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1. **INTRODUCTION**
   1. Eastleigh Borough Council (EBC) 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, 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.
2. **SCOPE**

2.1 This policy applies to all records held as recorded information by EBC ( including paper, electronic, audio-visual), which are created, collected, processed, used, stored and/or disposed of by the authority’s employees, partners and agents in the course of the authorities business activities. It should be applied to all copies, including backups. Records are the Council’s corporate memory and provide the evidence of the Council’s business actions and decisions. They also provide evidence that the Council has satisfied statutory requirements. Well managed records can improve the process of decision-making and facilitate business administration. They are therefore a corporate asset.

1. **BACKGROUND**
   1. The attached schedule sets out the best practice regarding record retention and incorporates Retention Guidelines and legislation pertaining to the records themselves. This document is intended as a framework for the development of individual directorate and detailed service guidance. It is a ‘living document’ that will be amended and modified as and when retention details change, new information is kept, or regulations and legislation that govern information and its use are introduced or changed.
   2. The council stores a vast amount of documents and creates more every day. The retention schedule creates best practice by:

* Identifying records that may be worth preserving permanently as part of a local authority’s archives.
* Prevention of premature destruction of records that need retaining for a specified period to satisfy legal, financial and other requirements of public administration.
* Allowing consistency for the destruction of those records not required permanently after specified periods.
* Ensures the council does not hold on to information or records for longer than necessary.
  1. The purpose of a retention schedule is to provide the **minimum** periods of retention of records of all types.

1. **LEGAL REQUIREMENTS**
   1. 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, Eastleigh Borough Council directorates have been consulted to determine the retention requirements that best suit each business activity.
   2. These include:

* General Data Protection Regulations – Article 5(1)(e) states that personal data shall be “kept in a form which permits identification of data subjects for not longer than is necessary for the purposes for which data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historic research purposes in accordance with Article 89(1) subject to the implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject.”
* 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 our 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 200 - s.22 requires that written records of a local authority executive or a committee of such an executive are to be made available to the public.

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1. **RESPONSIBILITIES**

**5.1 Heads of Service/Managers** are responsible for:

* Ensuring local procedures are implemented to comply with the Council’s Records Management Policy and supporting guidance;
* Ensuring staff understand their record keeping responsibilities and have adequate time and resources to properly undertake these activities and attend corporate awareness training sessions;
* Ensuring recordkeeping systems enable identification of records due for disposal
* Ensuring records due for disposal are routinely identified and reviewed to ensure they are no longer required;
* Contributing to and enforcing compliance with business retention and disposal requirements set out in the appropriate retention and disposal schedules;
* Identifying vital business records and records suitable for historical permanent preservation;
* Identifying whether semi active physical records should be located off site in secure storage;
* Ensuring that appropriate access restrictions and password protections are used for human resources and other confidential information stored on shared drives;
* Highlighting any concerns in terms of records and information management with the Corporate Records Manager in the Democratic Services Legal Team.

**5.2 All staff** are responsible for:

* Managing the information they create and use on a day to day basis;
* Retaining all records in line with identified business requirements and as outlined in the appropriate retention and disposal schedule
* Ensuring records are saved and filed in such a way that it is meaningful and facilitates retrieval by those with similar access privileges
* Disposing of records in accordance with the requirements of the Records Retention Schedule and Records Management Guidance;
* Bringing any issues in relation to information and records management to the attention of their managers as soon as possible

1. **REVIEWING THE SCHEDULE**

6.1 This schedule will be reviewed on an annual basis, or as dictated by changes of legislation and / or best practise.

1. **RETENTION SCHEDULE LISTED BY COUNCIL BUSINESS FUNCTION**

Agreed retention periods for Council documents are listed in this section along with criteria triggering the start of the retention period. It has been completed following consultation with information Asset Owners and using guidance and best practice from Industry Experts. It should be seen as the single source of advice regarding retention of records and any local guidance should always follow information contained in this master document. Please raise any errors, additions or other suggested amendments that may be required.

