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Retention & Disposal Schedule



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1. 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 authorities business activities. It should be applied to all copies, including backups. Records are the Council's corporate memory and provide the evidence of the Council's business actions and decisions. They also provide evidence that the Council has satisfied statutory requirements. Well managed records can improve the process of decision-making and facilitate business administration. They are therefore a corporate asset.

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 amount of documents and creates more every day. The retention schedule creates best practice by:

- Identifying records that may be worth preserving permanently as part of a local authority's archives.
- Prevention of premature destruction of records that need retaining for a specified period to satisfy legal, financial and other requirements of public administration.

- Allowing consistency for the destruction of those records not required permanently after specified periods.
- Ensures the council does not hold on to information or records for longer than necessary.

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 practise.

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

	Function	Activity	Retention Period	Triggers	Notes
8 CORPORATE MANAGEMENT/ADMINISTRATION					
8.1	General Information/Miscellaneous	<p>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.</p> <ul style="list-style-type: none"> • Letters • Emails • Faxes • General Correspondence/files 	Destroy after 5 years if there is no further action or addition	<p>No further action or addition.</p> <p>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.</p>	5 year rule in Code of Practice on Records Management under Section 46 Freedom of Information Act 2000
8.2	General Information/Miscellaneous	<p>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)</p> <ul style="list-style-type: none"> • Compliment slips • Catalogues • Trade journals • Suppliers Promotional material • Course/seminar/conference invitations • Telephone message slips • Non acceptance of invitations • Trivial messages or notes that are not related to EBC business 	Destroy as soon as any use has ceased		Business Need

	Function	Activity	Retention Period	Triggers	Notes
8.3	General Information/Miscellaneous	Unstructured Records that do not support a business process contd: <ul style="list-style-type: none"> • Requests for stock information • Maps • Advertising material • Out of date distribution lists • Working papers which lead to a final report (unless report submitted to Committee in which case papers should be available for 6 years in line with availability of minutes for public inspection) 	Destroy as soon as any use has ceased		Business Need
8.4	General Information	Document scanning Manual documents	Recommended to retain paper copies for 1 month before destroying via confidential waste (unless retention action is governed by statutory legislation.)	From date of scanning	Business Need
8.5	Statutory Returns	Records relating to the process of preparing Information to be passed on to central government as part of statutory requirements	Retain for 7 years	From year records created	Common Practice
8.6	CCTV	CCTV Images	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	From year records created	Limitation Act 1980 (Section 2) CCTV Code of Practice (Revised Edition 2008) section 8.3

	Function	Activity	Retention Period	Triggers	Notes
8.7	Partnerships	<p>Partnership Working: Preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions where the Local Authority legally owns the record</p> <ul style="list-style-type: none"> • Documents establishing the Committee • Agendas/ minutes • Council Reports • Recommendations • Supporting documents 	Retain for 6 years	From the end of the partnership	LGA Retention Tool
8.8	Partnerships	<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"> • Documents establishing the committee • Reports • Recommendations • Supporting documents such as briefing and discussion papers 	Retain for 3 years	After last action	Common Practice
8.9	Informal meetings	<p>Records relating to informal meetings:</p> <ul style="list-style-type: none"> • 	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"> • Participation by residents/developers • subsequent queries raised 	Retain for 6 years	From date of meeting	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
8.11	Agency Staff	All records relating to hiring agency staff for service areas	Retain for 6 years	From termination of agency placement	Employment Rights Act 1996
8.12	Complaints	Management of formal complaints directed against the council <ul style="list-style-type: none"> Correspondence 	Retain for 6 years	After closure of case	Limitation Act 1980 (Section 5 or 2)
8.13	Equality Impact Assessments	All records relating to Equality Impact Assessments	Retain for 3 years then review	From date updated	
8.14	MP Enquiries	All records relating to the management of MP Enquiries <ul style="list-style-type: none"> Correspondence 	Retain for 6 years	After closure of case	Common Practice
8.15	Gifts & Hospitality	All records relating to the receipt of gifts or corporate hospitality for staff	Retain for 6 years	From termination of employment	Local Government Act 1972
8.16	Records Management - Retention	All records relating to the development of the Corporate Retention Schedule for the authority.	Retain for 6 years	From version superseded	Common Practice
8.17	Records Management – Information Surveys	All records relating to Information Asset Surveys	Retain for 3 years then review	From date of audit	
8.18	Records Management	All destruction certificates issued by secure disposal firms	Retain for minimum of 6 years	From date of certificate	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
9 SERVICE DELIVERY					
9.1 CASE MANAGEMENT					
9.1.1	Parking Services	Records relating to parking processes: <ul style="list-style-type: none"> Permit refunds PCN challenges & correspondence Bay suspensions 	Retain for 6 years	After last action	Common Practice
9.2 CUSTOMER SERVICES					
9.2.1	Parking Permits	Parking Permits : <ul style="list-style-type: none"> Paper application forms for residents parking permits Paper applications for Professional Carer permits Paper applications for IVCP & Lakeside permits 	Retain for 6 years	From date permit expires	Limitation Act 1980 (Section 2)
9.3 DIRECT SERVICES					
9.3.1	Direct Services - Waste Management	Records relating to bulky waste	Retain 3 years	After transfer or disposal	LGA Retention tool
9.3.2	Direct Services - Waste Management	All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries: <ul style="list-style-type: none"> Collection and transportation of waste Provision of waste containers 	Retain 3 years	After transfer or disposal	LGA Retention tool
9.3.3	Direct Services - Waste Management	Records relating to clinical Waste disposal records	Retain for 6 years	From year records created	

	Function	Activity	Retention Period	Triggers	Notes
9.3.4	Direct Services – Waste Management	Records relating to trade waste disposal: <ul style="list-style-type: none"> • Arranging and collection/transportation of trade waste 	Retain for 3 years	From year records created	HMRC – Compliance Handbook Manual CH15400
9.3.5	Direct Services – Waste Management	Records relating to residential recycling collection:- <ul style="list-style-type: none"> • Weighing • Categorising • Processing • Provision of recycling bags or containers 	Retain for 3 years	From year records created	Environmental Protection Act 1980
9.3.6	Direct Services – Waste Management	Records relating to food recycling scheme	Retain for 6 years	From date scheme ends	Limitation Act 1980 (Section 2)
9.3.7	Direct Services – Waste Management	Assisted Waste collection service provided to residents who through illness or infirmity are unable to put out their refuse	Retain for 3 years	From year records created	LGA Retention Tool
9.3.8	Direct Services – Waste Management	Records relating to garden waste collections	Retain for 3 years	From year records created	LGA Retention Tool
9.3.9	Direct Services - StreetScene	Management of trees which are the responsibility of the authority	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.3.10	Direct Services - StreetScene	Records relating to StreetScene: <ul style="list-style-type: none"> • Fly tipping - Reports of dumped rubbish varying in size from a single bin bag to several truck-loads of waste • Graffiti - Reporting and removal of graffiti from building 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
9.3.11	Direct Services - StreetScene	<ul style="list-style-type: none"> Litter Bins (including dog waste) – Provision and maintenance of bins Street cleaning and litter removal Grass Cutting on public land Public toilet provision and maintenance Dead animal removal Abandoned shopping trolleys Dog fouling removal 	Retain for 6 years	<p>From date records created</p> <p>From date dead animal removed</p>	
9.3.12	Direct Services - StreetScene	Records relating to parks and open spaces maintenance	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.3.13	Direct Services - StreetScene	Records relating to maintenance of outdoor play facilities	Retain for 7 years	After date facility closes	Limitation Act 1980 (Section 2)
9.3.14	Direct Services - StreetScene	Allotment allocation: <ul style="list-style-type: none"> Tenancy management Invoicing 	Retain for 6 years	From date the rental of the allotment expires	Limitation Act 1980 (Section 2)
9.3.15	Direct Services - StreetScene	Cemeteries – <ul style="list-style-type: none"> Register Papers relating to plot purchase 	Permanent		Disused Burial Grounds (Amendment) Act 1981
9.3.16	Direct Services - StreetScene	Cemeteries – <ul style="list-style-type: none"> General correspondence 	Retain for 6 years	From year record created	Common Practice
9.3.17		Records relating to memorials <ul style="list-style-type: none"> Inspection/maintenance Construction/erection 	Retain for 6 years	From date of inspection/maintenance etc.	Limitation Act 1980 (Section 2)
9.3.18	Direct Services - StreetScene	All records relating to the management of exhumations	Retain for 15 years	From date of exhumation	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
9.3.19	Direct Services - Technical Services	Records relating to pest control : <ul style="list-style-type: none"> • Inspection and treatment requests/reports • Invoicing & refunds 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.3.20	Direct Services - Technical Services	Fleet Management – Acquisition and disposal of vehicles through lease or purchase: <ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 	Retain 7 years	From date of disposal	Limitation Act 1980 (Section 2)
9.3.21	Direct Services – Technical Services	Fleet Management – managing allocation and maintenance of vehicles: <ul style="list-style-type: none"> • Driver approval • Allocations and authorisations for vehicles 	Retain for 7 years	From date of disposal	Limitation Act 1980 (Section 2)
9.3.22	Direct Services – Technical Services	Records relating to fleet management: <ul style="list-style-type: none"> • Vehicle usage reports • driver usage/hours • Vehicle log book • Vehicle checks • Vehicle safety inspections 	Retain for 3 years	After sale or disposal of vehicle	LGA Retention Tool
9.3.23	Direct Services – Technical Services	Records relating to MOT testing	Retain for 6 years	From year records created	HMRC – Compliance Handbook Manual CH15400
9.3.24	Direct Services – Technical Services	Records relating to: <ul style="list-style-type: none"> • Calibration and testing • Exhaust emission testing 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
9.3.25	Direct Services - Countryside	Records relating to volunteers	Destroy when volunteer terminated	From termination of volunteering	
9.3.26	Direct Services - Countryside	Records relating to forest and woodland management	Retain for 6 years	From last action on individual projects	Limitation Act 1980 (Section 2)
9.3.27	Direct Services - Countryside	Records relating to Countryside Rangers	Retain for 6 years	From termination of employment	Limitation Act 1980 (Section 2)
9.3.28	Direct Services - Countryside	Records relating to conservation areas	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.4 LOCAL AREA SERVICES					
9.4.1	Local Area Services - Enforcement	Records relating to management of enforcement action: <ul style="list-style-type: none"> • Unauthorised traveller encampments • fly tipping • graffiti • litter 	Retain for 6 years then review	From date case prosecuted	Limitation Act 1980 (Section 2)
9.4.2	Local Area Services - Enforcement	Management of Abandoned Vehicles reported on local roads	Retain for 6 years	From year record created	Clean Neighbourhoods and Environment Act 2005 Limitation Act 1980 (Section 2)
9.4.3	Local Area Services - Enforcement	Records relating to enforcement of on street parking regulations within the Local Authority area (including photographs)	Retain for 6 years	From year record created	Limitation Act 1980 (section 2)
9.4.4	Local Area Services - Enforcement	Records relating to body worn CCTV to support employee safety and parking enforcement to validate issues.	Auto deletion after 12 months unless saved for an incident (e.g. for police purposes)	From date record created	CCTV Code of Practice
9.4.5	Local Area Services - Parking Permits	Records relating to Family Carer Permit allocation	Reviewed every 2 years for ongoing eligibility – Destroy when no longer valid	Destroy when application ceases	Business Need

