

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Approved suppliers	All records relating to the creation of a list of approved suppliers and contractors		FALSE	Date list expires	6	0	
Procurement - contracts lists	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender		FALSE	Year records created	1	0	
Procurement - contracts management	All records relating to evaluation criteria used to evaluate a contract		FALSE	Date contract awarded	0	6	
Procurement - contracts management	All records relating to prequalification questionnaires	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
Procurement - contracts management	All records relating to successful tenders		FALSE	Award of contract	0	0	
Procurement - contracts management	All records relating to the creation and monitoring of service level agreements	Limitation Act 1980 (Section 2)	FALSE	Date service agreement expires	6	0	
Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under seal	Limitation Act 1980 (Section 8)	FALSE	Last action on the contract	12	0	
Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under signature	Limitation Act 1980 (Section 5)	FALSE	Last action on the contract	6	0	
Procurement - contracts management	All records relating to unsuccessful tenders		FALSE	Date contract awarded	0	6	
Procurement policy	All records relating to the development and implementation of procurement policy		FALSE	Date policy expires	6	0	
Complaints procedure	All records relating to complaints about services dealt with as business as usual		FALSE	Year records created	3	0	
Complaints procedure	All records relating to complaints referred to the Local Government Ombudsman		FALSE	Date complaint resolved	10	0	
Complaints procedure	All records relating to level 1 complaints		FALSE	Year records created	6	0	
Complaints procedure	All records relating to statutory complaints relating to Children Social Services		FALSE	Date of birth of child	75	0	
Corporate - partnership working	All records relating to partnership working		FALSE	End of partnership	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	Limitation Act 1980 (Section 2)	FALSE	Last action on project	6	0	
Corporate - project management	All records relating to the management of projects which end with a contract under seal	Limitation Act 1980 (Section 2)	FALSE	Last action on project	12	0	
Corporate - project management	All records relating to the management of projects which end with a contract under signature	Limitation Act 1980 (Section 2)	FALSE	Last action on project	6	0	
Corporate - reporting	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups		FALSE	Date records submitted to Cabinet/Committee	6	0	
Corporate - research	All records relating to research which has been commissioned or carried out by the local authority		FALSE	Date research completed	0	0	The retention period will vary depending on the type of research and the reason it was commissioned
Corporate - resource planning	All records relating to the collection and analysis of staff statistics		FALSE	Year records created	5	0	
Staff - annual leave	All records relating to the management of staff annual leave		FALSE	Creation of records	3	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 - 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 - apprenticeships	All records relating to the management of staff apprenticeships	Limitation Act 1980 (Section 2)	FALSE	End of apprenticeship	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	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
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	
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 - continuing professional development	All records relating to workforce development		FALSE	Year records created	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	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	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	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
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 - 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 - 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	
Staff - equal pay	All records relating to the implementation and management of Equal Pay		FALSE	Creation of records	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	
Staff - grievance	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	FALSE	Date grievance resolved	6	0	
Staff - job analysis	All records relating to the development and implementation of job descriptions and person specifications		FALSE	Date JD/person specification superseded	6	0	
Staff - job analysis	All records relating to the evaluation of jobs		FALSE	Date job evaluation completed	6	0	
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 - occupational health	Health Referral files		FALSE	Date of birth	85	0	
Staff - occupational health	Health Surveillance forms		FALSE	Date of questionnaire	40	0	
Staff - operational exercising/training	All records relating to the management of staff operational exercising/training		FALSE	Date training completed	3	0	
Staff - outplacement	All records relating to individuals who are made redundant		FALSE	DOB of the individual made redundant	80	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
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 - overtime	All records relating to the management of staff overtime payments	HMRC - Compliance Handbook Manual CH15400	FALSE	Creation of records	6	0	
Staff - payroll	All records relating to car loan agreements	HMRC - Compliance Handbook Manual CH15400	FALSE	Financial year in which loan was taken out	6	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 which records relate	3	0	
Staff - payroll	All records relating to Inland Revenue approval		TRUE	Creation of records	Permanent	Permanent	
Staff - payroll	All records relating to relocation claims	The Income Tax (Employment) Regulations 1993	FALSE	End of the financial year to which records relate	3	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 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 Statutory Maternity Pay	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)	FALSE	Tax year in which the maternity period ends	3	0	
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 relates	3	0	
Staff - procedures	All records relating to the management of staff procedures		FALSE	Date procedure superseded	3	0	
Staff - public holidays	All records relating to the publication of a policy on public holidays		FALSE	Date the policy superseded	3	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
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 - 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 appointment of Statutory Officers		TRUE	Creation of records	Permanent	Permanent	
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 expire	6	0	
Staff - recruitment process	All records relating to the selection process for Statutory Officers		FALSE	Date of appointment	5	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	6	
Staff - recruitment	Recruitment and Selection - records relating to the process concerning unsuccessful candidates		FALSE	Date of interview	0	6	
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 - 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 - references	All records relating to the management of the provision of staff references		FALSE	Date of reference	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	FALSE	Date reorganisation is completed	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 - sickness management	All records relating to the monitoring of employee absence		FALSE	Year records created	1	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 - time management	All records relating to the process of monitoring staff leave and attendance		FALSE	Date action completed	2	0	
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 - training	All records relating to training concerning children		FALSE	Date training completed	40	0	
Staff - training	All records relating to training not concerning children		FALSE	Date training completed	3	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	
Staff - workplace bullying	Casework - Harassment	Limitation Act 1980 (Section 2)	FALSE	Date case resolved	6	0	
Corporate - policies and procedures	All records relating to the creation, implementation and monitoring of policies and procedures		FALSE	Date policy/procedure expires	3	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides		FALSE	Year records created	5	0	