



# Retention & Disposal Schedule May 2024



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## I. INTRODUCTION

1.1. 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 authority's 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.

## 3. BACKGROUND

3.1 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.

3.2 The council stores a vast number 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.

3.3 The purpose of a retention schedule is to provide the **minimum** periods of retention of records of all types.

## 4. LEGAL REQUIREMENTS

4.1 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.

4.2 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.

## 5. 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

## **6. REVIEWING THE SCHEDULE**

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

## **7. 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

8 Corporate Management/General Administration					
Function	Activity	Retention Period	Triggers	Notes	
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. <ul style="list-style-type: none"> <li>Letters</li> <li>Emails</li> <li>Faxes</li> </ul> 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. If part of a larger case, then documents should be filed within the case to avoid duplication.	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) <ul style="list-style-type: none"> <li>Compliment slips</li> <li>Catalogues</li> <li>Trade journals</li> <li>Suppliers' Promotional material</li> <li>Course/seminar/conference invitations</li> <li>Telephone message slips</li> <li>Non acceptance of invitations</li> </ul> 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	<p>Unstructured Records that do not support a business process contd:</p> <ul style="list-style-type: none"> <li>• Requests for stock information</li> <li>• Maps</li> <li>• Advertising material</li> <li>• Out of date distribution lists</li> <li>• 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)</li> </ul>	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 submitted to central government as part of statutory requirements.	Retain for 7 years	From year records created	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
8.6	CCTV	<p>CCTV Images</p> <ul style="list-style-type: none"> <li>• Town Centre</li> <li>• Council premises</li> <li>• Car Parks</li> </ul> <p>Body worn video images</p>	<p>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.</p> <p>Overwritten after 6 months unless retained for investigation in incident folder and destroyed upon completion of investigation.</p>	From year records created	Limitation Act 1980 (Section 2) CCTV Code of Practice (Revised Edition 2008) section 8.3
8.7	Partnerships	<p>Partnership Working:</p> <p>Preparing business for partnership and agencies consideration and making the record of discussion, debate, and resolutions where the Local Authority legally owns the record.</p> <ul style="list-style-type: none"> <li>• Documents establishing the Committee.</li> <li>• Agendas/ minutes</li> <li>• Council Reports</li> <li>• Recommendations</li> <li>• Supporting documents</li> </ul>	Retain for 6 years	From the end of the partnership	LGA Retention tool

	Function	Activity	Retention Period	Triggers	Notes
8.8	Partnerships	<p>Preparing business for external committees' consideration and making the record of discussion, debate, and resolutions where the Local Authority does not own the record.</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee.</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing and discussion papers</li> </ul>	Retain for 3 years	After last action	Common Practice
8.9	Informal meetings	Records relating to informal meetings:	Retain for 6 years	From year records created	Common Practice
8.10	Public meetings	<p>Records relating to Public Meetings:</p> <ul style="list-style-type: none"> <li>• Participation by residents/developers</li> <li>• subsequent queries raised.</li> </ul>	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	<p>Management of formal complaints directed against the council.</p> <ul style="list-style-type: none"> <li>• Correspondence</li> </ul>	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	<p>All records relating to the management of MP Enquiries</p> <ul style="list-style-type: none"> <li>• Correspondence</li> </ul>	Retain for 6 years	After closure of case	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
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	Planning Policy	Records relating to the activity of consultation to gain approval for the Local Plan: <ul style="list-style-type: none"> <li>• Consultation documents and original responses</li> <li>• Inquiries and objections made by members of the public.</li> </ul>	Retain for 6 years	From date plan adopted	LGA Retention Tool
8.17	Planning Policy	Records relating to the published Local Plan: <ul style="list-style-type: none"> <li>• Final adopted version and statutory submission documents</li> </ul> <p>Further background evidence</p>	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
8.18	Records Management - Retention	All records relating to the development of the Corporate Retention Schedule for the authority.	Retain 6 years	From version superseded	Common Practice
8.19	Records Management – Information Surveys	All records relating to Information Asset Surveys	Retain for 3 years then review.	From date of audit	

	Function	Activity	Retention Period	Triggers	Notes
8.20	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)
8.21	Strategy	Records relating to the Corporate Plan	Permanent		LGA Retention Tool
8.22	Strategy	Records relating to the Corporate Risk Register	Retain for 6 years	From date of last action	Limitation Act 1980 (Section 2)
8.23	Strategy	Records relating to Supplementary Planning Documents (SPD): <ul style="list-style-type: none"> <li>Final adopted version</li> <li>Background evidence supported SPD including summary of consultation responses.</li> </ul> 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	
8.24	Strategy & Planning Policy	Records (including final approved policy/strategy documents) relating to activities that develop: <ul style="list-style-type: none"> <li>Policy</li> <li>Procedures</li> <li>Strategies</li> <li>Plans</li> <li>Structures For Local Authority</li> </ul>	Retain for 6 years	After implementation of new/updated policy	Common Practice

9 Finance, Improvement & Housing					
	Function	Activity	Retention Period	Triggers	Notes
9.1	Finance - Accountancy & Financial Procedure	Records relating to the process that supports the accountancy and financial. procedures: <ul style="list-style-type: none"> <li>• Financial ledgers (incl. yearend reports)</li> <li>• Grant claim records</li> <li>• Investment records</li> <li>• Journals etc.</li> <li>• Creditor ledgers</li> <li>• Statement of accounts</li> <li>• VAT claims/VAT records</li> <li>• Audit sheets</li> <li>• Budgetary monitoring reports</li> <li>• Estimate working papers.</li> <li>• Leasing records</li> </ul>	Permanent		Value Added Tax Act 1994 section 6. Companies Act 2006 Finance Act 1999 Sch 18 pt 3 HMRC – Compliance Handbook Manual CH15400
9.1.1	Finance - banking	Records relating to electronic banking and electronic funds transfer: <ul style="list-style-type: none"> <li>• Cash transaction</li> <li>• Payment instruction</li> <li>• Deposits and withdrawals.</li> </ul>	Retain for 6 years	From conclusion of transaction	Financial Services Act 1986. Limitation Act 1980
9.1.2	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
9.1.3	Finance – Budget	Records relating to the finalising the annual budget	Retain for 6 years		Companies Act 2006 HMRC – Compliance Handbook Manual CH15400
9.1.4	Finance – Budget	Records relating to the process of developing the annual budget.	Permanent		Business Need

	Function	Activity	Retention Period	Triggers	Notes
9.1.5	Finance – corporate reporting	Records relating to the process that consolidates financial transactions on an annual basis for corporate reporting purposes: <ul style="list-style-type: none"> <li>• Consolidated annual reports.</li> <li>• Consolidated financial statements.</li> <li>• Statement of financial position</li> <li>• Operating statements</li> <li>• General Ledger</li> </ul>	Permanent		HMRC Compliance Handbook Manual CH15400
9.1.6	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)
9.1.7	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
9.1.8	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
9.1.9	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
9.1.10	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
9.1.11	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)
9.1.12	Finance - Loans	Records relating to the summary management of loans: <ul style="list-style-type: none"> <li>• Loan register</li> </ul>	Permanent		Common Practice

	Function	Activity	Retention Period	Triggers	Notes
9.1.13	Finance - Mortgages	Records relating to Mortgages: <ul style="list-style-type: none"> <li>• Statements</li> <li>• Letters</li> <li>• Interest Calculations</li> <li>• Repayment collections</li> </ul>	Retain for 10 years	After mortgage has been repaid/redeemed	Common Practice
9.1.14	Finance- Sponsorship	Records relating to sponsorship	Retain for 6 years	After the end of the sponsorship period	Finance Act 1998 sch18i pt 3
9.1.15	Finance– Taxation	Records relating to taxation and National Insurance Administration: <ul style="list-style-type: none"> <li>• Copy P60 forms.</li> <li>• P38 forms</li> <li>• P45 forms</li> <li>• P46 forms</li> <li>• P6 forms</li> <li>• Tax code notifications and changes</li> <li>• Correspondence relating to managing taxation</li> </ul>	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
9.1.16	Finance – Transaction Management	Records relating to payments and purchasing records: <ul style="list-style-type: none"> <li>• Record books</li> <li>• Bank statements</li> <li>• Receipts supporting purchases.</li> <li>• Creditor invoices</li> <li>• Delivery notes</li> <li>• Credit notes</li> <li>• Copy orders.</li> <li>• Registers and lists relating to miscellaneous payments.</li> <li>• Correspondence</li> </ul>	Permanent – Information is publicly available for meeting transparency requirements and longer-term information helps maintain customer history.		HMRC - Compliance Handbook Manual CH15400



	Function	Activity	Retention Period	Triggers	Notes
9.1.17	Finance – Transaction Management	Records related to money paid to the Council: <ul style="list-style-type: none"> <li>• Bank paying in books and slips.</li> <li>• Bank statements</li> <li>• Copies of receipts issued.</li> <li>• Till rolls</li> <li>• Write offs.</li> <li>• Credit notes copies</li> <li>• Cash collection records</li> <li>• Prime income records</li> <li>• Correspondence</li> </ul>	Retain for 6 years	End of last financial year that the records relate to	HMRC - Compliance Handbook Manual CH15400
9.1.18	Finance– 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)
9.1.19	Finance – 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
9.1.20	Finance – 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)
9.1.21	Finance – 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
9.1.22	Finance – Transaction Management	Records relating to payments: <ul style="list-style-type: none"> <li>• Housing Benefits</li> <li>• Council Tax refunds</li> <li>• NNDR</li> <li>• Income &amp; General refunds (includes cheque cancellation and reissue)</li> </ul>	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