	Function	Activity	Retention Period	Triggers	Notes
9.5.3	Economy – Council Tax	Records relating to Council Tax contd: Can include records relating to management of council tax inspections actioned by Local Area Services: <ul style="list-style-type: none"> • Correspondence • Notebook entries • Inspection reports • Photographs 			Limitation Act 1980 (Section 2)
9.5.4	Economy – Business Rates	Records relating to Business Rates – <ul style="list-style-type: none"> • Assessment • Reduction • Enquiries • Billing • Annual notification 	Retain for 6 years		Local Government Finance Act 1992
9.5.5	Economy – Health & Safety at work	Records relating to investigation and enforcement action on Health and Safety in the workplace as well as inspection of premises, land, individuals or organisations.	Permanent	From completion of the investigation	Health and Safety at Work Act and associated EU Legislation
9.5.6	Economy – Primary Authority Partnerships	Records relating to assured documentation, advice and recommendations, including investigations into and reporting of injuries, diseases and dangerous occurrences	Permanent	From approval of assured documentation, authorisation of recommendations or completion of reports	The Regulatory Enforcement and Sanctions Act 2008

	Function	Activity	Retention Period	Triggers	Notes
9.5.7	Economy - Business	Records relating to Economic Development – <ul style="list-style-type: none"> • Contacts database • Business Cards 	Retain for 6 years (expected to be a dynamic document constantly changing)	From year records created	LGA Retention Tool
9.5.8	Economy - Business	Records relating to Business Grants – <ul style="list-style-type: none"> • financial support provided 	Retain for 6 years	From date of last payment	HMRC – Compliance Handbook Manual CH15400
9.5.9	Economy – Food safety	Records relating to the statutory register of food premises and returns: <ul style="list-style-type: none"> • (Annual food standards agency returns on food safety) 	<ul style="list-style-type: none"> • Permanent 		Food Safety and Hygiene (England) Regulations 2013, EU Regulation 178/2002 and Food Safety Act 1990
9.5.10	Economy – Commercial	Investigation, inspection and monitoring relating to Environmental Health including: <ul style="list-style-type: none"> • Food hygiene • Food safety • Diseases & health • Business • Licence activity required to register with the Local Authority (e.g. tattoo parlour, hairdressers, street traders etc.) Record types: <ul style="list-style-type: none"> • Correspondence (letter, email etc.) • PACE notebook entries • Inspection reports • Laboratory analysis results • Photographs 	Retain 6 years	From creation of records	Limitation Act 1980 (Section 2) Food Safety and Hygiene (England) Regulations 2013, EU Regulation 178/2002 and Food Safety Act 1990

	Function	Activity	Retention Period	Triggers	Notes
9.5.11	Economy – Wessex House	Records relating to rental of space/services in Wessex House : <ul style="list-style-type: none"> • Businesses • Individuals • Charities • Sole traders • Virtual clients • Online Business support service • Car Parking 	Retain for 6 years	From last contact with client	Limitation Act 1980 (Section 2)
9.5.12	Economy – Wessex House	Records relating to reception: <ul style="list-style-type: none"> • Visitors signing in 	Retain for 1 month	From creation of records	Common Practice
9.5.13	Economy – Wessex House	Records relating to reception: <ul style="list-style-type: none"> • Contractors signing in 	Retain for 3 years	From creation of records	Business Need

9.6 ENVIRONMENT

9.6.1	Environment – Ecology	GIS data sets from HBIC	Permanent		GIS data managed by IT. Superseded records are archived to enable future analysis of trends.
9.6.2	Environment – Ecology	Ad hoc commissioned surveys e.g. headwaters and aquatic invertebrates	Permanent		Retain records to enable future analysis of trends.

	Function	Activity	Retention Period	Triggers	Notes
9.6.3	Environment – Ecology	Non EBC publications	Depends on the document. Retain whilst information is still current and up to date	When a replacement document is published	Replace when superseded. In some cases it is appropriate to retain the superseded publication.
9.6.4	Environment – Ecology	Biodiversity Action Plans and actions spreadsheet	Permanent		The action spreadsheet for the current BAP is designed to be a working document and therefore continuously updated. The previous BAPs are to be retained for historical records.
9.6.5	Environment – Pollution Land Contamination	Statutory register of contaminated land Records on land contamination supporting the Contaminated Land Inspection Strategy Investigations and formal actions taken under the Environmental Damage regulations	Permanent		LGA Retention Tool
9.6.6	Environment – Pollution Statutory Nuisance / Public Health / Pests Act/ Waste	Investigation, inspection and monitoring relating to Environmental Service teams including: <ul style="list-style-type: none"> • Statutory Nuisance Investigations • Public Health Act Investigations 	Anonymise personal information from records after 6 years. Retain thereafter for analysis of trends in complaint types and numbers for service planning (15 years)	From creation or date license expires/ date investigation ends/completion of enforcement action etc.	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
9.6.7		Investigation, inspection and monitoring relating to Environmental Service teams contd: <ul style="list-style-type: none"> • Prevention of Damage by Pests Act investigations • Fly tipping and waste offences investigations • Clean Air Act Investigations • Control of Pollution Act investigations • Local Govt Acts • Refuse Disposal and Amenity Act • CNEA • And other authorised legislation • Water Pollution & Water quality monitoring Record types: <ul style="list-style-type: none"> • Correspondence (letter, emails etc.) • Monitoring results and data • PACE notebook entries • Inspection reports • Laboratory analysis results • Photographs 	Anonymise personal information from records after 6 years. Retain thereafter for analysis of trends in complaint types and numbers for service planning (15 years)	From creation or date license expires/ date investigation ends/completion of enforcement action etc.	Common Practice
9.6.8	Environment – EH Pollution Consultations	Records of consultations, reports, monitoring, inspections, meetings, officer notes, recommendations and comments.	15 years except where planning appeal then permanent		Common Practice

