



New Forest
DISTRICT COUNCIL

**RETENTION
AND
DESTRUCTION
SCHEDULE**

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SECTION 1 - POLICY

1. INTRODUCTION

- 1.1 This document sets out the Council's corporate Retention and Destruction Schedule ('the Schedule').
- 1.2 The basis for the Council's approach to the retention and destruction of all records is that records should be kept for as long as they are needed. There are a number of factors to take into consideration in setting retention periods for records. These include:
 - 1.2.1 Regulatory and statutory retention requirements;
 - 1.2.2 Whether there is a requirement for retention for the purposes of reference or accountability;
 - 1.2.3 The protection of legal rights and interests;
 - 1.2.4 Ensuring the Council's storage and electronic storage systems are efficiently utilised; and
 - 1.2.5 Importantly, where records contain personal data, ensuring that personal data is not kept for longer than is necessary.

2. GUIDANCE

- 2.1 The Schedule covers all records, irrespective of medium, including paper, electronic, audio-visual, audio etc.
- 2.2 The initial section of the Schedule covers 'Corporate and Common' records. These are records that are either held by all (or multiple) Services across the Council or records where a particular Service or Business Area is the corporate 'owner' of these records but other areas may also retain duplicate copies of these records. The Corporate and Common section of the Schedule aims to promote consistency in the way these records are dealt with.
- 2.3 This Schedule is divided into the Council's Directorates and then sub-divided into Services and Business Areas. The Schedule can be navigated using the Contents page and hyperlinks.
- 2.4 The Schedule is set out in columns and relevant guidance notes are set out below:
 - 2.4.1 Record

This describes the record/ document the Retention Period applies to.
 - 2.4.2 Retention Period

This is the minimum period the Record should be retained for.
 - 2.4.3 Retention Trigger

This is the date that the Retention Period commences.
 - 2.4.4 Justification

This is the reason for the Retention Period, including if there is a statutory retention period.

2.4.5 Action

The action that should be taken on the expiry of the minimum Retention Period.
The action will be:

- Destroy (D) - where the Record should be destroyed.
- Review (R) - where the decision to destroy is not clear and a review should be undertaken by the Service as to whether there is any merit in the Record being retained.
- Permanent Retention (P) where records need to be retained permanently for statutory reasons, or are deemed to be worthy of long term retention because of their administrative or historical significance. Records with Permanent Retention may be offered to the Hampshire Archives and Local Studies Service, as appropriate.

2.4.6 Personal Data

This identifies whether the Record contains personal data of third parties (other than Council employees, except for Human Resources/ Corporate Health and Safety or other records where the focus of those records is an employee).

3. SETTING OF RETENTION PERIODS

- 3.1 Retention periods will be based on, but not limited to, the factors listed at paragraph 1.1.
- 3.2 Common Practice and Local Government Guidance will be used as guidance for retention periods but will not be binding.
- 3.3 Retention periods will be set based on consultation between the Information Governance and Complaints Team and the Council's Data Protection Leads ('DPLs') and Service Managers.

4. EMAILS

- 4.1 Emails and attachments relating to the Council's business are corporate records and must be managed in accordance with the Schedule. They should be saved to the appropriate location for the relevant Service/ Business Area and retained in accordance with the relevant section of the Schedule.
- 4.2 Emails which are not corporate records are covered by the Corporate and Common section of the Schedule.
- 4.3 All email users must manage their accounts effectively and proactively and retained emails should be saved appropriately in accordance with paragraph 4.1.

5. DESTRUCTION OF RECORDS

- 5.1 Records and personal data should only be destroyed in accordance with the Council's Data Protection Policies, ICT Security Policy and the provisions of the Schedule.
- 5.2 Records and personal data scheduled for disposal should be destroyed in a timely manner.
- 5.3 Disposal should be undertaken in a secure manner which is applicable to the nature of the record in all formats.

- 5.3.1 For electronic records, when they are deleted, they will be put 'beyond use' until any relevant backups become aged out.
- 5.3.2 Confidential paper waste should be disposed of in the designated boxes located in Council buildings.
- 5.3.3 Destruction of ICT hardware assets must be performed in line with the current recommended industry security standards.
- 5.4 Where requests for information are made to the Council in accordance with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or the UK General Data Protection Regulation/ Data Protection Act 2018, any planned destruction of relevant records must be delayed until the request is finalised and a period of 6 months has elapsed.
- 5.5 Where litigation is contemplated or ongoing any planned destruction of relevant records may be delayed until the litigation (including any appeal) is concluded. This should be discussed with Legal Services.
- 5.6 If it is planned to retain records for longer than the period specified in this Schedule, as outlined in paragraphs 5.4 and 5.5 or otherwise, advice should be sought from the Information Governance and Complaints Team.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Council's Executive Management Team are responsible for approving the Schedule and promoting adherence to the 'Corporate and Common' section of the Schedule.
- 6.2 The Information Governance and Complaints Team will provide advice on suggested retention periods.
- 6.3 It will be the responsibility of each Service Manager (with the assistance of their DPLs) to ensure records are retained and destroyed, in accordance with the Schedule, in their Service.
- 6.4 ICT Services will support the implementation of the Schedule for electronic records through the Council's ICT infrastructure and applications.
- 6.5 The Southern Internal Audit Partnership ('SIAP') will be responsible for auditing compliance with the Schedule.

7. REVIEW

- 7.1 The Schedule will be reviewed every three years by the Information Governance and Complaints Team, in consultation with the relevant DPLs and Service Managers, or as required by changes to legislation and/or best practice.
- 7.2 All updates will be approved by the Information Governance and Complaints Manager.

SECTION 2 - SCHEDULE

1. CORPORATE AND COMMON

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Local copies of EMT/ member reports/ Task and Finish group reports and documents	Maximum 2 years	Date of meeting	Business Need – Final version retained centrally by Democratic Services	D	Yes
Local copies of FOI requests/ EIR requests/ Information Right Requests/ Corporate Complaints/ Service Level Complaints	Maximum 2 years	Date response sent	Business Need- Corporate record retained centrally by Information Governance and Complaints Team	D	Yes
Outlook Emails (not saved as a record in accordance with this Schedule)	Maximum 6 years	Date sent/ received	Business Need	D	Yes
Outlook Calendar meetings/ bookings	6 years	Date of meeting	Limitation Act 1980	D	Yes
Recycle bin	93 days	Date of deletion	Business Need	D	Yes
Teams Chats – 1:1	14 days	Date of message	Business Need	D	Yes
Teams Collaboration channels	1 year	Date of message	Business Need	D	Yes
Teams recordings	120 days	Date of recording	Business Need	D	Yes

Teams call and meeting records	180 days	Date took place	Business need	D	Yes
Teams Voicemail	30 days	Date received	Business Need – email transcripts may be retained in accordance with local policies.	D	Yes
Downloads folder	14 days	Date downloaded	Business Need	D	Yes
Employee's ICT User Account, including personal drives and OneDrive	30 days unless extended on request	Date employee leaves	Business Need	D	Yes
Records relating to debts owed to the Council recorded as local land charges or charging orders	6 years	Date debt paid in full	Limitation Act 1980	D	Yes
Contract management and monitoring records	6 years/ 12 year if under seal	End of period of obligation under contract	Limitation Act 1980	D	Yes
SIAP reports	6 years	Date all actions signed off	Business need	R	No
Webforms – forms	0 years	Date superseded	Business need	D	No
Teams call and meeting records	180 days	Date took place	Business need	D	Yes

Team/ service meeting agendas and minutes	3 years	Date of meeting	Business need	D	Yes
Business Continuity plans	6 years	Date superseded	Limitation Act 1980	D	Yes
PACE notebooks	6 years	Book completed	Limitation Act 1980	R- retain if entries required to support future prosecution (within limitation period)	Yes
Corporate stationary	0 years	Date superseded	Business need	D	No
Local copies of safeguarding referrals (that do not need to be retained within case files)	0 years	Date submitted to Community Safety	Corporate Record retained centrally by Community Safety Team	D	Yes
Fraud risk register	P- ongoing updated	Date created	Business Need	P	No

2. HOUSING, COMMUNITIES AND GOVERNANCE

2.1. INFORMATION GOVERNANCE AND COMPLAINTS

2.1.1. INFORMATION GOVERNANCE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Information rights request files - correspondence/ responses	6 years	Date response sent	Limitation Act 1980	D	Yes
Logs of information rights requests/ data breaches/ DP2 requests	6 years	End of applicable financial year	Business Need	D	Yes
DP2 requests files -correspondence/ responses	6 years	Date response sent	Limitation Act 1980	D	Yes
Data breach files - correspondence/ report	6 years	Date of breach	Limitation Act 1980	D	Yes
Legal claims arising out of a data breach files -correspondence/ pleadings	6 years	Date claim settled/ final order	Limitation Act 1980	D	Yes
Data Protection Impact Assessment files - Correspondence/ supporting documents	6 years	Last action	Business Need	R if still required for	No

				ongoing project	
Legitimate Interest Assessments - correspondence/ supporting documents	6 years	Processing commences	Business Need	R if processing still ongoing	No
Privacy Notices	6 years	Date superseded	Limitation Act 1980	D	No
Data Sharing Agreements	6 years	End of period of obligation	Limitation Act 1980	R if data sharing still ongoing	Yes
Data Processing Agreements	6 years	End of period of obligation	Limitation Act 1980	R if data processing still ongoing	Yes
General advice files -correspondence/ documents	6 years	Date of last correspondence	Limitation Act 1980	D	Yes
Corporate Communications	6 years	Date sent	Limitation Act 1980	D	No
Training material	6 years	Date training superseded	Limitation Act 1980	D	No
Policies -correspondence/ approvals	6 years	Date policy superseded	Limitation Act 1980	D	No
FOI and EIR requests - correspondence/ responses/reviews	6 Years	Date of final response	Limitation Act 1980	D	Yes
FOI & EIR Database containing information relating to logging, tracking and monitoring of requests for information	6 years	End of applicable financial year	Common practice	D	Yes

Retention and Destruction Schedule	6 years	Date superseded	Limitation Act 1980	D	No
Record of Processing Activities (ROPA)	6 years	Date superseded	Limitation Act 1980	D	No
Correspondence from ICO not related to particular case files -general updates/ fees/ changes of information	3 years	Date of correspondence	Business Need	D	No
Model corporate documents and guidance, including: - Data Processing Agreements/clauses - Data Sharing Agreements/clauses - DPIA templates - LIA templates - Privacy Notices - Forms – SAR, DP2	6 years	Date superseded	Limitation Act 1980	D	No
Local Government Transparency Code Log	Permanent	Date created	Ongoing updates	P	No
All other records relating to the Council's compliance with the Local Government Transparency Code	6 years	Date created	Business Need	D	No

2.1.2. CORPORATE COMPLAINTS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Does this Record contain personal data of third parties?
Corporate complaint files - complaint, responses, internal correspondence	6 years	Date of final response	Limitation Act 1980	D	Yes
Corporate complaint files involving Housing Ombudsman or Local Government and Social Care Ombudsman	6 years	Date of final Ombudsman decision	Limitation Act 1980	D	Yes
Corporate complaints files where individual has been designated as a persistent or unreasonable complainant	6 years	Date persistent or unreasonable complainant status removed	Limitation Act 1980	D	Yes
Annual reports from Housing Ombudsman or Local Government and Social Care Ombudsman	6 years	Date reports received	Reporting purposes	D	No
Logs of corporate complaints	6 years	End of applicable financial year	Business Need	D	Yes
Complaints dealt with as service level/ business as usual complaints	3 years	Date of final response	LG Inform Plus	D	Yes
Corporate Communications	3 years	Date sent	Business Need	D	No

Corporate Complaints Procedure	3 years	Data superseded	Business Need	D	No
Compliments	6 years	Date received	Reporting purposes	D	Yes – although personal data will be removed where possible

2.2. LEGAL SERVICES

2.2.1. LEGAL

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Purchase files	12 years	Sale or other disposal of land	Limitation Act 1980	R	Yes
Sales files	12 years	Completion	Limitation Act 1980	D	Yes
Easement files (incl. Wayleaves/ Deeds of Grant)	12 years	Completion (sale or other disposal – refer to Property Records Officer Retention)	Limitation Act 1980	D	Yes
Licence files	6 years	Expiry of final licence term	Limitation Act 1980	D	Yes
Lease files/evidence of leasehold title	6 years/ 12 years if under seal	Expiry of final lease	Limitation Act 1980	R (Any documents forming part of	Yes

				title to be permanently retained)	
Deeds of freehold properties	0 years	Transfer to new ownership	Law of Property Act 1925	R	Yes
Civil litigation files	6 years	Last hearing/ date claim settled/ final order	Limitation Act 1980	R	Yes
Charging Order files (incl. Sundry debt, s106 and CIL debt/ Council tax/ Orders for Sale)	6 years	From date payment of debt made in full	Limitation Act 1980	R	Yes
Procurement and contract advice files, including: Contracts/Deeds/Tenders/ Contractual Disputes/ Contractual Waivers/ Service Level Agreements/	6 years 12 years if under seal	Close of case Or end of period of obligation under contract (as applicable)		R	Yes
Model Contracts / Clauses <ul style="list-style-type: none"> • NDFC standard T&Cs of Purchase • Model Terms Goods • Model Terms Services • Model Terms Consultancy • Model Terms Framework Agreement 	6 years	Date superseded	Business Need	D	No
Contract Standing Orders relating to Procurement	12 years	Date superseded	Business Need	R	No

Corporate Sealing Register (paper and electronic)	Permanent	Date created	Business Need	P	No
Prosecution files	6 years	Last hearing	Limitation Act 1980	R	Yes
General advice files	6 years	Date of last advice	Business Need	R	Yes
Enforcement and Lawful Development Certificate files	6 years	Date of enforcement/ issue of certificate	Limitation Act 1980 Business Need	R	Yes
Enforcement Notices (including enforcement notices, plan(s)/ stop notices, temporary stop notices, S215 & Evidence of service if applicable).	Permanent	Issue of Notice/ Certificate	Statutory requirement	P	Yes
Lawful Development Certificate and plan	Permanent	From date of issue	Statutory requirement		
Planning Appeal files/ Enforcement appeals (Council Witness statements)	6 years	Data of appeal decision	Limitation Act 1980	D	Yes
Noise Abatement Notices file	6 years	End of relevant calendar year of Case Closure OR in cases where enforcement is taken when the owner / occupier vacates the property	Limitation Act 1980	R	Yes
Judicial Review files	6 years	Close of case	Limitation Act 1980	D	Yes
Committee / Hearing / Panel	6 years	Date of meeting / last hearing	Limitation Act 1980		
Service of S.25.S27 and notices served pursuant to the LTA 1954	6 years	Close of case	Limitation Act 1980	D	Yes