	Function	Activity	Retention Period	Triggers	Notes
9.1.23	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
9.1.24	Finance -Welfare payments	Payment of emergency welfare	Retain for 6 years.	From financial year payment made	HMRC - Compliance Handbook Manual CH15400
9.2	Financial Services - Support	Records relating to car parking income: <ul style="list-style-type: none"> <li>• Usage figures</li> <li>• RingGo payments</li> <li>• Valid and pending parking permits</li> </ul>	Permanent (Information is publicly available and longer-term information helps maintain customer history)		Business Need
9.2.1	Financial Services - Support	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)
9.2.2	Financial Services - Support	Records relating to Insurance Management: <ul style="list-style-type: none"> <li>• Policy documentation</li> <li>• Insurance register</li> <li>• Expired insurance contracts</li> </ul>	Permanent		Business Need
9.2.3	Financial Services - Support	Records relating to the payment of insurance premiums.	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.2.4	Financial Services - Support	All records relating to booking information and hospitality arrangements for events (including royal events) and engagements e.g., travel, accommodation, insurance	Retain for 6 years	From date policy expires	Limitation Act 1980 (Section 2)
9.2.5	Financial Services - Support	Records relating to the administration of Mayoral charities <ul style="list-style-type: none"> <li>• Fundraising</li> <li>• Acknowledgement of donations</li> </ul>	Retain for 6 years	From date records created	Common Practice
9.2.6	Financial Services - Support	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

	Function	Activity	Retention Period	Triggers	Notes
9.3	Financial Services Housing Development	All records relating to: - <ul style="list-style-type: none"> <li>Managing eligibility and applications for affordable units</li> </ul>	Retain for 6 years	From last action	Business Need
9.3.1	Financial Services Housing Development	All records relating to: - <ul style="list-style-type: none"> <li>Allocation and letting of affordable units with support service -</li> <li>Allocation and letting of affordable units</li> </ul>	Retain for 12 years	From cessation of tenancy	
9.3.2	Financial Services Housing Development	Private residential lettings <ul style="list-style-type: none"> <li>All records relating to customer enquiries and applications for private residential lettings</li> <li>All records relating to allocation and management of tenancies</li> </ul>	Retain for 7 years  Retain for 12 years	From last action  From cessation of tenancy	Business Need
9.4	IT – Data Storage	Records relating to data storage management: <ul style="list-style-type: none"> <li>Routine back-up</li> <li>Archiving</li> <li>Deletion</li> </ul>	Retain 1 year	At end of administrative use	LGA Retention Tool
9.4.1	IT – Data Storage	Records relating to data retrieval management:  Requests to recover data	Retain for 6 months	From date of last action	Business Need

	Function	Activity	Retention Period	Triggers	Notes
9.4.2	IT - Faults	All records relating to fault reporting	Retain 1 year	From year records created	LGA Retention Tool
9.4.3	IT - Hardware	All records relating to developing, modifying, and maintaining ICT systems	Retain 6 years	From decommissioning of implemented system or last action of abandoned system	Limitation Act 1980 (Section 2)
9.4.4	IT - Licencing	Records relating to software licencing	Retain 6 years	From date system decommissioned	LGA Retention Tool
9.4.5	IT - Monitoring	Records relating to monitoring and testing of systems	Retain 1 year	At end of administrative use	LGA Retention Tool
9.4.6	IT - Networks	All records relating to the implementation and management of computer networks used by council officers.	Retain 6 years	From date system superseded	LGA Retention Tool
9.4.7	IT - Security	All records relating to the creation and implementation of policy and procedures relating to information security	Retain 3 years	From year records created	LGA Retention Tool
9.4.8	IT - Security	Records relating to breaches or attempted breaches of ICT security	Retain 6 years	From final action	Limitation Act 1980 (Section 2)
9.4.9	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: <ul style="list-style-type: none"> <li>• Opening, maintenance &amp; closure of user accounts</li> <li>• Reported faults with IT user groups and action taken to resolve issues</li> </ul>	Retain 1 year	From year records created	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
9.4.10	IT - Users	All information relating to user profiles for information systems	Retain 6 years	From year records created	LGA Retention Tool
9.4.11	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 3 years	From year records created	LGA Retention Tool
9.4.12	IT – Room Booking	Records relating to room booking system where no recharge is made  Records relating to room booking system where a recharge is made	Retain for 3 years  Retain for 6 years	From date records created	LGA Retention Tool
9.5	Housing benefit & Council Tax Support	Records relating to Housing Benefits and Council Tax Support <ul style="list-style-type: none"> <li>• Application forms/details</li> <li>• Copies of personal documents</li> <li>• Assessment</li> <li>• Payment/backdated claims</li> <li>• Discretionary housing payments</li> <li>• Food vouchers</li> </ul>	Retain for 6 years	From year records created/date of renewal or date process changes	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
9.5.1	Housing benefit & Council Tax Support	Records relating to: <ul style="list-style-type: none"> <li>• Appeals</li> <li>• Claims</li> <li>• Fraud cases &amp; prosecution</li> <li>• COVID test and trace payments</li> </ul>	Retain for 6 years  Retain for 6 years or until DWP advise that data can be deleted if sooner	From date claim/appeal/fraud case resolved	
9.6	Revenues	Records contained within the Council Tax system: <ul style="list-style-type: none"> <li>• Assessment/renewal</li> <li>• Billing</li> <li>• Annual notification</li> <li>• Exemptions/discounts</li> <li>• Band reductions</li> <li>• Backdated claims</li> <li>• Notebook entries</li> <li>• Enforcement</li> <li>• Appeals</li> <li>• Overpayment</li> </ul>	Permanent	From year records created, date of renewal or date process changes	LGA Retention Tool
9.6.1	Revenues	Records relating to Council Tax  Can include records relating to management of council tax inspections actioned by Local Area Services: <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Notebook entries</li> <li>• Inspection reports</li> <li>• Photographs</li> </ul> Records relating to Council Tax contained within salesforce: <ul style="list-style-type: none"> <li>• Customer Correspondence</li> </ul>	Permanent  Retain for 6 years		Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
9.6.2	Revenues	<p>Records relating to Business Rates, contained within the business rates system:</p> <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Reduction</li> <li>• Enquiries</li> <li>• Billing</li> <li>• Annual notification</li> </ul> <p>Records relating to Business Rates contained within salesforce:</p> <ul style="list-style-type: none"> <li>• Customer Correspondence</li> </ul>	<p>Permanent</p> <p>Retain for 6 years</p>		Local Government Finance Act 1992
9.7	Resource & Performance	<p>Records relating to the monitoring or review of the quality, efficiency or performance of the council or an individual unit:</p> <ul style="list-style-type: none"> <li>• Performance reports</li> <li>• Business Plans</li> </ul>	Retain for 5 years	From closure	Common Practice
10	<b>Governance &amp; Support</b>				
10.1	Communications & Marketing	All records relating to the creation and management of media and publicity protocols	Retain 3 years	From date of policy/protocol expires	LGA Retention Tool
10.1.2	Communications & Marketing	All records relating to the publication of the latest news and public information relevant to the local area	Retain 3 years	From the year records created	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.1.3	Communications & Marketing	All records relating to the process of organising and recording of a ceremonial event or civic occasions including: <ul style="list-style-type: none"> <li>• Visitors book</li> <li>• Books of Condolence</li> <li>• Audio tapes</li> <li>• Video tapes</li> <li>• Photographs</li> </ul>	Permanent	After administrative use is concluded	LGA Retention Tool
10.1.4	Communications & Marketing	Records relating to civic recognition and awards	Permanent	From year records created	LGA Retention Tool
10.1.5	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
10.1.6	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 1 year	From year comment received (Direct messages, private messages, and notifications to be destroyed on set date every year)	LGA Retention Tool
10.1.7	Communications & Marketing	Records relating to customers: <ul style="list-style-type: none"> <li>• Customer database</li> <li>• Sign up to newsletters</li> <li>• Large print requests</li>   <li>• Competition entries</li> </ul>	Retain while current  Retained for 1 month	Until recipient unsubscribes	Common Practice