	Function	Activity	Retention Period	Triggers	Notes
9.6.9	Environment – EH Pollution Public Health Funerals/Exhumations	Records relating to Public Health Funerals and Exhumations	Permanent		Common Practice
9.6.10	Environment – Pollution – Unauthorised encampments	Records relating to unauthorised encampments: <ul style="list-style-type: none"> • Investigations • Enforcement action 	Permanent		Common Practice
9.6.11	Environment - EH Pollution Environmental Noise Directive	Records of consultations and responses and proposed/actual actions on the part of Noise Making Authorities in consultation with EBC as Noise Receiving Authority	Permanent		Common Practice
9.6.12	Environment- EH Pollution Air Quality and Clean Air	Records relating to the implementation of LAQM Clean Air Act Chimney Heights	Permanent		LGA Retention Tool
9.6.13	Environment - EH Pollution Entertainment Licencing	Records relating to the consultation and responses/inspections/advice on applications and issuing of Entertainment Licences and TENs	Permanent		Common Practice
9.6.14	Environment – EH Pollution Licencing of Boatmen and Boats	Records relating to: <ul style="list-style-type: none"> • Application for and issuing of Boatmen and Boat licenses. • Inspection and enforcement records 	Permanent		Common Practice
9.6.15	Environment – Sustainability	Records relating to government funded schemes	Retain for 6 years	From year records created	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
9.6.16	Environment - Engineering	Records relating to applications and assessments for disabled parking spaces	Retain for 6 years	From year record created	Limitation Act 1980 (Section 2)
9.6.17	Environment - Engineering	Street naming and numbering – <ul style="list-style-type: none"> • Documentation relating to street naming. • Development naming • Property numbering/naming 	Permanent		LGA Retention Tool
9.6.18	Environment - Engineering	Permanent TROs: <ul style="list-style-type: none"> • Original order • Correspondence • Drafts 	Permanent – original order Correspondence and drafts - destroy	From completion of order	Business Need
9.6.19	Environment - Engineering	Temporary TROs: <ul style="list-style-type: none"> • Road closure orders 	Retain for 6 years	From end of closure order	Limitation Act 1980 (Section 2)
9.6.20	Environment - Engineering	Infrastructure & Transport: <ul style="list-style-type: none"> • Correspondence • Consultations • Action Plans 	Retain for 6 years	Until traffic scheme expires	Limitation Act 1980 (Section 2)
9.7 HEALTH & WELLBEING					
9.7.1	Health & Wellbeing - Housing Enforcement	Records relating to the assessment and enforcement of housing standards and prosecution of offences: <ul style="list-style-type: none"> • Documentation relating to breaches of housing environmental protection and public health • Household waste accumulation 	Retain 6 years	After close of correspondence or resolution of any enforcement	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
9.7.2	Health & Wellbeing - Housing	Records relating to local crisis payments	Retain for 6 years	From financial year payment made	HMRC – Compliance Handbook Manual CH15400
9.7.3	Health & Wellbeing - Homelessness	Records relating to managing applications from people who are homeless: <ul style="list-style-type: none"> • Provision of short term and emergency accommodation for homeless people • Assessments 	Retain for 6 years	From date assessment completed	Limitation Act 1980 (Section 2)
9.7.4	Health & Wellbeing - Housing Register	Records relating to the administration of the Home Choice Register and homelessness records <ul style="list-style-type: none"> • Closed applications • Housed applications • Households with no activity Records relating to Home Choice where financial assistance granted: <ul style="list-style-type: none"> • Rent bonds • Rent in advance 	Retain for 5 years (automatic removal for closed/housed or no activity) Retain for 6 years then review	From year records created Until financial assistance ceased and/or case closed	Limitation Act 1980 (Section 2) Hampshire Home Choice business need
9.7.5	Health & Wellbeing - Housing Benefit & Council Tax support	Records relating to Housing Benefits and Council Tax Support: <ul style="list-style-type: none"> • Application forms/Details • Copies of personal documents • Assessment • Payment/Backdated claims • Discretionary housing payments • Appeals • Claims • Fraud cases & prosecution 	Retain for 6 years Retain for 6 years	From year records created/date of renewal or date process changes From date claim/appeal/fraud case resolved	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
9.7.6	Health & Wellbeing - Housing Enforcement	Records relating to housing enforcement: <ul style="list-style-type: none"> • Empty properties • Housing in dis-repair • Non-compliance with licensing 	Retain for 6 years	From date of the resolution of any enforcement action	Limitation Act 1980 (Section 2)
9.7.7	Health & Wellbeing - Housing	Records relating to immigration application housing report	Retain for 6 years	From date case created	Common Practice
9.7.8	Health & Wellbeing - HMOs	Records relating to Houses in Multiple Occupation: <ul style="list-style-type: none"> • Applications • Monitoring of issued licences 	Retain for 6 years	From date licence expires	Limitation Act 1980 (Section 2)
9.7.9	Health & Wellbeing - Licences	Records relating to Caravan Site Licences: <ul style="list-style-type: none"> • Applications • Monitoring of issued licenses 	Retain for 6 years	From date licence expires	Limitation Act 1980 (Section 2)
9.7.10	Health & Wellbeing - Disabled Facility Grants (DFGs)	Records relating to Disabled Facility Grants: <ul style="list-style-type: none"> • Applications • Approval & completion • Payment 	Retain for 10 years	From completion of DFG (to cover repayment clause timescale in policy)	HMRC – Compliance Handbook Manual CH15400
9.7.11	Health & Wellbeing - Sports Development	Information relating to Sports Development Programmes	Retain for 6 years	From date created	Limitation Act 1980 (Section 2)
9.7.12	Health & Wellbeing - SportWorks	Records relating to SportsWorks: <ul style="list-style-type: none"> • Consent for children to take part in activities. 	Retain for 6 years	From date created	Limitation Act 1980 (Section 2)
9.7.13	Health & Wellbeing – Youth Partnership project	Records relating to partnerships promoting and developing groups, services & activities for young people.	Retain for 1 year & review annually	From date created (out of date information destroyed annually)	Business need

	Function	Activity	Retention Period	Triggers	Notes
9.7.14	Health & Wellbeing - SportWorks	Records relating to SportsWorks contd: <ul style="list-style-type: none"> • Authorisation or consent from GP or other professionals regarding physical activity • Referrals • Qualification from instructors and coaches to ensure they are qualified to deliver activities 	Retain for 6 years	From date created	Limitation Act 1980 (Section 2)
9.7.15	Health & Wellbeing - Sports bookings	Documentation relating to general sports bookings <ul style="list-style-type: none"> • sports classes and training 	Retain for 12 months	From date created	Business need
9.7.16	Health & Wellbeing - Sports Grants	Records relating to grants: <ul style="list-style-type: none"> • SportsWork talented athlete grants 	Retain for 6 years	From date of last payment of the grant	HMRC – Compliance Handbook Manual CH15400
9.7.17	Health & Wellbeing - HealthWorks	Records relating to all HealthWorks programmes: <ul style="list-style-type: none"> • Referrals under all schemes • Staff Health Checks 	Retain for 6 years	From date created	Business need
9.8 HOUSING & DEVELOPMENT					
9.8.1	Housing & Development – Land Charges	Records relating to searches and replies	Permanent		LGA Retention Tool
9.8.2	Housing & Development - Development Management Planning Records	Records relating to: <ul style="list-style-type: none"> • Local development order • Neighbourhood development order 	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.3	Housing & Development - Development Management Planning Records	Records relating to environmental impact assessment screening and scoping	Permanent (electronic) Hard copies disposed of within 3 years		

	Function	Activity	Retention Period	Triggers	Notes
9.8.4	Housing & Development - Development Management Planning Records	Records relating to Planning Application files (not including decision notice) but including: <ul style="list-style-type: none"> • Consultation responses and third party reps • Planning Application documents • Notices • Certificates and decision notices (all planning decisions) including variation/discharge of conditions • Non material/material amendments • LDC • Tree/conservation area decisions (The Public Register) 	Permanent (electronic) Hard copies disposed of within 3 years Permanent (electronic). Hard copies disposed of within 3 years	Review – dispose after 7 years	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.5	Housing & Development - Development Management Planning Records	Records relating to appeal documentation: <ul style="list-style-type: none"> • LPA evidence in the form of questionnaires, statements, proof of evidence 	Permanent (electronic) Hard copies disposed of within 3 years		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.6	Housing & Development - Development Management Planning Records	Records relating to appeal documentation: <ul style="list-style-type: none"> • Third party records 	Retain up to 7 years	From date of appeal decision	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.7	Housing & Development - Development Management Planning Records	Planning Obligations including records of negotiated contributions and records of securing/spending	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015

	Function	Activity	Retention Period	Triggers	Notes
9.8.8	Housing & Development - Development Management Planning Records	Records relating to pre-application enquiries	Permanent (electronic) Hard copies disposed of within 3 years	From date advice was provided	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.9	Housing & Development - Development Management Planning Records	Records relating prior notification developments	Permanent (electronic) Hard copies disposed of within 3 years		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.10	Housing & Development - Development Management Planning Records	Records related to permitted development enquiries	Up to 7 years for electronic copies. Hard copies disposed of within 1 year.	From date advice was provided	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.11	Housing & Development - Development Management Enforcement	Records relating to file on:: <ul style="list-style-type: none"> Investigation and Enforcement of breaches of planning controls 	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015 Limitation Act 1980 (Section 2)
9.8.12	Housing & Development - Development Management Enforcement	Records relating to enforcement complaints: <ul style="list-style-type: none"> Correspondence Notebook entries Inspection reports Photographs 	Retain up to 10 years	From date complaint was received	Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.13	Housing & Development - Development Management Enforcement	Records relating to enforcement decision	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.14	Housing & Development – High Hedges	Records relating to High Hedge complaints	Retain up to 7 years	From date of decision	

	Function	Activity	Retention Period	Triggers	Notes
9.8.15	Housing & Development (Heritage)	Records relating to Listed Buildings	Permanent		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.16	Housing & Development – Tree Preservation Orders	Records relating to Tree Preservation Orders (TPOs)	Permanent (electronic)		Town & Country Planning Act 1990 and Development Management Procedure Order 2015
9.8.17	Housing & Development - Projects	Records relating to commissioning and the delivery of Public Art and other Capital projects	Retain up to 7 years	From date of completion of project	
9.8.18	Housing & Development - Projects	Records of comments made at public/community events to influence/feedback on Public Art or Capital Projects	Retain up to 7 years	From date of completion of project	
9.9 ART & CULTURE					
9.9.1	Art & Culture	Records relating to booking of events: <ul style="list-style-type: none"> • Ticketing for events • Booking of workshops/classes/youth theatre/hire of venue 	Retain for 6 years	From year records created	LGA Retention Tool
9.9.2	Art & Culture	Records relating to customer survey information : <ul style="list-style-type: none"> • Google Docs surveys • Application forms 	Retain for 6 years	From year records created	Business Need

	Function	Activity	Retention Period	Triggers	Notes
9.9.3	Art & Culture	Records relating to Social Media : <ul style="list-style-type: none"> • General enquiries • Direct messages via Facebook 	Retain for 3 years	From year records created	LGA Retention Tool
9.9.4	Art & Culture	Records relating to hiring of volunteers at venues	Retain for 6 years	From date of leaving	Employment rights act 1996
9.9.5	Art & Culture	Records relating to performers : <ul style="list-style-type: none"> • Companies/artists (including freelance performers) 	Retain for 6 years	From year records created	Common Practice
9.9.6	Art & Culture	Records relating to Theatres : <ul style="list-style-type: none"> • Records relating to charities that participate • Membership details 	Retain for 6 years	From year records created	Common Practice
9.9.7	Art & Culture	Records relating to registers/emergency contact for workshops on and off site	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.9.8	Arts & Culture	Records relating to Arts organisation and events	Retain for 6 years	From year records created	LGA Retention Tool
9.9.9	Art & Culture	Records relating to CCTV at both venues (The Point and The Berry)	Retain until overwritten (unless used in legal case in which case the CCTV footage will become part of the case file and be retained for 6 years.)	From year records created	CCTV Code of Practice