Process notes / Precedent	0 years	Replacement with new process note	Business / legal update requirement	D	No
Section 106 agreements (planning) files	12 years	Date signed	Limitation Act 1980	R – retain if obligations not complied with	Yes
Section 106 agreements/ (Unilateral Undertaking)	Permanent	Date signed	Business Need Local Land Charges Act 1975	P	Yes
Tree Preservation Orders (incl. Revocation / Modification Orders)	Permanent	Date confirmed	Common Practice LGA Retention Tool The Town and Country Planning (Tree Preservation)(England) Regulations 2012	P	No
New Forest District Council Car Parking Order, Amendment Orders, Variations, Plans	Permanent	Date order made	Common Practice/ Business Need	P	No
Car Parking Order and Amendment files - correspondence, advertisements, consultations etc	Permanent	Date order made	Common Practice/ Business Need	P	Yes
RIPA- annual statistical returns	2 years	Date of return	Business Need	D	No

RIPA training records	3 years	Date of training	Business Need	D	Yes
RIPA policies	6 years	Date superseded	Business Need	D	No
Training material	6 years	Date training superseded	Limitation Act 1980	D	No
Byelaws made by the Council	Permanent	Date made	Statutory Requirement	P	No
Fee earner file lists	3 years	End of relevant financial year	Business need	D	Yes
Filing indexes	12 years unless file retained in accordance with schedule	End of relevant financial year	Business need	R	Yes
Office manual	Permanent	Updated annually	Business need	P	No
Key dates diary	0 years	End of relevant financial year	Business need	D	Yes
Lexcel documents (12 monthly rolling)	1 year	Date of assessment	Business need	D	Yes
Counsel Fees	6 years	End of relevant financial year	Business Need & Limitation Act 1980	D	Yes

2.2.2. PROPERTY RECORDS OFFICER

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
S106 Agreements- documents	Permanent – or until the Assistant Director Place Development certifies that all covenants have been complied with.	Date signed	Business need Local Land Charges Act 1975	P	YES
Tree Preservation Orders- documents	Permanent	Date confirmed	Common Practice LGA Retention Tool The Town & Country Planning (Tree Preservation) (England) Regulations 2012	P	NO
JCT Contracts- documents	12 years	Date made	Limitation Act 1980	R * check for outstanding matters	YES

Byelaws made by the Council - documents	Permanent	Date made	Statutory requirement	P	NO
Wayleaves, Deeds of Grant, Easements- documents	12 years	Sale or other disposal of land	Limitation Act 1980	Transferred to new owner	YES
Licences- documents	6 years	Expiry of final Licence Agreement	Limitation Act 1980	D	YES
Leases- documents	12 years	Expiry of final Lease	Limitation Act 1980	D	YES
Enforcement Notices (including enforcement Notices & stop Notices) correspondence/documents	Permanent	Issue of Notice/Certificate	Statutory requirement	P	YES
Lawful development Certificates	Permanent	From date of issue	Statutory requirement	P	YES
Agreements- Misc. e.g., Service Level, ICT and payroll services, moorings- documents	Permanent	Date agreement made	Common Practice/Business need	P	YES
Revocation Orders- documents	Permanent	Date order made	Statutory requirement	P	YES
Article 4 Directions- documents	Permanent	Date order made	Statutory requirement	P	YES
Footpath Diversion orders- documents	Permanent	Date order made	Common Practice/Business need	P	YES

Modification Orders (made under the Town & Country Planning Act) - documents	Permanent	Date order made	Statutory requirement	P	YES
New Forest District Council Parking Orders- documents	Permanent	Date order made	Common Practice/Business need	P	YES
Parish Councillors Orders & Warding Parish Orders, Amendment Orders, Variations, Plans- documents	Permanent	Date order made	Common Practice/Business need	P	YES
Charging Orders- documents	6 years	From date payment made in full	Limitation Act 1980	D	YES
Funding & Nomination Agreements- documents	6 years	Date agreement made	Limitation Act 1980	D	YES
Loan Agreements- documents	6 years	From date payment made in full	Limitation Act 1980	D	YES
Framework Agreements- documents	Permanent	Date agreement made	Common Practice/Business need	P	YES
Compulsory Purchase Orders- documents	12 years	Sale or other disposal of land	Limitation Act 1980	Transferred to new owner	YES
Deeds for land & property held freehold - documents	12 years	Sale or other disposal of land	Limitation Act 1980	Transferred to new owner	YES

Deeds for land and & property held leasehold - documents	12 years	Expiry of Final Lease Agreement	Limitation Act 1980	D	YES
General advice files – correspondence/documents	6 years	Date of last added correspondence for that matter	Business need	D	YES
Transparency – correspondence/documents	0 years	Replacement with new version	Local Government Transparency Code	D	NO
Asset Management System (IPF)- Acquisition, Disposal & Managed records-correspondence/documents	6/12 years	Expiry of Final Lease/Licence Agreement/Sale or other disposal of land	Limitation Act 1980	D	YES
GIS -Acquisition, Disposal & Managed layers only correspondence/documents	6/12 years	Expiry of Final Lease Agreement/Sale or other disposal of land	Limitation Act 1980	D	YES
Guidance notes – documents	0 years	Replacement with new version	Business/Update requirement	D	NO
Rent reconciliation reports – correspondence/documents	6 years	Date of last added correspondence for that matter	Business need	D	YES

2.3. DEMOCRATIC SERVICES

2.3.1. COMMITTEE ADMINISTRATION

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Signed bound Minute Books containing agendas minute and reports relating to decisions taken and recommendations made by the Council and its committees and panels	Permanent	Signed by the Chairman of the committee or panel	Local Government Act 1972	P	Yes
Electronic copy of minutes, agendas and reports for both external and internal meetings	Permanent	Date published	Business need / historical record	P	Yes
Notes of the meeting taken by the clerk	Until minutes are agreed as a true and correct record	Signed by the Chairman of the committee or panel	Business Need	R - save when required to be retained by law or in relation to an ongoing appeal	Yes
All records relating to the administration and production of meetings of Council, its committees, panels and working groups, as well as any internal meetings such as EMT. This includes any records	6 Years	End of relevant municipal year that the meeting took place	Business Need	D	Yes

of notices of meetings and appointments to Outside Bodies.					
The Council's Constitution	Permanent	Date Published	Local Government Act 2000	P	No
All records relating to the processing of petitions received	6 Years	End of relevant municipal year that petition closed or was considered	Limitation Act 1980	D	Yes
All Council decisions including Portfolio Holder and Officer Decisions	Permanent	Date Published	Business Need / Historical Record	P	Yes
All records relating to the forward plan of key decisions to be made by the executive.	6 Years	End of municipal year that the plan was created	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	D	No
All records relating to a complaint made against a councillor	6 Years	Year complaint made	Limitation Act 1980	D	Yes
Video and audio recordings of public meetings	1 Year for Public Viewing and 6 Years Unlisted for Internal Viewing Only	End of municipal year that the meeting took place	Business Need	D	Yes

2.3.2. MEMBER SUPPORT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Councillor profile information including addresses, contact details, photographs, and declarations of interests	Immediately	End of term or date Member leaves office	Business need	D	Yes
Councillor profile information including name, party, term of office and meeting history	Permanent	Date of submission	Historical Record	P	Yes
Gifts and Hospitality Register for Members and Council Officers	6 Years	End of relevant financial year	Bribery Act 2010	D	No
Register of General Disclosures for Members and Council Officers	6 Years	End of relevant financial year	Business Need	D	Yes
All records relating to Members allowances including any forms and correspondence relating to the Community Engagement Grants	6 years	End of relevant financial year	Financial requirement	D	Yes
Councillor Declaration of Acceptance of Office Book	1 Year	End of term	Business Need	D	Yes
Councillors' Register of Interests Forms	1 Year	End of term or date Member leaves office	Local Government Act 1972	R – retain if subject to ongoing Councillor Complaint	Yes

Register of Parish/Town Council member interests	1 Year	End of term or date Member leaves office	Business need	R – retain if subject to ongoing Councillor Complaint	Yes
All records relating to the provision of induction and training for new Members, and ongoing development support for existing Members	1 year	End of term or date Member leave office, whichever is later	Business Need	D	No
Group Photographs of Members taken at Annual Council	Permanent	Date Photo Printed	Historical Record	P	Yes
Honours Board located on wall of Council Offices listing past Chairman, Chief Executives, Hon Alderman, and Hon Freeman	Permanent	Date Inscribed	Historical Record	P	Yes

2.3.3. CIVIC/ CHAIRMAN

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
All records relating to the management and organisation of Civic events (i.e. Civic Day, Civic Service, Civic Receptions, ceremonial events organised by the Chairman's PA)	2 years	End of current municipal year of date of creation of records	Business Need	D	Yes

Records relating to the recording of ceremonial events and civic occasions organised by the Chairman's PA, i.e. visitor's book.	Permanent	Creation of records	Historical interest	P	Yes
Photographs and press releases relating to the recording of ceremonial events and civic occasions.	2 years	End of current municipal year of date of Event	Business Need	D	Yes
All records relating to the financial aspects of Civic events	6 years	End of current financial year of date of creation of records	Financial requirement	D	No
Royal events – Visits to District; death of Monarch/ Coronation of Monarch	Permanent	Date of creation	Historical Interest	P	Yes

2.4. ENVIRONMENTAL AND REGULATION

2.4.1. LICENSING

Record (and additional descriptions) Incl Acolaid case type reference	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Road Closure	6 years	End of relevant calendar year of Road Closure Date	Limitation Act 1980	D	No

Pleasure Boat – LICPB <ul style="list-style-type: none"> • Correspondence • Licence • Licence Conditions • Application • Insurance documents • Payment records • Survey records 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Boatmen – LICBM <ul style="list-style-type: none"> • Application/Renewal • Certificate of Competency • Medical Report • Payment record • Correspondence • Licence • Badge 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
House to House Collections – LICCOL <ul style="list-style-type: none"> • Application • Correspondence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Street Collections - LICCOL <ul style="list-style-type: none"> • Application • Correspondence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Pavement – LICPV <ul style="list-style-type: none"> • Street plan • Application form • Payment Records 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Correspondence • Pavement Plate • Licence • Licence Conditions 					
Vehicle Application – LICVE <ul style="list-style-type: none"> • Application • Vehicle Test result • Licence • Correspondence • Plate 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Driver Licence Applications – LICDV <ul style="list-style-type: none"> • Application form • Correspondence • Photo • DBS cert number • Licence/Badge • Payment records • Safeguarding test result • Medical Questionnaire • Photographic ID copies • Right to Work Check • Tax check • Driver Assessments • Renewal form 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980/Business Need	D – automated	Yes
Revocation of Licence	Permanent	Revocation Date	Public Interest	P	Yes
Private Hire & Hackney Licence – LICOP - Operator	6 years	End of relevant calendar year of	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Application • Tax Code Check • Correspondence 		Case Closure			
Licence Complaints - LICC <ul style="list-style-type: none"> • Complaint detail • Correspondence • Evidence • PACE Notebook Entries 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Licence Inspections - LICE <ul style="list-style-type: none"> • Inspection report • Correspondence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Gambling Licence – LICGB <ul style="list-style-type: none"> • Correspondence • Application • Payment records • Licence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Motor Salvage Operators Licence – LICMS <ul style="list-style-type: none"> • Correspondence • Application • Payment records 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Personal Licence - Gambling - LICGP <ul style="list-style-type: none"> • Application form • Correspondence • Badge 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Licence 					
Premises Licence - Gambling – LICPG <ul style="list-style-type: none"> • Correspondence • Payment records • Application form 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Personal Licence – LICPL <ul style="list-style-type: none"> • Application • Badge • Photo • Photographic ID • Right to Work • Correspondence • Payment records 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Premises Licence – LICPR <ul style="list-style-type: none"> • Application • Payment records • Correspondence • Licence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Scrap Metal – LICSM <ul style="list-style-type: none"> • Application • Payment records • EA correspondence • Correspondence • Licence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

Temporary Event Notice (TEN) – LICTE <ul style="list-style-type: none"> • Application • Site Plans • Risk Assessments • Payment records • Correspondence 	6 years	End of relevant calendar year of the End of the Event	Limitation Act 1980	D – automated	Yes
Sex Shop – LICX <ul style="list-style-type: none"> • Application • Committee reports • Invoice • Remittance • Planning Permissions • Consultations • Correspondence • Licence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Lottery – LOTT <ul style="list-style-type: none"> • Application / Registration • Payment records • Annual return • Correspondence • Licence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Licensing Act Register	Permanent	N/A	Licensing Act 2003	P	Yes
PACE Notebook	6 years	End of relevant calendar year From closure of last active case, OR when statutory enforcement	Limitation Act 1980	D	Yes

		action is taken - whichever is later			
PACE Notebook Issue log Log of books issued by number	Permanent	Date created	PACE	P	No
All policies: <ul style="list-style-type: none"> • Licensing Act 2003 policy • Hackney Carriage and Private Hire Licensing Statement of Principles • Gambling Act 2005 Statement of Gambling Principles • etc 	6 years	Date superseded	Limitation Act 1980	D	No
Statutory Return <ul style="list-style-type: none"> • LA2003 to Home Office • GA2005 to Gambling Commission • Taxi - DFT 	6 years	Date superseded	Limitation Act 1980	D	No

2.4.2. EMERGENCY PLANNING

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Meeting Minutes	Permanent	Date Created	Business Need to satisfy potential future audit/ public inquiry requests	P	Yes
Loggist records	Permanent	Date Created	Business Need to satisfy potential future audit/ public inquiry requests	P	No
Strategical Reports	Permanent	Date Created	Business Need to satisfy potential future audit/ public inquiry requests	P	No
Decision Logs	Permanent	Date Created	Business Need to satisfy potential future audit/ public inquiry requests	P	No
Incident Reports	Permanent	Date Created	Business Need to satisfy potential future audit/ public inquiry requests	P	No

2.4.3. ENVIRONMENTAL PROTECTION

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Noise – EPNSE <ul style="list-style-type: none"> • Correspondence/Emails • Case notes • Noise diaries • Noise recordings • PACE notebook entries 	6 years	End of relevant calendar year of Case Closure OR in cases where enforcement is taken when the owner / occupier vacates the property	Limitation Act 1980	D – automated	Yes
Public Health Funeral – EPPHF <ul style="list-style-type: none"> • Correspondence/Emails • Case notes • Coroner Report • Bank statements of deceased • ID docs of deceased • Invoices • Remittances • Death Certs 	6 years	End of relevant calendar year of Date of Funeral	Limitation Act 1980	D – automated	Yes for friends and next of kin