	Function	Activity	Retention Period	Triggers	Notes
10.1.8	Communications & Marketing	Records relating to Business Sponsorship and all advertising	Retain 6 years	From date of sponsorship and renewed sponsorship	Limitation Act 1980 (Section 2)
10.1.9	Communications & Marketing	Records relating to Corporate Marketing database	Retain 6 years	From year records created	Limitation Act 1980 (Section 2)
10.1.10	Communications & Marketing	Records relating to Market Traders <ul style="list-style-type: none"> <li>• Registration</li> <li>• Management</li> </ul>	Retain 6 years	From year records created	HMRC - Compliance Handbook Manual CH15400
10.1.11	Communications & Marketing	Records relating to Public Relations and interaction with the media: <ul style="list-style-type: none"> <li>• Records of events including</li> <li>• Photographs depicting identified individuals</li> <li>• Video &amp; audio digital files</li> <li>• Press releases</li> <li>• Correspondence</li> </ul>	Retain for 6 years unless of historical value which is archived	From date of event	The National Archives Retention Guidance, 2012
10.1.12	Communications & Marketing	Records relating to expressions of interest in properties marketed by Eastbrooke Homes to enable the building of a database of potential residential tenants and the type of properties required. <ul style="list-style-type: none"> <li>• providing marketing information to potential residential tenants/purchasers when homes become available through Eastbrooke Homes.</li> <li>• Managing our relationship with prospective tenants/purchasers.</li> </ul>	Retain for 3 years	From year expression of interest received	Business Need

	Function	Activity	Retention Period	Triggers	Notes
10.2	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
10.2.1	Democratic Services	Records relating to honour submissions: <ul style="list-style-type: none"> <li>• Nominations/submissions</li> <li>• Letters of support</li> <li>• Documentation</li> </ul>	Retain for 6 years	From date record created	Limitation Act 1980 (Section 2)
10.2.2	Democratic Services	Records relating to a Register of Members addresses – <ul style="list-style-type: none"> <li>• Publication of the list of borough Councillors and parish Councillors</li> </ul>	Retain for 1 year or until superseded (dynamic document to be updated regularly)	From created of directory	Local Government Act 1972 Section 94 (1)
10.2.3	Democratic Services	Records relating to Members Allowances: <ul style="list-style-type: none"> <li>• Allowance information</li> </ul>	Retain for 6 years	Date of next election	Local Government Act 1972 Section 94 (1)
10.2.4	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
10.2.5	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)
10.2.6	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
10.2.7	Democratic Services	Records relating to the creation and management of Member induction and Member training	Retain for 6 years	Current year	LGA Retention Tool
10.2.8	Democratic Services	Records relating to the Eastleigh Borough Council constitution	Permanent		Local Government Act 2000
10.2.9	Democratic Services	Records relating the working papers for amendments made to the Eastleigh Borough Council constitution	Permanent		Common practice
10.2.10	Democratic Services	Agendas and reports for Council and other formal meetings.	Retain for 6 years then transfer to archives		Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
10.2.11	Democratic Services	Draft minutes	Until formal minutes signed then destroy		Common practice
10.2.12	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
10.2.13	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
10.2.14	Democratic Services	Records relating to background papers to reports: <ul style="list-style-type: none"> <li>Principal set of background papers (all other sets for operational use)</li> </ul>	Retain for 4 years		Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
10.2.15	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
10.3	Electoral Services	Records relating to the appointment of internal and external staff for election duties or canvassing	Retain 1 year	From date of election (some details held electronically for future election or canvass employment)	Representation of the People Act 1983

	Functions	Activity	Retention Period	Triggers	Notes
10.3.1	Electoral Services	Records relating to the disposal of Election Documents: <ul style="list-style-type: none"> <li>Local Government Elections</li> <li>Parliamentary Elections</li> </ul>	Retain 1 year	Statutory Period	Representation of the People Act 1983. European Parliamentary Elections Regulations 2004 Local Elections (Principal areas) (England & Wales) Rules 2006 Local Elections (Parish And Communities) (England & Wales) Rules 2006 The Local Authorities (Conduct of Referendums) (England) Regs 2012
10.3.2	Electoral Services	All records relating to returns and declarations as to Election Expenses: <ul style="list-style-type: none"> <li>Parish Elections</li> <li>Local Government Elections</li> <li>Parliamentary Elections</li> </ul>	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
10.3.3	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
10.3.4	Electoral Services	Records relating to household enquiry forms	Retain 1 year	To check registration details until the next canvas	Representation of the People Act 1983

	Function	Activity	Retention Period	Triggers	Notes
10.3.5	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
10.3.6	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
10.3.7	Electoral Services	Records relating to Voter Authority Certificate (VAC) Paper and digital  Records relating to anonymous elector document (AED) paper application	There are 3 statutory retention periods which can be found here: <a href="https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention">https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention</a>	For use at any election held in the current year	
10.3.8	Electoral Services	Records relating to the Register of Electors	Permanent	Current Year <ul style="list-style-type: none"> <li>For use at any election held in the current year</li> <li>For public inspection during life of register</li> </ul> Past Years  To check eligibility of overseas voter applications	Electoral Registration and Administration Act 2013

	Function	Activity	Retention Period	Triggers	Notes
10.3.9	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
10.3.10	Electoral Services	Records created by the process of managing wards and boundaries	Permanent		Electoral Registration and Administration Act 2013
10.4	Health & Safety	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
10.4.1	Health & Safety	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
10.4.2	Health & Safety;	Records relating to Health & Safety advice and training: <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Health &amp; Safety training in the workplace</li> <li>• Health &amp; Safety records</li> </ul>	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.5	Human Resources – Appraisals	Records relating to Staff Performance	Retain 6 years	After termination of employment	LGA Retention Tool Limitation Act 1980 (Section 5)
10.5.1	Human Resources – Attendance & Leave	Records relating to the management of staff attendance and leave (specifically Time & Attendance)	Retain 6 years	After termination of employment	LGA Retention Tool  Financial year working time regulations 1998
10.5.2	Human Resources - Disciplinary	Records relating to case files of employment tribunal cases	Retain 6 years	From closure of record	Limitation Act 1980 (Section 5)
10.5.3	Human Resources - Disciplinary	Records relating to formal disciplinary and grievance where allegations are proven: <ul style="list-style-type: none"> <li>• Includes oral and written warnings</li> </ul>	Retain 6 years	After termination of employment	Limitation Act 1980 (Section 5)
10.5.4	Human Resources – Equality	Equality and diversity documents which include information on fair treatment of employees and implementation and management of Equal Pay	Retain 6 years	After last action	LGA Retention Tool  Limitation Act 1980 (Section 5)
10.5.5	Human Resources - Equality	Investigation and reporting on specific cases	Retain 6 years	From end of contract	Limitation Act 1980 (Section 5)
10.5.6	Human Resources - Induction	All records relating to the creation, implementation, and monitoring of the Council's induction programme	Retain 3 years	From year records created	LGA Retention Tool  CIPD Guidance
10.5.7	Human Resources – Job Analysis	Records relating to the development and implementation of job descriptions and person specifications	Retain 6 years	From date job description/person specification superseded	LGA Retention Tool



	Function	Activity	Retention Period	Triggers	Notes
10.5.8	Human Resources – 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	
10.5.9	Human Resources – Occupational Health	Records relating to Occupational Health –pre-employment screening, health records where termination connected with health or absence management	Retain 3 years	After termination of employment	
10.5.10	Human Resources - Payroll	All records relating to: <ul style="list-style-type: none"> <li>Administration of Statutory Sick Pay</li> <li>Administration of Statutory Maternity Pay</li> </ul>	Retain 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)
10.5.11	Human Resources - Payroll	Records relating to accountable processes re payment of employees: <ul style="list-style-type: none"> <li>Starters forms</li> <li>Tax code notifications</li> <li>Union records</li> <li>Travelling and subsistence claims</li> </ul> Non accountable processes relating to the payment of employees: Summary employee pay reports	Retain 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

	Function	Activity	Retention Period	Triggers	Notes
10.5.12	Human Resources - Payroll	Records relating to the payment of employees: <ul style="list-style-type: none"> <li>• Copy pay slips</li> <li>• Correspondence</li> <li>• Overtime records</li> <li>• Loan agreements</li> <li>• Payroll adjustment documentation</li> <li>• Payroll reconciliations</li> <li>• Part time employees documentation</li> <li>• Staff transfer &amp; leaver records</li> <li>• Tax and National Insurance records</li> <li>• Timesheets</li> </ul>	Retain 6 years	After termination of employment	Value Added Tax Act 1994 section 6 Companies Act 2006  Finance Act 1999 Sch 18 pt 3
10.5.13	Human Resources - Payroll	Records relating to payroll/ expenses claims administration: <ul style="list-style-type: none"> <li>• Wage sheets</li> <li>• Allowances administration</li> <li>• Redundancy payments</li> <li>• Deduction authorisations</li> </ul>	Retain for 6 years	After termination of employment	Taxes Management Act 1970
10.5.14	Human Resources - Pensions	Records relating to staff pensions: <ul style="list-style-type: none"> <li>• Records relating to individual members of the pension scheme (including dependents)</li> <li>• Bank details, pay details of the individual pensioners</li> <li>• Monitoring of investments on behalf of the pension fund – monthly accounts</li> <li>• Returns relating to members of staff transferring into the pension fund</li> </ul>	Retain 6 years	From year records created or date of last payment	HMRC – Compliance Handbook Manual CH15400