	Function	Activity	Retention Period	Triggers	Notes
9.10 COUNTRY PARKS					
9.10.1	Country Parks	Records relating to Countryside Visitor Centres: <ul style="list-style-type: none"> • Booking of facility/events • Regular facility usage • Parking permits • Bridle route licence 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
9.10.2	Country Parks	Records relating to participants: <ul style="list-style-type: none"> - Participants personal details for activities - Parental consent - Set up of activities for various charities - Details relating to tailoring of needs 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
10 STRATEGY					
10.1 COMMUNICATIONS & MARKETING					
10.1.1	Strategy - Communications & Marketing	Records relating to comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	Retain for 1 year	From year comment received (Direct messages, private messages and notifications to be destroyed on set date every year)	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.1.2	Strategy - Communications & Marketing	Records relating to customers: <ul style="list-style-type: none"> • Customer database • Sign up to newsletters • Large print requests • Competition entries 	Retain while current Retained for 1 month	Until recipient unsubscribes	Common Practice
10.1.3	Strategy - Communications & Marketing	Records relating to Business Sponsorship and all advertising	Retain for 6 years	From date of sponsorship and renewed sponsorship	Limitation Act 1980 (Section 2)
10.1.4	Strategy - Communications & Marketing	Records relating to Corporate Marketing database	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
10.1.5	Strategy - Communications & Marketing	Records relating to Market Traders <ul style="list-style-type: none"> • Registration • Management 	Retain for 6 years	From year records created	HMRC - Compliance Handbook Manual CH15400
10.1.6	Strategy - Communications & Marketing	Records relating to Public Relations and interaction with the media: <ul style="list-style-type: none"> • Records of events including • Photographs depicting identified individuals • Video & audio digital files • Press releases • Correspondence 	Retain for 6 years unless of historical value which is archived	From date of event	The National Archives Retention Guidance, 2012
10.1.7	Strategy - Communications & Marketing	All records relating to the creation and management of media and publicity protocols	Retain for 3 years	From date of policy/protocol expires	LGA Retention Tool
10.1.8	Strategy - Communications & Marketing	All records relating to the publication of the latest news and public information relevant to the local area	Retain for 3 years	From the year records created	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.1.9	Strategy - 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"> • Visitors book • Books of Condolence • Audio tapes • Video tapes • Photographs 	Permanent	After administrative use is concluded	LGA Retention Tool
10.1.10	Strategy - Communications & Marketing	Records relating to civic recognition and awards	Permanent	From year records created	LGA Retention Tool
10.1.11	Strategy - Communications & Marketing	Records relating to the development and promotion of Local Authorities Campaigns and events	Permanent if significant event. Retain 7 years if minor campaign or event	From date of event	The National Archives Retention Guidance 2012
10.2 LOCAL AREA MANAGERS					
10.2.1	Strategy - Local Area Managers	Records relating to Community Grants: <ul style="list-style-type: none"> • Applications • Bank statements 	Retain for 6 years	From date of last payment of grant	HMRC – Compliance Handbook Manual CH15400
10.2.2	Strategy - Local Area Managers	Records relating to Hamble Library: <ul style="list-style-type: none"> • Applications for membership and the storage of membership information 	Retain from date of application and for 1 year after membership expires or is terminated.	From date of application	Business Need

	Function	Activity	Retention Period	Triggers	Notes
10.2.3	Strategy – Local Area Managers	Records relating to venue hire booking and enquiry forms	Retain for 6 years	From year records created	
10.3 Y ZONE					
10.3.1	Strategy – Local Area Managers (Y Zone)	Records relating to: <ul style="list-style-type: none"> • Summary of activities undertaken in youth session • Membership details • Emergency contact information for parents/guardians • Details of youth project volunteers 	Retain for 6 years	From creation of records	Limitation Act 1980 (Section 2)
10.3.2	Strategy – Local Area Managers (Y Zone)	Summary of activities undertaken in youth session: Membership forms – collect data from new contacts (paper & electronic) <ul style="list-style-type: none"> • i.e. Name, DOB, age, gender, address, school/college, emergency contact name, emergency contact number • Medical details: allergies, behavioural conditions we need to know about 	Data destroyed after 7 years and after 19 years of age for individuals emergency contact data	From creation of records	

	Function	Activity	Retention Period	Triggers	Notes
10.3.3	Strategy – Local Area Managers (Y Zone)	<p>Evaluation of youth drop in session form:</p> <ul style="list-style-type: none"> Stats, age groups, bullet point of what has happened, initials of individuals but not names, topics covered during session <p>Photos of young people during activities:</p> <ul style="list-style-type: none"> Displayed in YZone on notice boards Stored encrypted electronically on EBC system <p>Exclusion letter written to parent (paper & electronic)</p> <ul style="list-style-type: none"> Kept electronically on encrypted EBC system 	<p>Data destroyed after 19 years of age for individuals or after 7 years</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>	<p>From creation of records</p> <p>After each session</p>	
10.3.4	Strategy – Local Area Managers (Y Zone)	Staff information in case of need to communicate with individuals to cover sessions or inform of changes to sessions	Retain until 4 months	From date staff member leaves YZone/EBC	Business Need
10.3.5	Strategy – Local Area Managers (Y Zone)	CCTV Images	Retain until overwritten unless used in legal case in which case the CCTV footage will become part of the case file and be retained for 6 years.	From year records created	Limitation Act 1980 (Section 2) CCTV Code of Practice

	Function	Activity	Retention Period	Triggers	Notes
10.3.6	Strategy – Local Area Managers (Y Zone)	Records relating to: <ul style="list-style-type: none"> • Staff 1 to 1/Group Meetings • Records relating to informal meetings 	Retain for 6 years	From year records created	Common Practice
10.3.7	Strategy – Local Area Managers (Y Zone)	Records relating to Partnership & Agency working: <ul style="list-style-type: none"> • Preparing for partnership and multi-agency meetings and making the record of discussion • Details of resolutions where the Local Authority owns the record • Management committee documents • Agendas/minutes • YZone stats reports • Recommendations • Supporting documents 	Retain for 6 years	From the end of the partnership	LGA Retention Tool
10.3.8	Strategy – Local Area Managers (Y Zone)	Records relating to hiring of the Y Zone venue: <ul style="list-style-type: none"> • Applications/applicant details • Payment • 	Retain for 6 years	From year records created	Common Practice
10.4 MONITORING OFFICER					
10.4.1	Strategy - Monitoring Officer	Records relating to the investigation of complaints raised through the Ombudsman:	Retain for 10 years	From date of resolution of complaint	LGA Retention Tool
10.4.2	Strategy - Monitoring Officer	Records relating to the investigation of complaints about breaches of the Members Code of Conduct	Retain from year records created for 6 years	Date investigation completed?	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.5 PERFORMANCE & GOVERNANCE DEMOCRATIC SERVICES					
10.5.1	Strategy – Democratic Services	Records relating to the development and implementation of byelaws and regulations	Retain for 6 years	From date byelaw expires (dynamic document constantly updating)	LGA Retention Tool
10.5.2	Strategy – Democratic Services	Records relating to honours submissions: <ul style="list-style-type: none"> • Nominations/submissions • Letters of support • Documentation 	Retain for 6 years	From date record created	Limitation Act 1980 (Section 2)
10.5.3	Strategy – Democratic Services	Records relating to a Register of Members addresses – <ul style="list-style-type: none"> • Publication of the list of borough councillors and parish councillors 	Retain for 1 year or until superseded (dynamic document to be updated regularly)	From creation of directory	Local Government Act 1972 Section 94 (1)
10.5.4	Strategy – Democratic Services	Records relating to Members Allowances: <ul style="list-style-type: none"> • Allowance information 	Retain for 6 years	Date of next election	Local Government Act 1972 Section 94 (1)
10.5.5	Strategy – Democratic Services	Records relating to a register of Members interests	Retain full record for period while Councillor is in office and archive for 3 years and 1 month after councillor’s term has ended. Retain record of deletion if interest has ended.	Date Councillor is elected, when the Councillor updates the register and after appointment ends	Local Government Act 1972 Section 94 (1)

	Function	Activity	Retention Period	Triggers	Notes
10.5.6	Strategy – Democratic Services	Records relating to a register of members gifts and hospitality	Retain for 6 years	Date of next election	Local Government Act 1972 Section 94 (1)
10.5.7	Strategy – Democratic Services	Records relating to the creation and maintenance of the Members Code of Conduct	Retain for 6 years	Date code of conduct supersedes	Common Practice
10.5.8	Strategy – Democratic Services	Records relating to the creation and management of Member induction and Member training	Retain for 6 years	Current year	LGA Retention Tool
10.5.9	Strategy – Democratic Services	Records relating to the Eastleigh Borough Council constitution	Permanent		Local Government Act 2000
10.5.10	Strategy – Democratic Services	Records relating the working papers for amendments made to the Eastleigh Borough Council constitution	Permanent		Common Practice
10.5.11	Strategy – Democratic Services Council Meetings	Agendas and reports for Council and other formal meetings.	Retain for 6 years then transfer to the Archives	From date of meeting/decision	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
10.5.12	Strategy – Democratic Services	Draft Minutes	Until formal minutes signed then destroy		Common Practice
10.5.13	Strategy – Democratic Services	Records relating to the management and publication of the Forward Plan of Key Decisions	Permanent		Common Practice