<ul style="list-style-type: none"> Deceased property if applicable 					
Air Pollution – EPAIR <ul style="list-style-type: none"> Correspondence/Emails Case notes Nuisance diaries PACE notebook entries Invoices Licences Remittances 	6 years	End of relevant calendar year of Case Closure OR in cases where enforcement is taken when the owner / occupier vacates the property	Limitation Act 1980	D – automated	Yes
Contaminated Land – EPCL <ul style="list-style-type: none"> Correspondence/Emails Case notes Sample results (if applic) PACE notebook entries Site Plan Photographic Evidence 	Permanent	Case Creation	Business Need	P	Yes
Planning Consultation – EPCST <ul style="list-style-type: none"> Correspondence/Emails Case notes Planning Documents Land search results 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Statutory Nuisance (not Noise) EPOSN <ul style="list-style-type: none"> Correspondence/Emails Case notes Diaries 	6 years	End of relevant calendar year of Case Closure OR in cases where enforcement is taken when the	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Air quality samples • PACE notebook entries 		owner / occupier vacates the property			
Pest Control Complaints – EPSCT <ul style="list-style-type: none"> • Correspondence/Emails • Case notes • PCO survey report • PACE notebook entries • Evidence 	6 years	End of relevant calendar year of Case Closure OR in cases where enforcement is taken when the owner / occupier vacates the property	Limitation Act 1980	D – automated	Yes
Private Water Supplies - EPWS <ul style="list-style-type: none"> • Correspondence/Emails • Case notes • Water Sample Data • Invoices • Remittances 	30 years for water supply data 6 years for personal data	End of relevant calendar year of Case Creation	(30 years) Private water supplies (England) regulations 2016 Limitation Act 1980	D	Yes
PACE Notebook	6 years	End of relevant calendar year of from closure of last active case, OR when statutory enforcement action is taken - whichever is later	Limitation Act 1980	D	Yes
PACE Notebook Issue log	6 years	Date book completed	Business Need	D	No

Log of books issued by number					
Bathing Water Quality Testing	0 years	Annual Renewal	Business Need	D	No
Local Air Pollution Prevention & Control <ul style="list-style-type: none"> • Correspondence / Emails • Case notes • Emissions data • Inspection and risk assessment records • Invoices 	6 years	End of relevant calendar year of Date Permit is surrendered or revoked.	Limitation Act 1980	Case is not closed until revocation or surrender. D – automated	Only Yes is complaints from public received All other data business related
All policies: <ul style="list-style-type: none"> • Contaminated Land Policy • Air Quality Strategy etc 	6 years	Date superseded	Limitation Act 1980	D	No
Statutory Reports <ul style="list-style-type: none"> • LAPPC – to DEFRA • PWS – to DWI • Noise – to CIEH 	6 years	Date superseded	Limitation Act 1980	D	No

2.4.4. FOOD AND SAFETY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
RIDDOR Accident – CACC (IP Over 18) <ul style="list-style-type: none"> • Accident report • Correspondence/Emails • Investigation report 	3 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
RIDDOR Accident – CACC (IP Under 18) <ul style="list-style-type: none"> • Accident report • Correspondence/Emails • Investigation report 	3 years	End of relevant calendar year of 18 th Birthday of injured person	Limitation Act 1980	D – Manual	Yes
Animal Welfare Complaint/Enquiry – CAW <ul style="list-style-type: none"> • Correspondence • Vet reports • Photographs • Invoices • Remittances 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

Caravan & Tents – Fit & Proper Person – CFPP <ul style="list-style-type: none"> • Application form • References • DBS – (not actual DBS just reference number) • Remittances • Invoices 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Caravan Complaint/Enquiry – CCAR <ul style="list-style-type: none"> • Correspondence • Complaint • Evidence • Inspection • Site Plan 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Food Safety Enquiry/Complaint- CFS <ul style="list-style-type: none"> • Correspondence • Complaint • Inspection • Evidence • PACE notes 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Food Safety Inspection Cases - CFSI <ul style="list-style-type: none"> • Food Registration Form • FHRS (Food Hygiene Rating Scheme) routine inspections • FHRS unannounced inspection • Correspondence • Risk assessment 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Food Hygiene remote assessment 					
Health & Safety Complaint/Enquiry – CHS <ul style="list-style-type: none"> • Correspondence • Complaint info • Inspection • Evidence • PACE Notes 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Health & Safety Routine Inspection – CHSI <ul style="list-style-type: none"> • Correspondence • Complaint Info • Inspection Notes • Evidence • PACE notes 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Infectious Disease – CID <ul style="list-style-type: none"> • Notification from PHE • Correspondence • Sample results • Patient questionnaire 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Licence – Commercial – CLIC Caravan <ul style="list-style-type: none"> • Application • Inspection • Licence Conditions 	6 years	End of relevant year of case closure (Licence is held in Perpetuity for as long as site has planning permission to	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Correspondence • Site Plan • Survey 		operate – after which case is closed)			
Licence – Commercial – CLIC Skin Piercing – Personal Registration	6 years	End of relevant year of Case Closure or Rescind Registration (Held in Perpetuity until individual rescinds registration- after which the case is closed)	Limitation Act 1980	D – automated	Yes
Licence – Commercial – CLIC Skin Piercing – Premises Registration	6 years	End of Relevant year of case closure (Held in Perpetuity unless registration is rescinded due to premises having different use - after which the case is closed)	Limitation Act 1980	D – automated	Yes
Sampling – CSAM <ul style="list-style-type: none"> • Sample submission • Sample results • Correspondence 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Animal Welfare Licence – LICAW <ul style="list-style-type: none"> • Correspondence • Application form • Payment information • Vet reports • DEFRA reports 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes

<ul style="list-style-type: none"> • Evidence • Inspection Notes • Remittances • Invoice • Licences • Licence Conditions 					
SAG Events – LPEN <ul style="list-style-type: none"> • Application/Case • Correspondence • Site Plan • Risk Assessment 	6 years	End of relevant calendar year of Case Closure	Limitation Act 1980	D – automated	Yes
Food Safety Service Plan – Arrangements to Regulate Food Safety	6 years	Date superseded	Limitation Act 1980	D	No
Health & Safety Service Plan	6 years	Date superseded	Limitation Act 1980	D	No
Statutory Returns <ul style="list-style-type: none"> • LAEMS to FSA • LAE1 to HSE • Animal Welfare to DEFRA 	6 years	Date superseded	Limitation Act 1980	D	No

2.4.5. PHYSICAL ACTIVITY AND PARTNERSHIPS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Grant application data – correspondence, advice, and application forms	21 Years	Award of grant	Claw back period of grants may be 21 years	R	Yes
Course application	1 Year	Start of the course	Business Need	D	Yes
Network membership	2 Years	Date Member exits network	Business Need	R	Yes
Hampshire Talented Athlete Scheme records	6 Years	Date athlete leaves the scheme	Business Need	D	Yes
Funding Agreements	10 Years	Award of funding	Financial measurement	R	Yes
All policies: <ul style="list-style-type: none"> Health and Wellbeing Plan 	6 years	Date Superseded	Limitation Act 1980	D	No

2.5. HOUSING MAINTENANCE AND COMPLIANCE

2.5.1. HOUSING MAINTENANCE BUSINESS SUPPORT AND CUSTOMER SERVICES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Business processes – Various	1 year	From date superseded	Business need	D	No
Housing Maintenance knowledge base documentation	0 Years	From date superseded	Business need	D	No
Customer Service Various processes collecting information into various secure systems for varying teams/people. This includes but not limited to names, contact information, medical and criminal offence information.					
Maintenance and Repair Records					
1) Property and repair information	6 years	Disposal/demolition of property	Limitation Act 1980	D	Yes
2) Personal Data – with effect from 1 st December 2022	6 years	End of tenancy	Business need	D	Yes
3) Contractor Completion documentation and inspection reports	6 years	Disposal/demolition of property	Limitation Act 1980	D	Yes

Resident Communication for Maintenance and Repair documents	6 years	End of tenancy	Business need	D	Yes
1) Gas	6 years	End of tenancy	Business need	D	Yes
2) Electrical					
3) Tenant alterations and improvement	6 years	End of tenancy	Business need	D	Yes
3a) Communication, application containing personal data					
3b) Building safety and installation documentation	6 years	Disposal/demolition of property or alternatively removal of the installation.	Limitation Act 1980	D	Yes
Housing Customer Service Emails	6 Months	From receipt or creation	Business need	D	Yes
Training records	7 years	End of employment	Business need/Limitation Act 1980	D	Yes
Asbestos, COSHH, HAVs, Noise related training records	40 years	End of employment	Business need/Limitation Act 1980	D	Yes
Housing Maintenance Service Policies and procedures	10 years	From date superseded	Business need/common practice	D	No
Performance Data	6 years	End of relevant financial year of data	Business need	D	No

2.5.2. OPERATIONS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Purchase order tracking spreadsheet	1 year	End of relevant financial year	Business need	D	No
Works order documentation including quotes, orders, completion documentation	6 years	End of relevant financial year of date of payment of final invoice	Limitation Act 1980	D	No
Initial service level complaints	3 years	End of relevant financial year of final response.	Business need	D	Yes
RPE Mask inspection (Asbestos – H&S)	40 years	End of relevant financial year of date inspection completed.	Limitation Act 1980	D	Yes
Email Communications pertaining to residents and properties day to management of the service	One month	End of relevant month of final response.	Business need	D	Yes

2.5.3. SUPPLY CHAIN

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Daily Supply Chain Parts spreadsheet	2 days	From date receipt	Business need	D	No

Van stock list through supply chain application	0 years	End of relevant financial year of operative employment ceasing	Business need	D	No
Travis Hire Report	1 week	From date of hire report	Business need	D	No
TP Management report – MI and KPI report Monthly – all stock used	6 years	End of obligation period of contract.	Limitation Act 1980	D	No
Documents relating to successful tender	6 years	End of obligation period of contract.	Limitation Act 1980	D	Yes
Documents relating to unsuccessful tender	2 years	Notification of unsuccessful tender	Best practice	D	Yes
Contracts signed underhand	6 years	End of obligation period of contract.	Limitation Act 1980	D	Yes
Contract signed as a deed	12 years	End of obligation period of contract.	Limitation Act 1980	D	Yes
Purchase Orders	6 years	End of relevant financial year of date of payment	Financial requirement	D	Yes
Subcontractor Order Tracking (Performance)	1 year	End of relevant financial year of date of payment	Business need	D	No
Minor Framework Purchase Trackers	6 years	End of obligation period of contract.	Limitation Act 1980	D	No

2.5.4. VOID PROPERTY MANAGEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Void diary	1 year	End of relevant financial year of date property handover for relet.	Business need	D	No
Void performance data	6 years	End of relevant financial year of data	Business need	D	No
Keys in documentation	6 months	End of relevant month of key return.	Business need.	D	Yes
Void Documents: - Void property inspection report Schedule of works Photographic evidence	6 years	Disposal/demolition of property	Business need	D	Yes
Void Recharges tracker	6 years	End of relevant financial year of invoice date	Financial requirement	D	No
Utility bills	6 years	End of relevant financial year of invoice date	Financial requirement	D	No

2.5.5. HOUSING COMPLIANCE AND ASSET MANAGEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Gas CP12 (Servicing) Certificate	2 years	End of relevant financial year of date inspection completed.	Gas Safe (Installation and Use) Regulations 1998	D	Yes
Boiler Installation packs	6 years	Disposal/demolition of property or alternatively removal of the installation.	Limitation Act 1980	D	No
Water Sampling (Boiler Service)	2 years	End of relevant financial year of date inspection completed.	Common practice	D	No
Solid Fuel Boiler Servicing Documents (Includes service report and DC/81 Solid fuel commissioning and servicing report)	2 years	End of relevant financial year of date inspection completed.	Common practice	D	No
LPG – CP12 Certification (same as CP12)	2 years	End of relevant financial year of date inspection completed.	Gas Safe (Installation and Use) Regulations 1998	D	No
Oil – CD/11 Oil Firing Servicing and Commissioning report	2 years	End of relevant financial year of date inspection completed.	Common practice	D	No

Smoke Detectors Installation paperwork	6 years	Disposal/demolition of property or alternatively removal of the installation.	The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 British Standards BS 5839-6.	D	No
Electrical Condition Report (5-year test certificate)	10 years	End of relevant financial year of date inspection completed	Business need	D	No
Electrical Installation Report	6 years	Disposal/demolition of property	Limitation Act 1980	D	No
Electrical Minor Works Certificate	6 years	Disposal/demolition of property	Limitation Act 1980	D	No
Electrical Part P Certificate – Building Regulations and Compliance Certificate (Notifiable works)	6 years	Disposal/demolition of property	Limitation Act 1980	D	No
Emergency Lighting (Blocks) Contractor testing	6 years	End of obligation period of contract.	Limitation Act 1980	D	No
PAT - Contractor testing	6 years	End of obligation period of contract.	Limitation Act 1980	D	No
Air Source Heat Pump (ASHP) Installs – Various Documents	6 years	Disposal/demolition of property or alternatively removal of the installation.	Limitation Act 1980	D	No
Air Source Heat Pump (ASHP) Service Records	6 years	End of obligation period of contract.	Limitation Act 1980	D	No
ASHP – Eligibility criteria assessment	10 years	End of financial year of date collection of data	Government funding criteria/Audit purposes.	D	Yes

Fensa (Window) Certificates (approved installer scheme)	6 years	Disposal/demolition of property or alternatively removal of the installation.	Building Regulations 2010	D	No
Stock Condition Surveys	6 years	Disposal/demolition of property.	Business need	D	No
EPCs – Energy Performance Certificate	10 years	Date superseded	Business need	D	No
LOLER Insurance Reports	3 years	Date superseded	Limitation Act 1980	D	No
Lift Servicing Records – Lifts and Stairlifts	3 years	Date superseded	Limitation Act 1980	D	Yes
Lift Breakdown Reports	3 years	Date superseded	Limitation Act 1980	D	Yes
Legionella sample testing reporting Contractor portal (Dates only pulled to Asset management system)	5 years	Date superseded	Approved Code of Practice L8	D	No
Automatic Opening Air Vents (AOVs) on block only – Engineer Service Report	3 years	Date superseded	Limitation Act 1980	D	No
Fire Alarm Servicing (6 Monthly) Blocks Only	3 years	Date superseded	Limitation Act 1980	D	No
Fire Alarm Reports – Callout/fault – Blocks Only	3 years	Date superseded	Limitation Act 1980	D	No
Fire Extinguisher Servicing (Annually) Blocks Only	3 years	Date superseded	Limitation Act 1980	D	No
Fire Door Inspections	3 years	Date superseded	Limitation Act 1980	D	No