	Function	Activity	Retention Period	Triggers	Notes
10.5.15	Human Resources - Pensions	Records relating to staff pensions: <ul style="list-style-type: none"> <li>• Bulk transfer files</li> <li>• Files relating to individual members of the pension scheme (including dependents)</li> <li>• Records of former employers and associations</li> </ul>	Retain 6 years	After termination of employment	LGA Retention Tool
10.5.16	Human Resources - Personnel	All records relating to personnel files for an individuals' employment history (paid employment)	Retain 6 years	After termination of employment	Limitation Act 1980 (Section 5)
		All records or data relating to engagement as a contractor.	Retain for 6 years	Following the end of the engagement	
10.5.17	Human Resources - Recognition	Records relating to schemes which recognise staff	Retain 6 years	From year records created	HMRC - Compliance Handbook Manual CH15400
10.5.18	Human Resources - Recruitment	Records relating to successful recruitment applications: <ul style="list-style-type: none"> <li>• Job descriptions</li> <li>• Selection</li> <li>• Secondment authorisation</li> </ul> CVs	Retain 6 years	From end of contract	Limitation Act 1980 (Section 2)
10.5.19	Human Resources - Recruitment	Records relating to unsuccessful recruitment applications: <ul style="list-style-type: none"> <li>• Application forms</li> <li>• Shortlisting paperwork</li> <li>• Interview notes</li> <li>• CVs</li> </ul>	Retain for 6 months	From end of recruitment process	Equality Act 2010; The National Archives Retention Guidance
10.5.20	Human Resources - Recruitment	All records relating to the appointment of Statutory Officers	Permanent		LGA Retention Tool
10.5.21	Human Resources - 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
10.5.22	Human Resources - Recruitment	Records relating to the management of individual staff apprentices	Retain for 6 years	From end of apprenticeship	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.5.23	Human Resources - 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
10.5.24	Human Resources - 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
10.5.25	Human Resources - Redundancy	Records relating to staff who are made redundant	Retain for 6 years	After termination of employment	LGA Retention Tool
10.5.26	Human Resources – Termination	Records relating to the leaving process: <ul style="list-style-type: none"> <li>• Resignation</li> <li>• Termination other than pension</li> </ul>	Retain for 6 years	From end of contract	Limitation Act 1980 (Section 5)  National Archives Guidance
10.5.27	Human Resources – Time Recording	Records relating to time recording: <ul style="list-style-type: none"> <li>• Time sheets</li> <li>• Drivers logs &amp; vehicle cards</li> <li>• Attendance recording</li> </ul>	Retain for 6 years	After termination of employment	LGA Retention Tool Working Time Regulations 1998  Road Transport (Working Time) Regulations
10.5.28	Human Resources – 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
10.5.29	Human Resources – Training	Records relating to Learning and Development <ul style="list-style-type: none"> <li>• Companies and individuals providing trainers and courses</li> </ul>	Retain for 6 years	From end of training	Limitation Act 1980 (Section 2)  LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.5.30	Human Resources – 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
10.6	Internal Audit	Records relating to: <ul style="list-style-type: none"> <li>Assurance work:</li> <li>Audit reports (draft &amp; final)</li> <li>Testing Index</li> <li>Testing Summaries</li> <li>Work Programme/Matrix</li> <li>Working papers (which may contain personal data)</li> </ul>	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.
10.6.1	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
10.6.2	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	
10.6.3	Internal Audit	Records relating to: <ul style="list-style-type: none"> <li>consultancy work (including member requests)</li> <li>System development reviews</li> </ul>	Retain for 3 years	After accounting period/close of audit	
10.6.4	Internal Audit	Records relating to permanent audit file (standing information)	Retain until superseded		
10.6.5	Internal Audit	Records relating to contract final accounts	Retain for 12 years	After accounting period/close of audit	Limitation Act 1980

	Function	Activity	Retention Period	Triggers	Notes
10.7	Legal Services – Data Protection	Records relating to requests and responses for: <ul style="list-style-type: none"> <li>• Subject Access requests</li> <li>• Other data rights requests under GDPR</li> </ul>	Retain 7 years	From date request complied with	LGA Retention Tool
10.7.1	Legal Services – Data Protection	Records relating to Data Protection: <ul style="list-style-type: none"> <li>• Database containing all information relating to the logging, tracking, and monitoring of Data Rights requests</li> </ul>	Retain for 7 years then review	From current year	Common Practice
10.7.2	Legal Services – Security breaches	Records relating to monitoring information security breaches	Retain 7 years	From closure of case	Limitation Act 1980 (Section 2)
10.7.3	Legal Services – Information Management	Records relating to Information Governance: <ul style="list-style-type: none"> <li>• FOI &amp; EIR requests and responses</li> <li>• Complaints made which lead to an internal review</li> </ul>	Retain 7 years	From date request complied with	LGA Retention Tool
10.7.4	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
10.7.5	Legal Services - Property	Deed packets where Council holds any interest in land	Permanent	From year record created	Business Need

	Function	Activity	Retention Period	Triggers	Notes
10.7.6	Legal Services - Property	Records related to Conveyancing: <ul style="list-style-type: none"> <li>• Commercial and other leases</li> <li>• Title investigations</li> <li>• Disposal of freehold and leasehold properties</li> <li>• Compulsory Purchase Orders</li> <li>• Covenants</li> <li>• Releases</li> <li>• Variation</li> <li>• Easement</li> <li>• Miscellaneous</li> <li>• Acquisitions</li> <li>• Appropriations</li> <li>• Transfers</li> <li>• Purchases (Land)</li> </ul>	Retain for 13 years after closure	After closure	Limitation Act 1980 (Section 8)
10.7.7	Legal Services - Employment	Records relating to employment law : <ul style="list-style-type: none"> <li>• Advice</li> <li>• Tribunals</li> <li>• Disciplinary matter</li> <li>• Equal pay claims</li> </ul>	Retain 7 years	From year record created	Common Practice
10.7.8	Legal Services - Licences	Records relating to Licences – <ul style="list-style-type: none"> <li>• Standard</li> <li>• Non standard</li> <li>• Amenity</li> <li>• Property</li> </ul>	Retain for 13 years	From year record created	Limitation Act 1980
10.7.9	Legal Services	Records relating to: <ul style="list-style-type: none"> <li>• Charter and Civic rights</li> <li>• Preservation Orders</li> <li>• Statutory Local Authority Company documentation</li> <li>• Trusts</li> <li>• Orders otherwise uncategoryed</li> <li>• Footpath diversion orders</li> <li>• Tree preservation orders</li> </ul> <p>Legal file in respect of any of the above</p>	Permanent  Retain 13 years	From close of case	Common Practice LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.7.10	Legal Services - IP	Records relating to Intellectual Property Rights	Retain 7 years	From date intellectual property/copyright ends	LGA Retention Tool
10.7.11	Legal Services - Litigation	Records related to Litigation: All records relating to litigation action commenced or defended by the Council, including preparatory actions. <ul style="list-style-type: none"> <li>Civil litigation files</li> </ul> Prosecution files	Retain for 7 years then review	From close of case	Limitation Act 1980 (Section 2)
10.7.12	Legal Services - Planning	Records related to Planning: <ul style="list-style-type: none"> <li>CLEUD &amp; CLPDs</li> <li>Agreements</li> <li>Enforcement</li> </ul> Discontinuance notices	Retain 7 years	From close of case	Business Need
10.7.13	Legal Services - Planning	Records related to Planning Appeals	Retain 7 years	From date of resolution of appeal	
10.7.14	Legal Services - Planning	Records related to Certificate of lawful use or development	Permanent	From date of grant	Business Need
10.7.15	Legal Services - Planning	Sealed planning agreements to include: <ul style="list-style-type: none"> <li>Section 106 agreements</li> <li>Section 278 agreements</li> </ul> Section 38 agreements	Permanent		Business Need
10.7.16	Legal Services - Planning	Records relating to: <ul style="list-style-type: none"> <li>Section 106 agreements</li> <li>Section 278 agreements</li> </ul> Section 38 agreements	Retain 13 years		Town and Country Planning Act 1990
10.7.17	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