	Function	Activity	Retention Period	Triggers	Notes
10.5.14	Strategy – Democratic Services	Minutes – Signed copy Record of Decision – signed copy	Permanent		Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
10.5.15	Strategy – Democratic Services	Records relating to background papers to reports : <ul style="list-style-type: none"> Principal set of background papers (all other sets for operational use) 	Retain for 4 years	From date of meeting	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
10.5.16	Strategy – Democratic Services	Records relating to preparing business for council consideration and making the record of discussion, debate and resolutions (includes council minutes, agenda, cabinet, committee and scrutiny minutes)	Permanent		Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
10.6 PERFORMANCE & GOVERNANCE ELECTIONS					
10.6.1	Strategy – Performance & Governance – Electoral Services	Records relating to the disposal of Election Documents: <ul style="list-style-type: none"> Local Government Elections Parliamentary Elections 	Retain for 1 year	Statutory period	Representation of the People Act 1983 European Parliamentary Elections Regulations 2004 Local Elections (Principal Areas) (England and Wales) Rules 2006 Local Elections (Parishes and Communities) (England and Wales) Rules 2006 The Local Authorities (Conduct of Referendums) (England) Regs 2012

	Function	Activity	Retention Period	Triggers	Notes
10.6.2	Strategy – Performance & Governance – Electoral Services	All records relating to returns and declarations as to Election Expenses: <ul style="list-style-type: none"> Parish Elections Local Government Elections Parliamentary Elections 	Retain for 1 year Retain for 2 years	Statutory Period from date of election	Representation of the People Regulations 2001 The Political Parties and Elections Act 2009 HMRC - Compliance Handbook Manual CH15400
10.6.3	Strategy – Performance & Governance – Electoral Services	Records relating to the appointment of internal and external staff for election duties or canvassing	Retain for 1 year	From date of election (Some details held electronically for future election or canvass employment)	Representation of the People Act 1983
10.6.4	Strategy – Performance & Governance – Electoral Services	Records relating to the register of Overseas and Service voters	Retain for 1 year	For use at any election held in the current year	Representation of the People Act 1983
10.6.5	Strategy – Performance & Governance – Electoral Services	Records relating to household enquiry forms	Retain for 1 year	To check registration details until the next canvass	Representation of the People Act 1983
10.6.6	Strategy – Performance & Governance – Electoral Services	Records relating to invites to register	Retain for a maximum of 13 months	From month of application To check registration details until the next canvass	Representation of the People Act 1983
10.6.7	Strategy – Performance & Governance – Electoral Services	Records relating to Absent vote application form	Retain for life of application	From creation	Representation of the People Acts 1983 and 1985 Electoral Administration Act 2006
10.6.8	Strategy – Performance & Governance – Electoral Services	Records relating to the list of absent voters during the life of the register	Retain for 1 year	For use at any election held in the current year	
10.6.9	Strategy – Performance & Governance – Electoral Services	Records created by the process of managing wards and boundaries	Permanent		Electoral Registration and Administration Act 2013

	Function	Activity	Retention Period	Triggers	Notes
10.6.10	Strategy – Performance & Governance – Electoral Services	Records relating to the Register of Electors	Retain for 15 years	Current Year <ul style="list-style-type: none"> • For use at any election held in the current year • For public inspection during life of register Past Years <ul style="list-style-type: none"> • To check eligibility of overseas voter applications 	Electoral Registration and Administration Act 2013
10.6.11	Strategy – Performance & Governance – Electoral Services	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.	Retain for 6 years	From date of election	LGA Retention Tool
10.7 PERFORMANCE & GOVERNANCE					
10.7.1	Performance & Governance	Records relating to the monitoring or review of the quality, efficiency or performance of the council or an individual unit: <ul style="list-style-type: none"> • Performance reports • Business Plans 	Retain for 5 years	From closure	Common Practice
10.8 SAFETY & RESILIENCE					
10.8.1	Strategy – Safety & Resilience	Records relating to the Out of hours service	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
10.8.2	Strategy – Safety & Resilience	Records relating to the Supporting Families Programme:	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.8.3	Strategy – Safety & Resilience	Records relating to Community Safety Initiatives and the Community Safety Partnership: <ul style="list-style-type: none"> • Action plans • Strategic assessment • Project records • Community trigger 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
10.8.4	Strategy – Safety & Resilience	Records relating to Business Continuity Planning : <ul style="list-style-type: none"> • Documentation relating to business continuity in the event of a disaster or unforeseen event. 	Retain until superseded	From date records created	Business need
10.8.5	Strategy – Safety & Resilience	Records relating to emergency plans for disaster recovery : <ul style="list-style-type: none"> • Response guides • Emergency plans • Exercise of plans 	Retain until super-ceded	From date records created	Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980, Civil Contingency Act Good Practice Guidance
10.8.6	Strategy – Safety & Resilience	Records relating to Community Safety: <ul style="list-style-type: none"> • The use of enforcement powers • Acceptable behaviour contracts 	Retain for 6 years	From date of resolution of enforcement action	Limitation Act 1980 (Section 2)
10.8.7	Strategy – Safety & Resilience	Records relating to community safety: <ul style="list-style-type: none"> • General information relating to ASB • 101 calls • intelligence & crime date 	Retain for 3 years	From date record created or information received	Limitation Act 1980 (Section 2)
10.8.8	Strategy – Safety & Resilience	Records relating to information supplied for the Safety Advisory Group	Retain for 6 years	From date record created or information received	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
10.8.9	Strategy – Safety & Resilience	Records relating to Domestic Homicide Reviews	Retain for 6 years and then archive	From date record created	Limitation Act 1980 ((Section 2)
10.8.10	Strategy – Safety & Resilience	Safeguarding Records relating to child and adult protection	Retain for 6 years and then archive	From date record created	Limitation Act 1980 (Section 2)
10.9 STRATEGY PLANNING					
10.9.1	Strategy - Strategic Planning	Records (including final approved policy/strategy documents) relating to activities that develop: <ul style="list-style-type: none"> • Policy • Procedures • Strategies • Plans • Structures For Local Authority	Retain for 6 years	After implementation of new/updated policy	Common Practice
10.9.2	Strategy - Strategic Planning	Records relating to the Corporate Plan	Permanent		LGA Retention Tool
10.9.3	Strategy - Strategic Planning	Records relating to the Corporate Risk Register	Retain for 6 years	From date of last action	Limitation Act 1980 (Section 2)
10.9.4	Strategy - Strategic Planning	Records relating to the activity of consultation to gain approval for the Local Plan: <ul style="list-style-type: none"> • Consultation documents and original responses • Inquiries and objections made by members of the public 	Retain for 6 years	From date plan adopted	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
10.9.5	Strategy - Strategic Planning	Records relating to the published Local Plan: <ul style="list-style-type: none"> Final adopted version and statutory submission documents Further background evidence 	Permanent Retain final versions for period of Local Plan (e.g. 20 years) unless superseded (by 5 yearly review)	From date plan adopted	Common Practice
10.9.6	Strategy - Strategic Planning	Records relating to Supplementary Planning Documents (SPD): <ul style="list-style-type: none"> Final adopted version Background evidence supported SPD including summary of consultation responses Consultation responses 	Permanent Retain final version for 2 years after adoption of replacement SPD or Local Plan (which covers SPD issues) Retain for 6 years after adoption of SPD	From adoption	
11 SUPPORT SERVICES					
11.1 CASE MANAGEMENT					
11.1.1	Support Services – Case Management	Records relating to printing and mail merge requests	Retain for 6 years	From creation of records	Limitation Act 1980 (Section 2)
11.1.2	Support Services – Case Management	Records relating to annual contract parking for Town Centre car parks: <ul style="list-style-type: none"> Payments 	Retain for 6 years	From creation of records	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
11.1.3	Support Services – Case Management	Records relating to income monitoring data for parking	Retain for 6 years	From end of last financial year that the records relate to	HMRC – Compliance Handbook Manual CH15400
11.1.4		Records relating to car parking income: <ul style="list-style-type: none"> • Usage figures • RingGo payments • Valid and pending parking permits 	Permanent (Information is publically available and longer term information helps maintain customer history)		Business Need
11.1.5	Support Services – Case Management	Records relating to activities involved in the reconciliation and balancing of accounts.	Retain for 6 years	From end of financial year in which records were created	Limitation Act 1980 (Section 2)
11.1.6	Support Services – Case Management	Records relating to Insurance Management: <ul style="list-style-type: none"> • Policy documentation • Insurance register • Expired insurance contracts • 	Permanent		Business Need
11.1.7	Support Services – Case Management	Records relating to the payment of insurance premiums	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.1.8	Support Services – Case Management	Records relating to Insurance claims: <ul style="list-style-type: none"> • Made against the Council by officers/third parties • Made by the Council against third parties • 	Retain for 6 years	From date claim settled	HMRC Compliance Handbook Manual CH15400 Limitation Act 1980 (Section 2)
11.1.9	Support Services – Case Management	All records relating to booking information and hospitality arrangements for events (I including royal events) and engagements e.g. travel, accommodation, insurance	Retain for 6 years	From date policy expires	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
11.1.10	Support Services – Case Management	Records relating to the administration of Mayoral charities <ul style="list-style-type: none"> • Fundraising • Acknowledgement of donations 	Retain for 6 years	From date records created	Common Practice
11.2 FINANCE					
11.2.1	Financial Services – corporate reporting	Records relating to the process that consolidates financial transactions on an annual basis for corporate reporting purposes: <ul style="list-style-type: none"> • Consolidated annual reports • Consolidated financial statements • Statement of financial position • Operating statements • General Ledger 	Permanent		HMRC Compliance Handbook Manual CH15400
11.2.2	Finance - Accountancy & Financial Procedure	Records relating to the process that supports the accountancy and financial procedures: <ul style="list-style-type: none"> • Financial ledgers (incl. yearend reports) • Grant claim records • Investment records • Journals etc. • Creditor ledgers • Statement of accounts • VAT claims/VAT records • Audit sheets • Budgetary monitoring reports • Estimate working papers • Leasing records 	Permanent		Value Added Tax Act 1994 section 6 Companies Act 2006 Finance Act 1999 Sch 18 pt 3 HMRC – Compliance Handbook Manual CH15400