Sprinklers/Auto Mist System Service Certificates	3 years	Date superseded	Limitation Act 1980	D	No
Building Safety Inspection Reports (Weekly/Monthly)	3 years	Date superseded	Limitation Act 1980	D	No
Weekly fire panel inspection reports	3 years	Date superseded	Limitation Act 1980	D	No
Auto Door Openers (6 Monthly) Service or Work completion Certification	3 years	Date superseded	Limitation Act 1980	D	Yes
Waster Transfer Notes (including asbestos and control substances)	40 years	Date of collection	Control of Asbestos Regulations 2012/ Limitation Act 1980	D	No
Corporate and Housing asbestos registers and associated documents	40 years	Disposal/demolition of property	Control of Asbestos Regulations 2012/ Limitation Act 1980.	D	No
Disrepair claims and all associated documents and communication	6 years	Last hearing/date claim settled/final order	Limitation Act 1980	D	Yes
Project documentation (including property information), contractor correspondence and resident survey responses	6 years/ 12 years if under seal	End of obligation period of contract.	Limitation Act 1980	D	No
Programme of works/Rolling Schedule (not including property information)	1 year	End of financial year of project completion	Business need	D	Yes
Correspondence to tenants	6 years	End of financial year of project completion of required works.	Limitation Act 1980	D	Yes
Decent homes standard rejection of work	6 years	End of tenancy	Limitation Act 1980	D	Yes

Received response from tenants. Variation to specification of work required	6 years	End of financial year of project completion of required works.	Limitation Act 1980	D	Yes
DFG work forms including work content	6 years	End of financial year of project completion of required works.	Limitation Act 1980	D – DFG case file held by Private Sector Housing	Yes
Invoiced – Produce payment certification (PPCC)	6 years/ 12 years if under seal	End of obligation period of contract.	Limitation Act 1980	D	Yes
Sewage work/Septic Tank completion records.	6 years	Disposal/demolition of property or alternatively removal of the installation.	Limitation Act 1980	D	Yes
Cost Floor Memos	2 years	End of financial year of creation of file	Business need	D – Legal case file held by Legal Services	No
Floor plans for properties	6 years	Disposal/demolition of property	Limitation Act 1980	D	No

2.6. ESTATE MANAGEMENT AND SUPPORT

2.6.1. CCTV

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Operational Training Manual.	6 years	Date Manual superseded.	Limitation Act 1980	D	Yes
CCTV Policy	6 years	Date policy superseded	Limitation Act 1980	D	No
DP2 Requests/Logs.	6 years	From the end of the relevant calendar year that request responded to.	Limitation Act 1980	D	Yes
Signing/visitor sign-in sheets	1 year.	From end of relevant calendar year.	Business need.	D	Yes
Emails from CCTV inbox	3 years	End of relevant calendar year of date received/sent.	Business need.	D	Yes
CCTV Systems Management databases.	6 years	End of relevant calendar year of date collected	Business need.	D	Yes
Saved footage	3 months	End of relevant month.	Business need.	D	Yes
CCTV Data	28-30 days	Date collected	Common practice	D	Yes
Internal Viewing requests	6 years	From the end of the relevant calendar year that request responded to.	Limitation Act 1980	D	Yes

Fault Log	3 years	From end of relevant calendar year of date of entry.	Business Need	D	No
BT Circuit References	0 years	Date superseded	Business Need	D	No
Contact Numbers for CCTV Engineers.	0 years	Date superseded	Business Need	D	Yes
CCTV Information, i.e., locations	1 year	Date superseded	Business Need	D	No
Evidential Packages	0 years	Date collected or	Business Need	D	Yes
	1 month	Date of email reminder	Business Need	D	Yes
CCTV signed Movement Logs	6 years	End of relevant calendar year of date signed	Limitation Act 1980	D	Yes
CCTV Guidance sheets - Police Radio, Control Room & Third Parties.	1 year	Superseded by new	Business Need	D	No
CCTV analytics	6 years	From end of relevant calendar year of date of entry.	Business Need	D	No
CCTV templates & forms folder, including - blank template for internal request to review & produce data & data release for 3 rd parties.	0 years	Superseded by new.	Business Need	D	No
CCTV reports folder – DP2 request spreadsheet, CCTV monthly statistics.	3 years	From end of relevant calendar year.	Business Need.	D	No
Rota Folder for Control Room	6 years	From end of relevant calendar year of date of entry.	Business Need	D	No

<p>Training records* for area specific tasks, including:</p> <ul style="list-style-type: none"> • Skills Matrix's • Signed memo of understanding • Checklists <p>*Applies to all areas - CCTV, Appletree Careline & Out of Hours</p>	1 year	From end of the calendar year of member of staff departure	Business Need	D	No
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2.6.2. APPLETREE CARELINE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Appletree Careline Procedures and Guidance.	6 years	Date document superseded	Limitation Act 1980	R	No
<p>Careline Customer Files, including:</p> <ul style="list-style-type: none"> • Installation/Termination • General Correspondence • Contract • Lost/loan pendant agreement • Wristband contract 	6 years	End of service provision to customer.	Limitation Act 1980	D	Yes
Careline Customer Database.	6 years	End of service provision to customer.	Limitation Act 1980	D	Yes

Record Sheets – Ambulance & Welfare	1 year	End of relevant calendar year of date of entry.	Business Need.	D	Yes
Record of Installations & Faults spreadsheet	2 years	End of relevant calendar year of date of entry.	Business Need.	D	Yes
Disaster Recovery Test Records.	1 year	End of relevant calendar year of date completed.	Business Need	D	No
One Community Customer Files.	6 years	End of service provision to customer.	Limitation Act 1980	D	Yes
Fault Correspondence Folder.	3 years	End of relevant calendar year of date completed.	Business Need	D	No
General Correspondence.	3 years	From end of relevant calendar year of date sent/received.	Business Need	D	Yes
Leaflets & Marketing folder including contacts & spreadsheets for distribution.	0 years	Date superseded	Business Need.	D	Yes
Lost/Loan Pendants Records.	1 year	From end of relevant calendar year of date received.	Business Need.	D	Yes
Extra Care Housing Correspondence Folder (Winfrid House, Barfields Court & Gore Grange).	6 years	End of service provision to customer.	Business Need.	D	Yes
Sundry Income correspondence folder includes client information for Installations, Terminations & general enquiries.	3 years.	From end of relevant calendar year of date of entry.	Business Need.	D	Yes
Pro-forma's, Information and Guidance Sheets, to include:	0 years	Date superseded	Business Need.	R	No

<ul style="list-style-type: none"> • Sundry Income Installations & Cancellations • Adult Concern guidance • GDPR Info guidance • Install guidance 					
Installation & Cancellation spreadsheets - annual	3 years	From end of relevant calendar year of date of entry.	Business Need.	D	Yes
Community Alarm Cost Codes & Income Codes sheets	1 year	From end of the calendar year of date superseded	Business Need.	D	No
Careline Fault information spreadsheets & Faulty Returns Forms.	3 years	From end of relevant calendar year of date of entry.	Business Need.	R	Yes
One Community Volunteers Contacts	0 years	Date superseded.	Business Need.	D	Yes
Record of consent spreadsheet	0 years	Date of consent.	Business Need.	D – entry deleted upon consent & recorded on Careline Database.	Yes
Disaster Recovery (DR) team guidance.	3 years	From end of relevant calendar year superseded	Business Need.	R	No
Downloading Community Alarm Guidance.	0 years	Superseded by new.	Business Need.	R	No
Stock Folder – Stock Take & Control spreadsheets.	3 years	From end of relevant calendar year of date of entry.	Business Need.	R	No

2.6.3. OUT OF HOURS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Rota's for call out, including: <ul style="list-style-type: none"> • Housing Maintenance • Homelessness • Building Control • Engineering Services 	0 years	Superseded by new.	Business Need.	D – record held by other services.	Yes
Templates, Guidance & Information sheets, including: <ul style="list-style-type: none"> • OOH's guidance sheet • Lift Repairs guidance • Directory of flats • Forest map guidance • Raising Repairs on Uniclass guidance • Lone Worker usage document • Appletree Property Lettings (APL's) tenancy information. • Hordle Cliff padlock codes • Beach hut owners 	0 years	Superseded by new.	Business Need.	D	Yes
Private Sector Leasing documents, including:	1 year	Superseded by new.	Business Need.	D	No

<ul style="list-style-type: none"> • Appletree Property Lettings (APL's) guidance. • Private Sector leasing responsibilities 					
<p>Guidance sheets, including:</p> <ul style="list-style-type: none"> • Declaring an emergency • Building Control • Dogs left in cars • Dog Wardens • ICT Emergencies • Homelessness • Lone Worker Instructions • Operational guidance • NFDC Alarm Monitoring Guidance • Disaster Recovery • Loss of Network • Radio use for fire alarms ATC 	1 year	Superseded by new.	Business Need.	D	Yes
<p>Emergency contact lists, including:</p> <ul style="list-style-type: none"> • Team Contact List • Service Managers • Key Holders List • Emergency Planning Contact List 	0 years	Superseded by new.	Business Need.	D	Yes
<p>Blank Template Forms, including:</p> <ul style="list-style-type: none"> • Daily Checks for Operators • Radio Sign in/out forms 	0 years	Superseded by new.	Business Need.	D	No
Warning Markers folder – back-up copy	0 years	Superseded by new.	Business Need.	D	Yes

2.6.4. ESTATE MANAGEMENT AND TENANCY ACCOUNTS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
<p>Tenancy File:</p> <ul style="list-style-type: none"> • Verification/ nomination paperwork • Tenancy Agreement • Sign up paperwork • Consent forms/ consent cards/ forms of authority • Correspondence – tenant, third party and agency • Wellbeing documents – PEEPs/ medical information/ safe and well checks • Memos/Action Notes • Fixed term review papers • Access requests/ statutory checks • Property inspection documents/ photographs • Succession/ Assignment/ Exchange paperwork • Nuisance documents • Legal instructions/ referrals/supporting documents <p>etc</p>	6 years	End of tenancy	Limitation Act 1980	D	Yes

Rent information: <ul style="list-style-type: none"> - income/ expenditure forms - Payments - Benefit payments - Repayment agreements - Applications for Discretionary Housing Payments, Household Support Fund, Housing Benefit Claims/ Universal Credit correspondence / letters / award notices - Letters / emails sent and received - Benefit payments - Repayment agreements - Advice and support <p>etc</p>					
Tenancy Account: Court Files - possession hearings including application / witness statements / letters & correspondence / Particulars of claim / pleadings / Equality Impact Assessments	6 Years	Date of last hearing	Limitation Act 1980	D	Yes
Policies, for example: <ul style="list-style-type: none"> • Tenancy • Anti-Social Behaviour • Introductory Tenancy • Tenancy Account 	6 Years	Date policy superseded	Limitation Act 1980	D	No
Internal Procedures	6 Years	Date superseded	Limitation Act 1980	D	No

Voids monitoring document	1 year	End of relevant financial year	Business need	D	Yes
Private Sector Lease inspection schedule	0 years	Date property removed from stock	Business need	D	Yes
Introductory Tenancy inspection schedules	0 years	Date converted/ ended	Business need	D	Yes

2.6.5. COMMUNITY SAFETY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Safer New Forest Strategy & Delivery Group agendas and minutes	3 years	Date superseded	Business need	D	No
Strategic Assessments	6 years	Date superseded	Business need	D	No
Partnership Plans	6 years	Date superseded	Business need	D	No
Work undertaken on the partnership priorities (Safer New Forest Strategy & Delivery Group minutes)	3 years	Date superseded	Business need	D	No

Safeguarding referrals	6 years	Date of the safeguarding concern report	Business need	D	Yes
Domestic homicide reviews files -correspondence, terms of reference, reports	6 years	Date signed off by Home Office	Business need	D	Yes
Domestic homicide reviews – Executive summary and published reports	6 years	Date of publication	Business need	D	No but there is a possibility of indirect identification.
Traveller welfare assessments	3 years	Date of assessment	Business need	D	Yes
Safeguarding Policy	6 years	Date superseded	Limitation Act 1980	D	No
Training materials Level 1 Level 2	6 years	Date superseded	Business need	D	No
Level 2 Safeguarding training records	6 years	Date of training	Business need	D	Yes
Templates	0 years	Until no longer required	Business need, ongoing updated	D	No
Minutes from external meetings chaired by NFDC i.e. MARM, Multi-agency meetings	6 years	From the date case is closed or last interaction.	Business need	D	Yes
Missing Exploited and Trafficked children's log	6 months	From receipt of the email from Children's Services	Business need, the central log is held by	D	Yes

			HCC Children's Services.		
Drug Related Harm Forum documents	1 year	From receipt of the email from Hampshire Constabulary	Business need, the central log is held by Hampshire Constabulary	D	Yes
Tactical Planning Meeting documents	1 year	From receipt of the email from Hampshire Constabulary	Business need, the central log held by Hampshire Constabulary.	D	Yes
HCC Prevent Board agenda and minutes	1 year	From date of email	Business need, the central records will be held by HCC	D	Yes
HCC Channel Panel documents (VAF)	1 month	When the local counter terrorism channel panel closes the case	Business need, the central records will be held by HCC	D	Yes
Community Safety Casework -correspondence, documents, community diaries, notifications, referrals etc.	7 years	From the date case is closed or last interaction	Business need	D	Yes
Community Safety Casework irregular correspondence/one off enquiries	1 year	From the date case is closed or last interaction	Business need	D	Yes
Correspondence into the Safer New Forest inbox forwarded to other departments to action	1 year	Date of the last correspondence	Business need	D	Yes

Unauthorised encampment log	6 years	From the end of relevant calendar year	Business need	D	No
Single non-emergency notification (101) singular report	3 months	Singular from date of receipt	Business need	D	Yes
Community Trigger log	6 years	From the end of relevant calendar year	Business need	D	Yes
Closure Order log	6 years	From the end of relevant calendar year	Business need	D	Yes
Hampshire Safeguarding Children Partnership case reviews	6 years	Date signed off by Hampshire Children Safeguarding Partnership	Business need	D	Yes
Hampshire Adult Safeguarding Board case reviews	6 years	Date signed off by Hampshire Adults Safeguarding Board	Business need	D	Yes
Nomination form to the Community Safety Intervention and Support Officer	6 years	From the end of relevant calendar year	Business need	D	Yes
Log of nominations to the Community Safety Interventions and Support Officer	6 years	From the end of relevant calendar year	Business need	D	Yes
NFDC Modern Slavery Statement	6 years	Date superseded	Business need	D	No
New Forest District Council's Guide & Policy to Supporting Employees Experiencing Domestic Abuse	6 years	Date superseded	Business need	D	No
Domestic Abuse Forum agenda and minutes	3 years	Date superseded	Business need	D	No

