records relating to health and safety training provided to employees by local authorities	Limitation Act 1980 (Section 2)	FALSE	Date qualification expires	6	0	
Health and safety training	All records relating to the provision of food hygiene and occupational health and safety training courses for managers and staff of local businesses	Limitation Act 1980 (Section 2)	FALSE	Date qualification expires	6	0	
Mentoring schemes	All records relating to the administration of learning mentor schemes	Limitation Act 1980 (Section 2)	FALSE	Last contact with mentor	6	0	
Staff - occupational health	Health Referral files		FALSE	Date of birth	85	0	
Staff - occupational health	Health Surveillance forms		FALSE	Date of questionnaire	40	0	
Traveller children support	All records relating to the provision of teaching support for traveller children	Limitation Act 1980 (Section 2)	FALSE	Date of birth of the pupil	25	0	
Media and publicity protocols	All records relating to the creation and management of media and publicity protocols		FALSE	Date policy/protocol expires	3	0	
Vetting of contract and supplier staff	All records relating to the checking/vetting of contract and supplier staff	Disclosure and Barring Service check requests: guidance for employers	FALSE	Date check carried out	6	0	
School health promotion	All records relating to school health promotion		FALSE	Date campaign ends	3	0	
Staff - disciplinary procedures	Case files relating to disciplinary matters	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Staff - disciplinary procedures	Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Staff - disciplinary procedures	Casework: Disciplinary where the case results in no case to answer		FALSE	Start of investigation	0	0	End of the investigation
Staff - disciplinary procedures	Final warning ? Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief Executive if issued by Managing Director		FALSE	Date of warning	0	18	
Staff - disciplinary procedures	First warning ? Issued by line manager/senior manager, with a right of appeal to next level of management		FALSE	Date of warning	0	6	
Staff - disciplinary procedures	Non Schools Case Work - Performance and Capability	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Staff - disciplinary procedures	Second warning ? Issued by line manager/senior manager, with a right of appeal to the next level of management		FALSE	Date of warning	0	12	
Staff - job analysis	All records relating to the development and implementation of job descriptions and person specifications		FALSE	Date JD/person specification su	6	0	
Staff - job analysis	All records relating to the evaluation of jobs		FALSE	Date job evaluation completed	6	0	

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Staff - medicals and health screening	All records relating to employee eye tests		FALSE	Eye test carried out	0	0	Until new eye test completed
Staff - outplacement	All records relating to individuals who are made redundant		FALSE	DOB of the individual made red	80	0	
Staff - outplacement	All records relating to staff transferred to other organisations (TUPE)	Transfer of Undertakings (Protection of Employment) Regulations 2006	FALSE	Date of transfer	6	0	
Staff - workplace bullying	Casework - Harassment	Limitation Act 1980 (Section 2)	FALSE	Date case resolved	6	0	
Information management	All records relating to changes made to information systems		FALSE	Date system decommissioned	6	0	
Information management	All records relating to the configuration of information systems		FALSE	Date system commissioned	0	0	Date system decommissioned
Information management	All records relating to the creation and implementation of system tracking requirements		FALSE	Date system commissioned	0	0	Date system decommissioned
Information management	All records relating to the creation of system process maps		FALSE	Date system commissioned	0	0	Date system decommissioned
Information management	All records relating to the design and construction of information systems		FALSE	Date system commissioned	0	0	Date system decommissioned
Information management	All records relating to the development of systems		FALSE	Date system commissioned	0	0	Date system decommissioned
Information management	All records relating to the implementation of ICT systems		FALSE	Date system commissioned	0	0	Date system decommissioned
Staff - continuing professional development	All records relating to workforce development		FALSE	Year records created	3	0	
Staff - sickness management	All records relating to the monitoring of employee absence		FALSE	Year records created	1	0	
Staff - grievance	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	FALSE	Date grievance resolved	6	0	
Staff - employment tribunals	All records relating to employment tribunal	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	Limitation Act 1980 (Section 2)	FALSE	Closure	6	0	
School health and safety	All records relating to the maintenance of health and safety in schools	Limitation Act 1980 (Section 11)	FALSE	Year records created	3	4	
Business travel and commuting	All records relating to the development and implementation of a business transport plan		FALSE	Date plan expires	3	0	
Staff - accommodation	All records relating to the process for ending a tenancy of an allocated home	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Staff - communications	All records relating to responses made by councils to external consultations		FALSE	Year records created	3	0	