	Function	Activity	Retention Period	Triggers	Notes
10.7.18	Legal Services – Byelaws	Records relating to the process of making local laws (master set of By-laws)	Permanent		National Archives Guidance
10.7.19	Legal Services - Byelaws	Records relating to the process of administering and enforcing Bylaws. <ul style="list-style-type: none"> <li>• Applications/Correspondence</li> <li>• Certificates/Infringement notices</li> <li>• Permits/Licences</li> </ul>	Retain 7 years		
10.7.20	Legal Services - RIPA	Regulation of Investigatory Powers Act 2000 – directed surveillance and communications data  Records relating to: <ul style="list-style-type: none"> <li>- Applications</li> <li>- Renewals</li> <li>- Cancellations</li> <li>- Reviews</li> <li>- Notices</li> </ul>	Retain 6 years	From conclusion of investigation	RIPA 2000 IPA 2016  Home Office Guidance
10.7.21	Legal Services – Insurance claims	Records relating to Insurance claims: <ul style="list-style-type: none"> <li>• Made against the Council by officers/third parties</li> <li>• Made by the Council against third parties</li> </ul> Subsidence claims	Retain for 7 years after settlement except for personal injury claims for minors which are retained until claimant reaches the age of 25.  Retain 100 years	From date claim settled	HMRC Compliance Handbook Manual CH15400  Limitation Act 1980 (Section 2)
10.8	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
10.8.18.2	Monitoring Officer	Records relating to the investigation of complaints about breaches of the Members Code of Conduct	Retain for 6 years	From year records created/date investigation completed	Limitation Act 1980 (Section 2)
10.8.3	Monitoring Officer	Records relating to Public Meeting Participation by residents/developers and subsequent queries raised	Retain for 6 years	From creation of records	
10.9	Safety & Resilience	Records relating to the Out of hours service	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
10.9.1	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
10.9.2	Safety & Resilience	Records relating to emergency plans for disaster recovery: <ul style="list-style-type: none"> <li>• Response guides</li> <li>• Emergency plans</li> <li>• Exercise of plans</li> </ul>	Retain until superseded	From date records created	Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980, Civil Contingency Act Good Practice Guidance
10.9.3	Safety & Resilience	Records relating to Community Safety: <ul style="list-style-type: none"> <li>• The use of enforcement powers</li> <li>• Acceptable behavior contracts</li> </ul>	Retain for 3 years	from date record created or information received	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.9.4	Safety & Resilience	Records relating to Community Safety Initiatives and the Community Safety Partnership: <ul style="list-style-type: none"> <li>Action plans</li> <li>Strategic assessment</li> <li>Project records</li> <li>Community trigger</li> </ul>	Retain 5 years	From year records created	Limitation Act 1980 (Section 2)
10.9.5	Safety & Resilience	Records relating to community safety: <ul style="list-style-type: none"> <li>General information relating to ASB</li> <li>101 calls</li> <li>intelligence &amp; crime date</li> </ul>	Retain for 6 years	from date record created or information received	Limitation Act 1980 (Section 2)
10.9.6	Safety & Resilience	Records relating to information supplied for the Safety Advisory Group	Retain for 6 years and then archive	From date record created	Limitation Act 1980 (Section 2)
10.9.7	Safety & Resilience	Records relating to Domestic Homicide Reviews	Retain for 6 years and then archive	From date record created	Limitation Act 1980 (Section 2)
10.9.8	Safety & Resilience	Safeguarding Records relating to child and adult protection	Retain for 6 years and then archive	From date record created	Retain for 6 years and then archive
<b>11</b>	<b>Neighbourhoods &amp; Green Spaces</b>				
11.1	Country Parks	Records relating to Countryside Visitor Centres: <ul style="list-style-type: none"> <li>Booking of facility/events</li> <li>Regular facility usage</li> <li>Parking permits</li> <li>Bridle route licence</li> </ul>	Retain 6 years	From year records created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
11.1.1	Country Parks	Records relating to participants: <ul style="list-style-type: none"> <li>- Participants personal details for activities</li> <li>- Parental consent</li> <li>- Set up of activities for various charities</li> <li>- Details relating to tailoring of needs</li> </ul>	Retain 6 years	From year records created	Limitation Act 1980 (Section 2)
11.2	Countryside	Management of trees which are the responsibility of the authority	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.2.1	Countryside	Records relating to volunteers	Destroy when volunteer terminated	From termination of volunteering	
11.2.2	Countryside	Records relating to forest and woodland management	Retain for 6 years	From last action on individual projects	Limitation Act 1980 (Section 2)
11.2.3	Countryside	Records relating to Countryside Rangers	Retain for 6 years	From termination of employment	Limitation Act 1980 (Section 2)
11.2.4	Countryside	Records relating to conservation areas	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.3	Engineering	Records relating to applications and assessments for disabled parking spaces	Retain for 6 years	From year record created for historical records prior to the process moving over to Hampshire County Council 1 <sup>st</sup> April 2023	Limitation Act 1980 (Section 2)
11.3.1	Engineering	Street naming and numbering – <ul style="list-style-type: none"> <li>• Documentation relating to street naming.</li> <li>• Development naming</li> <li>• Property numbering/naming</li> </ul>	Permanent		LGA Retention Tool
11.3.2	Engineering	Permanent TROs: <ul style="list-style-type: none"> <li>• Original order</li> <li>• Correspondence</li> <li>• Drafts</li> </ul>	Permanent – original order  Correspondence and drafts - destroy	From completion of order	Business Need

	Function	Activity	Retention Period	Triggers	Notes
11.3.3	Engineering	Temporary TROs: <ul style="list-style-type: none"> <li>Road closure orders</li> </ul>	Retain for 6 years	From end of closure order	Limitation Act 1980 (Section 2)
11.3.4	Engineering	Infrastructure & Transport: <ul style="list-style-type: none"> <li>Correspondence</li> <li>Consultations</li> <li>Action Plans</li> </ul>	Retain for 6 years	Until traffic scheme expires	Limitation Act 1980 (Section 2)
11.4	Fleet Management	Fleet Management – Acquisition and disposal of vehicles through lease or purchase: <ul style="list-style-type: none"> <li>Leases</li> <li>Contracts</li> <li>Quotes</li> <li>Approvals</li> </ul> Fleet authorisation numbers	Retain 7 years	From date of disposal	Limitation Act 1980 (Section 2)
11.4.1	Fleet Management	Fleet Management – managing allocation and maintenance of vehicles: <ul style="list-style-type: none"> <li>Driver approval</li> <li>Allocations and authorisations for vehicles</li> </ul>	Retain for 7 years	From date of disposal	Limitation Act 1980 (Section 2)
11.4.2	Fleet Management	Records relating to fleet management: <ul style="list-style-type: none"> <li>Vehicle usage reports</li> <li>driver usage/hours</li> <li>Vehicle logbook</li> <li>Vehicle checks</li> <li>Vehicle safety inspections</li> </ul>	Retain for 3 years	After sale or disposal of vehicle	LGA Retention Tool
11.5	Parking Services	Records relating to parking processes: <ul style="list-style-type: none"> <li>Permit refunds</li> <li>PCN challenges &amp; correspondence</li> <li>Bay suspensions</li> <li>Parking permits (staff, IVCP, Lakeside, borough car parks)</li> </ul>	Retain for 6 years	After last action	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
11.5.1	Parking Services	Management of Abandoned Vehicles reported on local roads	Retain 6 years	From year record created	Clean Neighbourhoods and Environment Act 2005  Limitation Act 1980 (Section 2)
11.6	Street Services	Records relating to StreetScene: <ul style="list-style-type: none"> <li>• Fly tipping - Reports of dumped rubbish varying in size from a single bin bag to several truck- loads of waste</li> <li>• Graffiti - Reporting and removal of graffiti from building</li> </ul>	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.6.1	Street Services	Records relating to parks and open spaces maintenance	Retain for 6 years	From year records created	
11.6.2	Street Services	Records relating to maintenance of outdoor play facilities	Retain for 7 years	After date facility closes	
11.6.3	Street Services	Records relating to: <ul style="list-style-type: none"> <li>• Litter Bins (including dog waste) – Provision and maintenance of bins</li> <li>• Street cleaning and litter removal</li> <li>• Grass Cutting on public land</li> <li>• Public toilet provision and maintenance</li> <li>• Dead animal removal</li> <li>• Abandoned shopping trolleys</li> <li>• Dog fouling removal</li> </ul>	Retain for 6 years	From date records created  From date dead animal removed	

	Function	Activity	Retention Period	Triggers	Notes
11.6.4	Street Services	Allotment allocation: <ul style="list-style-type: none"> <li>Tenancy management</li> <li>Invoicing</li> </ul>	Retain 6 years for expired tenancies held prior to 1 April 2024	From date the rental of the allotment expires for previous tenancies managed by Eastleigh Borough Council  All current tenancies and waiting list details were handed over to Town and Parish Councils 1 <sup>st</sup> April 2024 to be managed and retained by them going forward.	Limitation Act 1980 (Section 2)
11.6.5	Street Services	Cemeteries – <ul style="list-style-type: none"> <li>Register</li> <li>Papers relating to plot purchase</li> </ul>	Permanent		Disused Burial Grounds (Amendment) Act 1981
11.6.6	Street Services	Cemeteries – <ul style="list-style-type: none"> <li>General correspondence</li> </ul>	Retain for 6 years	From year record created	Common Practice
11.6.7	Street Services	Records relating to memorials <ul style="list-style-type: none"> <li>Inspection/maintenance</li> <li>Construction/erection</li> </ul>	Retain for 6 years	From date of inspection/maintenance etc.	Limitation Act 1980 (Section 2)
11.6.8	Street Services	All records relating to the management of exhumations	Retain for 15 years	From date of exhumation	Common Practice
11.7	Technical Services	Records relating to pest control: <ul style="list-style-type: none"> <li>Inspection and treatment requests/reports</li> <li>Invoicing &amp; refunds</li> </ul>	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.7.1	Technical Services	Records relating to MOT testing	Retain for 6 years	From year records created	HMRC – Compliance Handbook Manual CH15400