Accident stats	6 years	From the end of relevant financial year	Business need	D	No
Animal accidents log	6 years	From the end of relevant financial year	Business need	D	No
Speed device deployments log	6 years	From the end of relevant financial year	Business need	D	No
Risk Assessments	3 years	From the end of relevant financial year	Business need	D	No
Equipment inventory for speed devices	0 years	Disposal of equipment	Business need	D	No
Sim card renewal dates log	6 years	From end of relevant financial year.	Business need	D	No
Licenses for speed deployments between HCC & NFDC	6 years	From end of arrangement	Limitation Act 1980	D	No

2.7. HOUSING STRATEGY AND DEVELOPMENT

2.7.1. SITE AND SCHEME DEVELOPMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Site/property marketing & sales information	6 years	Date received	Business need	R-if site/development still live, otherwise destroy	No
Sites not progressed	0 years	Decision made		D	
Housing development flyer (marketing)	0 years	Date superseded	Business need	D	No
Site/Project concept appraisals	6 years	Completion of project	Audit & compliance Business need	D	No
Report on Title	6 years	Completion of project	Audit & compliance	D/ Record retained by Legal	No
Copy of land transfer & deed/lease agreement or licence	6 years	Completion of project	Legal/audit compliance	D/Record retained by Legal	No

Copy of purchase contract	6 years	Completion of project	Legal/audit compliance	D/Record retained by Legal	No
Sales completion statement/certificate	6 years	Disposal of final property within scheme	Legal/audit compliance	D	No
Site plans	6 years	Disposal of final property within scheme	Business need	D	No
Valuation report	6 years	Completion of project	Audit and compliance	D	Yes
Financial appraisals Key stage appraisals	6 years	Completion of project	Business need/audit compliance	R	No
Copy of Investment/acquisition/project reports & Project approval	6 year	Completion of project	Business need/monitoring & reporting purposes	D/ Member & EMT retained by Democratic Services	No
Internal consultations and approvals schedule	6 years	Completion of project	Business need/audit compliance	D	No
Consultant selection and appointment, including fee quotes, appointment letters, contracts & agreements	6 years	Completion of project	Legal/audit compliance	D	Yes.
Copies of consultants/contractor's insurance	15 years	Completion of works/date of insurance	Liability period ends	D	Yes
Authorised purchase and work orders/invoices	6 years	Completion of the project	Audit compliance/business need	D	No

Planning applications – including consent and discharge of conditions and consent to demolish	0 years	Disposal of final property within scheme	Audit compliance/business need	D/ Retained centrally by LPA	No
Party wall certificate	0 years	Disposal of final property within scheme	Audit compliance/business need	D	No
Site/project consultant reports e.g. site surveys, ecology reports Where reports become superseded, previous reports should be reviewed on completion of the project and retained or destroyed	6 years	Disposal of the final property within scheme	Legal/ audit compliance/Business need/ end of liability	D	Yes
Structural survey	0 years	Disposal of final property within scheme	Audit compliance/business need	D	Yes
Public/stakeholder consultation documentation	6 years	Completion of the project	Audit compliance/business need	D	Yes
Nitrate/phosphate calculation	6 years	Completion of project	Business need	D/ Record retained by LPA	No
Build/development contract, including tender package & tender returns	6 years	Disposal of final property within scheme	Audit & compliance	D/ Record retained by Legal	Yes
Contract management including, contract sum analysis, valuations and payment	15 years	Completion of project	Business need/audit compliance	D	Yes

certificates, site meeting minutes, snagging					
Scheme risk assessment	2 years	Completion of project	Audit & compliance	D	No
Building regulation certificate	0 years	Disposal of final property within scheme	Legal/audit & compliance	D	No
Building Warranty (i.e. NHBC)	15 years	Date of certificate	Audit & compliance /business need	D	No
Practical completion certificate		Disposal of final property within scheme	Audit & compliance/business need	D	No
Fire safety assessment	0 years	Date superseded	Business need/audit & compliance	R	No
Copy rent & service charge schedule	5 years	Completion of project	Audit & compliance	D	No
Copy Plot/postal address schedule	5 years	Completion of project	Audit & compliance	D	No
Copy of Handover schedule:- Home users guides, meter readings, utilities schedule	2 years	Completion of project	Audit & compliance	D/Copy of information retained by tenancy management	Yes
Copy of Health & safety file	5 years	Completion of project	Audit & compliance	D/Record retained by Housing Maintenance	No
Copy of O & M manual	5 years	Completion of project	Audit & compliance	D/Record retained by	No

				Housing maintenance	
Defects contact list/monitoring spreadsheet	1 year	End of defects period	Business need	D	Yes
Copy of Management Agreements	1 year	Completion of project	Audit compliance	D/Record retained by Housing Management	Yes
Copy of Fire strategy for individual properties	1 year	Completion of project	Business need	D/Record retained by Housing Management	No
Grant applications	12 years	Disposal of property	Business need/audit compliance	R	No

2.7.2. STRATEGY, POLICY AND PROGRAMME

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Housing Strategy	6 years	Date superseded	Business need	D	No
Housing development plan	6 years	Date superseded	Business need	D	No
Policy including Shared ownership policy & Affordable Rent Policy	6 years	Date superseded	Business need	D	No
Wayfarer contract	6 years	End period of obligation	Limitation Act 1980	D	No

Homes England contract	6 years	End of period of obligation	Limitation Act 1980	D	No
Development programme risk assessment	6 years	Date superseded	Business need	D	No
Procedure notes	0 years	Date superseded	Business need	D	No
Wayfarer audit checklist & guidance	6 years	Date superseded	Business need	D	No
Wayfarer AHP claims proforma	6 years	Date superseded	Business need	D	No
Policy & White Paper consultation responses	2 years	From the date submitted	Business need	D	No
Strategy data & research	0 years	Date strategy superseded	Business need	D	No

2.7.3. SHARED OWNERSHIP

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Shared ownership -Guidance	6 years	Date superseded	Business need	D	No
Shared ownership- Interest List (SOIL)	0 years	Two years after entry on list	Business need	R	Yes
Shared ownership – Interest List application form (template)	0 years	Date superseded	Business need	D	No
Completed forms	0 years	Date information transferred to interest list	Business need	D	Yes

Shared ownership- application forms (template)	0 years	Date superseded	Business need	D	No
Shared ownership – application forms completed unsuccessful	0 years	Completion of sale	Business need	D	Yes
Shared ownership- application forms completed successful and supporting documentation	6 years/12 years if under seal	Expiry of lease	Audit & compliance/Limitation Act 1980	D	Yes
Shared ownership scheme Market Appraisal	6 Years	Disposal of final property within scheme	Audit & compliance	D	No
Shared ownership scheme Marketing Plan and scheme marketing materials including sales brochure	6 years	Last sale	Audit & compliance/business need	D	No
Shared ownership -sales Contract & lease	12 years	Date of sale/expiry of lease	Limitation Act 1980	D/record retained by Legal	Yes
Memorandum of sales & staircasing	6 years	Date of sale/expiry of lease	Limitation Act 1980	D	Yes
Disclosure of Interest Form	6 years	Date of sale/expiry of lease	Limitation Act 1980	D	Yes
Shared ownership- Eligibility assessment	0 years	Expiry of lease	Audit & compliance/business need	D	Yes
Shared ownership- Appointment & Instruction to Solicitors	0 years	End of lease or sale of property	Audit & compliance/business need	D	Yes

Shared ownership-Home Information Packs & Handover and key Schedule	0 years	End of lease	Business need	D	No
Shared Ownership - Leaseholder Review Questionnaire	6 years	Date of review	Business need/audit & compliance	D	Yes
Shared ownership -Delivery & sales risk assessment	6 years	Date superseded	Business need	D	No
Shared ownership -Service Level Agreement (FA)	12 years	Date of agreement	Limitation Act 1980	D	No
Shared ownership – Ownership schedule	0 years	Date property sold	Business need	D	Yes

2.7.4. ENABLING

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Enabling- Housing Needs surveys & reports	15 years	Date of report	Business need	R	Yes (only where completed by NFDC)
Enabling- Local housing needs survey Core Principles	6 years	Date superseded	Business need	D	No

Enabling – Schedule of Rural Housing Register & Help to Buy application figures	5 years	Date of review prepared	Business need	R	No
Enabling- Housing Need enquiry figures	2 years	Date of report	Business/reporting need	R	No
Enabling- Planning consultation & appeals responses	6 years	Date of application/appeal decision	Business need/ to enable review	D/Record retained by LPA	No
Enabling- Rural/Community-led meeting agendas, minutes & notes	6 years	Date of meeting	Business need	D	Yes
Enabling – Community-led Housing Fund guidance	6 years	Date superseded	Business need	D	No
Enabling – Community-led Housing Fund application forms Grant agreements/grant award letters	12 years	Completion of grant period	Limitation Act 1980	D	Yes
Enabling- Community -led Housing Fund financial monitoring spreadsheet	6 years	Date no longer required	Business need/ audit	D	No
Enabling- Housing delivery & pipeline schedule	6 years	Date no longer required	Business need/reporting purposes	D	No
Enabling – Government Housing returns & background data	12 years	Date of submission	Business need	D	No
Enabling -Site and development registers e.g. Brownfield site review	6 years	Date no longer required	Business need	D	No

2.8. HOUSING OPTIONS, RENTS, SUPPORT AND PRIVATE SECTOR HOUSING

2.8.1. BUSINESS DEVELOPMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
HRA Statistical Spreadsheet	10 Years	End of relevant financial year of date of entry	Business Need – Information Centrally reported quarterly (Delta)	D	No
Correspondence in outlook mailboxes– incoming and sent emails <ul style="list-style-type: none"> • Housing Business • Garages • Rent Advance 	3 months	End of relevant month of date received / sent date	Business need / records relevant to a particular case will be saved to relevant file	D	Yes
Right to Buy Files <ul style="list-style-type: none"> • RTB1 • RTB2 • Correspondence • Completion Emails • Cost Floor Memos • Withdrawn Memos 	12 Years	Date of sale	Business Need	D	Yes
Register of Right to Buy Applications	1 year	End of relevant financial year of date of completion	Business Need	D	Yes

Garage Application forms (Paper and online forms)	1 Year	Date received	Business Need	D	Yes
Garage Licence Documents GL1 Letter GL2 Letter NTQ Letter MR Letter Disposal of contents Licence agreement Correspondence	6 Years	After End of licence	Limitation Act 1980	D	Yes
Performance Monitoring Documentation	10 Years	End of relevant financial year of date created	Business Need	D	No
CoRe Forms	1 Year	Once form has been uploaded to central government website	Business Need – Return can be accessed via the Central Governments Website (DELTA)	D	Yes
National Fraud Initiative Spreadsheet	0 Years	Date submitted to Corporate Fraud and Compliance Officer	Business need – Retained centrally by Corporate Fraud and Compliance	D	Yes
Annual Rent uplifts Rent increase letters	6 years	End of Tenancy	Limitation Act 1980 – Added to tenancy	D	Yes

Leasehold Service Charge Maintenance Cost spreadsheet	6 Years	End of relevant financial year	Business need	D	Yes
Leaseholder File Service Charge increase letters Landlord and Tenant Act 1985 Service Charge Documentation S20 Consultation Demands Correspondence	12 Years	End of Lease	Limitation Act 1980	D	Yes
Local Authority Housing Statistics	1 Year	Once form has been uploaded to central government website	Business Need – Return can be accessed via the Central Governments Website (DELTA)	D	No
National Register of Social Housing (NROSH)	1 Year	Once form has been uploaded to central government website	Business Need – Return can be accessed via the Central Governments Website (NROSH)	D	No
Dwelling Records Spreadsheet	1 Year	End of relevant financial year	Business Need	D	No
Procedures, Templates	2 Years	Date superseded	Business Need	D	No

2.8.2. RESIDENT INVOLVEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
New Tenant Survey Mailing list	1 Year	End of relevant financial year that survey is sent	Business need	D	Yes
Survey responses – Details of the responder kept for contact purposes.	1 year	End of relevant financial year of date of receipt	Business need	D	Yes
Prize winning list – Love2shop vouchers distribution list These are given to competition winners, RI members etc.	2 years	End of relevant calendar year prize sent	Business need	D	Yes
Tenant Involvement Group (TIG) Contact database	0 Years	Member leaves the TIG Group	Business need	D	Yes
Resident Approved Panel (RAP) Contact database	0 Years	Member leaves the RAP group	Business need	D	Yes
Void Property Visits Condition/Observation report	1 year	End of relevant calendar year	Business need	D	Yes
TIG/RAP Agenda/Minutes	6 Years	Date of meeting	Business need	D	Yes

2.8.3. HOMELESSNESS AND SUPPORT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Homelessness application documents: <ul style="list-style-type: none"> • application form • supporting verification documents • correspondence • reviews • records relating to Landlords/ Letting Agents/ taxi companies/ storage and removal companies/ charities/ advocates • correspondence/ referrals 	2 years	2 years of inactivity on Removed / Closed files	Business Need	D	Yes
Emergency accommodation and landlords contact records.	Permanent	Date of creation	Business Need: Attached to applicant files forming part of history.	P	Yes

	0 years for contact email and telephone number and individual names.	No longer using landlord and no intention to use again in the future.	Business Need	D	Yes
Log of taxi use for applicants, taxi company, dates etc	2 years	End of relevant financial year after case closed	Business Need	D	Yes
Log of removals and storage for applicants, removal company, dates etc	2 years	End of relevant financial year after case closed	Business Need	R – check for monies owed to the Council	Yes
Log of Private Rented Sector Scheme applicants, names, addresses, loan amounts, agent, landlords	6 years	End of relevant financial year after; Case closed / paid back in full / tenancy ended / deposit resolved.	Financial requirement	D	Yes
Homelessness staff rota – Out of Hours and Annual Leave request.	12 months	After the last date	Business Need	D	Yes
Homelessness Rota - NOK and mobile numbers for staff	0 years	When a member of staff has left	Business Need	D	Yes
Log of Reviews	0 years	Once decision is made	Business Need	D	Yes

Emergency Accommodation working list/ current and rebooking information.	0 years	Date applicant leaves emergency accommodation	Business Need	D	Yes
Temporary Accommodation nominations	0 years	Once tenancy commences	Business Need	D	Yes
Log outstanding tasks for NFDC non secure accommodation	0 years	End of relevant financial year after non secure tenancy end date	Business Need	D	Yes
General correspondence in outlook mailboxes– incoming and sent emails <ul style="list-style-type: none"> • CB4US • Homelessness 	6 months	End of relevant month of date received / sent	Business need / records relevant to a particular case will be saved to relevant file	D	Yes

2.8.4. HOMESearch

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Homesearch application documents -application form and supporting verification documents	1 year	1 year of inactivity on Removed / Housed files	Business Need	D	Yes