**EASTLEIGH BOROUGH COUNCIL RETENTION & DISPOSAL SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Function** | | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| **8 CORPORATE MANAGEMENT/ADMINISTRATION** | | | | | | | | | |
| 8.1 | | | General Information/Miscellaneous | Correspondence with the public or external organisations which cannot be linked and stored with other records relating to a specific process and there is no identified process or function in the Retention Schedule.   * Letters * Emails * Faxes * General Correspondence/files | | Destroy after 5 years if there is no further action or addition | | No further action or addition.  If closed, and new activity begins. A new volume of the file should be created and the retention period of the old volume be brought into line with the new volume. | 5 year rule in Code of Practice on Records Management under Section 46 Freedom of Information Act 2000 |
| 8.2 | | | General Information/Miscellaneous | Unstructured Records that do not support a business process i.e. No existing place for them in a filing structure and none will be created. (paper and electronic including emails)   * Compliment slips * Catalogues * Trade journals * Suppliers Promotional material * Course/seminar/conference invitations * Telephone message slips * Non acceptance of invitations * Trivial messages or notes that are not related to EBC business | | Destroy as soon as any use has ceased | |  | Business Need |
|  | | | **Function** | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 8.3 | | | General Information/Miscellaneous | Unstructured Records that do not support a business process contd:   * Requests for stock information * Maps * Advertising material * Out of date distribution lists * Working papers which lead to a final report (unless report submitted to Committee in which case papers should be available for 6 years in line with availability of minutes for public inspection) | | Destroy as soon as any use has ceased | |  | Business Need |
| 8.4 | | | General Information | Document scanning  Manual documents | | Recommended to retain paper copies for 1 month before destroying via confidential waste (unless retention action is governed by statutory legislation.) | | From date of scanning | Business Need |
| 8.5 | | | Statutory Returns | Records relating to the process of preparing Information to be passed on to central government as part of statutory requirements | | Retain for 7 years | | From year records created | Common Practice |
| 8.6 | | | CCTV | CCTV Images   * Town centre * Council premises * Car parks   Body worn video images | | Retain for 31 days until overwritten unless used in legal case when CCTV footage will become part of case file and stored in a digital format so it can be retained for 6 years  Overwritten after 6 months unless retained for investigation in incident folder and destroyed upon completion of investigation | | From year records created | Limitation Act 1980 (Section 2)  CCTV Code of Practice (Revised Edition 2008) section 8.3 |
|  | | | **Function** | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 8.7 | | | Partnerships | Partnership Working:  Preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions where the Local Authority legally owns the record   * Documents establishing the Committee * Agendas/ minutes * Council Reports * Recommendations * Supporting documents | | Retain for 6 years | | From the end of the partnership | LGA Retention Tool |
| 8.8 | | | Partnerships | Preparing business for external committees’ consideration and making the record of discussion, debate and resolutions where the Local Authority does not own the record.   * Documents establishing the committee * Reports * Recommendations * Supporting documents such as briefing and discussion papers | | Retain for 3 years | | After last action | Common Practice |
|  | | | **Function** | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 8.9 | | | Informal meetings | Records relating to informal meetings: | | Retain for 6 years | | From year records created | Common Practice |
| 8.10 | | | Public meetings | Records relating to Public Meetings:   * Participation by residents/developers * subsequent queries raised | | Retain for 6 years | | From date of meeting | LGA Retention Tool |
| 8.11 | | | Agency Staff | All records relating to hiring agency staff for service areas | | Retain for 6 years | | From termination of agency placement | Employment Rights Act 1996 |
| 8.12 | | | Complaints | Management of formal complaints directed against the council   * Correspondence | | Retain for 6 years | | After closure of case | Limitation Act 1980 (Section 5 or 2) |
| 8.13 | | | Equality Impact Assessments | All records relating to Equality Impact Assessments | | Retain for 3 years then review | | From date updated |  |
| 8.14 | | | MP Enquiries | All records relating to the management of MP Enquiries   * Correspondence | | Retain for 6 years | | After closure of case | Common Practice |
| 8.15 | | | Gifts & Hospitality | All records relating to the receipt of gifts or corporate hospitality for staff | | Retain for 6 years | | From termination of employment | Local Government Act 1972 |
| 8.16 | | | Records Management - Retention | All records relating to the development of the Corporate Retention Schedule for the authority. | | Retain for 6 years | | From version superseded | Common Practice |
| 8.17 | | | Records Management – Information Surveys | All records relating to Information Asset Surveys | | Retain for 3 years then review | | From date of audit |  |
| 8.18 | | | Records Management | All destruction certificates issued by secure disposal firm | | Retain for minimum of 6 years | | From date of certificate | Limitation Act 1980 (Section 2) |
| **9 SERVICE DELIVERY** | | | | | | | | | |
| **9.1 CASE MANAGEMENT** | | | | **ACTIVITY** | | **RETENTION PERIOD** | | **TRIGGER** | **NOTES** |
| 9.1.1 | | | Parking Services | Records relating to parking processes:   * Permit refunds * PCN challenges & correspondence * Bay suspensions | | Retain for 6 years | | After last action | Common Practice |
| **9.2 CUSTOMER SERVICES** | | | | | | | | | |
| 9.2.1 | | | Parking Permits | Parking Permits :   * Paper application forms for residents parking permits * Paper applications for Professional Carer permits * Paper applications for IVCP & Lakeside permits | | Retain for 6 years | | From date permit expires | Limitation Act 1980 (Section 2) |
| **9.3 DIRECT SERVICES** | | | | | | | | | |
| 9.3.1 | | | Direct Services - Waste Management | Records relating to bulky waste | | Retain 3 years | | After transfer or disposal | LGA Retention tool |
| 9.3.2 | | | Direct Services - Waste Management | All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries:   * Collection and transportation of waste * Provision of waste containers | | Retain 3 years | | After transfer or disposal | LGA Retention tool |
|  | | | **Activity** | **Retention Period** | | **Triggers** | | **Notes** | **Function** |
| 9.3.3 | | | Direct Services - Waste Management | Records relating to clinical Waste disposal records  Fleet images – footage taken from cameras on fleet vehicles | | Retain for 6 years  Retained for up to 1 year by Fleet Clear | | From year records created. (original paper documentation destroyed after 1 month  Images downloaded for investigation destroyed upon completion of investigation |  |
| 9.3.4 | | | Direct Services – Waste Management | Records relating to trade waste disposal:   * Arranging and collection/transportation of trade waste | | Retain for 3 years | | From year records created | HMRC – Compliance Handbook Manual CH15400 |
| 9.3.5 | | | Direct Services – Waste Management | Records relating to residential recycling collection:-   * Weighing * Categorising * Processing * Provision of recycling bags or containers | | Retain for 3 years | | From year records created | Environmental Protection Act 1980 |
| 9.3.6 | | | Direct Services – Waste Management | Records relating to food recycling scheme | | Retain for 6 years | | From date scheme ends | Limitation Act 1980 (Section 2) |
|  | | | **Activity** | **Retention Period** | | **Triggers** | | **Notes** | **Function** |
| 9.3.7 | | | Direct Services – Waste Management | Assisted Waste collection service provided to residents who through illness or infirmity are unable to put out their refuse | | Retain for 3 years | | From year records created | LGA Retention Tool |
| 9.3.8 | | | Direct Services – Waste Management | Records relating to garden waste collections | | Retain for 3 years | | From year records created | LGA Retention Tool |
| 9.3.9 | | | Direct Services - StreetScene | Management of trees which are the responsibility of the authority | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 9.3.10 | | | Direct Services - StreetScene | Records relating to StreetScene:   * Fly tipping - Reports of dumped rubbish varying in size from a single bin bag to several truck- loads of waste * Graffiti - Reporting and removal of graffiti from building | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 9.3.11 | | | Direct Services - StreetScene | * Litter Bins (including dog waste) – Provision and maintenance of bins * Street cleaning and litter removal * Grass Cutting on public land * Public toilet provision and maintenance * Dead animal removal * Abandoned shopping trolleys * Dog fouling removal | | Retain for 6 years | | From date records created  From date dead animal removed |  |
| 9.3.12 | | | Direct Services - StreetScene | Records relating to parks and open spaces maintenance | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
|  | | | **Function** | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 9.3.13 | | | Direct Services - StreetScene | Records relating to maintenance of outdoor play facilities | | Retain for 7 years | | After date facility closes | Limitation Act 1980 (Section 2) |
| 9.3.14 | | | Direct Services - StreetScene | Allotment allocation:   * Tenancy management * Invoicing | | Retain for 6 years | | From date the rental of the allotment expires | Limitation Act 1980 (Section 2) |
| 9.3.15 | | | Direct Services - StreetScene | Cemeteries –   * Register * Papers relating to plot purchase | | Permanent | |  | Disused Burial Grounds (Amendment) Act 1981 |
| 9.3.16 | | | Direct Services - StreetScene | Cemeteries –   * General correspondence | | Retain for 6 years | | From year record created | Common Practice |
| 9.3.17 | | |  | Records relating to memorials   * Inspection/maintenance * Construction/erection | | Retain for 6 years | | From date of inspection/maintenance etc. | Limitation Act 1980 (Section 2) |
| 9.3.18 | | | Direct Services - StreetScene | All records relating to the management of exhumations | | Retain for 15 years | | From date of exhumation | Common Practice |
| 9.3.19 | | | Direct Services - Technical Services | Records relating to pest control :   * Inspection and treatment requests/reports * Invoicing & refunds | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 9.3.20 | | | Direct Services - Technical Services | Fleet Management – Acquisition and disposal of vehicles through lease or purchase:   * Leases * Contracts * Quotes * Approvals * Fleet authorisation numbers | | Retain 7 years | | From date of disposal | Limitation Act 1980 (Section 2) |
|  | | | **Function** | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 9.3.21 | | | Direct Services – Technical Services | Fleet Management – managing allocation and maintenance of vehicles:   * Driver approval * Allocations and authorisations for vehicles | | Retain for 7 years | | From date of disposal | Limitation Act 1980 (Section 2) |
| 9.3.22 | | | Direct Services – Technical Services | Records relating to fleet management:   * Vehicle usage reports * driver usage/hours * Vehicle log book * Vehicle checks * Vehicle safety inspections | | Retain for 3 years | | After sale or disposal of vehicle | LGA Retention Tool |
| 9.3.23 | | | Direct Services – Technical Services | Records relating to MOT testing | | Retain for 6 years | | From year records created | HMRC – Compliance Handbook Manual CH15400 |
| 9.3.24 | | | Direct Services – Technical Services | Records relating to:   * Calibration and testing * Exhaust emission testing | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 9.3.25 | | | Direct Services - Countryside | Records relating to volunteers | | Destroy when volunteer terminated | | From termination of volunteering |  |
| 9.3.26 | | | Direct Services - Countryside | Records relating to forest and woodland management | | Retain for 6 years | | From last action on individual projects | Limitation Act 1980 (Section 2) |
| 9.3.27 | | | Direct Services - Countryside | Records relating to Countryside Rangers | | Retain for 6 years | | From termination of employment | Limitation Act 1980 (Section 2) |
| 9.3.28 | | | Direct Services - Countryside | Records relating to conservation areas | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| **9.4 LOCAL AREA SERVICES** | | | | | | | | | |
| 9.4.1 | | | Local Area Services - Enforcement | | Records relating to management of enforcement action:   * Unauthorised traveller encampments * fly tipping * graffiti * litter | | Retain for 6 years then review | From date case prosecuted | Limitation Act 1980 (Section 2) |
| 9.4.2 | | | Local Area Services - Enforcement | | Management of Abandoned Vehicles reported on local roads | | Retain for 6 years | From year record created | Clean Neighbourhoods and Environment Act 2005  Limitation Act 1980 (Section 2) |