	Function	Activity	Retention Period	Triggers	Notes
11.7.2	Technical Services	Records relating to: <ul style="list-style-type: none"> <li>• Calibration and testing</li> <li>• Exhaust emission testing</li> </ul>	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.7.3	Technical Services	Fleet Management – Acquisition and disposal of vehicles through lease or purchase: <ul style="list-style-type: none"> <li>• Leases</li> <li>• Contracts</li> <li>• Quotes</li> <li>• Approvals</li> <li>• Fleet authorization numbers</li> </ul>	Retain 7 years	From date of disposal	Limitation Act 1980 (Section 2)
11.7.4	Technical Services	Fleet management – managing allocation and maintenance of vehicles: <ul style="list-style-type: none"> <li>• Driver approval</li> <li>• Allocations and authorisations for vehicles</li> </ul>	Retain for 7 years	From date of disposal	Limitation Act 1980 (Section 2)
11.7.5	Technical Services	Records relating to fleet management: <ul style="list-style-type: none"> <li>• Vehicle usage reports</li> <li>• Driver usage/hours</li> <li>• Vehicle logbook</li> <li>• Vehicle checks</li> <li>• Vehicle safety inspections</li> </ul>	Retain for 3 years	After sale or disposal of vehicle	LGA Retention Tool
11.8	Waste Management	Records relating to bulky waste	Retain for 3 years	After transfer or disposal	LGA Retention Tool



	Function	Activity	Retention Period	Triggers	Notes
11.8.1	Waste Management	All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries: <ul style="list-style-type: none"> <li>• Collection and transportation of waste</li> <li>• Provision of waste containers</li> </ul>	Retain for 3 years	After transfer or disposal	LGA Retention Tool
11.8.2	Waste Management	Records relating to clinical Waste disposal records	Retain for 6 years	From year records created. (original paper documentation destroyed after 1 month  Images downloaded for investigation destroyed upon completion of investigation	
11.8.3	Waste Management	Fleet images – footage taken from cameras on fleet vehicles	Retained for up to 6 years by Fleet Clear	Images downloaded for investigation destroyed upon completion of investigation	
11.8.4	Waste Management	Records relating to trade waste disposal: <ul style="list-style-type: none"> <li>• Arranging and collection/transportation of trade waste</li> </ul>	Retain for 3 years	From year records created	HMRC – Compliance Handbook Manual CH15400
11.8.5	Waste Management	Records relating to residential recycling collection: <ul style="list-style-type: none"> <li>• Weighing</li> <li>• Categorising</li> <li>• Processing</li> <li>• Provision of recycling bags or containers</li> </ul>	Retain for 3 years	From year records created	Environmental Protection Act 1980

	Function	Activity	Retention Period	Triggers	Notes
11.8.6	Waste Management	Records relating to food recycling scheme	Retain for 6 years	From date scheme ends	Limitation Act 1980 (Section 2)
11.8.7	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
11.8.8	Waste Management	Records relating to garden waste collections	Retain for 3 years	From year records created	LGA Retention Tool
<b>12</b>	<b>People &amp; Communities</b>				
12.1	Art & Culture	Records relating to booking of events: <ul style="list-style-type: none"> <li>• Ticketing for events</li> <li>• Booking of workshops/classes/youth theatre/hire of venue</li> </ul>	Retain 6 years	From year records created	LGA Retention Tool
12.1.2	Art & Culture	Records relating to customer survey information: <ul style="list-style-type: none"> <li>• Google Docs surveys</li> <li>• Application forms</li> </ul>	Retain 6 years	From year records created	Business Need
12.1.3	Art & Culture	Records relating to Social Media: <ul style="list-style-type: none"> <li>• General enquiries</li> <li>• Direct messages via Facebook</li> </ul>	Retain 3 years	From year records created	LGA Retention Tool
12.1.4	Art & Culture	Records relating to hiring of volunteers at venues	Retain 6 years	From date of leaving	Employment rights act 1996

	Function	Activity	Retention Period	Triggers	Notes
12.1.5	Art & Culture	Records relating to performers: <ul style="list-style-type: none"> <li>Companies/artists (including freelance performers)</li> </ul>	Retain 6 years	From year records created	Common Practice
12.1.6	Art & Culture	Records relating to Theatres: <ul style="list-style-type: none"> <li>Records relating to charities that participate</li> <li>Membership details</li> </ul>	Retain 6 years	From year records created	Common Practice
12.1.7	Art & Culture	Records relating to registers/emergency contact for workshops on and off site	Retain 6 years	From year records created	Limitation Act 1980 (Section 2)
12.1.8	Art & Culture	Records relating to Arts organisation and events	Retain 6 years	From year records created	LGA Retention Tool
12.1.9	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
12.2	Customer Support Team	Parking Permits: <ul style="list-style-type: none"> <li>Paper application forms for residents parking permits</li> <li>Paper applications for Professional Carer permits.</li> </ul>	Retain for 6 years	From date permit expires for any applications held prior to April 2023 when jurisdiction transferred to Hampshire County Council	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
12.2.1	Customer Support Team	Records relating to printing and mail merge requests	Retain for 6 years	From creation of records	Limitation Act 1980 (Section 2)
12.3	Health & Wellbeing - Healthworks	Records relating to all HealthWorks programmes: <ul style="list-style-type: none"> <li>• Referrals under all schemes</li> <li>• Staff Health Checks</li> </ul>	Retain 6 years  Hard copies disposed after 15 months	From date created	Business Need
12.3.1	Health & Wellbeing – Sports Development	Information relating to Sports Development Programmes	Retain 6 years	From date created	Limitation Act 1980 (Section 2)
12.3.2	Health & Wellbeing – Sports bookings	Documentation relating to general sports bookings <ul style="list-style-type: none"> <li>• sports classes and training</li> </ul>	Retain 12 months	From date created	Business Need
12.3.3	Health & Wellbeing – Sports Grants	Records relating to grants: <ul style="list-style-type: none"> <li>• SportsWork talented athlete grants</li> </ul>	Retain 6 years	From date of last payment of the grant	HMRC – Compliance Handbook Manual CH15400
12.3.4	Health & Wellbeing - Sportsworks	Records relating to SportsWorks: <ul style="list-style-type: none"> <li>• Consent for children to take part in activities.</li> </ul>	Retain 6 years	From date created	Limitation Act 1980 (Section 2)
12.3.5	Health & Wellbeing – Sportsworks	Records relating to SportsWorks contd: <ul style="list-style-type: none"> <li>• Authorisation or consent from GP or other professionals regarding physical activity</li> <li>• Referrals</li> <li>• Qualification from instructors and coaches to ensure they are qualified to deliver activities</li> </ul>	Retain 6 years	From date created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
12.5	Housing & Homelessness	Records relating to local crisis payments	Retain for 6 years	From financial year payment made	HMRC – Compliance Handbook Manual CH15400
12.5.1	Housing & Homelessness	Records relating to the administration of the Home Choice Register and homelessness records <ul style="list-style-type: none"> <li>• Closed applications</li> <li>• Housed applications</li> <li>• Households with no activity</li> </ul> Records relating to Home Choice where financial assistance granted: <ul style="list-style-type: none"> <li>• Rent bonds</li> <li>• Rent in advance</li> </ul>	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
12.5.2	Housing & Homelessness	Records relating to managing applications from people who are homeless: <ul style="list-style-type: none"> <li>• Provision of short term and emergency accommodation for homeless people</li> <li>• Assessments</li> </ul>	Retain for 7 years (automatic removal for closed housing applications)	From date application closed	Limitation Act 1980 (Section 2)
12.6	Housing Standards	Records relating to the assessment and enforcement of housing standards and prosecution of offences: <ul style="list-style-type: none"> <li>• Documentation relating to breaches of housing environmental protection and public health</li> <li>• Household waste accumulation</li> </ul>	Retain for 6 years	After close of correspondence or resolution of any enforcement	Limitation Act 1980 (Section 2)
12.6.1	Housing Standards	Records relating to housing enforcement: <ul style="list-style-type: none"> <li>• Empty properties</li> <li>• Housing in dis-repair</li> <li>• Non-compliance with licensing</li> </ul>	Retain 6 years	From date of the resolution of any enforcement action	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
12.6.2	Housing Standards - HMOs	Records relating to Houses in Multiple Occupation: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Monitoring of issued licences</li> </ul>	Retain 6 years	From date licence expires	Limitation Act 1980 (Section 2)
12.6.3	Housing Standards - DFGs	Records relating to Disabled Facility Grants: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Approval &amp; completion</li> <li>• Payment</li> </ul>	Retain for 10 years	From completion of DFG (to cover repayment clause timescale in policy)	HMRC – Compliance Handbook Manual CH15400
12.6.4	Housing Standards - Licencing	Records relating to Caravan Site licences: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Monitoring of issued licences</li> </ul>	Retain 6 years	From date licence expires	Limitation Act 1980 (Section 2)
12.7	Local Area Managers	Records relating to Community Grants: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Bank statements</li> </ul>	Retain 6 years	From date of last payment of grant	HMRC – Compliance Handbook Manual CH15400
12.7.1	Local Area Managers	Records relating to Hamble Library: <ul style="list-style-type: none"> <li>• Applications for membership and the storage of membership information</li> </ul>	Retain from date of application and for 1 year after membership expires or is terminated.	From date of application	Business Need
12.7.2	Local Area Managers	Records relating to venue hire booking and enquiry forms	Retain 6 years	From year records created	Business Need

