Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
	All records relating to health and safety		, and the same of		, , , , , , , , , , , , , , , , , , ,	The second of th	
	training provided to employees by local						
Health and safety training	authorities	Limitation Act 1980 (Section 2)	FALSE	Date qualification expires	6	0	
	All records relating to the provision of food						
	hygiene and occupational health and safety						
	training courses for managers and staff of						
Health and safety training	local businesses	Limitation Act 1980 (Section 2)	FALSE	Date qualification expires	6	0	
Treath and surety training	local businesses	Elimitation Net 1500 (Section 2)	171252	Date quamication expires			
	All records relating to the administration of						
Mentoring schemes	learning mentor schemes	Limitation Act 1980 (Section 2)	FALSE	Last contact with mentor	6	0	
Staff - occupational health	Health Referral files	2,111,141,151,161,151,161,151,151,151,151,151,15	FALSE	Date of birth	85	0	
Staff - occupational health	Health Surveillance forms			Date of questionnaire	40	0	
Stair Occupational ficaltif	All records relating to the provision of		TALSE	Date of questionnaire	40	· ·	
Traveller children support	teaching support for traveller children	Limitation Act 1980 (Section 2)	FALSE	Date of birth of the pupil	25	0	
Traveller enharen support	All records relating to the creation and	Limitation Act 1300 (Section 2)	TALSE	Date of birth of the pupil	23	· ·	
	management of media and publicity						
Media and publicity protocols	protocols		FALSE	Date policy/protocol expires	3	0	
ivicula and publicity protocols	protocois	Disclosure and Barring Service	TALSE	Date policy/protocor expires		Ü	
Vetting of contract and supplier	All records relating to the checking/vetting	check requests: guidance for					
staff	of contract and supplier staff	employers	FALSE	Date check carried out	6	0	
Stail	All records relating to school health	employers	FALSE	Date check carried out	0	0	
School health promotion	promotion		FALSE	Data campaign ands	2	0	
School fleatth promotion	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	
Starr disciplinary procedures	Casework: Disciplinary where the case	Elimeter Field (Section 2)	171252	close of case			
Staff - disciplinary procedures	results in dismissal	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
starr asserbiniary procedures	Casework: Disciplinary where the case	2	171202	real records of cateur	9	ū	End of the
Staff - disciplinary procedures	results in no case to answer		FALSE	Start of investigation	0	0	investigation
stan assipmary procedures	Final warning ? Issued by Managing		171202	otart of mrestigation	-	Ū	
	Director, or delegated manager, with a						
	right of appeal to Managing Director or						
	Chief Executive if issued by Managing						
Staff - disciplinary procedures	Director		FALSE	Date of warning	0	18	
starr alsolphilary procedures	5.1. 66661			Date of Marring		10	
	First warning ? Issued by line						
	manager/senior manager, with a right of						
Staff - disciplinary procedures	appeal to next level of management		FALSE	Date of warning	0	6	
starr arserpmany procedures	Non Schools Case Work - Performance and		171202	Date of Marining		J	
Staff - disciplinary procedures	Capability	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
starr alsolphilary procedures	Capazinity	2,111,111,111,111,111,111,111,111,111,1	171202	real records of cateur	9	Ū	
	Second warning ? Issued by line						
	manager/senior manager, with a right of						
Staff - disciplinary procedures	appeal to the next level of management		FALSE	Date of warning	0	12	
	The state of the s					12	
	All records relating to the development and						
	implementation of job descriptions and						
Staff - job analysis	person specifications		FALSE	Date JD/person specification su	6	0	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	All records relating to the evaluation of			, , , , , , , , , , , , , , , , , , , ,		J	
Staff - job analysis	iobs		FALSE	Date job evaluation completed	6	0	
	p		.,,,,,,		ı	•	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Staff - medicals and health							Until new eye
screening	All records relating to employee eye tests		FALSE	Eye test carried out	0		test completed
	All records relating to individuals who are						
Staff - outplacement	made redundant		FALSE	DOB of the individual made red	80		
·		Transfer of Undertakings					
	All records relating to staff transferred to	(Protection of Employment)					
Staff - outplacement	other organisations (TUPE)	Regulations 2006	FALSE	Date of transfer	6		
·	, ,						