| 9.4.3 | | | Local Area Services - Enforcement | | Records relating to enforcement of on street parking regulations within the Local Authority area (including photographs) | | Retain for 6 years | From year record created | Limitation Act 1980 (section 2) |
| 9.4.4 | | | Local Area Services - Enforcement | | Records relating to body worn CCTV to support employee safety and parking enforcement to validate issues. | | Auto deletion after 6 months unless saved for an incident (e.g. for police purposes) | From date record created | CCTV Code of Practice |
| 9.4.5 | | | Local Area Services - Parking Permits | | Records relating to Family Carer Permit allocation | | Reviewed every 2 years for ongoing eligibility – Destroy when no longer valid | Destroy when application ceases | Business Need |
| 9.4.6 | | | Local Area Services - Animal Welfare | | Records relating to investigation, inspection and monitoring relating to animal welfare including:   * Zoos * Wild animals * Dangerous dogs * Stray dogs * Animal boarding   Types of record:   * Correspondence (letters, emails etc.) * PACE notebook entries * Inspection reports * Photographs | | Retain for 6 years | From expiry of license or date of resolution of enforcement | Limitation Act 1980 (Section 2) |
| **9.5 ECONOMY** | | | | |  | |  |  |  |
| 9.5.1 | | | Economy – BID | | * Records relating to the creation and management of Business Improvement Districts (BID) | | Retain for 6 years | From year records created | LGA Retention tool |
| 9.5.2 | | | Economy – Council Tax | | Records contained within the Council Tax system:   * Assessment/renewal * Billing * Annual notification * Exemptions/discounts * Band reductions * Backdated claims * Notebook entries * Enforcement * Appeals * Overpayment | | Permanent | From year records created, date of renewal or date process changes | LGA Retention Tool |
| 9.5.3 | | | Economy – Council Tax | | Records relating to Council Tax contd:  Can include records relating to management of council tax inspections actioned by Local Area Services:   * Correspondence * Notebook entries * Inspection reports * Photographs   Records relating to Council Tax contained within salesforce:   * Customer Correspondence | | Permanent  Retain for 6 years |  | Limitation Act 1980 (Section 2) |
| 9.5.4 | | | Economy – Business Rates | | Records relating to Business Rates, contained within the business rates system:   * Assessment * Reduction * Enquiries * Billing * Annual notification   Records relating to Business Rates contained within salesforce:   * Customer Correspondence | | Permanent  Retain for 6 years |  | Local Government Finance Act 1992 |
| 9.5.5 | | | Economy – Health & Safety at work | | Records relating to investigation and enforcement action on Health and Safety in the workplace as well as inspection of premises, land, individuals or organisations. | | Permanent | From completion of the investigation | Health and Safety at Work Act and associated EU Legislation |
| 9.5.6 | | | Economy – Primary Authority Partnerships | | Records relating to assured documentation, advice and recommendations, including investigations into and reporting of injuries, diseases and dangerous occurrences | | Permanent | From approval of assured documentation, authorisation of recommendations or completion of reports | The Regulatory Enforcement and Sanctions Act 2008 |
| 9.5.7 | | | Economy - Business | | Records relating to Economic Development –   * Contacts database * Business Cards | | Retain for 6 years (expected to be a dynamic document constantly changing) | From year records created | LGA Retention Tool |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.5.8 | | | Economy - Business | | Records relating to Business Grants –   * financial support provided | | Retain for 6 years | From date of last payment | HMRC – Compliance Handbook Manual CH15400 |
| 9.5.9 | | | Economy – Food safety | | Records relating to the statutory register of food premises and returns:   * (Annual food standards agency returns on food safety) | | * Permanent |  | Food Safety and Hygiene (England) Regulations 2013, EU Regulation 178/2002 and Food Safety Act 1990 |
| 9.5.10 | | | Economy – Commercial | | Investigation, inspection and monitoring relating to Environmental Health including:   * Food hygiene * Food safety * Diseases & health * Business * Licence activity required to register with the Local Authority (e.g. tattoo parlour, hairdressers, street traders etc.)   Record types:   * Correspondence (letter, email etc.) * PACE notebook entries * Inspection reports * Laboratory analysis results * Photographs | | Retain 6 years | From creation of records | Limitation Act 1980 (Section 2)  Food Safety and Hygiene (England) Regulations 2013, EU Regulation 178/2002 and Food Safety Act 1990 |
| 9.5.11 | | | Economy – Wessex House | | Records relating to rental of space/services in Wessex House :   * Businesses * Individuals * Charities * Sole traders * Virtual clients * Online Business support service * Car Parking | | Retain for 6 years | From last contact with client | Limitation Act 1980 (Section 2) |
| 9.5.12 | | | Economy – Wessex House | | Records relating to reception:   * Visitors signing in | | Retain for 1 month | From creation of records | Common Practice |
| 9.5.13 | | | Economy – Wessex House | | Records relating to reception:   * Contractors signing in | | Retain for 3 years | From creation of records | Business Need |
| **9.6 ENVIRONMENT** | | | | | | | | | |
| 9.6.1 | | | Environment – Ecology | | GIS data sets from HBIC | | Permanent |  | GIS data managed by IT. Superseded records are archived to enable future analysis of trends. |
| 9.6.2 | | | Environment – Ecology | | Ad hoc commissioned surveys e.g. headwaters and aquatic invertebrates | | Permanent |  | Retain records to enable future analysis of trends. |
| 9.6.3 | | | Environment – Ecology | | Non EBC publications | | Depends on the document. Retain whilst information is still current and up to date | When a replacement document is published | Replace when superseded. In some cases it is appropriate to retain the superseded publication. |
| 9.6.4 | | | Environment – Ecology | | Biodiversity Action Plans and actions spreadsheet | | Permanent |  | The action spreadsheet for the current BAP is designed to be a working document and therefore continuously updated. The previous BAPs are to be retained for historical records. |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.6.5 | | | Environment – Pollution Land Contamination | | Statutory register of contaminated land  Records on land contamination supporting **the Contaminated Land Inspection Strategy**  Investigations and formal actions taken under the **Environmental Damage regulation**s | | Permanent |  | LGA Retention Tool |
| 9.6.6 | | | Environment – Pollution Statutory Nuisance / Public Health / Pests Act/ Waste | | Investigation, inspection and monitoring relating to Environmental Service teams including:   * Statutory Nuisance Investigations * Public Health Act Investigations | | Anonymise personal information from records after 6 years.  Retain thereafter for analysis of trends in complaint types and numbers for service planning (15 years) | From creation or date license expires/ date investigation ends/completion of enforcement action etc. | Common Practice |
| 9.6.7 | | |  | | Investigation, inspection and monitoring relating to Environmental Service teams contd:   * Prevention of Damage by Pests Act investigations * Fly tipping and waste offences investigations * Clean Air Act Investigations * Control of Pollution Act investigations * Local Govt Acts * Refuse Disposal and Amenity Act * CNEA * And other authorised legislation * Water Pollution & Water quality monitoring   Record types:   * Correspondence (letter, emails etc.) * Monitoring results and data * PACE notebook entries * Inspection reports * Laboratory analysis results   Photographs | | Anonymise personal information from records after 6 years. Retain thereafter for analysis of trends in complaint types and numbers for service planning (15 years) | From creation or date license expires/ date investigation ends/completion of enforcement action etc. | Common Practice |
| 9.6.8 | | | Environment – EH Pollution Consultations | | Records of consultations, reports, monitoring, inspections, meetings, officer notes, recommendations and comments. | | 15 years except where planning appeal then permanent |  | Common Practice |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.6.9 | | | Environment – EH Pollution Public Health Funerals/Exhumations | | Records relating to Public Health Funerals and Exhumations | | Permanent |  | Common Practice |
| 9.6.10 | | | Environment – Pollution – Unauthorised encampments | | Records relating to unauthorised encampments:   * Investigations * Enforcement action | | Permanent |  | Common Practice |
| 9.6.11 | | | Environment - EH Pollution Environmental Noise Directive | | Records of consultations and responses and proposed/actual actions on the part of Noise Making Authorities in consultation with EBC as Noise Receiving Authority | | Permanent |  | Common Practice |
| 9.6.12 | | | Environment- EH Pollution Air Quality and Clean Air | | Records relating to the implementation of LAQM  Clean Air Act Chimney Heights | | Permanent |  | LGA Retention Tool |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.6.13 | | | Environment - EH Pollution Entertainment Licencing | | Records relating to the consultation and responses/inspections/advice on applications and issuing of Entertainment Licences and TENs | | Permanent |  | Common Practice |
| 9.6.14 | | | Environment – EH Pollution Licensing of Boatmen and Boats | | Records relating to:   * Application for and issuing of Boatmen and Boat licenses. * Inspection and enforcement records | | Permanent |  | Common Practice |
| 9.6.15 | | | Environment – Sustainability | | Records relating to government funded schemes | | Retain for 6 years | From year records created | Common Practice |
| 9.6.16 | | | Environment - Engineering | | Records relating to applications and assessments for disabled parking spaces | | Retain for 6 years | From year record created | Limitation Act 1980 (Section 2) |
| 9.6.17 | | | Environment - Engineering | | Street naming and numbering –   * Documentation relating to street naming. * Development naming * Property numbering/naming | | Permanent |  | LGA Retention Tool |
| 9.6.18 | | | Environment - Engineering | | Permanent TROs:   * Original order * Correspondence * Drafts | | Permanent – original order  Correspondence and drafts - destroy | From completion of order | Business Need |
| 9.6.19 | | | Environment - Engineering | | Temporary TROs:   * Road closure orders | | Retain for 6 years | From end of closure order | Limitation Act 1980 (Section 2) |
| 9.6.20 | | | Environment - Engineering | | Infrastructure & Transport:   * Correspondence * Consultations * Action Plans | | Retain for 6 years | Until traffic scheme expires | Limitation Act 1980 (Section 2) |
| **9.7 HEALTH & WELLBEING** | | | | |  | |  |  |  |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.7.1 | | | Health & Wellbeing - Housing Enforcement | | Records relating to the assessment and enforcement of housing standards and prosecution of offences:   * Documentation relating to breaches of housing environmental protection and public health * Household waste accumulation | | Retain 6 years | After close of correspondence or resolution of any enforcement | Limitation Act 1980 (Section 2) |
| 9.7.2 | | | Health & Wellbeing - Housing | | Records relating to local crisis payments | | Retain for 6 years | From financial year payment made | HMRC – Compliance Handbook Manual CH15400 |
| 9.7.3 | | | Health & Wellbeing - Homelessness | | Records relating to managing applications from people who are homeless:   * Provision of short term and emergency accommodation for homeless people * Assessments | | Retain for 6 years | From date assessment completed | Limitation Act 1980 (Section 2) |
| 9.7.4 | | | Health & Wellbeing - Housing Register | | Records relating to the administration of the Home Choice Register and homelessness records   * Closed applications * Housed applications * Households with no activity   Records relating to Home Choice where financial assistance granted:   * Rent bonds * Rent in advance | | Retain for 5 years (automatic removal for closed/housed or no activity)  Retain for 6 years then review | From year records created  Until financial assistance ceased and/or case closed | Limitation Act 1980 (Section 2)  Hampshire Home Choice business need |
| 9.7.5 | | | Health & Wellbeing - Housing Benefit & Council Tax support | | Records relating to Housing Benefits and Council Tax Support:   * Application forms/Details * Copies of personal documents * Assessment * Payment/Backdated claims * Discretionary housing payments * Appeals * Claims * Fraud cases & prosecution * Food Vouchers * COVID test and trace payments | | Retain for 6 years  Retain for 6 years | From year records created/date of renewal or date process changes  From date claim/appeal/fraud case resolved | LGA Retention Tool |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.7.6 | | | Health & Wellbeing - Housing Enforcement | | Records relating to housing enforcement:   * Empty properties * Housing in dis-repair * Non-compliance with licensing | | Retain for 6 years | From date of the resolution of any enforcement action | Limitation Act 1980 (Section 2) |
| 9.7.7 | | | Health & Wellbeing - Housing | | Records relating to immigration application housing report | | Retain for 6 years | From date case created | Common Practice |