	Function	Activity	Retention Period	Triggers	Notes
11.2.3	Finance – Financial Transaction Management	Records relating to payments and purchasing records: <ul style="list-style-type: none"> • Record books • Bank statements • Receipts supporting purchases • Creditor invoices • Delivery notes • Credit notes • Copy orders • Registers and lists relating to miscellaneous payments • Correspondence 	Permanent – Information is publically available for meeting transparency requirements and longer term information helps maintain customer history.		HMRC - Compliance Handbook Manual CH15400
11.2.4	Finance – Financial Transaction Management	Records related to money paid to the Council: <ul style="list-style-type: none"> • Bank paying in books and slips • Bank statements • Copies of receipts issued • Till rolls • Write offs • Credit notes copies • Cash collection records • Prime income records • Correspondence • 	Retain for 6 years	End of last financial year that the records relate to	HMRC - Compliance Handbook Manual CH15400
11.2.5	Finance– Financial Transaction Management	Records related to recovery of debts owed to Eastleigh Borough Council	Retain for 6 years	From end of last financial year that the records relate to	Limitation Act 1980 (Section 2)
11.2.6	Finance – Financial Transaction Management	Records relating to councillors expenses	Retain for 6 years	From end of last financial year that the records relate to	HMRC - Compliance Handbook Manual CH15400

	Function	Activity	Retention Period	Triggers	Notes
11.2.7	Finance – Financial Transaction Management	Records relating to activities for the detection, prevention and prosecution of financial irregularity	Retain for 6 years	After close of investigation or audit	Limitation Act 1980 (Section 2 & 5)
11.2.8	Finance – Financial Transaction Management	Records relating to the investment of the authorities funds	Retain for 6 years	From end of financial year in which records were created	Value Added Tax Act 1994 section 6 Companies Act 2006 Finance Act 1999 Sch 18 pt 3
11.2.9	Finance – Financial Transaction Management	Records relating to payments: <ul style="list-style-type: none"> • Housing Benefits • Council Tax refunds • NNDR • Income & General refunds (includes cheque cancellation and reissue) 	Retain for 6 years	From end of financial year in which records were created	Limitation Act 1980 (Section 2) Value Added Tax Act 1994 section 6
11.2.10	Finance - banking	Records relating to electronic banking and electronic funds transfer: <ul style="list-style-type: none"> • Cash transaction • Payment instruction • Deposits and withdrawals. 	Retain for 6 years	From conclusion of transaction	Financial Services Act 1986. Limitation Act 1980
11.2.11	Finance – Borrowing	Records relating to the borrowing of money by the authority	Retain for 6 years	From end of financial year in which records were created	Companies Act 2006
11.2.12	Finance – Budget	Records relating to the finalising the annual budget	Permanent		Companies Act 2006 HMRC – Compliance Handbook Manual CH15400
11.2.13	Finance – Budget	Records relating to the process of developing the annual budget	Permanent		Business Need

	Function	Activity	Retention Period	Triggers	Notes
11.2.14	Finance – Developer Contributions	Records relating to calculation and processing of developer contributions as part of planning applications	Retain for 12 years	After last action on project	Limitation Act 1980 (Section 8)
11.2.15	Finance – Donations	Records relating to the administration of donations to the authority	Retain for 6 years	From end of financial year in which the records created	Finance Act 1998 sch18 pt 3 HMRC – Compliance Handbook Manual CH15400
11.2.16	Finance – Funding bids	Records relating to application by the authority for grant funding by external bodies	Retain for 6 years	After end of bid unless grant provider specifies otherwise	Finance Act 1998 sch18 pt 3
11.2.17	Finance– Insurance	Records related to payment of Employers Liability Insurance Policy	Retain for 40 years	From renewal date	LGA Retention Tool The Employers Liability Regulations Act 1989
11.2.18	Finance - Investment	Records relating to the investment of the authorities funds	Retain for 6 years	From end of financial year in which records were created	Value Added Tax Act 1994 section 6 Companies Act 2006 Finance Act 1999 Sch 18 pt 3
11.2.19	Finance- Sponsorship	Records relating to sponsorship	Retain for 6 years	After the end of the sponsorship period	Finance Act 1998 sch18i pt 3
11.2.20	Finance - Loans	Records relating to loan files	Retain for 6 years	From end of financial year to which records relate	The Money Laundering Regulations 2007 Section 19(1)
11.2.21	Finance - Loans	Records relating to the summary management of loans: <ul style="list-style-type: none"> • Loan register 	Permanent		Common Practice
11.2.22	Finance - Mortgages	Records relating to Mortgages: <ul style="list-style-type: none"> • Statements • Letters • Interest Calculations • Repayment collections 	Retain for 10 years	After mortgage has been repaid/redeemed	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
1.2.23	Finance– Taxation	Records relating to taxation and National Insurance Administration: <ul style="list-style-type: none"> • Copy P60 forms • P38 forms • P45 forms • P46 forms • P6 forms • Tax code notifications and changes Correspondence relating to managing taxation	Retain for 6 years	From end of the financial year in which the records relate to/completion of cycle	Taxes Management Act 1970 VAT Act 2000
11.2.24	Finance – VAT	Records relating to VAT returns	Retain for 6 years	From end of last financial year that the records relate to	VAT Act 2000
11.2.25	Finance -Welfare payments	Payment of emergency welfare	Retain for 6 years	From financial year payment made	HMRC - Compliance Handbook Manual CH15400
11.3 HUMAN RESOURCES (HR)					
11.3.1	HR – Attendance & Leave	Records relating to the management of staff attendance and leave (specifically Time & Attendance)	Retain for 6 years	After termination of employment	LGA Retention Tool Financial year working time regulations 1998
11.3.2	HR - Appraisals	Records relating to Staff Performance	Retain for 6 years	After termination of employment	LGA Retention Tool Limitation Act 1980 (Section 5)
11.3.3	HR - Disciplinary	Records relating to case files of employment tribunal cases	Retain for 6 years	From closure of record	Limitation Act 1980 (Section 5)
11.3.4	HR – Disciplinary	Records relating to formal disciplinary and grievance where allegations are proven: <ul style="list-style-type: none"> • Includes oral and written warnings 	Retain for 6 years	After termination of employment	Limitation Act 1980 (Section 5)

	Function	Activity	Retention Period	Triggers	Notes
11.3.5	HR – Equality	Equality and diversity documents which include information on fair treatment of employees and implementation and management of Equal Pay	Retain for 6 years	After last action	LGA Retention Tool Limitation Act 1980 (Section 5)
11.3.6	HR – Equality	Investigation and reporting on specific cases	Retain for 6 years	From end of contract	Limitation Act 1980 (Section 5)
11.3.7	HR – Induction	All records relating to the creation, implementation and monitoring of the Council's induction programme	Retain for 3 years	From year records created	LGA Retention Tool CIPD Guidance
11.3.8	HR – Job Analysis	Records relating to the development and implementation of job descriptions and person specifications	Retain for 6 years	From date job description/person specification superseded	LGA Retention Tool
11.3.9	HR – Occupational Health	Records relating to Occupational Health Surveillance documentation, medical records relating to risk assessments or incidents occurring at work – in relation to Hep B Vaccine as under COSH, HAVS, Noise Surveillance Supplementary information e.g. date, times/outcomes of any assessments	Retained for 40 years (documents kept by Occupational Health provider) Retain for 6 years (can be kept by HR)	From date of questionnaire From end of contract	
11.3.10	HR – Occupational Health	Records relating to Occupational Health – pre employment screening, health records where termination connected with health or absence management	Retain for 3 years	After termination of employment	

	Function	Activity	Retention Period	Triggers	Notes
11.3.11	HR - Payroll	All records relating to: <ul style="list-style-type: none"> Administration of Statutory Sick Pay Administration of Statutory Maternity Pay 	Retain for 3 years	From tax year in which sick pay relates or maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)
11.3.12	HR - Payroll	Records relating to accountable processes re payment of employees: <ul style="list-style-type: none"> Starters forms Tax code notifications Union records Travelling and subsistence claims Non accountable processes relating to the payment of employees: Summary employee pay reports	Retain for 6 years Destroy after administrative use is concluded	After termination of employment	Value Added Tax Act 1994 section 6 Companies Act 2006 Finance Act 1999 Sch 18 pt 3
11.3.13	HR - Payroll	Records relating to the payment of employees: <ul style="list-style-type: none"> Copy payslips Correspondence Overtime records Loan agreements Payroll adjustment documentation Payroll reconciliations Part time employees documentation Staff transfer & leaver records Tax and National Insurance records Timesheets 	Retain for 6 years	After termination of employment	Value Added Tax Act 1994 section 6 Companies Act 2006 Finance Act 1999 Sch 18 pt 3