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Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made		FALSE	Date of meeting	1	0	
Staff - recruitment	Recruitment and Selection ? records relating to the process concerning unsuccessful candidates		FALSE	Date of interview	0	6	
Staff - recruitment	The selection of an individual for an established position		FALSE	Recruitment finalised	1	0	
Staff - recruitment process	All records relating to an individual's employment history - paid employment	Limitation Act 1980 (Section 2)	FALSE	Termination	6	0	
Staff - recruitment process	All records relating to an individual's employment history - voluntary service	Limitation Act 1980 (Section 2)	FALSE	Termination	6	0	
Staff - recruitment process	All records relating to the creation, implementation and monitoring of the Council's induction programme		FALSE	Year records created	3	0	
Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	Limitation Act 1980 (Section 2)	FALSE	Date terms and conditions expi	6	0	
Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults		FALSE	Termination of employment	20	0	
Staff - risk management	Personal risk assessments relating to individuals returning to work	Limitation Act 1980 (Section 11)	FALSE	Date risk assessment expires	3	4	
Staff - training	All notes and materials created for training courses		FALSE	Date material created	0	0	Date training course ends
Staff - training	All records relating to the creation and management of training statistics		FALSE	Year records created	3	0	
Staff - training	All records relating to the development and implementation of training programmes		FALSE	Year records created	3	0	
Staff - training	All records relating to the development, implementation and monitoring of the corporate training plan		FALSE	Date training plan expires	3	0	
Staff - disciplinary procedures	Final warning - Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief Executive if issued by Managing Director		FALSE	Date of warning	0	18	
Staff - disciplinary procedures	First warning - Issued by line manager/senior manager, with a right of appeal to next level of management		FALSE	Date of warning	0	6	

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Staff - disciplinary procedures	Second warning - Issued by line manager/senior manager, with a right of appeal to the next level of management		FALSE	Date of warning	0	12	
Staff - recruitment	Recruitment and Selection - records relating to the process concerning unsuccessful candidates		FALSE	Date of interview	0	6	
Staff - business travel	All records relating to leased vehicle allowances	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Staff - business travel	All records relating to officers driving their own vehicles on council business	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Facilities - management	All records relating to facilities management services provided to local authorities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Facilities - management	All records relating to the management of service level agreements for buildings owned by local authorities	Limitation Act 1980 (Section 2)	FALSE	Date service level agreement ex	6	0	
Facilities - management	All records relating to the provision of security in local authority buildings	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Staff - benefits	All records relating to the development and implementation of staff benefits	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Local Government Act 1972	FALSE	Termination of employment	1	0	
Staff - recognition	All records relating to schemes which recognise staff	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Staff - recognition	All records relating to the process of recommending employees for honours		FALSE	Year of submission	3	0	
Staff - appraisal	All records relating to staff performance	Limitation Act 1980 (Section 2)	FALSE	Action completed	6	0	
Staff - appraisal	All records relating to the annual appraisal of staff		FALSE	Creation of records	1	0	
Staff - appraisal	All records relating the supervision of individuals working in a social care environment (both adults and childrens)	Limitation Act 1980 (Section 2)	FALSE	Termination of employment	6	0	
Staff - payroll	All records relating to the administration of parental leave where the child is not disabled	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of birth of child	6	0	
Staff - payroll	All records relating to the administration of parental leave where the child is disabled		FALSE	Date of birth of child	18	0	
Staff - payroll	All records relating to the administration of Statutory Maternity Pay	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)	FALSE	Tax year in which the maternity	3	0	