Staff - workplace bullying	Casework - Harassment	Limitation Act 1980 (Section 2)	FALSE	Date case resolved	6		
, , ,	All records relating to changes made to	,	-		-		
Information management	information systems		FALSE	Date system decommissioned	6		
					_		
	All records relating to the configuration of						Date system
Information management	information systems		FALSE	Date system commissioned	0	,	decommissioned
	All records relating to the creation and			Date system commissioned	_		
	implementation of system tracking						Date system
Information management	requirements		FALSE	Date system commissioned	١	,	decommissioned
miorination management	requirements		171252	Date system commissioned			accommissionea
	All records relating to the creation of						Date system
Information management	system process maps		FALSE	Date system commissioned	١		decommissioned
mornation management	system process maps		TALSE	Date system commissioned			decommissioned
	All records relating to the design and						Date system
Information management	construction of information systems		FALSE	Date system commissioned			decommissioned
Illioilliation management	construction of information systems		FALSE	Date system commissioned	0		decommissioned
	All records relating to the development of						Date system
Information management	All records relating to the development of		FALSE	Data system commissioned			decommissioned
Information management	systems		FALSE	Date system commissioned	0		decommissioned
							Data sustana
lufa ati a a a	All records relating to the implementation		FALCE	Data austana aananississa ad			Date system
Information management	of ICT systems		FALSE	Date system commissioned	0		decommissioned
Staff - continuing professional	All records relating to workforce		FALCE	War a second a second and	,		
development	development		FALSE	Year records created	3	()
Staff and a second	All records relating to the monitoring of		EALCE	War a second a second and			
Staff - sickness management	employee absence		FALSE	Year records created	1	. ()
Staff and a second		11:: 12:	EALCE	B.1			
Staff - grievance	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	FALSE	Date grievance resolved	ь	()
Staff and the state of	All considerables to a conference to the	11:: 12:	EALCE	War a second a second and		_	
Staff - employment tribunals	All records relating to employment tribunal	Limitation Act 1980 (Section 2)	FALSE	Year records created	ь	()
	Constitution of Freedom of Table and						
6. 6.	Case files relating to Employment Tribunal				_		
Staff - employment tribunals	Claims and other employment matters	Limitation Act 1980 (Section 2)	FALSE	Closure	6	()
	L.,						
	All records relating to the maintenance of			L	_		
School health and safety	health and safety in schools	Limitation Act 1980 (Section 11)	FALSE	Year records created	3	4	1
	All records relating to the development and						
	implementation of a business transport		_				
Business travel and commuting	plan		FALSE	Date plan expires	3	()
	All records relating to the process for						
Staff - accommodation	ending a tenancy of an allocated home	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	()
	All records relating to responses made by						
Staff - communications	councils to external consultations		FALSE	Year records created	3		

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
	Team Meeting/Management Team meeting						
	minutes and papers held by individual						
	teams where no corporate decisions are						
Staff - communications	made		FALSE	Date of meeting	1	0	
	Recruitment and Selection ? records			Ü			
	relating to the process concerning						
Staff - recruitment	unsuccessful candidates		FALSE	Date of interview	0	6	
	The selection of an individual for an		-				
Staff - recruitment	established position		FALSE	Recruitment finalised	1	0	
					_		
	All records relating to an individual's						
Staff - recruitment process	employment history - paid employment	Limitation Act 1980 (Section 2)	FALSE	Termination	6	0	
	para ampia, mana		11.12	Terrimide.	-	<u> </u>	
	All records relating to an individual's						
Staff - recruitment process	employment history - voluntary service	Limitation Act 1980 (Section 2)	FALSE	Termination	6	0	
Stair Teeratement process	employment instally voluntary service	Elimeter Net 1300 (Section 2)	17/252	Terrimation			
	All records relating to the creation,						
	implementation and monitoring of the						
Staff - recruitment process	Council's induction programme		FALSE	Year records created	3	0	
Stair - recruitment process	All records relating to the development and		TALSE	Tear records created	3	0	
	implementation of terms and conditions of						