	Function	Activity	Retention Period	Triggers	Notes
11.3.14	HR - Payroll	Records relating to payroll/ expenses claims administration: <ul style="list-style-type: none"> • Wage sheets • Allowances administration • Redundancy payments • Deduction authorisations 	Retain for 6 years	After termination of employment	Taxes Management Act 1970
11.3.15	HR – Pension	Records relating to staff pensions: <ul style="list-style-type: none"> • Records relating to individual members of the pension scheme (including dependents) • Bank details, pay details of the individual pensioners • Monitoring of investments on behalf of the pension fund – monthly accounts • Returns relating to members of staff transferring into the pension fund 	Retain for 6 years	From year records created or date of last payment	HMRC – Compliance Handbook Manual CH15400
11.3.16	HR – Pension	Records relating to staff pensions: <ul style="list-style-type: none"> • Bulk transfer files • Files relating to individual members of the pension scheme (including dependents) • Records of former employers and associations 	Retain for 6 years	After termination of employment	LGA Retention Tool
11.3.17	HR – Personnel	All records relating to personnel files for an individuals’ employment history (paid employment)	Retain for 6 years	After termination of employment	Limitation Act 1980 (Section 5)

	Function	Activity	Retention Period	Triggers	Notes
11.3.18	HR – Recognition	Records relating to schemes which recognise staff	Retain for 6 years	From year records created	HMRC - Compliance Handbook Manual CH15400
11.3.19	HR – Recruitment	Records relating to successful recruitment applications: <ul style="list-style-type: none"> • Job descriptions • Selection • Secondment authorisation • CVs • 	Retain for 6 years	From end of contract	Limitation Act 1980 (Section 2)
11.3.20	HR – Recruitment	Records relating to unsuccessful recruitment applications: <ul style="list-style-type: none"> • Application forms • Shortlisting paperwork • Interview notes • CVs 	Retain for 6 months	From end of recruitment process	Equality Act 2010; The National Archives Retention Guidance
11.3.21	HR – Recruitment	All records relating to the appointment of Statutory Officers	Permanent		LGA Retention Tool
11.3.22	HR – Recruitment	Records in relation to requests, allocation and management of work experience placements	Retain for 3 years	From end of work experience placement	Common Practice
11.3.23	HR – Recruitment	Records relating to the management of individual staff apprentices	Retain for 6 years	From end of apprenticeship	Limitation Act 1980 (Section 2)
11.3.24	HR – Recruitment	Records relating to Right to Work evidence	Retain for 2 years	After termination of employment	Immigration, Asylum and Nationality Act 2006 s.21 and Immigration (Restrictions on Employment) Order 2007 (SI 2007/3290) art 6

	Function	Activity	Retention Period	Triggers	Notes
11.3.25	HR – Recruitment	All records relating to pre-employment vetting, disclosure, criminal records, official DBS documentation (copies)	Retain for 6 months	After recruitment decision	Home Office DBS code
11.3.26	HR – Redundancy	Records relating to staff who are made redundant	Retain for 6 years	After termination of employment	LGA Retention Tool
11.3.27	HR – Termination	Records relating to the leaving process: <ul style="list-style-type: none"> • Resignation • Termination other than pension 	Retain for 6 years	From end of contract	Limitation Act 1980 (Section 5) National Archives Guidance
11.3.27	HR – Time Recording	Records relating to time recording: <ul style="list-style-type: none"> • Time sheets • Drivers logs & vehicle cards • Attendance recording 	Retain for 6 years	After termination of employment	LGA Retention Tool Working Time Regulations 1998 Road Transport (Working Time) Regulations
11.3.28	HR – Training	Records relating to an Individual Training records and any work experience undertaken within the authority	Retain for 6 years	From end of contract	CIPD Guidance
11.3.29	HR – Training	Records relating to Learning and Development <ul style="list-style-type: none"> • Companies and individuals providing trainers and courses 	Retain for 6 years	From end of training	Limitation Act 1980 (Section 2) LGA Retention Tool
11.3.20	HR – TUPE	Records relating to Staff transferred to other organisations (TUPE)	Retain for 6 years	From date of transfer	Transfer of Undertakings (Protection of Employment) Regulations 2006

	Function	Activity	Retention Period	Triggers	Notes
11.4 INTERNAL AUDIT					
11.4.1	Internal Audit	Records relating to: <ul style="list-style-type: none"> • Assurance work: • Audit reports (draft & final) • Testing Index • Testing Summaries • Work Programme/Matrix • Working papers (which may contain personal data) 	Current and last files	After accounting period/close of audit	Retention period starts after all accepted recommendations have been implemented. If recommendations have not been implemented, retain files until done so.
11.4.2	Internal Audit	Records relating to annual reports	Retain for 5 years	After accounting period/close of audit	Indefinitely as appended to Audit & Resources Committee minutes
11.4.3	Internal Audit	Records relating to fraud reports (& file)	Retain for 6 years (where offence identified/proven) Retain for 3 years (if unproven)	After accounting period/close of audit	
11.4.4	Internal Audit	Records relating to: <ul style="list-style-type: none"> • consultancy work (including member requests) • System development reviews 	Retain for 3 years	After accounting period/close of audit	
11.4.5	Internal Audit	Records relating to permanent audit file (standing information)	Retain until superseded		
11.4.6	Internal Audit	Records relating to contract final accounts	Retain for 12 years	After accounting period/close of audit	Limitation Act 1980

	Function	Activity	Retention Period	Triggers	Notes
11.5	IT				
11.5.1	IT – Data storage	Records relating to data storage management: <ul style="list-style-type: none"> • Routine back-up • Archiving • Deletion 	Retain for 1 year	At end of administrative use	LGA Retention Tool
11.5.2	IT – Data storage	Records relating to data retrieval management: <ul style="list-style-type: none"> • Requests to recover data 	Retain for 6 months	From date of last action	Business Need
11.5.3	IT - Faults	All records relating to fault reporting	Retain for 1 year	From year records created	LGA Retention Tool
11.5.4	IT - Hardware	All records relating to developing, modifying and maintaining ICT systems	Retain for 6 years	From decommissioning of implemented system or last action of abandoned system	Limitation Act 1980 (Section 2)
11.5.5	IT - Licencing	Records relating to software licencing	Retain for 6 years	From date system decommissioned	LGA Retention Tool
11.5.6	IT - Monitoring	Records relating to monitoring and testing of systems	Retain for 1 year	At end of administrative use	LGA Retention Tool
11.5.7	IT - Networks	All records relating to the implementation and management of computer networks used by council officers.	Retain for 6 years	From date system superseded	LGA Retention Tool
11.5.8	IT - Security	All records relating to the creation and implementation of policy and procedures relating to information security	Retain for 3 years	From year records created	LGA Retention Tool
11.5.9	IT - Security	Records relating to breaches or attempted breaches of ICT security	Retain for 6 years	From final action	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
11.5.10	IT - Users	Records relating to the provision of IT function for all service areas allowing them to store personal data and custodians for all business software used across the council: <ul style="list-style-type: none"> • Opening, maintenance & closure of user accounts • Reported faults with IT user groups and action taken to resolve issues 	Retain for 1 year	From year records created	LGA Retention Tool
11.5.11	IT - Users	All information relating to user profiles for information systems	Retain for 6 years	From year records created	LGA Retention Tool
11.5.12	IT – Website	Records relating to provision of Online service to residents by joining the council's MyEastleigh account where they can raise service requests, complaints, and enquiries online with the council.	Retain for 3 years	From creation of records	LGA Retention Tool
11.6 LEGAL SERVICES					
11.6.1	Legal Services– Data Protection	Records relating to requests and responses for: <ul style="list-style-type: none"> • Subject Access requests • Other data rights requests under GDPR 	Retain for 7 years	From date request complied with	LGA Retention Tool
11.6.2	Legal Services – Data Protection	Records relating to Data Protection: <ul style="list-style-type: none"> • Database containing all information relating to the logging, tracking and monitoring of Data Rights requests 	Retain for 7 years then review	From current year	Common Practice

	Function	Activity	Retention Period	Triggers	Notes
11.6.3	Legal Services– Security breaches	Records relating to monitoring information security breaches	Retain for 7 years	From closure of case	Limitation Act 1980 (Section 2)
11.6.4	Legal Services- Information Management	Records relating to Information Governance: <ul style="list-style-type: none"> FOI & EIR requests and responses Complaints made which lead to an internal review 	Retain for 7 years	From date request complied with	LGA Retention Tool
11.6.5	Legal Services- Information Management	Records relating to Information Governance: <ul style="list-style-type: none"> FOI & EIR Database containing information relating to logging, tracking and monitoring of requests for information. 	Retain for 7 years then review	From current year	Common Practice
11.6.6	Legal Services - Property	Records related to Conveyancing : <ul style="list-style-type: none"> Commercial and other leases Title investigations Disposal of freehold and leasehold properties Compulsory Purchase Orders Covenants Releases Variation Easement Miscellaneous Acquisitions Appropriations Transfers Purchases (Land) 	Retain for 13 years after closure	After closure	Limitation Act 1980 (Section 8)
11.6.7	Legal Services – Property	Deed packets where Council holds any interest in land	Permanent	From year records created	Business Need

	Function	Activity	Retention Period	Triggers	Notes
11.6.8	Legal Services - Employment	Records relating to employment law : <ul style="list-style-type: none"> • Advice • Tribunals • Disciplinary matter • Equal pay claims • 	Retain for 7 years	From year records created	Common Practice
11.6.9	Legal Services – Licences	Records relating to Licenses – <ul style="list-style-type: none"> • Standard • Non standard • Amenity • Property 	Retain for 13 years	From year records created	Limitation Act 1980
11.6.10	Legal Services	Records relating to: <ul style="list-style-type: none"> • Charter and Civic rights • Preservation Orders • Statutory Local Authority Company documentation • Trusts • Orders otherwise uncategorised • Footpath diversion orders • Tree preservation orders Legal file in respect of any of the above	Permanent Retain for 13 years	From close of case	Common Practice LGA Retention Tool
11.6.11	Legal Services - IP	Records relating to Intellectual Property Rights	Retain for 7 years	From date intellectual property/copyright ends	LGA retention Tool
11.6.12	Legal Services- Litigation	Records related to Litigation: All records relating to litigation action commenced or defended by the Council, including preparatory actions. <ul style="list-style-type: none"> • Civil litigation files • Prosecution files 	Retain for 7 years then review	From close of case	Limitation Act 1980 (Section 2)