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Staff - payroll	All records relating to the administration of Statutory Sick Pay	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	FALSE	Tax year to which the sick pay r	3	0	
Staff - payroll	All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995	Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995 (SI 1995/3103)	FALSE	Date event takes place	6	0	
Staff - payroll	All records relating to Income Tax and National Health Insurance returns	The Income Tax (Employment) Regulations 1993	FALSE	End of the financial year to whi	3	0	
Staff - payroll	All records relating to Inland Revenue approval		TRUE	Creation of records	Permanent	Permanent	
Staff - payroll	All records relating to car loan agreements	HMRC - Compliance Handbook Manual CH15400	FALSE	Financial year in which loan wa	6	0	
Staff - payroll	All records relating to relocation claims	The Income Tax (Employment) Regulations 1993	FALSE	End of the financial year to whi	3	0	
Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms	Disclosure and Barring Service check requests: guidance for employers	FALSE	Date check completed	0	3	
Staff - recruitment process	All records relating to the appointment of Statutory Officers		TRUE	Creation of records	Permanent	Permanent	
Staff - recruitment process	All records relating to the selection process for Statutory Officers		FALSE	Date of appointment	5	0	
Staff - time management	All records relating to the process of monitoring staff leave and attendance		FALSE	Date action completed	2	0	
Staff - training	All records relating to training not concerning children		FALSE	Date training completed	3	0	
Staff - training	All records relating to training concerning children		FALSE	Date training completed	40	0	
Staff - accommodation	Records relating to tenancies for housing provided for employees		FALSE	Last action on the tenancy	6	0	
Staff - accommodation	All records relating to the repayment to late tenancy arrears for housing provided for employees	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation	HMRC - Compliance Handbook Manual CH15400	FALSE	Creation of records	6	0	
Residential care for children and young people	Personnel records relating to the employees working in Children's Homes	Children's Homes Regulations 2001 reg. 29	FALSE	Year records created	15	0	
Facilities - catering services	All records relating to the provision of catering services to staff (including food hygiene checks)	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
Facilities - printing and copying	All records relating to the provision of printing and copying services to staff	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	

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Facilities - staff/visitor car parking	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
Staff - equal pay	All records relating to the implementation and management of Equal Pay		FALSE	Creation of records	6	0	
Staff - public holidays	All records relating to the publication of a policy on public holidays		FALSE	Date the policy superseded	3	0	
Staff - redeployment	All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring.		FALSE	Date the policy superseded	3	0	
Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	FALSE	Date reorganisation is complete	6	0	
Staff - victimisation	All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace for council employees	Limitation Act 1980 (Section 2)	FALSE	Date policy is superseded	6	0	
Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Limitation Act 1980 (Section 2)	FALSE	Date of election	6	0	
Members - elections - results	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.	Limitation Act 1980 (Section 2)	FALSE	Date of election	6	0	
Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community		FALSE	Creation of records	3	0	
Staff - apprenticeships	All records relating to the management of staff apprenticeships	Limitation Act 1980 (Section 2)	FALSE	End of apprenticeship	6	0	
Staff - annual leave	All records relating to the management of staff annual leave		FALSE	Creation of records	3	0	
Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	HMRC - Compliance Handbook Manual CH15400	FALSE	Creation of records	6	0	
Staff - procedures	All records relating to the management of staff procedures		FALSE	Date procedure superseded	3	0	
Accounts - inter-organisational charging	All records relating to charging of staff time and/or use of equipment between departments within the organisation		FALSE	Creation of records	1	0	

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Staff - consultation and feedback	All records relating to the management of staff consultation and feedback	Limitation Act 1980 (Section 2)	FALSE	Date consultation completed	6	0	
Staff - operational exercising/training	All records relating to the management of staff operational exercising/training		FALSE	Date training completed	3	0	
Staff - overtime	All records relating to the management of staff overtime payments	HMRC - Compliance Handbook Manual CH15400	FALSE	Creation of records	6	0	
Staff - references	All records relating to the management of the provision of staff references		FALSE	Date of reference	6	0	