Staff - recruitment process	employment	Limitation Act 1980 (Section 2)	FALSE	Date terms and conditions expi	6		
Stair - recruitment process	employment	Limitation Act 1980 (Section 2)	FALSE	Date terms and conditions expi	0	0	
	Personal risk assessment records for staff						
Ctoff wiel management			FALCE	Tamaiantian of amalamant	20		
Staff - risk management	working with children or vulnerable adults		FALSE	Termination of employment	20	0	
Stoff wield management	Personal risk assessments relating to		FALCE	Data sieli assassas at assaisas	1	,	
Staff - risk management	individuals returning to work	Limitation Act 1980 (Section 11)	FALSE	Date risk assessment expires	3	4	Data tualisis a
Stoff tunining	All notes and materials created for training		FALCE	Balancia del constad			Date training
Staff - training	courses		FALSE	Date material created	0	0	course ends
a. «	All records relating to the creation and						
Staff - training	management of training statistics		FALSE	Year records created	3	0	
a	All records relating to the development and						
Staff - training	implementation of training programmes		FALSE	Year records created	3	0	
	All records relating to the development,						
	implementation and monitoring of the				_	_	
Staff - training	corporate training plan		FALSE	Date training plan expires	3	0	
	Final warning - Issued by Managing						
	Director, or delegated manager, with a						
	right of appeal to Managing Director or						
	Chief Executive if issued by Managing						
Staff - disciplinary procedures	Director		FALSE	Date of warning	0	18	
	First warning - Issued by line						
	manager/senior manager, with a right of						
Staff - disciplinary procedures	appeal to next level of management		FALSE	Date of warning	0	6	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
	·		, ,			. ,	
	Second warning - Issued by line						
	manager/senior manager, with a right of						
Staff - disciplinary procedures	appeal to the next level of management		FALSE	Date of warning	0	12	
	Recruitment and Selection - records						
	relating to the process concerning						
Staff - recruitment	unsuccessful candidates		FALSE	Date of interview	0	6	
	All records relating to leased vehicle	HMRC - Compliance Handbook					
Staff - business travel	allowances	Manual CH15400	FALSE	Year records created	6	0	
	All records relating to officers driving their						
Staff - business travel	own vehicles on council business	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
	All records relating to facilities						
	management services provided to local						
Facilities - management	authorities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	o	
	All records relating to the management of						
	service level agreements for buildings						
Facilities - management	owned by local authorities	Limitation Act 1980 (Section 2)	FALSE	Date service level agreement ex	6	o	
	All records relating to the provision of						
Facilities - management	security in local authority buildings	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	o	
	, ,	·					
	All records relating to the development and	HMRC - Compliance Handbook					
Staff - benefits	implementation of staff benefits	Manual CH15400	FALSE	Year records created	6	o	
	All records relating to the disclosure of						
	financial and non-financial officer interests						
	that could conflict with the Council's						
Staff - disclosure of interests	interest	Local Government Act 1972	FALSE	Termination of employment	1	o	
	All records relating to schemes which	HMRC - Compliance Handbook				-	
Staff - recognition	recognise staff	Manual CH15400	FALSE	Year records created	6	0	
					<u>-</u>	-	
	All records relating to the process of						
Staff - recognition	recommending employees for honours		FALSE	Year of submission	3	0	
	учения при					-	
Staff - appraisal	All records relating to staff performance	Limitation Act 1980 (Section 2)	FALSE	Action completed	6	0	
тин арриания	All records relating to the annual appraisal					-	
Staff - appraisal	of staff		FALSE	Creation of records	1	اه	
						-	
	All records relating the supervision of						
	individuals working in a social care						
Staff - appraisal	environment (both adults and childrens)	Limitation Act 1980 (Section 2)	FALSE	Termination of employment	6	اه	
	All records relating to the administration of	32		- Employment			
	parental leave where the child is not	HMRC - Compliance Handbook					
Staff - payroll	disabled	Manual CH15400	FALSE	Date of birth of child	6	0	
pa,					0	"	
	All records relating to the administration of						