| 9.7.8 | | | Health & Wellbeing - HMOs | | Records relating to Houses in Multiple Occupation:   * Applications * Monitoring of issued licences | | Retain for 6 years | From date licence expires | Limitation Act 1980 (Section 2) |
| 9.7.9 | | | Health & Wellbeing - Licences | | Records relating to Caravan Site Licences:   * Applications * Monitoring of issued licenses | | Retain for 6 years | From date licence expires | Limitation Act 1980 (Section 2) |
| 9.7.10 | | | Health & Wellbeing - Disabled Facility Grants (DFGs) | | Records relating to Disabled Facility Grants:   * Applications * Approval & completion * Payment | | Retain for 10 years | From completion of DFG (to cover repayment clause timescale in policy) | HMRC – Compliance Handbook Manual CH15400 |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.7.11 | | | Health & Wellbeing - Sports Development | | Information relating to Sports Development Programmes | | Retain for 6 years | From date created | Limitation Act 1980 (Section 2) |
| 9.7.12 | | | Health & Wellbeing - SportWorks | | Records relating to SportsWorks:   * Consent for children to take part in activities. | | Retain for 6 years | From date created | Limitation Act 1980 (Section 2) |
| 9.7.13 | | | Health & Wellbeing – Youth Partnership project | | Records relating to partnerships promoting and developing groups, services & activities for young people. | | Retain for 1 year & review annually | From date created (out of date information destroyed annually) | Business need |
| 9.7.14 | | | Health & Wellbeing - SportWorks | | Records relating to SportsWorks contd:   * Authorisation or consent from GP or other professionals regarding physical activity * Referrals * Qualification from instructors and coaches to ensure they are qualified to deliver activities | | Retain for 6 years | From date created | Limitation Act 1980 (Section 2) |
| 9.7.15 | | | Health & Wellbeing - Sports bookings | | Documentation relating to general sports bookings   * sports classes and training | | Retain for 12 months | From date created | Business need |
| 9.7.16 | | | Health & Wellbeing - Sports Grants | | Records relating to grants:   * SportsWork talented athlete grants | | Retain for 6 years | From date of last payment of the grant | HMRC – Compliance Handbook Manual CH15400 |
| 9.7.17 | | | Health & Wellbeing - HealthWorks | | Records relating to all HealthWorks programmes:   * Referrals under all schemes * Staff Health Checks | | Retain for 6 years | From date created | Business need |
| **9.8 HOUSING & DEVELOPMENT** | | | | |  | |  |  |  |
| 9.8.1 | | | Housing & Development – Land Charges | | Records relating to searches and replies | | Permanent |  | LGA Retention Tool |
| 9.8.2 | | | Housing & Development -Development Management Planning Records | | Records relating to:   * Local development order * Neighbourhood development order | | Permanent |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.3 | | | Housing & Development -Development Management Planning Records | | Records relating to environmental impact assessment screening and scoping | | Permanent (electronic)  Hard copies disposed of within 3 years |  |  |
| 9.8.4 | | | Housing & Development -Development Management Planning Records | | Records relating to Planning Application files (not including decision notice) but including:   * Consultation responses and third party reps * Planning Application documents * Notices * Certificates and decision notices (all planning decisions) including variation/discharge of conditions * Non material/material amendments * LDC * Tree/conservation area decisions (The Public Register) | | Permanent (electronic)  Hard copies disposed of within 3 years  Permanent (electronic). Hard copies disposed of within 3 years | Review – dispose after 7 years | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.5 | | | Housing & Development -Development Management Planning Records | | Records relating to appeal documentation:   * LPA evidence in the form of questionnaires, statements, proof of evidence | | Permanent (electronic)  Hard copies disposed of within 3 years |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.8.6 | | | Housing & Development -Development Management Planning Records | | Records relating to appeal documentation:   * Third party records | | Retain up to 7 years | From date of appeal decision | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.7 | | | Housing & Development -Development Management Planning Records | | Planning Obligations including records of negotiated contributions and records of securing/spending | | Permanent |  | Town & Country Planning Act 1990 and Development  Management Procedure Order2015 |
| 9.8.8 | | | Housing & Development -Development Management Planning Records | | Records relating to pre-application enquiries | | Permanent (electronic)  Hard copies disposed of within 3 years | From date advice was provided | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.9 | | | Housing & Development -Development Management Planning Records | | Records relating prior notification developments | | Permanent (electronic)  Hard copies disposed of within 3 years |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.10 | | | Housing & Development -Development Management Planning Records | | Records related to permitted development enquiries | | Up to 7 years for electronic copies.  Hard copies disposed of within 1 year. | From date advice was provided | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.11 | | | Housing & Development - Development Management Enforcement | | Records relating to file on::   * Investigation and Enforcement of breaches of planning controls | | Permanent |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015  Limitation Act 1980 (Section 2) |
| 9.8.12 | | | Housing & Development - Development Management Enforcement | | Records relating to enforcement complaints:   * Correspondence * Notebook entries * Inspection reports * Photographs | | Retain up to 10 years | From date complaint was received | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.8.13 | | | Housing & Development - Development Management Enforcement | | Records relating to enforcement decision | | Permanent |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.14 | | | Housing & Development – High Hedges | | Records relating to High Hedge complaints | | Retain up to 7 years | From date of decision |  |
| 9.8.15 | | | Housing & Development (Heritage) | | Records relating to Listed Buildings | | Permanent |  | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 9.8.16 | | | Housing & Development – Tree Preservation Orders | | Records relating to Tree Preservation Orders (TPOs) | | Permanent (electronic) |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 9.8.17 | | | Housing & Development - Projects | | Records relating to commissioning and the delivery of Public Art and other Capital projects | | Retain up to 7 years | From date of completion of project |  |
| 9.8.18 | | | Housing & Development - Projects | | Records of comments made at public/community events to influence/feedback on Public Art or Capital Projects | | Retain up to 7 years | From date of completion of project |  |
| **9.9 ART & CULTURE** | | | | | | | | | |
| 9.9.1 | | | Art & Culture | | Records relating to booking of events:   * Ticketing for events * Booking of workshops/classes/youth theatre/hire of venue | | Retain for 6 years | From year records created | LGA Retention Tool |
| 9.9.2 | | | Art & Culture | | Records relating to customer survey information :   * Google Docs surveys * Application forms | | Retain for 6 years | From year records created | Business Need |
|  | | | **Function** | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 9.9.3 | | | Art & Culture | | Records relating to Social Media :   * General enquiries * Direct messages via Facebook | | Retain for 3 years | From year records created | LGA Retention Tool |
| 9.9.4 | | | Art & Culture | | Records relating to hiring of volunteers at venues | | Retain for 6 years | From date of leaving | Employment rights act 1996 |
| 9.9.5 | | | Art & Culture | | Records relating to performers :   * Companies/artists (including freelance performers) | | Retain for 6 years | From year records created | Common Practice |
| 9.9.6 | | | Art & Culture | | Records relating to Theatres :   * Records relating to charities that participate * Membership details | | Retain for 6 years | From year records created | Common Practice |
| 9.9.7 | | | Art & Culture | | Records relating to registers/emergency contact for workshops on and off site | | Retain for 6 years | From year records created | Limitation Act 1980 (Section 2) |
| 9.9.8 | | | Arts & Culture | | Records relating to Arts organisation and events | | Retain for 6 years | From year records created | LGA Retention Tool |
| 9.9.9 | | | Art & Culture | | Records relating to CCTV at both venues (The Point and The Berry) | | Retain until overwritten (unless used in legal case in which case the CCTV footage will become part of the case file and be retained for 6 years.) | From year records created | CCTV Code of Practice |
| **9.10 COUNTRY PARKS** | | | | | | | | | |
| 9.10.1 | | Country Parks | | | Records relating to Countryside Visitor Centres:   * Booking of facility/events * Regular facility usage * Parking permits * Bridle route licence | | Retain for 6 years | From year records created | Limitation Act 1980 (Section 2) |
| 9.10.2 | | Country Parks | | | Records relating to participants:   * Participants personal details for activities * Parental consent * Set up of activities for various charities * Details relating to tailoring of needs | | Retain for 6 years | From year records created | Limitation Act 1980 (Section 2) |
| **10 STRATEGY**  **10.1 COMMUNICATIONS & MARKETING** | | | | | | | | | |
| 10.1.1 | | Strategy - Communications & Marketing | | | Records relating to comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council | | Retain for 1 year | From year comment received (Direct messages, private messages and notifications to be destroyed on set date every year) | LGA Retention Tool |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.1.2 | | Strategy - Communications & Marketing | | | Records relating to customers:   * Customer database * Sign up to newsletters * Large print requests * Competition entries | | Retain while current  Retained for 1 month | Until recipient unsubscribes | Common Practice |
| 10.1.3 | | Strategy - Communications & Marketing | | | Records relating to Business Sponsorship and all advertising | | Retain for 6 years | From date of sponsorship and renewed sponsorship | Limitation Act 1980 (Section 2) |
| 10.1.4 | | Strategy - Communications & Marketing | | | Records relating to Corporate Marketing database | | Retain for 6 years | From year records created | Limitation Act 1980 (Section 2) |
| 10.1.5 | | Strategy - Communications & Marketing | | | Records relating to Market Traders   * Registration * Management | | Retain for 6 years | From year records created | HMRC - Compliance Handbook Manual CH15400 |
| 10.1.6 | | Strategy - Communications & Marketing | | | Records relating to Public Relations and interaction with the media:   * Records of events including * Photographs depicting identified individuals * Video & audio digital files * Press releases * Correspondence | | Retain for 6 years unless of historical value which is archived | From date of event | The National Archives Retention Guidance, 2012 |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.1.7 | | Strategy - Communications & Marketing | | | All records relating to the creation and management of media and publicity protocols | | Retain for 3 years | From date of policy/protocol expires | LGA Retention Tool |
| 10.1.8 | | Strategy - Communications & Marketing | | | All records relating to the publication of the latest news and public information relevant to the local area | | Retain for 3 years | From the year records created | LGA Retention Tool |
| 10.1.9 | | Strategy - Communications & Marketing | | | All records relating to the process of organising and recording of a ceremonial event or civic occasions including:   * Visitors book * Books of Condolence * Audio tapes * Video tapes * Photographs | | Permanent | After administrative use is concluded | LGA Retention Tool |
| 10.1.10 | | Strategy - Communications & Marketing | | | Records relating to civic recognition and awards | | Permanent | From year records created | LGA Retention Tool |
| 10.1.11 | | Strategy - Communications & Marketing | | | Records relating to the development and promotion of Local Authorities Campaigns and events | | Permanent if significant event.  Retain 7 years if minor campaign or event | From date of event | The National Archives Retention Guidance 2012 |
| **10.2 LOCAL AREA MANAGERS** | | | | | | | | | |
| 10.2.1 | | Strategy - Local Area Managers | | | Records relating to Community Grants:   * Applications * Bank statements | | Retain for 6 years | From date of last payment of grant | HMRC – Compliance Handbook Manual CH15400 |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.2.2 | | Strategy - Local Area Managers | | | Records relating to Hamble Library:   * Applications for membership and the storage of membership information | | Retain from date of application and for 1 year after membership expires or is terminated. | From date of application | Business Need |
| 10.2.3 | | Strategy – Local Area Managers | | | Records relating to venue hire booking and enquiry forms | | Retain for 6 years | From year records created |  |