Homesearch Advertised Properties list	Permanently	Date entered	Business Need	P	No
Current Allocation Logs: <ul style="list-style-type: none"> • Exception cases e.g. direct lets, management moves • Extra Care waiting list • Joint working log • Housing Register applicants and dwelling assessments 	1 month	Once housed or no longer required / involved	Business Need	D	Yes
Fixed Term Tenancies review log	1 year	Once new tenancy has commenced	Business Need	D	Yes
Housing Register Allocation Policy	6 years	The date it is superseded	Business need/ complaints and reviews – legal obligation	R	No
General correspondence in outlook mailboxes– incoming and sent emails <ul style="list-style-type: none"> • Housing options • Allocations • Extra Care 	6 months	End of relevant month of date received / sent date	Business need / records relevant to a particular case will be saved to relevant file	D	Yes

2.8.5. PRIVATE SECTOR HOUSING

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Empty residential property case files: Correspondence, photographs, land registry documents, notices, inspection notes etc	6 years	Date case closed	Limitation Act 1980	R	Yes
Housing standards (including public health) property case files: Correspondence, photographs, land registry documents, notices, inspection notes etc	6 years	Date case closed	Limitation Act 1980	D	Yes
Energy Efficiency case files Correspondence, photographs, land registry documents, notices, inspection notes, EPC etc	6 years	Date case closed	Limitation Act 1980	D	Yes
Central government grant funding projects documentation (partner/ consortium arrangements)	1 year	End of grant scheme	Business Need	D	No

Central government grant funding projects documentation (NFDC lead authority)	6 years	End of relevant financial year of date of end of grant scheme	Financial requirement/ business need	D	Yes
Houses in Multiple Occupation mandatory licensing case files: Correspondence, photographs, land registry documents, notices, inspection notes, gas/ electric/ EPC/ fire risk assessments etc	6 years	Expiry of Licence	Limitation Act 1980	D	Yes
Houses in Multiple Occupation (un licensable) case files: Correspondence, photographs, land registry documents, notices, inspection notes, gas/ electric/ EPC/ fire risk assessments etc	6 years	Date case closed	Limitations Act 1980	D	Yes
Houses in Multiple Occupation (enforcement) case files: Correspondence, photographs, land registry documents, notices, inspection notes, gas/ electric/ EPC/ fire risk assessments etc	6 years	Date case closed	Limitations Act 1980	D	Yes
Policies/ Procedures	6 years	Date superseded	Limitations Act 1980	D	Yes
Template application forms/ letters	0 years	Date updated	Business need	D	No
Private Sector Leasing (PSL) Property case files:	6 years	Date property returned to owner	Limitation Act 1980	D	Yes

Correspondence, lease agreements, schedule of conditions, photographs, land registry documents, gas/ electric/ EPC, asbestos documentation, bank details, invoices					
Log of PSL rent payments to property owners	6 years	End of applicable financial year	Financial requirement	D	Yes
Standard lease agreement	12 years	Date superseded	Business need	D	No
Mandatory Disabled Facilities Grant (DFG) case files: Correspondence, application form, financial evidence, medical evidence, property inspection notes, plans, photos, invoices/ payments to contractors, land registry documents, local land charge correspondence	10 years	Date case closed	Housing Grants, Construction and Regeneration Act 1996	R- retain if land charge on property to be enforced	Yes
Discretionary grant funding (Regulatory Reform Order 2002): Correspondence, application form, financial evidence, medical evidence, property inspection notes, plans, photos, invoices/ payments to contractors, land registry documents, local land charge correspondence etc	10 years	Date case closed	Business need	R- retain if land charge on property to be enforced	Yes
Home repair loan case file:	6 years	Date case closed	Limitation Act 1980	D	Yes

Correspondence , application, assessment, inspection notes, plans, photographs etc					
Home repair loan governance documentation	6 years	End of relevant financial year of end of period of obligation in contract	Limitation Act 1980	D	Yes
Stillwater Park case files Correspondence, written statement, photographs	6 years	Termination of written statement	Limitation Act 1980	D	Yes
Stillwater Park general files	6 years	Disposal of land	Business Need	D	Yes

3. CORPORATE RESOURCE AND TRANSFORMATION

3.1. FINANCE

3.1.1. BANKING

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Contract documentation - Cash collection contract / banking contract / PO cards contract /	12 years (under seal)	From the end of the period of obligation under the contract	Limitation Act 1980	D	Yes

Merchant services contract / tender documentation	6 years (under signature)				
Contract documentation (unsuccessful) - Unsuccessful tender responses	6 months	From the date of contract award	Business Need	D	Yes
Treasury management NPA - Authorisation / supporting documentation / lenders confirmation	6 years	From the end of the financial year from the end of investment/loan	Limitation Act 1980 / Financial Requirement	D	No
Treasury management reconciliation - Authorisation / supporting documentation / correspondence / payment requests	2 years	From the end of the financial year to which the records relate	Business Need	D	No
Treasury Management - All records relating to the investment of local authority funds / supporting documentation / correspondence / transaction reports	6 years	From the end of the financial year from the end of investment	Limitation Act 1980 / Financial Requirement	D	No
Treasury management SLA - NPA & HCC	6 years	From the end of the financial year of the date service agreement expires	Limitation Act 1980	D	Yes
Cash collection - Correspondence / review meetings / action plans / KPI's / driver lists	6 years	From the last action on the contract	Limitation Act 1980	D	Yes
Banking general	6 years	From the last action on the contract	Limitation Act 1980	D	No

- Review meetings / general correspondence / KPI's					
Online Banking Payments - Payment requests / authorisation / transfer requests	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes
Online Banking Access - Access requests / termination requests / access reviews	2 years	From when access is terminated	Business Need	D	Yes
Bank account reconciliation - Authorisation / supporting documentation / card payment reports / cash collection reports	2 years	From the end of the financial year to which the records relate	Business Need	D	No
Bank statements	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Income received - Import files / remittance advices / universal credit files / bailiff reports / direct debits / receipts - Primary documents supporting a payment to the Council, including receipt books, copy receipts, cash register till rolls, etc.	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes

Income issues - Unpaid DD's / indemnity claims / chargeback requests / general correspondence / fraudulent activity / returned cheques / returned BACS / discrepancies	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes
Suspense account - General correspondence / reallocation details / remittance advices / returns / write offs	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Refunds - Requests / authorisation / receipts	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Merchant services - General correspondence / discrepancies / invoices / support / card payments report	6 years	From the end of the financial year to which the records relate	Business Need	D	Yes
Merchant services access - Access requests / termination requests / access reviews	2 years	From when access is terminated	Business Need	D	Yes
Card payments reconciliation - Supporting documentation / card payment reports	2 years	From the end of the financial year to which the records relate	Business Need	D	No

General banking queries - Payment queries / transfer requests / general correspondence	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Petty Cash - Authorisation / petty cash request slips	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
PCI DSS - Accreditation / support / general correspondence / advice					Yes
Policies & Procedure - Policies / procedure notes / templates / advice	3 years	From when they are superseded	Business Need	D	No
Authorised fees and charges	2 years	From the end of the financial year to which the records relate	Business Need – Original held by Democratic Services	D	No

3.1.2. ACCOUNTS PAYABLE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Suppliers	6 years	From the end of the financial year of the last payment to the supplier	Financial Requirement	D	Yes

- New supplier requests / bank account changes / change of details / general correspondence					
Payments - Invoices / payment requests / supporting documentation / authorisation / remittance advices / BACS returns / unpaid cheques / stop cheque requests / BACS Report - Summary of payments – bank accounts list / BACS runs	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes
Cheque Printing - Reports / remittance advices / correspondence	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Payment transfers - BACS memos / transfer requests / DD transfers / salaries	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Construction Industry Scheme - Monthly submissions / CIS invoices / supplier verification checks	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes
Domestic Reverse Charge - Advice / general correspondence	6 years	From the end of the financial year to which the records relate	HMRC – Compliance Handbook Manual CH15400	D	Yes
National Fraud Initiative	2 years	From the date of review	Business Need – Original held by	D	Yes

- Reports submitted / correspondence / changes made / NFI results / reviews			Corporate Fraud & Compliance Officer		
Transparency - Published reports / supporting documentation / working papers	2 years	From the end of the financial year to which the records relate	Business Need – Original retained centrally by Information Governance team	D	No
Government Procurement Card (GPC) - Access requests / authorisation / termination requests / application files / conditions of use / correspondence / queries / advice	2 years	From when access is terminated	Business Need	D	Yes
Purchase Coordinators - Access requests / authorisation / termination requests / correspondence / queries / advice	2 years	From when access is terminated	Business Need	D	Yes
Monthly Payment Performance - Prompt payment reports / Invoices without workflow / monthly stats	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Policies & Procedure - Policies / procedure notes / templates / advice	3 years	From when they are superseded	Business Need	D	No
General queries - Correspondence / advice	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes

3.1.3. ACCOUNTANCY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
External Audit Audit reports / working papers / general queries / correspondence	6 years	From the end of the financial year to which the records relate	Business Need	D	Yes
Purchase Orders - Requisitions for goods/services / purchase order	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	No
Feeder systems reconciliations - Council Tax, Business Rates, Accounts Receivable, Accounts Payable, Rents, Payroll	2 years	From the end of the financial year to which the records relate	Business Need	D	No
Asset Register (CIPFA IPF)	6 years	From the end of the financial year of the date asset sold/destroyed	HMRC – Compliance Handbook Manual CH15400	D	No
Asset Management - Budgeting / year end working papers	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	No
Disposal of Assets	6 years	From date asset sold/destroyed	Limitation Act 1980	D	No

- Acquisition records / sale / disposal records	12 years (land)				
VAT & other HMRC info <ul style="list-style-type: none"> - VAT return - Options to tax and Land & Property - Partial Exemption - SDLT - Capital Goods Scheme 	6 years 20 years 6 years 6 years 10 years	From the end of the financial year to which the records relate	VAT Notice 700/21 (6 years). VAT Notice 742A (20 years). VAT Notice 706/2 (10 years)	D	No
Loans / Mortgages / Equity issued by the Council, including those related to Appletree Properties	6 years	From the end of the financial year of the end date of the contract	The National Archives Retention Schedule: Contractual Records	D	Yes
Policies & Procedure <ul style="list-style-type: none"> - Policies / procedure notes / templates / advice - Including accounting procedures for carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies 	6 years	From the end of the financial year of the date procedures are superseded	HMRC – Compliance Handbook Manual CH15400	D	No
Final Accounts <ul style="list-style-type: none"> - Published final annual corporate accounts 	Permanent		Historical Record	P	No

- Including consolidated accounts with Appletree Properties					
Final Accounts - Working papers	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Budgets - All records relating to the creation and implementation of the annual budget for the council / departmental budgets / partnership budgets including working papers / estimates / supporting documentation / correspondence	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Budget Monitoring - Monitoring and reporting on annual and departmental budgets	6 years	From the end of the financial year to which the records relate	Financial Requirement	D	Yes
Internal Audit (NFDC) - Working papers / supporting evidence / final reports / advice	6 years	From the end of the financial year to which the records relate	Local Government Finance Act 1992	D	No
Financial Appraisals	6 years	From the end of the financial year of the date contract awarded	Limitation Act 1980	D	No
Appletree (Wholly owned Companies) - Invoices, including tenancy information - Management accounts	6 years	From the end of the financial year to which the records relate	Financial Requirement / Business Need	D	Yes

<ul style="list-style-type: none"> - Banking records, including credit cards - Deposit scheme - Board reports 					
<p>Collection Fund</p> <ul style="list-style-type: none"> - Working papers / supporting information / calculations / reports 	<p>Permanent – Council Tax</p> <p>15 years – Business Rates</p>	<p>From 1st April 1993</p> <p>From the end of the financial year to which the records relate</p>	<p>LG Inform Plus / Local Government Finance Act 1992</p> <p>Local Government Finance Act 1988</p>	<p>P</p> <p>D</p>	<p>No</p>
<p>Government Returns</p> <ul style="list-style-type: none"> - RA, RO, CER, COR, CPR, WGA, HRA Pooling 	<p>6 years</p>	<p>From the end of the financial year to which the records relate</p>	<p>Financial Requirement</p>	<p>D</p>	<p>No</p>
<p>Main Finance System</p> <ul style="list-style-type: none"> - User access requests / leavers / access changes - Support calls / issue logs 	<p>2 years</p> <p>2 years</p>	<p>From when access removed</p> <p>From when issue/support call resolved</p>	<p>Business Need</p>	<p>D</p>	<p>Yes</p>
<p>Car Park Cash Collection</p> <ul style="list-style-type: none"> - “Counting” audit rolls - Car park machine audit tickets - Daily collection sheets 	<p>6 years</p>	<p>From the end of the financial year to which the records relate</p>	<p>Financial Requirement</p>	<p>D</p>	<p>No</p>

3.1.4. INSURANCE AND RISK

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Employee Liability Claims Correspondence/ Responses and supporting documentation	10 years	Claim Concluded	Business Need (Insurance Tender) & Limitation Act 1980	D	Yes
Public Liability Claims Correspondence/ Responses and supporting documentation Public Liability Claims where injured party is a minor	10 years 28 years	Claim Concluded DOB of minor	Business Need (Insurance Tender) & Limitation Act 1980 Business Need (Insurance Tender) & Limitation Act 1980 For minors, the limitation period commences when the child attains the	D	Yes

			age of 18 years (plus 10 for Insurance Tender requirements)		
Motor Claims Correspondence/ Responses and supporting documentation	10 years	Claim Concluded	Business Need (Insurance Tender) & Limitation Act 1980	D	Yes
Motor Claims where injured party is a minor	28 years	DOB of minor	Business Need (Insurance Tender) & Limitation Act 1980 For minors, the limitation period commences when the child attains the age of 18 years (plus 10 for		

			Insurance Tender requirements)		
Property Claims Correspondence/ Responses and supporting documentation	10 years	Claim Concluded	Business Need (Insurance Tender) & Limitation Act 1980	D	Yes
Cyber and Data Breach Claims Correspondence/ Responses and supporting documentation	10 years	Claim Concluded	Business Need (Insurance Tender) & Limitation Act 1980	D	Yes
Cyber and Data Breach Claims where injured party is a minor	28 years	DOB of minor	For minors, the limitation period commences when the child attains the age of 18 years (plus 10 for Insurance Tender requirements)		
Marine Claims	10 years	Claim Concluded	Business Need (Insurance Tender)		

Correspondence/ Responses and supporting documentation Marine Claims where injured party is a minor	28 years	DOB of minor	& Limitation Act 1980 For minors, the limitation period commences when the child attains the age of 18 years (plus 10 for Insurance Tender requirements)	D	Yes
Claims management database	10 years	End of relevant financial year of date claim concluded	Business Need	D	Yes
Insurers Claims Data	10 years	End of relevant financial year of date received	Business Need	D	Yes
Employer's Liability and Public Liability Insurance Policies/Certificates	40 years	Expiry date of policy	Employers Liability (Compulsory Insurance) Regulations 1998 / Limitation act 1980	R	No
Other insurance policies	10 years	Expiry date of policy	Business Need	R	No
General advice files relating to the management of insurable risk	6 years	Date of last correspondence	Limitation Act 1980	D	Yes
Hampshire Insurance Forum Meetings Minutes and Agendas	6 years	Date of the meeting	Business Need	D	Yes