Staff - payroll	parental leave where the child is disabled		FALSE	Date of birth of child	18	٥	
Starr payron	parental leave where the child is disabled	The Statutory Maternity Pay	IALSE	Date of birtir of clina	10		
	All records relating to the administration of	(General) Regulations 1986					
Staff - payroll	Statutory Maternity Pay	(SI1986/1960)	FALSE	Tax year in which the maternity	2	0	
Jun - payron	Statutory Materinty Pay	(311300/1300)	IALJE	Tray year in windi the maternity	3	ı U	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
		The Statutory Sick Pay					
	All records relating to the administration of	(General) Regulations 1982					
Staff - payroll	Statutory Sick Pay	(SI1982/894)	FALSE	Tax year to which the sick pay r	3	o	
	All records relating to events notifiable	Retirements Benefits Schemes					
	under the Retirements Benefits Schemes	(Information Powers) Benefits					
	(Information Powers) Benefits Regulations	Regulations 1995 (SI					
Staff - payroll	1995	1995/3103)	FALSE	Date event takes place	6	0	
	All records relating to Income Tax and	The Income Tax (Employment)					
Staff - payroll	National Health Insurance returns	Regulations 1993	FALSE	End of the financial year to whi	3	0	
	All records relating to Inland Revenue						
Staff - payroll	approval		TRUE	Creation of records	Permanent	Permanent	
		HMRC - Compliance Handbook					
Staff - payroll	All records relating to car loan agreements	Manual CH15400	FALSE	Financial year in which loan wa	6	0	
		The Income Tax (Employment)					
Staff - payroll	All records relating to relocation claims	Regulations 1993	FALSE	End of the financial year to whi	3	0	
	Criminal Records Bureau/Disclosure and	Disclosure and Barring Service					
	Barring Service: Disclosure application	check requests: guidance for					
Staff - recruitment process	forms	employers	FALSE	Date check completed	0	3	
	All records relating to the appointment of			·			
Staff - recruitment process	Statutory Officers		TRUE	Creation of records	Permanent	Permanent	
·	All records relating to the selection process						
Staff - recruitment process	for Statutory Officers		FALSE	Date of appointment	5	o	
	All records relating to the process of						
Staff - time management	monitoring staff leave and attendance		FALSE	Date action completed	2	o	
	All records relating to training not			·			
Staff - training	concerning children		FALSE	Date training completed	3	o	
	All records relating to training concerning						
Staff - training	children		FALSE	Date training completed	40	o	
	Records relating to tenancies for housing			<u> </u>			
Staff - accommodation	provided for employees		FALSE	Last action on the tenancy	6	ol	
	All records relating to the repayment to			,			
	late tenancy arrears for housing provided						
Staff - accommodation	for employees	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	ol	
	All records relating to the payment of	,	-	,	-		
	legitimately incurred business expenses to						
	officers and others working for of the	HMRC - Compliance Handbook					
Staff - expenses	organisation	Manual CH15400	FALSE	Creation of records	6	0	
	Personnel records relating to the					, , ,	
Residential care for children and	employees working in Children's	Children's Homes					
young people	Homes	Regulations 2001 reg. 29	FALSE	Year records created	15	0	
7	All records relating to the provision of					<u> </u>	
	catering services to staff (including food						
Facilities - catering services	hygiene checks)	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
Tachines catering services	All records relating to the provision of	Zimitation Act 1900 (Section 2)	IADL	Creation of records	0	 	
Facilities - printing and copying	printing and copying services to staff	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
i acincies - printing and copying	Thursting and coholing services to stail	בווווומנוטוו אנו בסט (שבנוטוו ב)	IALSE	Ci Cation di l'Ecolus	0	ı	

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

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
	All records relating to the management of						
Staff - consultation and feedback	staff consultation and feedback	Limitation Act 1980 (Section 2)	FALSE	Date consultation completed	6	0	
Staff - operational	All records relating to the management of						
exercising/training	staff operational exercising/training		FALSE	Date training completed	3	0	
	All records relating to the management of	HMRC - Compliance Handbook					
Staff - overtime	staff overtime payments	Manual CH15400	FALSE	Creation of records	6	0	
	All records relating to the management of						
Staff - references	the provision of staff references		FALSE	Date of reference	6	0	