| **10.3 Y ZONE** | | | | |  | |  |  |  |
| 10.3.1 | | Strategy – Local Area Managers (Y Zone) | | | Records relating to:   * Summary of activities undertaken in youth session * Membership details * Emergency contact information for parents/guardians * Details of youth project volunteers | | Retain for 6 years | From creation of records | Limitation Act 1980 (Section 2) |
| 10.3.2 | | Strategy – Local Area Managers (Y Zone) | | | Summary of activities undertaken in youth session:  Membership forms – collect data from new contacts (paper & electronic)   * i.e. Name, DOB, age, gender, address, school/college, emergency contact name, emergency contact number * Medical details: allergies, behavioural conditions we need to know about | | Data destroyed after 7 years and after 19 years of age for individuals emergency contact data | From creation of records |  |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.3.3 | | Strategy – Local Area Managers (Y Zone) | | | Evaluation of youth drop in session form:   * Stats, age groups, bullet point of what has happened, initials of individuals but not names, topics covered during session   Photos of young people during activities:   * Displayed in YZone on notice boards * Stored encrypted electronically on EBC system   Exclusion letter written to parent (paper & electronic)   * Kept electronically on encrypted EBC system | | Data destroyed after 19 years of age for individuals or after 7 years  Data destroyed after 7 years and after 19 years of age for individuals emergency contact data  Data destroyed after 7 years and after 19 years of age for individuals emergency contact data | From creation of records  After each session |  |
| 10.3.4 | | Strategy – Local Area Managers (Y Zone) | | | Staff information in case of need to communicate with individuals to cover sessions or inform of changes to sessions | | Retain until 4 months | From date staff member leaves YZone/EBC | Business Need |
| 10.3.5 | | Strategy – Local Area Managers (Y Zone) | | | CCTV Images | | Retain until overwritten unless used in legal case in which case the CCTV footage will become part of the case file and be retained for 6 years. | From year records created | Limitation Act 1980 (Section 2)  CCTV Code of Practice |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.3.6 | | Strategy – Local Area Managers (Y Zone) | | | Records relating to:   * Staff 1 to 1/Group Meetings * Records relating to informal meetings | | Retain for 6 years | From year records created | Common Practice |
| 10.3.7 | | Strategy – Local Area Managers (Y Zone) | | | Records relating to Partnership & Agency working:   * Preparing for partnership and multi-agency meetings and making the record of discussion * Details of resolutions where the Local Authority owns the record * Management committee documents * Agendas/minutes * YZone stats reports * Recommendations * Supporting documents | | Retain for 6 years | From the end of the partnership | LGA Retention Tool |
| 10.3.8 | | Strategy – Local Area Managers (Y Zone) | | | Records relating to hiring of the Y Zone venue:   * Applications/applicant details * Payment | | Retain for 6 years | From year records created | Common Practice |
| **10.4 MONITORING OFFICER** | | | | |  | |  |  |  |
| 10.4.1 | | Strategy - Monitoring Officer | | | Records relating to the investigation of complaints raised through the Ombudsman: | | Retain for 10 years | From date of resolution of complaint | LGA Retention Tool |
|  | | Function | | | Activity | | Retention Period | Triggers | Notes |
| 10.4.2 | | Strategy - Monitoring Officer | | | Records relating to the investigation of complaints about breaches of the Members Code of Conduct | | Retain from year records created for 6 years | Date investigation completed? | Limitation Act 1980 (Section 2) |
| **10.5 PERFORMANCE & GOVERNANCE DEMOCRATIC SERVICES** | | | | | | | | | |
| 10.5.1 | | Strategy – Democratic Services | | | Records relating to the development and implementation of byelaws and regulations | | Retain for 6 years | From date byelaw expires (dynamic document constantly updating) | LGA Retention Tool |
| 10.5.2 | | Strategy – Democratic Services | | | Records relating to honours submissions:   * Nominations/submissions * Letters of support * Documentation | | Retain for 6 years | From date record created | Limitation Act 1980 (Section 2) |
| 10.5.3 | | Strategy – Democratic Services | | | Records relating to a Register of Members addresses –   * Publication of the list of borough councillors and parish councillors | | Retain for 1 year or until superseded (dynamic document to be updated regularly) | From creation of directory | Local Government Act 1972 Section 94 (1) |
| 10.5.4 | | Strategy – Democratic Services | | | Records relating to Members Allowances:   * Allowance information | | Retain for 6 years | Date of next election | Local Government Act 1972 Section 94 (1) |
| 10.5.5 | | Strategy – Democratic Services | | | Records relating to a register of Members interests | | Retain full record for period while Councillor is in office archive for 3 years and 1 month after councillor’s term has ended. Retain record of deletion if interest has ended. | Date Councillor is elected, when the Councillor updates the register and after appointment ends | Local Government Act 1972 Section 94 (1) |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.5.6 | | Strategy – Democratic Services | | | Records relating to a register of members gifts and hospitality | | Retain for 6 years | Date of next election | Local Government Act 1972 Section 94 (1) |
| 10.5.7 | | Strategy – Democratic Services | | | Records relating to the creation and maintenance of the Members Code of Conduct | | Retain for 6 years | Date code of conduct supersedes | Common Practice |
| 10.5.8 | | Strategy – Democratic Services | | | Records relating to the creation and management of Member induction and Member training | | Retain for 6 years | Current year | LGA Retention Tool |
| 10.5.9 | | Strategy – Democratic Services | | | Records relating to the Eastleigh Borough Council constitution | | Permanent |  | Local Government Act 2000 |
| 10.5.10 | | Strategy – Democratic Services | | | Records relating the working papers for amendments made to the Eastleigh Borough Council constitution | | Permanent |  | Common Practice |
| 10.5.11 | | Strategy – Democratic Services  Council Meetings | | | Agendas and reports for Council and other formal meetings. | | Retain for 6 years then transfer to the Archives | From date of meeting/decision | Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 |
| 10.5.12 | | Strategy – Democratic Services | | | Draft Minutes | | Until formal minutes signed then destroy |  | Common Practice |
| 10.5.13 | | Strategy – Democratic Services | | | Records relating to the management and publication of the Forward Plan of Key Decisions | | Permanent |  | Common Practice |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.5.14 | | Strategy – Democratic Services | | | Minutes – Signed copy  Record of Decision – signed copy | | Permanent |  | Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 |
| 10.5.15 | | Strategy – Democratic Services | | | Records relating to background papers to reports :   * Principal set of background papers (all other sets for operational use) | | Retain for 4 years | From date of meeting | |  | | --- | | Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 | |
| 10.5.16 | | Strategy – Democratic Services | | | Records relating to preparing business for council consideration and making the record of discussion, debate and resolutions ( includes council minutes, agenda, cabinet, committee and scrutiny minutes) | | Permanent |  | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 |
| **10.6 PERFORMANCE & GOVERNANCE ELECTIONS** | | | | | | | | | |
| 10.6.1 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to the disposal of Election Documents:   * Local Government Elections * Parliamentary Elections | | Retain for 1 year | Statutory period | |  | | --- | | Representation of the People Act 1983  European Parliamentary Elections Regulations 2004  Local Elections (Principal Areas) (England and Wales) Rules 2006  Local Elections (Parishes and Communities) (England and Wales) Rules 2006  The Local Authorities (Conduct of Referendums) (England) Regs 2012 | |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.6.2 | | Strategy – Performance & Governance – Electoral Services | | | All records relating to returns and declarations as to Election Expenses:   * Parish Elections * Local Government Elections * Parliamentary Elections | | Retain for 1 year  Retain for 2 years | Statutory Period from date of election | Representation of the People Regulations 2001  The Political Parties and Elections Act 2009  HMRC - Compliance Handbook Manual CH15400 |
| 10.6.3 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to the appointment of internal and external staff for election duties or canvassing | | Retain for 1 year | From date of election ( Some details held electronically for future election or canvass employment) | Representation of the People Act 1983 |
| 10.6.4 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to the register of  Overseas voters (subject to annual review)  Service voters (crown servants, army and navy personnel) | | Retain for 1 year  Retain for 3 years | For use UK Parliamentary elections only  For use at any election whilst application in force | Representation of the People Act 1983 |
| 10.6.5 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to household enquiry forms | | Retain for 1 year | To check registration details until the next canvas | Representation of the People Act 1983 |
| 10.6.6 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to invites to register | | Retain for a maximum of 13 months | From month of application  To check registration details until the next canvass | Representation of the People Act 1983 |
| 10.6.7 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to Absent vote application form  Records relating to the list of absent voters during the life of the register | | Retain for life of application  Retain for 1 year | From creation  For use at any election held in current year | Representation of the People Acts 1983 and 1985  Electoral Administration Act 2006 |
|  | | **Function** | | | **Activity** | | **Retention Period** | **Triggers** | **Notes** |
| 10.6.8 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to Voter Authority Certifcate (VAC) Paper and digitial  Records relating to anonymous elector document (AED) paper application | | There are 3 statutory retention periods which can be found here:  <https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention> | For use at any election held in the current year |  |
| 10.6.9 | | Strategy – Performance & Governance – Electoral Services | | | Records created by the process of managing wards and boundaries | | Permanent |  | Electoral Registration and Administration Act 2013 |
| 10.6.10 | | Strategy – Performance & Governance – Electoral Services | | | Records relating to the Register of Electors | | Retain for 15 years | Current Year   * For use at any election held in the current year * For public inspection during life of register   Past Years   * To check eligibility of overseas voter applications | |  | | --- | | Electoral Registration and Administration Act 2013 | |
| 10.6.11 | | Strategy – Performance & Governance – Electoral Services | | | All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results. | | Retain for 6 years | From date of election | LGA Retention Tool |
| **10.7 PERFORMANCE & GOVERNANCE** | | | | | | | | | |
| 10.7.1 | | Performance & Governance | | Records relating to the monitoring or review of the quality, efficiency or performance of the council or an individual unit:   * Performance reports * Business Plans | | Retain for 5 years | | From closure | Common Practice |
| **10.8 SAFETY & RESILIENCE** | | | | | | | | | |
| 10.8.1 | | Strategy – Safety & Resilience | | Records relating to the Out of hours service | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 10.8.2 | | Strategy – Safety & Resilience | | Records relating to the Supporting Families Programme: | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 10.8.3 | | Strategy – Safety & Resilience | | Records relating to Community Safety Initiatives and the Community Safety Partnership:   * Action plans * Strategic assessment * Project records * Community trigger | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 10.8.4 | | Strategy – Safety & Resilience | | Records relating to Business Continuity Planning :   * Documentation relating to business continuity in the event of a disaster or unforeseen event. | | Retain until superseded | | From date records created | Business need |
| 10.8.5 | | Strategy – Safety & Resilience | | Records relating to emergency plans for disaster recovery :   * Response guides * Emergency plans * Exercise of plans | | Retain until super-ceded | | From date records created | Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980, Civil Contingency Act Good Practice Guidance |
| 10.8.6 | | Strategy – Safety & Resilience | | Records relating to Community Safety:   * The use of enforcement powers * Acceptable behaviour contracts | | Retain for 6 years | | From date of resolution of enforcement action | Limitation Act 1980 (Section 2) |
| 10.8.7 | | Strategy – Safety & Resilience | | Records relating to community safety:   * General information relating to ASB * 101 calls * intelligence & crime date | | Retain for 3 years | | From date record created or information received | Limitation Act 1980 (Section 2) |