	Functions	Activity	Retention Period	Triggers	Notes
12.7.3	Local Area Managers (Y Zone)	<p>Photos of young people during activities:</p> <ul style="list-style-type: none"> <li>• Displayed in YZone on notice boards</li> <li>• Stored encrypted electronically on EBC system</li> </ul> <p>Exclusion letter written to parent (paper &amp; electronic)</p> <p>Kept electronically on encrypted EBC system</p>	<p>Data destroyed after 7 years and after 19 years of age for individuals emergency contact data</p> <p>Data destroyed after 7 years and after 19 years of age for individuals emergency contact data</p>	After each session	
12.7.4	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	<p>Limitation Act 1980 (Section 2)</p> <p>CCTV Code of Practice</p>
12.7.5	Local Area Managers (YZone)	<p>Records relating to hiring of the Y Zone venue:</p> <ul style="list-style-type: none"> <li>• Applications/applicant details</li> <li>• Payment</li> </ul>	Retain 6 years	From year records created	Common Practice

13 Planning & Environment					
	Function	Activity	Retention Period	Triggers	Notes
13.1	Ecology	GIS data sets from HBIC	Permanent		GIS data managed by IT. Superseded records are archived to enable future analysis of trends.
13.1.1	Ecology	Ad hoc commissioned surveys e.g., headwaters and aquatic invertebrates	Permanent		Retain records to enable future analysis of trends.
13.1.2	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.
13.1.3	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.
13.2	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



	Function	Activity	Retention Period	Triggers	Notes
13.2.1	Economy - Business	Records relating to Economic Development – <ul style="list-style-type: none"> <li>• Contacts database</li> <li>• Business Cards</li> </ul>	Retain for 6 years (expected to be a dynamic document constantly changing)	From year records created	LGA Retention Tool
13.2.2	Economy - Business	Records relating to Business Grants – <ul style="list-style-type: none"> <li>• financial support provided</li> </ul>	Retain for 6 years	From date of last payment	HMRC – Compliance Handbook Manual CH15400
13.3	Planning & Environment – Land Charges	Records relating to searches and replies	Permanent		LGA Retention Tool
13.4.1	Planning & Environment – Planning Records	Records relating to: <ul style="list-style-type: none"> <li>• Local development order</li> <li>• Neighbourhood development order</li> </ul>	Permanent		Town & Country Planning Act 1980 and Development Management Procedure Order 2015
13.4.2	Planning & Environment – Planning Records	Records relating to environmental impact assessment screening and scoping	Permanent (electronic). Hard copies disposed of within 3 years.		
13.4.3	Planning & Environment – Planning Records	Records relating to appeal documentation: <ul style="list-style-type: none"> <li>• LPA evidence in the form of questionnaires, statements, proof of evidence</li> </ul>	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
13.4.4	Planning & Environment – Planning Records	Records relating to Planning Application files (not including decision notice) but including: <ul style="list-style-type: none"> <li>• Consultation responses and third-party reps</li> <li>• Planning Application documents</li> <li>• Notices</li> <li>• Certificates and decision notices (all planning decisions) including variation/discharge of conditions</li> <li>• Nonmaterial/material amendments</li> <li>• LDC</li> <li>• Tree/conservation area decisions (The Public Register)</li> </ul>	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
13.4.5	Planning & Environment – Planning Records	Records relating to appeal documentation: <ul style="list-style-type: none"> <li>• Third party records</li> </ul>	Retain 7 years	From date of appeal decision	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
13.4.6	Planning & Environment – Planning Records	Planning Obligations including records of negotiated contributions and records of securing/spending	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
13.4.7	Planning & Environment – 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

	Function	Activity	Retention Period	Triggers	Notes
13.4.8	Planning & Environment – 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
13.4.9	Planning & Environment – 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
13.4.10	Planning & Environment – Planning Enforcement	Records relating to file on: <ul style="list-style-type: none"> <li>Investigation and Enforcement of breaches of planning controls</li> </ul>	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015  Limitation Act 1980 (Section 2)
13.4.11	Planning & Environment – Planning Enforcement	Records relating to enforcement complaints: <ul style="list-style-type: none"> <li>Correspondence</li> <li>Notebook entries</li> <li>Inspection reports</li> <li>Photographs</li> </ul>	Retain up to 10 years	From date complaint was received	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
13.4.12	Planning & Environment – Planning Enforcement	Records relating to enforcement decision	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
13.4.13	Planning & Enforcement – High Hedges	Records relating to High Hedge complaints	Retain up to 7 years	From date of decision	

	Function	Activity	Retention Period	Triggers	Notes
13.4.14	Planning & Enforcement - Heritage	Records relating to Listed Buildings	Permanent		Town & Country Planning Act 1990 and Development  Management Procedure Order 2015
13.5.1	Planning & Enforcement – Tree Preservation Orders	Records relating to Tree Preservation Orders (TPOs)	Permanent (electronic)		Town & Country Planning Act 1990 and Development  Management Procedure Order 2015
13.5.2	Planning & Enforcement - 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	
13.5.3	Planning & Enforcement - 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	
13.6	Wessex House	Records relating to rental of space/services in Wessex House: <ul style="list-style-type: none"> <li>• Businesses</li> <li>• Individuals</li> <li>• Charities</li> <li>• Sole traders</li> <li>• Virtual clients</li> <li>• Online Business support service</li> <li>• Car Parking</li> </ul>	Retain for 6 years	From last contact with client	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
13.6.1	Wessex House	Records relating to reception: <ul style="list-style-type: none"> <li>Visitors signing in</li> </ul>	Retain for 1 month	From creation of records	Common Practice
13.6.2	Wessex House	Records relating to reception: <ul style="list-style-type: none"> <li>Contractors signing in</li> </ul>	Retain for 3 years	From creation of records	Business Need
14	<b>Regulatory Services</b>				
14.1	EH Commercial	Records relating to the statutory register of food premises and returns: <ul style="list-style-type: none"> <li>(Annual food standards agency returns on food safety)</li> </ul>	Permanent		Food Safety and Hygiene (England) Regulations 2013, EU Regulation 178/2002, and Food Safety Act 1990
14.1.1	EH Commercial	Investigation, inspection, and monitoring relating to Environmental Health including: <ul style="list-style-type: none"> <li>Food hygiene</li> <li>Food safety</li> <li>Diseases &amp; health</li> <li>Business</li> <li>Licence activity required to register with the Local Authority (e.g., tattoo parlour, hairdressers, street traders etc.)</li> </ul> Record types: <ul style="list-style-type: none"> <li>Correspondence (letter, email etc.)</li> <li>PACE notebook entries</li> <li>Inspection reports</li> <li>Laboratory analysis results</li> <li>Photographs</li> </ul>	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

	Function	Activity	Retention Period	Triggers	Notes
14.2	EH – Health & Safety	Records relating to investigation and enforcement action on Health and Safety in the workplace as well as inspection of premises, land, individuals, and organisations	Permanent	From approval of assured documentation, authorisation of recommendations or completion of records	The Regulatory Enforcement and Sanctions Act 2008
14.3	Environment – Pollution Land Contamination	Statutory register of contaminated land Records on land contamination supporting <b>the Contaminated Land Inspection Strategy</b> Investigations and formal actions taken under the <b>Environmental Damage regulations</b>	Permanent		LGA Retention Tool
14.3.1	Environment – Pollution Statutory Nuisance / Public Health / Pests Act/ Waste	Investigation, inspection, and monitoring relating to Environmental Service teams including: <ul style="list-style-type: none"> <li>• Statutory Nuisance Investigations</li> <li>• Public Health Act Investigations</li> </ul>	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 licence expires/ date investigation ends/completion of enforcement action etc.	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
14.3.2	Environment - Pollution	<p>Investigation, inspection, and monitoring relating to Environmental Service teams contd:</p> <ul style="list-style-type: none"> <li>• Prevention of Damage by Pests Act investigations</li> <li>• Fly tipping and waste offences investigations</li> <li>• Clean Air Act Investigations</li> <li>• Control of Pollution Act investigations</li> <li>• Local Govt Acts</li> <li>• Refuse Disposal and Amenity Act</li> <li>• CNEA</li> <li>• And other authorised legislation</li> <li>• Water Pollution &amp; Water quality monitoring</li> </ul> <p>Record types:</p> <ul style="list-style-type: none"> <li>• Correspondence (letter, emails etc.)</li> <li>• Monitoring results and data</li> <li>• PACE notebook entries</li> <li>• Inspection reports</li> <li>• Laboratory analysis results</li> <li>• Photographs</li> </ul>	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 licence expires/ date investigation ends/completion of enforcement action etc.	Common Practice
14.3.3	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
14.3.4	Environment – EH Pollution Public Health Funerals/Exhumations	Records relating to Public Health Funerals and Exhumations	Permanent		Common Practice