Broker Advices	0 years	Date Superseded	Business Need	D	No
Annual file relating to council structure, key changes and performance	1 years	Date of renewal for insurance	Business Need	D	No
Risk Management – Strategic Risk Register	6 years	Date Superseded	Business Need	R	No
Risk Management Policy	6 years	Date Superseded	Business Need	R	No
Risk Associated correspondence	6 years	Date of last correspondence	Limitation Act 1980	D	Yes

3.2. ESTATES AND VALUATION

3.2.1. FACILITIES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Survey reports and condition surveys	6 years	Date of disposal of property	Limitation Act 1980	D	Yes
Building plans	6 years	Date of disposal of property	Limitation Act 1980	D	Yes
Insurance policy/ certificates	10 years	Date of expiry of policy	Business need	R	No
Building repairs, maintenance and alterations (properties included are New	6 years	Date of disposal of property	Limitation Act 1980	D	Yes

Milton Town Hall, Ringwood Gateway Lymington Town Hall, ATC and Depots).					Contractor / engineer details
Leisure centre building information. Survey reports/ condition surveys, Building plans, Inventories, Building repairs, maintenance and alterations	6 years	Date of disposal of property	Limitation Act 1980	D	Yes Contractor / engineer details
Public conveniences, chapels and weather shelters documents: <ul style="list-style-type: none">• Fire Risk Assessment• Asbestos Risk Assessment & management plan• Legionella Risk Assessment if applicable – sample testing Records will include schematics of pipe and ducting systems, layouts, room usage, images	6 years 40 years 6 years	Date of disposal of property Date of disposal of property Date of disposal of property	Limitation Act 1980/ business need	D	Yes Contractor / engineer details
Corporate asbestos documents	0 years	Disposal of property	Business need – retained centrally in the corporate asbestos register	D	No
Energy and utilities (also include council housing properties and some data pertaining to Leisure Centres). Also includes solar power generation at some sites.	6 years	Date superseded	Business need	D	No

Meter reads, energy bills, usage data.					
Capital projects/ improvement initiatives as well as reactive repairs.	6 years	Expiry of asset guarantee or removal of installation	Business need	D	No
Policy documents: <ul style="list-style-type: none"> • CDM standard operating procedures • Asbestos • legionella • water risk management • fire safety 	0 years 40 years 6 years 6 years 6 years	Date superseded	Business need/ Limitation Act 1980	D	No
Building cleaning records: <ul style="list-style-type: none"> • Staff rotas • Cleaning schedules • COSHH data sheets for cleaning products • COSHH folder containing historical data sheets i.e. info sheets on product toxicity, ingredients, usage and dosing. 	3 months 3 months 0 years 40 years	End of relevant month of rota Date superseded Date superseded Date created	Business need Business need Business need Limitation Act 1980	D D D D	Yes No No No

Equipment Inventory Records	6 years	Disposal/ removal of equipment	Business need	D	No
Quality Management documents associated with service (KPI's)	6 years	End of period of obligation under contract	Limitation Act 1980	D	No
Service asset management plans and property asset management plans	6 years	Date superseded	Business need	D	No
Record of fire alarms and call-outs for corporate buildings (offices and depots)	3 Years	Date of event	Limitation Act 1980	D	Yes
Service contracts – high level	6 years/ 12 years if under seal	End of period of obligation under contract	Limitation Act 1980	D	Yes
Service contracts – service and maintenance sheets/ meeting minutes/ agendas/ action plans	6 years/ 12 years if under seal	End of period of obligation under contract	Limitation Act 1980	D	Yes
Tender documentation and details of bidding parties	0 years	End of period of obligation under contract	Business need	D – retained centrally by procurement	Yes
Consumables and supplies purchasing receipts	2 months	Date of receipt	Business need	D	No
Meetings/ minutes – Office Health & Safety	3 years	Date of meeting	Business need	D	No
Fire Warden weekly checks	1 year	End of relevant calendar year	Business need	D	Yes
Security records (incidents/reports)	10 years	Date of report	Business need	D	Yes

Guarantees and warranty notes	0 years	When asset no longer in use or guarantee expired	Business need	D	No
Photos of assets, sites	6 years	Asset no longer in use or property disposed of	Business need	D	No

3.2.2. ESTATES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Licence files- information/documents/correspondence	6 Years	Expiry of Final Licence Agreement	Limitation Act 1980	D	Yes
Lease files – information/documents/correspondence	12 years	Expiry of Final Lease Agreement	Limitation Act 1980	D	Yes
Asset Valuations lists/reports/correspondence	12 Years	Sale or other disposal of land	Limitation Act 1980	D	Yes
Purchase Sale & Management records – In Asset Management System (AMS)	12 Years	Sale or other disposal of land	Limitation Act 1980	D	Yes
Rent reviews- information/list/reports/correspondence	12/6 years	Expiry of Final lease/licence Agreement	Limitation Act 1980	D	Yes
Buy Back Property files- information/documents/correspondence	12 years	Sale or other disposal of property	Limitation Act 1980	D	Yes

Land purchase files – information/documents/correspondence	12 years	Sale or other disposal of land	Limitation Act 1980	D	Yes
Right to Buy Valuations- information/documents/correspondence	12 years	Sale or other disposal of property	Limitation Act 1980	D	Yes
Property purchase files – information/documents/correspondence	12 years	Sale or other disposal of property	Limitation Act 1980	D	Yes
Land & Property Sales files (tender docs, conditions/information/documents/correspondence)	12 Years	Sale or other disposal of land/ property	Limitation Act 1980	D	Yes
Template documents	0 years	Replacement with new process note	Business/update requirement	D	No
Customer enquiries – information/documents/correspondence *	6 years	Date of last added correspondence for that matter	Business Need	D	Yes
Management files – information/documents/correspondence *	6 years	Date of last added correspondence for that matter	Business Need	D	Yes
Other general files – information/documents/correspondence *	6 years	Date of last added correspondence for that matter	Business Need	D	Yes

3.2.3. APPLETREE PROPERTIES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
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Tenancy Documents (info/contracts/correspondence) Rent payments	6 years	End of relevant financial year of end of tenancy	Limitation Act 1980	D	Yes
Land Deeds, Property Deeds	12 Years	Sale or other disposal of property	Limitation Act 1980	D	Yes
Unsuccessful tenancy applicant data	6 months	Once application unsuccessful	Business Need	D	Yes
Property Acquisition file (deeds etc)	12 Years	Sale or other disposal of property	Limitation Act 1980	D	Yes
Property maintenance file - <ul style="list-style-type: none"> • Quotes for works – contractors • Correspondence with NFDC maintenance team regarding works • Correspondence with tenants • Schedule of works • Void inspections forms • Gas/ electric safety certificates • Fire risk assessments • Legionella risk assessment • Asbestos reports • Energy performance certificates • Correspondence with developers 	6 years	Sale or other disposal of property	Limitation Act 1980	D	Yes
Utility documents – <ul style="list-style-type: none"> • Correspondence 	1 year	End of relevant financial year of date sent/ received	Business Need	D	Yes

<ul style="list-style-type: none"> • Bills 					
<p>Company Formation Records:</p> <ul style="list-style-type: none"> • Memorandum of association • Certificate of incorporation • Notice of registered office address • Board of directors/ secretaries • Annual returns 	12 years	Dissolution of company	Limitation Act 1980	D	Yes
Company directors' meetings (agenda/minutes) including AGM	10 years	End of relevant financial year date of meeting	Companies Act 2006	D	Yes
Company Accounting records	3 years	End of relevant financial year of date made	Business Need – consolidated accounts held permanently by accountancy	D	No
<p>Company compliance work –</p> <ul style="list-style-type: none"> • ICO registration • Companies House • National Residential landlords Association • Property Redress Scheme • Tenancy Deposit Scheme 	12 years	Dissolution of the company	Business Need	D	No

Insurance acquisition – <ul style="list-style-type: none"> • Reinstatement cost • Insurance schedule details • Policy excess details 	6 years	Sale or other disposal of property	Business Need – policy held centrally by Insurance & Risk	D	No
Master property information log – <ul style="list-style-type: none"> • Property information • Tenant information 	0 years 0 years	Sale or other disposal of property End of tenancy	Business Need	D	Yes
Rent account information log	0 years	End of tenancy	Business Need – relevant information retained in tenancy file	D	Yes
Complaints procedure	6 years	Date superseded	Business Need	D	No
Asset register	6 years	Date superseded	Limitation Act 1980	D	No
Log of Information Rights Requests	6 years	End of applicable financial year	Limitation Act 1980	D	Yes
Logs of Data Breaches	6 years	End of applicable financial year	Limitation Act 1980	D	Yes
Policies and Procedures – <ul style="list-style-type: none"> • Acquisitions • Lettings • Data Protection polices • Safeguarding and reporting 	6 years	Date superseded	Limitation Act 1980	D	No

<ul style="list-style-type: none"> • Rental income and arrears • Health & Safety • Payment of suppliers • Repairs • Utilities • Council Tax 					
Template documents	0 years	Date superseded	Business need	D	No

3.3. HUMAN RESOURCES

3.3.1. HUMAN RESOURCES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data?
Day to day HR Management Employee Record: <ul style="list-style-type: none"> • Application Form and References • Right to Work in UK and ID verification • Contracts, Variation to Contract, Signed Job Descriptions, Terminations • PDIs • Maternity/Paternity Documents • Long Service Awards • Unpaid, compassionate, dependant and parental leave requests • Fit Notes • 121 Meetings • Return to Work Meetings 	7 years	Leaving Date	Business Need/ Limitation Act 1980	D	Yes

<ul style="list-style-type: none"> Professional Qualifications including Apprenticeship Agreements, Qualifications relevant to employment, Training Certificates Health and Safety Documents (Noise and HAV, Asbestos Respiratory Awareness, Accident Reports, Health Surveillance, Asbestos Awareness Training) DSE Assessment Individual Disability and pregnancy risk assessments include agreed reasonable adjustments. 					
<p>HR Advisory Case File Record:</p> <p>Disciplinary, Grievance, Absence Management including Occupational Health Advice, Bullying and Harassment, Service Reviews and Redundancy, Flexible Working Requests</p> <p>Formal letters, paperwork, evidence and outcomes to all above processes</p>	<p>7 years</p> <p>Disciplinary cases: 2 years</p>	<p>Leaving Date</p> <p>Disciplinary cases: Date sanction spent</p>	<p>Business Need/ Limitation Act 1980</p> <p>CIPD Recommended</p>	<p>D</p>	<p>Yes</p>
<p>Day to Day Payroll Management Record:</p> <ul style="list-style-type: none"> Pay calculations Pension documents including death benefit nomination Arrears and over payments Court orders and CS payments Union subscriptions Salary sacrifice arrangements including childcare vouchers, AVC deductions and any other employee benefits available Honorariums and bonuses Statement of particulars and variations affecting pay Terminations 	<p>13 years</p> <p>In Ill Health Retirement Cases: 20 years</p>	<p>Leaving Date</p>	<p>Business need/ Financial record</p>	<p>D</p>	<p>Yes</p>

<ul style="list-style-type: none"> Jury service 					
Monthly Payroll Run: Documents relating to accurate payment of employees including salary records, overtime, expenses, bonuses, union subscriptions, pension deductions, new starter and leaver records	7 years	Date of creation	Business Need/ Financial Record	D	Yes
Annual Payroll Process: Documents relating to P11Ds, P60s, HMRC, Pensions	7 years	Date of Creation	Business Need/ Financial Record	D	Yes
NFDC Salary Scale, Standby Rates, Mileage Rates and other Corporate Contractual Payments	7 years	End of Financial Year	Business Need/ Financial Record	D	No
HR Management Payroll System Personal information including name, age, sex, NI number, address, employment dates, roles, NOK and emergency contact, salary information including deductions, absence information, overtime, expenses, performance reviews, training information	13 years	Leaving Date	Business Need/ Financial Record	D	Yes
Employee Records of employees who have TUPE transferred to a different employer	2 years	Date of TUPE Transfer	Business Need	D	Yes
Recruitment Campaigns: Vacancy Management Business Case, Advert, Job Description, Application Forms (unsuccessful candidates), Interview Notes	1 year	Interview process end date	Business Need	D	Yes

Corporate Communications/HR Newsletter	6 years	Date sent	Limitation Act 1980	D	Yes
Internal Training Material	6 years	Date training superseded	Limitation Act 1980	D	Yes
Structure Charts	6 years	Date superseded	Business Need	D	Yes
<p>Disclosure and Baring Service ('DBS') Certificate number (certificate itself is not copied) recorded on the HR Management System.</p> <p>All new employees undergo a basic DBS check at the beginning of employment. There is no requirement for this to be renewed.</p> <p>Certain roles because of their nature require an enhanced DBS check. These are renewed 4 yearly.</p>	Enhanced DBS check only – 4 years	Date enhanced DBS certificate produced	Business Need	R	No
HR Projects	6 years	End of period of obligation under contract	Business Need	D	Yes
Job Descriptions and Job Evaluation Processes	10 years	Date Created	Business Need	R	No
Terms and Conditions (MANS), Local Agreements, Master Contracts	6 years	Date Superseded	Business Need	D	No

Restructure Exercises, all documentation including consultation and outcomes	7 years	Date new structure implemented	Business Need	D	Yes
Employee Survey Results	6 years	Date Survey Closed	Business Need	D	No
Day to Day HR Work including statistic reporting	3 years	Date created	Business Need	D	No
Equality Impact Assessments – relating to decisions affecting employees	7 years	Date Created	Business Need	R – May still need to be retained if relating to an ongoing service/process	No
Employee Forum and Union Liaison Meeting Minutes	6 years	Date Created	Business Need	D	No
Staff Suggestion and Manager Response	3 years	Date Responded To	Business Need	D	No

3.3.2. CORPORATE HEALTH AND SAFETY

Ref.	Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data?
1	New Forest District Council Health and Safety Policy.	3 years	Date superseded.	Limitation Act 1980, section 11. Health and Safety at Work etc Act 1974.	D	No
2	Health and Safety Policies and associated guidance to staff (excluding exposure/ health issues): Management Advice Notes: Section 5 Health Safety & Welfare owned by the Health & Safety Team.	3 years	Document superseded.	Limitation Act 1980, section 11. Health and Safety at Work etc Act 1974.	D	No.
3	Health and Safety Policies and associated guidance which covers <i>potential exposure</i> to noise, vibration, lead, asbestos, chemicals and biohazards Management Advice Notes: Section 5 Health Safety & Welfare, which covers exposure and health issues.	40 years	Date superseded.	Control of Substances Hazardous to Health 2002 (amended 2003, 2004); Control of Lead at Work Regulations 2002; Control of Asbestos Regulations 2012;	D	No