	Function	Activity	Retention Period	Triggers	Notes
11.6.13	Legal Services - Planning	Records related to Planning: <ul style="list-style-type: none"> • CLEUD & CLPDs • Agreements • Enforcement • Discontinuance notices 	Retain for 7 years	From close of case	Business Need
11.6.14	Legal Services - Planning	Records related to Planning Appeals	Retain for 7 years	From date of resolution of appeal	
11.6.15	Legal Services- Planning	Records related to Certificate of lawful use or development	Permanent	From date of grant	Business need
11.6.16	Legal Services– Planning	Sealed planning agreements to include: <ul style="list-style-type: none"> • Section 106 agreements • Section 278 agreements • Section 38 agreements 	Permanent		Business need
11.6.17	Legal Services- Planning	Records relating to: <ul style="list-style-type: none"> • Section 106 agreements • Section 278 agreements • Section 38 agreements 	Retain for 13 years		Town and Country Planning Act 1990
11.6.18	Legal Services- Contracts	Records relating to contract documentation	Retain for 13 years after period of obligation (if under seal) Retain for 7 years after period of obligation (if not sealed)	From date of contract	Limitation Act 1980
11.6.19	Legal Services = By-Laws	Records relating to the process of making local laws (master set of By-laws)	Permanent		National Archives Guidance
11.6.20	Legal Services = By-Laws	Records relating to the process of administering and enforcing By-Laws <ul style="list-style-type: none"> • Applications/Correspondence • Certificates/Infringement notices • Permits/Licences 	Retain for 7 years		

	Function	Activity	Retention Period	Triggers	Notes
11.7	PROPERTY SERVICES				
11.7.1	Property Services – Asset Management	Records relating to Asset Management: <ul style="list-style-type: none"> • Asset Register • Lease property register • Vehicles • Plant and equipment register 	Retain for 6 years	After life of the asset	HMRC – Compliance Handbook Manual CH15400
11.7.2	Property Services – Asset Management	Asset Management Plan	Retain for 6 years	From year records created	LGA Retention Tool
11.7.3	Property Services – Asset Management	Records relating to Property Management: <ul style="list-style-type: none"> • Land deeds • Property deeds • Land & Property Rental Documents • Property Valuation Lists • Purchase & Sale of Property Register 	Permanent	Retain from date ownership commenced until property is sold	Limitation Act 1980 (Section 14)
11.7.4	Property Services – Asset Management	Records relating to management of the disposal (by sale or write off) process for Real Property: <ul style="list-style-type: none"> • Title deeds • Legal documents relating to the sale • Particulars of sale documents • Board of survey • Tender documents • Condition of contracts 	Retain for 6 years if assets are worth less than £50000. Retain for 12 years if assets are worth more than £50000	After lapse of interest in asset / all entitlements and obligations have ended.	Limitation Act 1980 (Section 14)

	Function	Activity	Retention Period	Triggers	Notes
11.7.5	Property Services – Asset Management	Records relating to managing leased property: <ul style="list-style-type: none"> • Lease agreements • Rental expenditure • Valuation queries • Applications for leases • Licences and rental revision • Plans 	Retain for 15 years	From conclusion of acquisition or disposal or upon lapse of interest in the property or expiry of lease.	Limitation Act 1980 (Section 14)
11.7.6	Property Services – Asset Management	Records relating to development and renovation of property: <ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts • 	Retain for 6 years	After the conclusion of the transaction that the record supports	
11.7.7	Property Services – Asset Management	Records relating to Land and Property Valuations	Retain for 5 years	From year records created	Business Need
11.7.8	Property Services – Asset Management	Records relating to garage rental: <ul style="list-style-type: none"> • Applications • Correspondence • Invoices 	Retain for 6 years	From end of tenancy	Limitation Act 1980 (Section 2)
11.7.9	Property Services – Asset Management	Records relating to management of tenancies for Mobile Home Park	Retain for 6 years	From year tenancy ends	Landlord and Tenancy Act 1954.Part 2
11.7.10	Property Services	Records relating to procurement: <ul style="list-style-type: none"> • Record of contract • Contract handover • Record of contract variations • Quotations • Contract monitoring • Performance records 	Retain for 12 years if under seal. Retain for 6 years if under signature	From award of contract	Limitation Act 1980 (Section 5)

	Function	Activity	Retention Period	Triggers	Notes
11.7.11	Property Services	Records relating to procurement: <ul style="list-style-type: none"> • Pre-qualification questionnaires • Tenders (issuing & return, responses, expressions of interest, negotiation, key correspondence) • Evaluation • Aware of contract • Outcome notification 	Retain for 12 years if under seal. Retain for 6 years if under signature	From award of contract	LGA Retention Tool Limitation Act 1980 (Section 2 & 5)
11.7.12	Property Services	Records relating to tenders: <ul style="list-style-type: none"> • Unsuccessful tenders • Tender documents • Quotations 	Date contract awarded + 1 year		LGA Retention Tool
11.8 PROPERTY SERVICES - FACILITIES					
11.8.1	Property Services – Facilities	Records relating to the management of internal mail handling	Retain for 3 years	After creation of records	LGA Retention Tool
11.8.2	Property Services – Facilities	Records relating to Health & Safety accident reporting for members of the public or staff over 18 years old: Accidents/injury/incidents sustained on council premises	Retain for 3 years and 4 months	From date of accident	Limitation Act 1980 (Section 11) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Reg. 7
11.8.3	Property Services – Facilities	Records relating to Health & Safety accident reporting for members of the public or staff under 18 years old: Accidents/injury/incidents sustained on council premises	Retain for 21 years & 4 months	From date of birth	Limitation Act 1980 (Section 11) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Reg. 7

	Function	Activity	Retention Period	Triggers	Notes
11.8.4	Property Services – Facilities	Records relating to Health & Safety advice and training: <ul style="list-style-type: none"> • First Aid & Fire training • Health & Safety training in the workplace • Health & Safety records 	Retain for 6 years	From year records created	Limitation Act 1980 (Section 2)
11.8.5	Property Services – Facilities	Records relating to equipment inventory	Retain for 6 years	From date of inventory	HMRC – Compliance Handbook Manual CH15400
11.8.6	Property Services – Facilities	Records relating to the testing of equipment such as fire extinguishers and PAT testing	Retain for 4 years	From date of test	Limitation Act 1980 (Section 11)
11.8.7	Property Services – Facilities	Records relating to equipment maintenance: <ul style="list-style-type: none"> • Instruction manuals • Service agreements and maintenance records for individual pieces of equipment 	Retain for 6 years	From last use of equipment	Limitation Act 1980 (Section 2)
11.8.8	Property Services – Facilities	Records relating to maintenance: <ul style="list-style-type: none"> • Maintenance agreements • all planned maintenance of council properties • responsive maintenance of properties owned by the local authority • unplanned repairs to premises or facilities equipment 	Retain for 6 years	From year records created/end of agreement or date repairs completed	Limitation Act 1980 (Section 2 & 8)
11.8.9	Property Services – Facilities	Records related to Fire Risk Assessments	Permanent	Superseded by next fire risk assessment	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
11.8.10	Property Services – Facilities	Records relating to asbestos register	Retain for minimum of 40 years	From date records created	LGA Retention Tool Control of Lead at Work Regulations 1980 Control of Asbestos at Work Regulations 1987 Health & Safety at Work Act 1974
11.8.11	Property Services – Facilities	Records relating to risk assessments and safety data sheets: Control of substances Hazardous to Health (COSHH)	Retain for minimum of 40 years	From date of last usage	LGA Retention Tool Control of Lead at Work Regulations 1980 Control of Asbestos at Work Regulations 1987 Health & Safety at Work Act 1974
11.8.12	Property Services – Facilities	Records relating to identification, assessment of and planning to mitigate risks: <ul style="list-style-type: none"> • Operational activities • First aid • Machinery and equipment • Premises and plant • Health and safety audits • Excludes hazardous substances 	Retain for 6 years	After assessments superseded	Limitation Act 1980 (Section 14)
11.8.13	Property Services – Facilities	Records relating to room booking system where no recharge is made	Retain for 3 years	From date records created	LGA Retention Tool
11.8.14	Property Services – Facilities	Records relating to room booking system where a recharge is made	Retain for 6 years	From date records created	LGA Retention Tool
11.8.15	Property Services – Facilities	Records relating to gas safe certification	Retain for the life of the system	From date records created	LGA Retention Tool

	Function	Activity	Retention Period	Triggers	Notes
12 LICENSING (processed by Southampton City Council on behalf of EBC)					
12.1	Licences	Documentation involved with licensing of premises, taxi & hackney services, entertainment & alcohol, gambling, house to house, street collections	Retain for 2 years	After registration lapses	Licensing Act 2003 and Local Government (Miscellaneous Provisions Act) 1976
12.2	Licences	Scrap Metal Licencing	Retain for 6 years	From date licence expires	Limitation Act 1980 (Section 2)
13 BUILDING CONTROL (processed by Southampton City Council on behalf of EBC)					
	Building Control	Building Regulation Applications and inspection records. Dangerous Structures, demolition	Documents not kept by EBC, Please refer to Southampton City Council retention	https://www.southampton.gov.uk/images/rrrs-version-9.005_tcm63-389236.pdf	
14 OTHER STRATEGIES & POLICIES					
	Regeneration	Regeneration projects	Retain for 12 years	From last action on project	Limitation Act 1980 (Section 2)
	Environment	Environmental policy	Retain for 40 years	From date policy superseded	LGA Retention Tool

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

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