	Function	Activity	Retention Period	Triggers	Notes
14.3.5	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
14.3.6	Environment- EH Pollution Air Quality and Clean Air	Records relating to the implementation of LAQM Clean Air Act Chimney Heights	Permanent		LGA Retention Tool
14.3.7	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
14.3.8	Environment – EH Pollution Licensing of Boatmen and Boats	Records relating to: <ul style="list-style-type: none"> <li>• Application for and issuing of Boatmen and Boat licences.</li> <li>• Inspection and enforcement records</li> <li>•</li> </ul>	Permanent		Common Practice
14.4	Local Area Services Enforcement	Records relating to management of enforcement action: <ul style="list-style-type: none"> <li>• Unauthorised traveller encampments</li> <li>• fly tipping</li> <li>• graffiti</li> <li>• litter</li> </ul>	Retain for 6 years then review	From date case prosecuted	Limitation Act 1980 (Section 2)
14.4.1	Local Area Services Enforcement	Records relating to unauthorised encampments: <ul style="list-style-type: none"> <li>• Investigations</li> <li>• Enforcement action</li> </ul>	Permanent		Common Practice



	Function	Activity	Retention Period	Triggers	Notes
14.4.2	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)
14.4.3	Local Area Services Enforcement	Records relating to body worn camera, redeployable trail cameras and CCTV to support employee safety and Local Area Services enforcement such as fly tipping, animal welfare enforcement, animal activity licensing etc.	Auto deletion after 6 months unless saved for an incident or enforcement (e.g., for police purposes). Redeployable camera footage will only be kept for purposes of enforcement	From date record created	CCTV Code of Practice
14.4.4	Local Area Services Animal Welfare	Records relating to investigation, inspection and monitoring relating to animal welfare including: <ul style="list-style-type: none"> <li>• Zoos</li> <li>• Wild animals</li> <li>• Dangerous dogs</li> <li>• Stray dogs</li> <li>• Animal boarding</li> </ul> Types of record: <ul style="list-style-type: none"> <li>• Correspondence (letters, emails etc.)</li> <li>• PACE notebook entries</li> <li>• Inspection reports</li> <li>• Photographs</li> </ul>	Retain for 6 years	From expiry of licence or date of resolution of enforcement	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
14.5	Primary Authority	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
<b>15</b>	<b>Project Delivery</b>				
15.1	Project Delivery - Procurement	Records relating to procurement: <ul style="list-style-type: none"> <li>Record of contract</li> <li>Contract handover</li> <li>Record of contract variations</li> <li>Quotations</li> <li>Contract monitoring</li> </ul> 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)
15.1.1	Project Delivery - Procurement	Records relating to procurement: <ul style="list-style-type: none"> <li>Pre-qualification questionnaires</li> <li>Tenders (issuing &amp; return, responses, expressions of interest, negotiation, key correspondence)</li> <li>Evaluation</li> <li>Aware of contract</li> <li>Outcome notification</li> <li></li> </ul>	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)
15.1.2	Project Delivery-Procurement	Records relating to tenders: <ul style="list-style-type: none"> <li>Unsuccessful tenders</li> <li>Tender documents</li> <li>Quotations</li> </ul>	Date contract awarded + 1 year		LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
15.1.3	Project Delivery - Procurement	Housing and Development records relating to procurement	Retain quotations for 6 years	From date of issue	
15.2	Project Delivery Building Surveyors	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
16	<b>Property &amp; Commercial</b>				
16.1	Property & Commercial – Asset Management	Records relating to Asset Management: <ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Lease property register</li> <li>• Vehicles</li> <li>• Plant and equipment register.</li> </ul>	Retain 6 years	After life of the asset	HMRC – Compliance Handbook Manual CH15400
16.1.1	Property & Commercial – Asset Management	Asset Management Plan	Retain 6 years	From year records created	LGA Retention Tool
16.1.2	Property & Commercial – Asset Management	Records relating to Property Management: <ul style="list-style-type: none"> <li>• Land deeds</li> <li>• Property deeds</li> <li>• Land &amp; Property Rental Documents</li> <li>• Property Valuation Lists</li> <li>• Purchase &amp; Sale of Property Register</li> </ul>	Permanent	Retain from date ownership commenced until property is sold	Limitation Act 1980 (Section 14)

	Function	Activity	Retention Period	Triggers	Notes
16.1.3	Property & Commercial – Asset Management	Records relating to management of the disposal (by sale or write off) process for Real Property: <ul style="list-style-type: none"> <li>• Title deeds</li> <li>• Legal documents relating to the sale.</li> <li>• Particulars of sale documents</li> <li>• Board of survey</li> <li>• Tender documents</li> <li>• Condition of contracts</li> </ul>	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)
16.1.4	Property & Commercial – Asset Management	Records relating to managing leased property: <ul style="list-style-type: none"> <li>• Lease agreements</li> <li>• Rental expenditure</li> <li>• Valuation queries</li> <li>• Applications for leases</li> <li>• Licences and rental revision</li> <li>• Plans</li> </ul>	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)
16.1.5	Property & Commercial – Asset Management	Records relating to development and renovation of property: <ul style="list-style-type: none"> <li>• Work orders</li> <li>• Tender documents</li> <li>• Conditions of contracts</li> </ul>	Retain 6 years	After the conclusion of the transaction that the record supports	Limitation Act 1980 (Section 2)
16.1.6	Property & Commercial – Asset Management	Records relating to Land and Property Valuations	Retain 5 years	From year records created	Business Need
16.1.7	Property & Commercial – Asset Management	Records relating to garage rental: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Correspondence</li> <li>• Invoices</li> <li>•</li> </ul>	Retain 6 years	From end of tenancy	Limitation Act 1980 (Section 2)
16.1.8	Property & Commercial – Asset Management	Records relating to management of tenancies for Mobile Home Park	Retain 6 years	From year tenancy ends	Landlord and Tenancy Act 1954.Part 2

	Function	Activity	Retention Period	Triggers	Notes
16.2	Property & Commercial - Facilities	Records relating to the management of internal mail handling.	Retain for 3 years	After creation of records	LGA Retention Tool
16.2.1	Property & Commercial - Facilities	Records relating to Health & Safety advice and training: <ul style="list-style-type: none"> <li>• Fire training records</li> </ul>	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
16.2.2	Property & Commercial - Facilities	Records relating to equipment inventory	Retain for 6 years	From date of inventory	HMRC – Compliance Handbook Manual CH15400
16.2.3	Property & Commercial - 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)
16.2.4	Property & Commercial - Facilities	Records relating to equipment maintenance: <ul style="list-style-type: none"> <li>• Instruction manuals</li> </ul> Service agreements and maintenance records for individual pieces of equipment	Retain for 6 years	From last use of equipment	Limitation Act 1980 (Section 2)
16.2.5	Property & Commercial - Facilities	Records relating to maintenance: <ul style="list-style-type: none"> <li>• Maintenance agreements</li> <li>• all planned maintenance of council properties</li> <li>• responsive maintenance of properties owned by the local authority.</li> </ul> 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)

	Function	Activity	Retention Period	Triggers	Notes
16.2.6	Property & Commercial - Facilities	Records related to Fire Risk Assessments	Permanent	Superseded by next fire risk assessment	LGA Retention Tool
16.2.7	Property & Commercial - Facilities	Records relating to updating of asbestos register information provided to facilities management by Project Team Building Surveyors	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
16.2.8	Property & Commercial - 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
16.2.9	Property & Commercial - Facilities	Records relating to identification, assessment of and planning to mitigate risks: <ul style="list-style-type: none"> <li>• Operational activities</li> <li>• First aid</li> <li>• Machinery and equipment</li> <li>• Premises and plant</li> <li>• Health and safety audits</li> </ul> Excludes hazardous substances	Retain for 6 years	After assessments superseded	Limitation Act 1980 (Section 14)
16.2.10	Property & Commercial - Facilities	Records relating to room booking system where no recharge is made.	Retain for 3 years	From date records created	LGA Retention Tool
16.2.11	Property & Commercial - Facilities	Records relating to room booking system where a recharge is made	Retain for 6 years	From date records created	LGA Retention Tool
16.2.12	Property & Commercial - Facilities	Records relating to gas safety certification	Retain for the life of the system	From dates records created	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
16.3	Property & Commercial - Green Energy	Records relating to government funded schemes.	Retain for 6 years	From year records created	Common Practice
<b>17</b>	<b>LICENSING (processed by Southampton City Council on behalf of EBC)</b>				
17.1	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
17.1.1	Licences	Scrap Metal Licencing	Retain for 6 years	From date licence expires	Limitation Act 1980 (Section 2)
<b>18</b>	<b>BUILDING CONTROL (processed by Southampton City Council on behalf of EBC)</b>				
18.1	Building Control	Building Regulation Applications and inspection records.  Dangerous Structures, demolition	Documents not kept by EBC, please refer to Southampton City Council retention	<a href="https://www.southampton.gov.uk/images/rrrs-version-9.005_tcm63-389236.pdf">https://www.southampton.gov.uk/images/rrrs-version-9.005_tcm63-389236.pdf</a>	
<b>19</b>	<b>OTHER STRATEGIES &amp; POLICIES</b>				
19.1	Regeneration	Regeneration projects	Retain for 12 years	From last action on project	Limitation Act 1980 (Section 2)
19.2	Environment	Environmental policy	Retain for 40 years	From date policy superseded	LGA Retention Tool