| 10.8.8 | | Strategy – Safety & Resilience | | Records relating to information supplied for the Safety Advisory Group | | Retain for 6 years | | From date record created or information received | Limitation Act 1980 (Section 2) |
| 10.8.9 | | Strategy – Safety & Resilience | | Records relating to Domestic Homicide Reviews | | Retain for 6 years and then archive | | From date record created | Limitation Act 1980 ((Section 2) |
| 10.8.10 | | Strategy – Safety & Resilience | | Safeguarding Records relating to child and adult protection | | Retain for 6 years and then archive | | From date record created | Limitation Act 1980 (Section 2) |
| **10.9 STRATEGY PLANNING** | | | | | | | | | |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 10.9.1 | | Strategy - Strategic Planning | | Records (including final approved policy/strategy documents) relating to activities that develop:   * Policy * Procedures * Strategies * Plans * Structures   For Local Authority | | Retain for 6 years | | After implementation of new/updated policy | Common Practice |
| 10.9.2 | | Strategy - Strategic Planning | | Records relating to the Corporate Plan | | Permanent | |  | LGA Retention Tool |
| 10.9.3 | | Strategy - Strategic Planning | | Records relating to the Corporate Risk Register | | Retain for 6 years | | From date of last action | Limitation Act 1980 (Section 2) |
| 10.9.4 | | Strategy - Strategic Planning | | Records relating to the activity of consultation to gain approval for the Local Plan:   * Consultation documents and original responses * Inquiries and objections made by members of the public | | Retain for 6 years | | From date plan adopted | LGA Retention Tool |
| 10.9.5 | | Strategy - Strategic Planning | | Records relating to the published Local Plan:   * Final adopted version and statutory submission documents * Further background evidence | | Permanent  Retain final versions for period of Local Plan (e.g. 20 years) unless superseded (by 5 yearly review) | | From date plan adopted | Common Practice |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 10.9.6 | | Strategy - Strategic Planning | | Records relating to Supplementary Planning Documents (SPD):   * Final adopted version * Background evidence supported SPD including summary of consultation responses * Consultation responses | | Permanent  Retain final version for 2 years after adoption of replacement SPD or Local Plan (which covers SPD issues)  Retain for 6 years after adoption of SPD | | From adoption |  |
| **11 SUPPORT SERVICES** | | | | | | | | | |
| **11.1 CASE MANAGEMENT** | | | |  | |  | |  |  |
| 11.1.1 | | Support Services – Case Management | | Records relating to printing and mail merge requests | | Retain for 6 years | | From creation of records | Limitation Act 1980 (Section 2) |
| 11.1.2 | | Support Services – Case Management | | Records relating to annual contract parking for Town Centre car parks:   * Payments | | Retain for 6 years | | From creation of records | Limitation Act 1980 (Section 2) |
| 11.1.3 | | Support Services – Case Management | | Records relating to income monitoring data for parking | | Retain for 6 years | | From end of last financial year that the records relate to | HMRC – Compliance Handbook Manual CH15400 |
|  | | **Functions** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.1.4 | |  | | Records relating to car parking income:   * Usage figures * RingGo payments * Valid and pending parking permits | | Permanent (Information is publically available and longer term information helps maintain customer history) | |  | Business Need |
| 11.1.5 | | Support Services – Case Management | | Records relating to activities involved in the reconciliation and balancing of accounts. | | Retain for 6 years | | From end of financial year in which records were created | Limitation Act 1980 (Section 2) |
| 11.1.6 | | Support Services – Case Management | | Records relating to Insurance Management:   * Policy documentation * Insurance register * Expired insurance contracts | | Permanent | |  | Business Need |
| 11.1.7 | | Support Services – Case Management | | Records relating to the payment of insurance premiums | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 11.1.8 | | Support Services – Case Management | | Records relating to Insurance claims:   * Made against the Council by officers/third partiers * Made by the Council against third parties | | Retain for 6 years | | From date claim settled | HMRC Compliance Handbook Manual CH15400  Limitation Act 1980 (Section 2) |
| 11.1.9 | | Support Services – Case Management | | All records relating to booking information and hospitality arrangements for events (I including royal events) and engagements e.g. travel, accommodation, insurance | | Retain for 6 years | | From date policy expires | Limitation Act 1980 (Section 2) |
| 11.1.10 | | Support Services – Case Management | | Records relating to the administration of Mayoral charities   * Fundraising * Acknowledgement of donations | | Retain for 6 years | | From date records created | Common Practice |
| **11.2 FINANCE** | | | |  | |  | |  |  |
| 11.2.1 | | Financial Services – corporate reporting | | Records relating to the process that consolidates financial transactions on an  annual basis for corporate  reporting purposes:   * Consolidated annual reports * Consolidated financial statements * Statement of financial position * Operating statements * General Ledger | | Permanent | |  | HMRC Compliance Handbook Manual CH15400 |
| 11.2.2 | | Finance - Accountancy & Financial Procedure | | Records relating to the process that supports the accountancy and financial  procedures:   * Financial ledgers (incl. yearend reports) * Grant claim records * Investment records * Journals etc. * Creditor ledgers * Statement of accounts * VAT claims/VAT records * Audit sheets * Budgetary monitoring reports * Estimate working papers * Leasing records | | Permanent | |  | Value Added Tax Act 1994 section 6  Companies Act 2006  Finance Act 1999 Sch 18 pt 3  HMRC – Compliance Handbook Manual CH15400 |
| 11.2.3 | | Finance – Financial Transaction Management | | Records relating to payments and purchasing records:   * Record books * Bank statements * Receipts supporting purchases * Creditor invoices * Delivery notes * Credit notes * Copy orders * Registers and lists relating to miscellaneous payments * Correspondence | | Permanent – Information is publically available for meeting transparency requirements and longer term information helps maintain customer history. | |  | HMRC - Compliance Handbook Manual CH15400 |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.2.4 | | Finance – Financial Transaction Management | | Records related to money paid to the Council:   * Bank paying in books and slips * Bank statements * Copies of receipts issued * Till rolls * Write offs * Credit notes copies * Cash collection records * Prime income records * Correspondence | | Retain for 6 years | | End of last financial year that the records relate to | HMRC - Compliance Handbook Manual CH15400 |
| 11.2.5 | | Finance– Financial Transaction Management | | Records related to recovery of debts owed to Eastleigh Borough Council | | Retain for 6 years | | From end of last financial year that the records relate to | Limitation Act 1980 (Section 2) |
| 11.2.6 | | Finance – Financial Transaction Management | | Records relating to councillors expenses | | Retain for 6 years | | From end of last financial year that the records relate to | HMRC - Compliance Handbook Manual CH15400 |
| 11.2.7 | | Finance – Financial Transaction Management | | Records relating to activities for the detection, prevention and prosecution of financial irregularity | | Retain for 6 years | | After close of investigation or audit | Limitation Act 1980 (Section 2 & 5) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.2.8 | | Finance – Financial Transaction Management | | Records relating to the investment of the authorities funds | | Retain for 6 years | | From end of financial year in which records were created | Value Added Tax Act 1994 section 6  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 11.2.9 | | Finance – Financial Transaction Management | | Records relating to payments:   * Housing Benefits * Council Tax refunds * NNDR * Income & General refunds (includes cheque cancellation and reissue) | | Retain for 6 years | | From end of financial year in which records were created | Limitation Act 1980 (Section 2)  Value Added Tax Act 1994 section 6 |
| 11.2.10 | | Finance - banking | | Records relating to electronic banking and electronic funds transfer:   * Cash transaction * Payment instruction * Deposits and withdrawals. | | Retain for 6 years | | From conclusion of transaction | Financial Services Act 1986. Limitation Act 1980 |
| 11.2.11 | | Finance – Borrowing | | Records relating to the borrowing of money by the authority | | Retain for 6 years | | From end of financial year in which records were created | Companies Act 2006 |
| 11.2.12 | | Finance – Budget | | Records relating to the finalising the annual budget | | Retain for 6 years | |  | Companies Act 2006  HMRC – Compliance Handbook Manual CH15400 |
| 11.2.13 | | Finance – Budget | | Records relating to the process of developing the annual budget | | Permanent | |  | Business Need |
| 11.2.14 | | Finance – Developer Contributions | | Records relating to calculation and processing of developer contributions as part of planning applications | | Retain for 12 years | | After last action on project | Limitation Act 1980 (Section 8) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.2.15 | | Finance – Donations | | Records relating to the administration of donations to the authority | | Retain for 6 years | | From end of financial year in which the records created | Finance Act 1998 sch18 pt 3  HMRC – Compliance Handbook Manual CH15400 |
| 11.2.16 | | Finance – Funding bids | | Records relating to application by the authority for grant funding by external bodies | | Retain for 6 years | | After end of bid unless grant provider specifies otherwise | Finance Act 1998 sch18 pt 3 |
| 11.2.17 | | Finance– Insurance | | Records related to payment of Employers Liability Insurance Policy | | Retain for 40 years | | From renewal date | LGA Retention Tool  The Employers Liability Regulations Act 1989 |
| 11.2.18 | | Finance - Investment | | Records relating to the investment of the authorities funds | | Retain for 6 years | | From end of financial year in which records were created | Value Added Tax Act 1994 section 6  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 11.2.19 | | Finance- Sponsorship | | Records relating to sponsorship | | Retain for 6 years | | After the end of the sponsorship period | Finance Act 1998 sch18i pt 3 |
| 11.2.20 | | Finance - Loans | | Records relating to loan files | | Retain for 6 years | | From end of financial year to which records relate | The Money Laundering Regulations 2007 Section 19(1) |
| 11.2.21 | | Finance - Loans | | Records relating to the summary management of loans:   * Loan register | | Permanent | |  | Common Practice |
| 11.2.22 | | Finance - Mortgages | | Records relating to Mortgages:   * Statements * Letters * Interest Calculations * Repayment collections | | Retain for 10 years | | After mortgage has been repaid/redeemed | Common Practice |
| 1.2.23 | | Finance– Taxation | | Records relating to taxation and National Insurance Administration:   * Copy P60 forms * P38 forms * P45 forms * P46 forms * P6 forms * Tax code notifications and changes   Correspondence relating to managing taxation | | Retain for 6 years | | From end of the financial year in which the records relate to/completion of cycle | Taxes Management Act 1970  VAT Act 2000 |
| 11.2.24 | | Finance – VAT | | Records relating to VAT returns | | Retain for 6 years | | From end of last financial year that the records relate to | VAT Act 2000 |
| 11.2.25 | | Finance -Welfare payments | | Payment of emergency welfare | | Retain for 6 years | | From financial year payment made | HMRC - Compliance Handbook Manual CH15400 |
| **11.3 HUMAN RESOURCES (HR)** | | | |  | |  | |  |  |
| 11.3.1 | | HR – Attendance & Leave | | Records relating to the management of staff attendance and leave (specifically Time & Attendance) | | Retain for 6 years | | After termination of employment | LGA Retention Tool  Financial year working time regulations 1998 |
| 11.3.2 | | HR - Appraisals | | Records relating to Staff Performance | | Retain for 6 years | | After termination of employment | LGA Retention Tool Limitation Act 1980 (Section 5) |
| 11.3.3 | | HR - Disciplinary | | Records relating to case files of employment tribunal cases | | Retain for 6 years | | From closure of record | Limitation Act 1980 (Section 5) |
| 11.3.4 | | HR – Disciplinary | | Records relating to formal disciplinary and grievance where allegations are proven:   * Includes oral and written warnings | | Retain for 6 years | | After termination of employment | Limitation Act 1980 (Section 5) |
| 11.3.5 | | HR – Equality | | Equality and diversity documents which include information on fair treatment of employees and implementation and management of Equal Pay | | Retain for 6 years | | After last action | LGA Retention Tool  Limitation Act 1980 (Section 5) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.3.6 | | HR – Equality | | Investigation and reporting on specific cases | | Retain for 6 years | | From end of contract | Limitation Act 1980 (Section 5) |
| 11.3.7 | | HR – Induction | | All records relating to the creation, implementation and monitoring of the Council's induction programme | | Retain for 3 years | | From year records created | LGA Retention Tool  CIPD Guidance |
| 11.3.8 | | HR – Job Analysis | | Records relating to the development and implementation of job descriptions and person specifications | | Retain for 6 years | | From date job description/person specification superseded | LGA Retention Tool |
| 11.3.9 | | HR – Occupational Health | | Records relating to Occupational Health  Surveillance documentation, medical records relating to risk assessments or incidents occurring at work – in relation to Hep B Vaccine as under COSH, HAVS, Noise Surveillance  Supplementary information e.g. date, times/outcomes of any assessments | | Retained for 40 years (documents kept by Occupational Health provider)  Retain for 6 years (can be kept by HR) | | From date of questionnaire  From end of contract |  |
| 11.3.10 | | HR – Occupational Health | | Records relating to Occupational Health –pre employment screening, health records where termination connected with health or absence management | | Retain for 3 years | | After termination of employment |  |
| 11.3.11 | | HR - Payroll | | All records relating to:   * Administration of Statutory Sick Pay * Administration of Statutory Maternity Pay | | Retain for 3 years | | From tax year in which sick pay relates or maternity period ends | The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)  The Statutory Sick Pay (General) Regulations 1982 (SI1982/894) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.3.12 | | HR - Payroll | | Records relating to accountable processes re payment of employees:   * Starters forms * Tax code notifications * Union records * Travelling and subsistence claims   Non accountable processes relating to the payment of employees:  Summary employee pay reports | | Retain for 6 years  Destroy after administrative use is concluded | | After termination of employment | Value Added Tax Act 1994 section 6  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 11.3.13 | | HR - Payroll | | Records relating to the payment of employees:   * Copy payslips * Correspondence * Overtime records * Loan agreements * Payroll adjustment documentation * Payroll reconciliations * Part time employees documentation * Staff transfer & leaver records * Tax and National Insurance records * Timesheets | | Retain for 6 years | | After termination of employment | Value Added Tax Act 1994 section 6  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 11.3.14 | | HR - Payroll | | Records relating to payroll/ expenses claims administration:   * Wage sheets * Allowances administration * Redundancy payments * Deduction authorisations | | Retain for 6 years | | After termination of employment | Taxes Management Act 1970 |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.3.15 | | HR – Pension | | Records relating to staff pensions:   * Records relating to individual members of the pension scheme (including dependents) * Bank details, pay details of the individual pensioners * Monitoring of investments on behalf of the pension fund –monthly accounts * Returns relating to members of staff transferring into the pension fund | | Retain for 6 years | | From year records created or date of last payment | HMRC – Compliance Handbook Manual CH15400 |
| 11.3.16 | | HR – Pension | | Records relating to staff pensions:   * Bulk transfer files * Files relating to individual members of the pension scheme (including dependents) * Records of former employers and associations | | Retain for 6 years | | After termination of employment | LGA Retention Tool |
| 11.3.17 | | HR – Personnel | | All records relating to personnel files for an individuals’ employment history (paid employment) | | Retain for 6 years | | After termination of employment | Limitation Act 1980 (Section 5) |
| 11.3.18 | | HR – Recognition | | Records relating to schemes which recognise staff | | Retain for 6 years | | From year records created | HMRC - Compliance Handbook Manual CH15400 |
| 11.3.19 | | HR – Recruitment | | Records relating to successful recruitment applications:   * Job descriptions * Selection * Secondment authorisation * CVs | | Retain for 6 years | | From end of contract | Limitation Act 1980 (Section 2) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.3.20 | | HR – Recruitment | | Records relating to unsuccessful recruitment applications:   * Application forms * Shortlisting paperwork * Interview notes * CVs | | Retain for 6 months | | From end of recruitment process | Equality Act 2010; The National Archives Retention Guidance |
| 11.3.21 | | HR – Recruitment | | All records relating to the appointment of Statutory Officers | | Permanent | |  | LGA Retention Tool |
| 11.3.22 | | HR – Recruitment | | Records in relation to requests, allocation and management of work experience placements | | Retain for 3 years | | From end of work experience placement | Common Practice |
| 11.3.23 | | HR – Recruitment | | Records relating to the management of individual staff apprentices | | Retain for 6 years | | From end of apprenticeship | Limitation Act 1980 (Section 2) |
| 11.3.24 | | HR – Recruitment | | Records relating to Right to Work evidence | | Retain for 2 years | | After termination of employment | Immigration, Asylum and Nationality Act 2006 s.21 and Immigration (Restrictions on Employment) Order 2007 (SI 2007/3290) art 6 |
| 11.3.25 | | HR – Recruitment | | All records relating to pre-employment vetting, disclosure, criminal records, official DBS documentation (copies) | | Retain for 6 months | | After recruitment decision | Home Office DBS code |
| 11.3.26 | | HR – Redundancy | | Records relating to staff who are made redundant | | Retain for 6 years | | After termination of employment | LGA Retention Tool |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.3.27 | | HR – Termination | | Records relating to the leaving process:   * Resignation * Termination other than pension | | Retain for 6 years | | From end of contract | Limitation Act 1980 (Section 5)  National Archives Guidance |
| 11.3.27 | | HR – Time Recording | | Records relating to time recording:   * Time sheets * Drivers logs & vehicle cards * Attendance recording | | Retain for 6 years | | After termination of employment | LGA Retention Tool  Working Time Regulations 1998  Road Transport (Working Time) Regulations |
| 11.3.28 | | HR – Training | | Records relating to an Individual Training records and any work experience undertaken within the authority | | Retain for 6 years | | From end of contract | CIPD Guidance |
| 11.3.29 | | HR – Training | | Records relating to Learning and Development   * Companies and individuals providing trainers and courses | | Retain for 6 years | | From end of training | Limitation Act 1980 (Section 2)  LGA Retention Tool |
| 11.3.20 | | HR – TUPE | | Records relating to Staff transferred to other organisations (TUPE) | | Retain for 6 years | | From date of transfer | Transfer of Undertakings (Protection of Employment) Regulations 2006 |
| **11.4 INTERNAL AUDIT** | | | | | | | | | |
| 11.4.1 | | Internal Audit | | Records relating to:   * Assurance work: * Audit report s (draft & final) * Testing Index * Testing Summaries * Work Programme/Matrix * Working papers (which may contain personal data | | Current and last files | | After accounting period/close of audit | Retention period starts after all accepted recommendations have been implemented. If recommendations have not been implemented, retain files until done so. |
| 11.4.2 | | Internal Audit | | Records relating to annual reports | | Retain for 5 years | | After accounting period/close of audit | Indefinitely as appended to Audit & Resources Committee minutes |
| 11.4.3 | | Internal Audit | | Records relating to fraud reports (& file) | | Retain for 6 years (where offence identified/proven)  Retain for 3 years (if unproven) | | After accounting period/close of audit |  |
| 11.4.4 | | Internal Audit | | Records relating to:   * consultancy work (including member requests) * System development reviews | | Retain for 3 years | | After accounting period/close of audit |  |
| 11.4.5 | | Internal Audit | | Records relating to permanent audit file (standing information) | | Retain until superseded | |  |  |
| 11.4.6 | | Internal Audit | | Records relating to contract final accounts | | Retain for 12 years | | After accounting period/close of audit | Limitation Act 1980 |
| **11.5 IT** | | | |  | |  | |  |  |
| 11.5.1 | | IT – Data storage | | Records relating to data storage management:   * Routine back-up * Archiving * Deletion | | Retain for 1 year | | At end of administrative use | LGA Retention Tool |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.5.2 | | IT – Data storage | | Records relating to data retrieval management:   * Requests to recover data | | Retain for 6 months | | From date of last action | Business Need |
| 11.5.3 | | IT - Faults | | All records relating to fault reporting | | Retain for 1 year | | From year records created | LGA Retention Tool |
| 11.5.4 | | IT - Hardware | | All records relating to developing, modifying and maintaining ICT systems | | Retain for 6 years | | From decommissioning of implemented system or last action of abandoned system | Limitation Act 1980 (Section 2) |
| 11.5.5 | | IT - Licencing | | Records relating to software licencing | | Retain for 6 years | | From date system decommissioned | LGA Retention Tool |
| 11.5.6 | | IT - Monitoring | | Records relating to monitoring and testing of systems | | Retain for 1 year | | At end of administrative use | LGA Retention Tool |
| 11.5.7 | | IT - Networks | | All records relating to the implementation and management of computer networks used by council officers. | | Retain for 6 years | | From date system superseded | LGA Retention Tool |
| 11.5.8 | | IT - Security | | All records relating to the creation and implementation of policy and procedures relating to information security | | Retain for 3 years | | From year records created | LGA Retention Tool |
| 11.5.9 | | IT - Security | | Records relating to breaches or attempted breaches of ICT security | | Retain for 6 years | | From final action | Limitation Act 1980 (Section 2) |
| 11.5.10 | | IT - Users | | Records relating to the provision of IT function for all service areas allowing them to store personal data and custodians for all business software used across the council:   * Opening, maintenance & closure of user accounts * Reported faults with IT user groups and action taken to resolve issues | | Retain for 1 year | | From year records created | LGA Retention Tool |
| 11.5.11 | | IT - Users | | All information relating to user profiles for information systems | | Retain for 6 years | | From year records created | LGA Retention Tool |
| 11.5.12 | | IT – Website | | Records relating to provision of Online service to residents by joining the council's MyEastleigh account where they can raise service requests, complaints, and enquiries online with the council. | | Retain for 3 years | | From creation of records | LGA Retention Tool |
| **11.6 LEGAL SERVICES** | | | |  | |  | |  |  |
| 11.6.1 | | Legal Services– Data Protection | | Records relating to requests and responses for:   * Subject Access requests * Other data rights requests under GDPR | | Retain for 7 years | | From date request complied with | LGA Retention Tool |
| 11.6.2 | | Legal Services – Data Protection | | Records relating to Data Protection:   * Database containing all information relating to the logging, tracking and monitoring of Data Rights requests | | Retain for 7 years then review | | From current year | Common Practice |
| 11.6.3 | | Legal Services– Security breaches | | Records relating to monitoring information security breaches | | Retain for 7 years | | From closure of case | Limitation Act 1980 (Section 2) |
| 11.6.4 | | Legal Services- Information Management | | Records relating to Information Governance:   * FOI & EIR requests and responses * Complaints made which lead to an internal review | | Retain for 7 years | | From date request complied with | LGA Retention Tool |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.6.5 | | Legal Services- Information Management | | Records relating to Information Governance:   * FOI & EIR Database containing information relating to logging, tracking and monitoring of requests for information. | | Retain for 7 years then review | | From current year | Common Practice |
| 11.6.6 | | Legal Services - Property | | Records related to Conveyancing :   * Commercial and other leases * Title investigations * Disposal of freehold and leasehold properties * Compulsory Purchase Orders * Covenants * Releases * Variation * Easement * Miscellaneous * Acquisitions * Appropriations * Transfers * Purchases (Land) | | Retain for 13 years after closure | | After closure | Limitation Act 1980 (Section 8) |
| 11.6.7 | | Legal Services – Property | | Deed packets where Council holds any interest in land | | Permanent | | From year records created | Business Need |
| 11.6.8 | | Legal Services - Employment | | Records relating to employment law :   * Advice * Tribunals * Disciplinary matter * Equal pay claims | | Retain for 7 years | | From year records created | Common Practice |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.6.9 | | Legal Services – Licences | | Records relating to Licenses –   * Standard * Non standard * Amenity * Property | | Retain for 13 years | | From year records created | Limitation Act 1980 |
| 11.6.10 | | Legal Services | | Records relating to:   * Charter and Civic rights * Preservation Orders * Statutory Local Authority Company documentation * Trusts * Orders otherwise uncategorised * Footpath diversion orders * Tree preservation orders   Legal file in respect of any of the above | | Permanent  Retain for 13 years | | From close of case | Common Practice  LGA Retention Tool |
| 11.6.11 | | Legal Services - IP | | Records relating to Intellectual Property Rights | | Retain for 7 years | | From date intellectual property/copyright ends | LGA retention Tool |
| 11.6.12 | | Legal Services- Litigation | | Records related to Litigation:  All records relating to litigation action commenced or defended by the Council, including preparatory actions.   * Civil litigation files * Prosecution files | | Retain for 7 years then review | | From close of case | Limitation Act 1980 (Section 2 ) |
| 11.6.13 | | Legal Services - Planning | | Records related to Planning:   * CLEUD & CLPDs * Agreements * Enforcement * Discontinuance notices | | Retain for 7 years | | From close of case | Business Need |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.6.14 | | Legal Services - Planning | | Records related to Planning Appeals | | Retain for 7 years | | From date of resolution of appeal |  |
| 11.6.15 | | Legal Services- Planning | | Records related to Certificate of lawful use or development | | Permanent | | From date of grant | Business need |
| 11.6.16 | | Legal Services– Planning | | Sealed planning agreements to include:   * Section 106 agreements * Section 278 agreements * Section 38 agreements | | Permanent | |  | Business need |
| 11.6.17 | | Legal Services- Planning | | Records relating to:   * Section 106 agreements * Section 278 agreements * Section 38 agreements | | Retain for 13 years | |  | Town and Country Planning Act 1990 |
| 11.6.18 | | Legal Services- Contracts | | Records relating to contract documentation | | Retain for 13 years after period of obligation (if under seal)  Retain for 7 years after period of obligation (if not sealed) | | From date of contract | Limitation Act 1980 |
| 11.6.19 | | Legal Services = By-Laws | | Records relating to the process of making local laws (master set of By-laws) | | Permanent | |  | National Archives Guidance |
| 11.6.20 | | Legal Services = By-Laws | | Records relating to the process of administering and enforcing By-Laws   * Applications/Correspondence * Certificates/Infringement notices * Permits/Licences | | Retain for 7 years | |  |  |
| 11.6.21 | | Legal Services - RIPA | | Regulation of Investigatory Powers Act 2000 – directed surveillance and communications data  Records relating to:   * Applications * Renewals * Cancellations * Reviews * Notices | | Retain for 6 years | | From conclusion of investigation | RIPA 2000  IPA 2016  Home Office Guidance |
| **11.7 PROPERTY SERVICES** | | | | | | | | | |
| 11.7.1 | | Property Services – Asset Management | | Records relating to Asset Management:   * Asset Register * Lease property register * Vehicles * Plant and equipment register | | Retain for 6 years | | After life of the asset | HMRC – Compliance Handbook Manual CH15400 |
| 11.7.2 | | Property Services – Asset Management | | Asset Management Plan | | Retain for 6 years | | From year records created | LGA Retention Tool |
| 11.7.3 | | Property Services – Asset Manag*e*ment | | Records relating to Property Management:   * Land deeds * Property deeds * Land & Property Rental Documents * Property Valuation Lists * Purchase & Sale of Property Register | | Permanent | | Retain from date ownership commenced until property is sold | Limitation Act 1980 (Section 14) |
| 11.7.4 | | Property Services – Asset Manag*e*ment | | Records relating to management of the disposal (by sale or write off) process for Real Property:   * Title deeds * Legal documents relating to the sale * Particulars of sale documents * Board of survey * Tender documents * Condition of contracts | | Retain for 6 years if assets are worth less than £50000.  Retain for 12 years if assets are worth more than £50000 | | After lapse of interest in asset / all entitlements and obligations have ended. | Limitation Act 1980 (Section 14) |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.7.5 | | Property Services – Asset Manag*e*ment | | Records relating to managing leased property:   * Lease agreements * Rental expenditure * Valuation queries * Applications for leases * Licences and rental revision * Plans | | Retain for 15 years | | From conclusion of acquisition or disposal or upon lapse of interest in the property or expiry of lease. | Limitation Act 1980 (Section 14) |
| 11.7.6 | | Property Services – Asset Manag*e*ment | | Records relating to development and renovation of property:   * Work orders * Tender documents * Conditions of contracts | | Retain for 6 years | | After the conclusion of the transaction that the record supports |  |
| 11.7.7 | | Property Services – Asset Manag*e*ment | | Records relating to Land and Property Valuations | | Retain for 5 years | | From year records created | Business Need |
| 11.7.8 | | Property Services – Asset Manag*e*ment | | Records relating to garage rental:   * Applications * Correspondence * Invoices | | Retain for 6 years | | From end of tenancy | Limitation Act 1980 (Section 2) |
| 11.7.9 | | Property Services – Asset Manag*e*ment | | Records relating to management of tenancies for Mobile Home Park | | Retain for 6 years | | From year tenancy ends | Landlord and Tenancy Act 1954.Part 2 |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.7.10 | | Property Services | | Records relating to procurement:   * Record of contract * Contract handover * Record of contract variations * Quotations * Contract monitoring * Performance records | | Retain for 12 years if under seal.  Retain for 6 years if under signature | | From award of contract | Limitation Act 1980 (Section 5) |
| 11.7.11 | | Property Services | | Records relating to procurement:   * Pre-qualification questionnaires * Tenders (issuing & return, responses, expressions of interest, negotiation, key correspondence) * Evaluation * Aware of contract * Outcome notification | | Retain for 12 years if under seal.  Retain for 6 years if under signature | | From award of contract | LGA Retention Tool  Limitation Act 1980 (Section 2 & 5) |
| 11.7.12 | | Property Services | | Records relating to tenders:   * Unsuccessful tenders * Tender documents * Quotations | | Date contract awarded + 1 year | |  | LGA Retention Tool |
| **11.8 PROPERTY SERVICES - FACILITIES** | | | | | | | | | |
| 11.8.1 | | Property Services – Facilities | | Records relating to the management of internal mail handling | | Retain for 3 years | | After creation of records | LGA Retention Tool |
| 11.8.2 | | Property Services – Facilities | | Records relating to Health & Safety accident reporting for members of the public or staff over 18 years old:  Accidents/injury/incidents sustained on council premises | | Retain for 3 years and 4 months | | From date of accident | Limitation Act 1980 (Section 11)  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Reg. 7 |
| 11.8.3 | | Property Services – Facilities | | Records relating to Health & Safety accident reporting for members of the public or staff under 18 years old:  Accidents/injury/incidents sustained on council premises | | Retain for 21 years & 4 months | | From date of birth | Limitation Act 1980 (Section 11)  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Reg. 7 |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.8.4 | | Property Services – Facilities | | Records relating to Health & Safety advice and training:   * First Aid & Fire training * Health & Safety training in the workplace * Health & Safety records | | Retain for 6 years | | From year records created | Limitation Act 1980 (Section 2) |
| 11.8.5 | | Property Services – Facilities | | Records relating to equipment inventory | | Retain for 6 years | | From date of inventory | HMRC – Compliance Handbook Manual CH15400 |
| 11.8.6 | | Property Services – Facilities | | Records relating to the testing of equipment such as fire extinguishers and PAT testing | | Retain for 4 years | | From date of test | Limitation Act 1980 (Section 11) |
| 11.8.7 | | Property Services – Facilities | | Records relating to equipment maintenance:   * Instruction manuals * Service agreements and maintenance records for individual pieces of equipment | | Retain for 6 years | | From last use of equipment | Limitation Act 1980 (Section 2) |
| 11.8.8 | | Property Services – Facilities | | Records relating to maintenance:   * Maintenance agreements * all planned maintenance of council properties * responsive maintenance of properties owned by the local authority * unplanned repairs to premises or facilities equipment | | Retain for 6 years | | From year records created/end of agreement or date repairs completed | Limitation Act 1980 (Section 2 & 8) |
| 11.8.9 | | Property Services – Facilities | | Records related to Fire Risk Assessments | | Permanent | | Superseded by next fire risk assessment | LGA Retention Tool |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.8.10 | | Property Services – Facilities | | Records relating to asbestos register | | Retain for minimum of 40 years | | From date records created | LGA Retention Tool  Control of Lead at Work Regulations 1980  Control of Asbestos at Work Regulations 1987  Health & Safety at Work Act 1974 |
| 11.8.11 | | Property Services – Facilities | | Records relating to risk assessments and safety data sheets:  Control of substances Hazardous to Health (COSHH) | | Retain for minimum of 40 years | | From date of last usage | LGA Retention Tool  Control of Lead at Work Regulations 1980  Control of Asbestos at Work Regulations 1987  Health & Safety at Work Act 1974 |
| 11.8.12 | | Property Services – Facilities | | Records relating to identification, assessment of and planning to mitigate risks:   * Operational activities * First aid * Machinery and equipment * Premises and plant * Health and safety audits * Excludes hazardous substances | | Retain for 6 years | | After assessments superseded | Limitation Act 1980 (Section 14) |
| 11.8.13 | | Property Services – Facilities | | Records relating to room booking system where no recharge is made | | Retain for 3 years | | From date records created | LGA Retention Tool |
|  | | **Function** | | **Activity** | | **Retention Period** | | **Triggers** | **Notes** |
| 11.8.14 | | Property Services – Facilities | | Records relating to room booking system where a recharge is made | | Retain for 6 years | | From date records created | LGA Retention Tool |
| 11.8.15 | | Property Services – Facilities | | Records relating to gas safe certification | | Retain for the life of the system | | From date records created | LGA Retention Tool |
| **12 LICENSING (processed by Southampton City Council on behalf of EBC)** | | | | | | | | | |
| 12.1 | | Licences | | Documentation involved with licensing of premises, taxi & hackney services, entertainment & alcohol, gambling, house to house, street collections | | Retain for 2 years | | After registration lapses | Licensing Act 2003 and Local Government (Miscellaneous Provisions Act) 1976 |
| 12.2 | | Licences | | Scrap Metal Licencing | | Retain for 6 years | | From date licence expires | Limitation Act 1980 (Section 2) |
| **13 BUILDING CONTROL (processed by Southampton City Council on behalf of EBC)** | | | | | | | | | |
|  | Building Control | | | Building Regulation Applications and inspection records.  Dangerous Structures, demolition | | Documents not kept by EBC, Please refer to Southampton City Council retention | | https://www.southampton.gov.uk/images/rrrs-version-9.005\_tcm63-389236.pdf |  |
| **14 OTHER STRATEGIES & POLICIES** | | | |  | |  | |  |  |
| 14.1 | Regeneration | | | Regeneration projects | | Retain for 12 years | | From last action on project | Limitation Act 1980 (Section 2) |
| 14.2 | Environment | | | Environmental policy | | Retain for 40 years | | From date policy superseded | LGA Retention Tool |
| **15 AFFORDABLE HOUSING** | | | |  | |  | |  |  |
| 15.1 | Housing Development | | | All records relating to:   * Managing eligibility and applications for affordable units | | Retain for 6 hears | | From last action |  |
| 15.2 | Housing Development | | | All records relating to:   * Allocation and letting of affordable units with support service * Allocation and letting of affordable units | | Retain for 12 years | | From cessation of tenancy |  |
| 15.3 | Housing Development | | | Private Residential Lettings  All records relating to customer enquiries and applications for private residential lettings | | Retain for 7 years | | From last action |  |

On-going monitoring of this retention schedule will be the responsibility of Lead Specialists in consultation with Legal to ensure that the principles of the policy are being adhered to.

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| **VERSION** | **REVISION DATE** | **Comments** |
| 1 | September 2018 | V1 created |
| 1 | March 2019 | Rows added:  Countryside Rangers to DS and Mobile Home Park to Asset Management |
| 1 | April 2019 | V1 published |
| 1 | 30/7/2019 | Online Business Support added to Economy section |
| 1 | 9/8/19 | Amended version published on Website |
| 1 | 6/2/2020 | Deletion of line- scanning of promedica medical documents in Wessex House as process ceased |
| 1 | 6/2/2020 | DS Contaminated waste – retention time amended to 6 years |
| 1 | 9/3/2020 | Health & Wellbeing – Youth Partnership project added |
| 1 | 29/9/23 | Additions to Legal, CCTV, CT and benefits, Housing Development |
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