	Including: Asbestos Management; COSHH; Noise & Vibration at work.			Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005.		
4	<p>H&S procedures: general (e.g. Lone Working Policy):</p> <p>- Management Advice Notes: Section 5 Health Safety & Welfare</p> <p>Including safe systems of work, practice notes, record of control measures (excluding where there may be chemical or physical exposure, e.g. vibration).</p>	3 years	Date superseded.	Limitation Act 1980, Section 11. Health and Safety at Work etc Act 1974.	D	No
5	<p>H&S procedures: exposure to noise, vibration, lead, asbestos, chemicals and biohazards, etc:</p> <p>- Management Advice Notes: Section 5 Health Safety & Welfare, including: Asbestos; items under COSHH; Noise; & vibration.</p> <p>Including method statements, safe systems of work, practice notes, record of control measures</p>	40 years	Date superseded.	Control of Substances Hazardous to Health 2002 (amended 2003, 2004); Control of Lead at Work Regulations 2002. Control of Asbestos Regulations 2012; Noise at Work Regulations 2005.	D	No
	H&S training records <u>not</u> related to COSHH, noise, vibration, lead, asbestos:					
6	Staff Training materials (handouts, presentations, manuals, policies, etc).	3 years	Date of training.	Limitation Act 1980.	D	No

7	Individual's records and attendance records.	7 years	End of employment.	Limitation Act 1980; CIPD guide.	D	Yes
	H&S training records where related to COSHH matters including <u>exposure</u> to noise, vibration, lead, asbestos, chemicals, biohazards:					
8	Internal training material (handouts, presentations, manuals, policies, etc).	40 years	Date of training.	Control of Substances Hazardous to Health 2002 (amended 2003, 2004); Control of Lead at Work Regulations 2002. Control of Asbestos Regulations 2012;	D	Yes.
9	Individual's training records and attendance records.	7 years	End of employment.	Control of Substances Hazardous to Health 2002 (amended 2003, 2004); Control of Lead at Work Regulations 2002. Control of Asbestos Regulations 2012.	D – records retained by operational services	Yes
10	First aid training.	7 years	End of employment	Health and Safety (First Aid) Regulations 1981; CIPD Guidance.	D	Yes

11	Fire warden training (these documents likely to be held by Facilities Team or iTrent).	7 years	End of employment	Regulatory Reform (Fire Safety) Order 2005; CIPD Guidance.	D	Yes
12	Corporate database and Excel spreadsheets for recording accidents and incidents – organised by year.	3 years	End of relevant financial year.	Business Need. Limitations Act 1980.	D	No
13	Service spreadsheets/systems for recording accidents and incidents where no personal data collected.	3 years	End of relevant financial year	Business Need.	D	No
14	Accident and incident records – relates to employees and non-employees (including individuals aged 18 years and under) - not including those below.	3 years.	Date of incident, or <i>In the case of a minor from the date of attaining the age of 18.</i>	Limitation Act 1980. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	D	Yes
15	Accident and incident records: includes exposure to noise, vibration, lead, asbestos and chemicals, biohazards.	40 years	Date of incident or In the case of a minor from date of attaining the age of 18.	COSHH Regs 2013. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).	D	Yes
16	Safety significant equipment records (excluding lifting equipment): maintenance history including statutory inspections or repeated thorough examinations.	3 years	Next inspection.	Provision and Use of Work Equipment Regulations (1998); Limitation Act 1980.	D	No
17	Safety significant equipment records (specifically lifting equipment): maintenance	3 years	End of life of equipment.	Provision and Use of Work Equipment Regulations (1998); The Lifting	D	No

	history including statutory inspections or repeated thorough examinations.			Operations and Lifting Equipment Regulations 1998.		
18	Safety significant equipment records - where related to an individual's record (eg Personal Protective Equipment PPE).	3 years	End of employment.	Provision and Use of Work Equipment Regulations (1998); Personal Protective Equipment Regs (as amended) 1992/ 2022. Limitation Act 1980;	D	Yes
19	Safety significant <i>equipment records</i> - where related to an <u>individual's record</u> (eg Personal Protective Equipment PPE) related to Noise and vibration, COSHH & asbestos.	7 years	End of employment.	Control of Noise at Work Regulations (2005); COSHH regulations; Control of Asbestos Regulations 2002; Control of Substances Hazardous to Health 2013; Control of Vibration at Work Regulations 2005.	D	Yes
20	Risk assessment records: general, includes task, site and person specific assessments, DSE & manual handling assessments, fire risk assessments etc.	3 years.	Date of assessment	Limitation Act 1980.	D	No
21	Risk assessments: <i>exposure</i> to noise, vibration, lead, asbestos, chemicals and biohazards (where held in the Corporate H&S Team folders).	40 years	Date of assessment	Limitation Act 1980	D	No

22	Internal Inspections and Audits.	3 years	End of relevant financial years	Business need.	D	No
23	Audit reports and follow-up action plans.	3 years	Date of Audit	Business need.	D	No.
24	Self assessment audit reports and reviews.	3 years	Date of Audit	Business need.	D	No
25	Site visits & inspection records: including related correspondence & reports.	3 years	Date of inspection/ visit	Limitation Act 1980	D	No
26	WMR Policy: which details the processes on the central database for holding information on individuals who could pose a risk to staff.	3 years.	Date superseded.	Limitation Act 1980; Health and Safety at Work etc Act 1974.	R	No.
27	Warning Markers Register entries and Warning Markers Entry documentation: application form by staff, letters, email, representations, decision doc/ log Category 1: verbal abuse or aggression. Category 2: threatening behaviour to member of staff/ 3 rd party. Category 3: physical violence to member of staff/ 3 rd party.	Exact period determined on case by case basis 1-2 years 2-3 years 3-5 years	Date of entry	Health and Safety at Work, etc Act 1974. Business need.	R – reviewed by senior manager on trigger date to determine if risk remains	Yes.

	Category 4: violence involving a weapon.	Up to 10 years				
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3.4. REVENUES AND CUSTOMER SERVICES

3.4.1. SYSTEMS MANAGEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Procedure notes	0 years	Date superseded	Business need	D	Y
Document templates	0 years	Superseded template	Business need	D	N
Software module related documents (Quotes, orders, user guides, training, implementation plans, etc.)	0 years	Date superseded	Business need	D	N
Software release related documents (test related documents, release notes, etc.)	2 years	Date implemented in live system	Business need	R	Y

Helpdesk call related documents (internal and external) (Screenshots, log details, emails, resolution, workaround, bug details, etc.)	3 years	Date created	Business need	D	N
Project related documents (PID, plans, implementation notes, etc.)	6 years	Project closure date	Business need	D	N
Account management related documents	6 years	End of period of obligation under contract	Limitation Act 1980	D	N
Reconciliations (Cash, interest, refund, rent rebate, etc.)	6 years	End of relevant financial year reconciliation relates to	Financial requirement / Audit	D	N
Employee Authentication Service (EAS) review	1 year	Date review complete	DWP Audit	D	Y
Employee Authentication Service (EAS) user details	0 years	Date user no longer active	DWP Audit	D	Y
Audit related documents (internal and external)	6 years	End of relevant financial year it relates to	Financial requirement / Audit	D	Y
Report output (Adhoc and regular report output)	3 months	Date created	Business need – retained by other business areas within service as appropriate	D	Y

3.4.2. REVENUES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Council Tax primary billing records (Liable party details, payment information, details of discounts, exemptions, other reductions, Council Tax recovery notices, correspondence)	Permanent	Date created	LGA Inform Plus + Local Government Finance Act 1992. Potential for retrospective banding change backdated to 1 April 1993	P	Y
Business Rate primary billing records (Liable party details, payment information, details of reliefs, exemptions, other reductions, Business Rate recovery notices, correspondence)	Permanent	Date created	Local Government Finance Act 1988. System requirement.	P	Y
Business Rate primary billing records Individual account details	15 years	Account ended and zero balance	Potential for retrospective rateable value change backdated to	P but Anonymised	Y (subsequently N)

			the start of a previous rating list (2010 rating list and 2017 rating list)		
Documentation created or received in the administration and collection of Council Tax (e-mails, e-forms, letters, discount/exemption applications, notes of phone conversations, proofs, notices, invoices etc)	1, 2, 3, 4, 5, 6,7 and 10 years Depending on the type of document. Each document type categorised within DMS.	Date sent/received	Business Need/ Limitation Act 1980/ Audit	D	Y
Documentation created or received in the administration and collection of Business Rates (e-mails, e-forms, letters, rate relief applications, notes of phone conversations, notices, invoices etc)	1, 2, 3, 4, 5, 6,7 and 10 years Depending on the type of document. Each document type categorised within DMS.	Date sent/received	Business Need/ Limitation Act 1980/ Audit	D	Y
Council Tax bills (ad hoc)	4 years	Issue date	Business need	D	Y
Business Rate bills	4 years	Issue date	Business need	D	Y

Council Tax - Complaint list and liability order Court list	20 years	Date created	Business need/ Debt recovery	D	Y
Business Rate - Complaint list and liability order Court list	20 years	Date created	Business need/ Debt recovery	D	Y
Rate relief policies	6 Years	Policy expiry date/ date policy superseded	Limitation Act 1980	D	N
Document templates	0 years	Superseded template	Business need	D	N
Government returns	6 Years	End of applicable financial year	Business need	D	N
Annual billing print contract	6 Years	Contract end date	Limitation Act 1980	D	N
Enforcement Agent contract	6 Years	Contract end date	Limitation Act 1980	D	N
Business Rate valuation schedules	20 Years	End date of the rating list	Business need	D	N

Council Tax valuation schedules	6 Years	End date of the valuation list	Business need	D	N
Council Tax – Reports from BACS (Bankers Automated Clearing Services) relating to the collection of direct debits	6 years	End of relevant financial year of date received	Financial requirement	D	Y
Council Tax User Reports: <ul style="list-style-type: none"> • Arrears • Credits • Council Tax refund remittance advice • Council Tax maintenance reports • Etc 	1 year	Date created	Business need	D	Y
Council Tax discount and exemption verification	4 years	Date received	Business need	D	Y
Council Tax annual billing and year end supporting documentation	6 years	End of relevant financial year of date of bill	Business need	D	Y
Council Tax management statistics	6 years	End of relevant financial year of date created	Business need	D	N

Business Rates – Reports from BACS (Bankers Automated Clearing Services) relating to the collection of direct debits	6 years	End of relevant financial year of date received	Financial requirement	D	Y
Business Rates – Interest payments	6 years	End of relevant financial year of date received	Financial requirement	D	Y
Business Rates User Reports: <ul style="list-style-type: none"> • Arrears • Credits • Business Rates maintenance reports • Etc 	1 year	Date created	Business need	D	Y
Business Rates rate relief verification	4 years	Date received	Business need	D	Y
Business Rate management statistics	6 years	End of relevant financial year of date created	Business need	D	N
Business Rate annual billing and year end supporting documentation	6 years	End of relevant financial year of date of bill	Business need	D	Y
Procedure notes	0 years	Date superseded	Business need	D	N
Valuation Office Agency bulletins	6 Years	End of applicable financial year	Limitation Act 1980	D	N
Valuation Tribunal Service bulletins	6 Years	End of applicable financial year	Limitation Act 1980	D	N

Write offs	6 Years	End of applicable financial year	Limitation Act 1980	D	Y
Business Rate information letters	6 years	End of applicable financial year	Business need	D	N
Council Tax information letters	6 years	End of applicable financial year	Business need	D	N
Government guidance e.g., business support, energy rebate scheme	6 years	End of applicable financial year	Business need	D	N

3.4.3. BENEFITS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
NEC Benefits (Housing Benefits and Council Tax core system) claimant & household details, finance, payment	Permanent	Date created	LGA Inform Plus + Local Government Finance Act 1992.	P	Y

records, benefit & CTS entitlement, linked to Ctax records			Potential for retrospective banding change backdated to 1 April 1993		
NEC Enterprise (Housing Benefit and Council Tax Reduction document management system) (e-mails, e-forms, letters, notes of phone conversations, worknotes, proofs, notices, overpayment invoices, claim forms etc)	1, 2, 3, 4, 5, 6,7 and 10 years Depending on the type of document. Each document type categorised within DMS.	Date sent/received	Business Need/ Limitation Act 1980/ Audit	D	Y
Local Welfare Support/ Household Support records, Energy Bills Support Scheme. Applications (eforms), bank statements, proofs, returns Details of payments made: BACS files/ schedule	1 year 6 years	End of applicable financial year	Business Need	D	Y

Write Offs	6 years	End of applicable financial year	Financial Requirement	D	Y
Audit reports	3 Years	End of applicable financial year	Business need	D	Y
Document templates, letters, forms	0 years	Date superseded	Business need	D	N
Task & Finish Group meeting notes	6 Years	End of applicable financial year	Business need	D	N
Housing Benefit & Council Tax circulars/bulletins/letters from DWP	6 Years	End of applicable financial year	Business need	D	Y
Reports from BACS (Bankers Automated Clearing Services) relating to HB debtors, unpaid DD's	6 Years	End of relevant financial year of date received	Financial Requirement	D	Y
Government guidance e.g. Test and Trace, Food Voucher schemes, Household Support Fund	6 Years	End of relevant financial year of date of issue	Financial Requirement	D	Y
Fraud, referral forms, procedure notes	0 years	Date superseded	Business Need	D	N
Government Returns	6 years	End of applicable financial year	Business Need	D	N
Annual CTR scheme (including consultation)	0 years	Date superseded	Business Need	D	N
Procedure Notes	0 years	Date superseded	Business Need	D	N

Administration of Benefits and CTS					
User Benefit/Council Tax Reports/downloads <ul style="list-style-type: none"> • Reports, HBAA, Rent, B&B, LHA, Bencap, Ad hoc etc 	1 year	Date created	Business Need	D	Y
Download files DWP, atlas, uc atlas etc	3 months	Date created	Business Need	D	Y
Supported/Exempt/specified Accommodation landlords Agreed schemes, emails, letters rent breakdown	1 year	End of relevant financial year of end of claim/scheme end	Business Need/audit requirement	D	Y
User Overpayment Reports <ul style="list-style-type: none"> • HBDS • PDP • Ad Hoc weekly/monthly reports 	1 year	Date created	Business Need	D	Y
Housing Association Annual rent charges	6 Years	End of relevant financial year of issue date	Social Security Administration Act 1992	D	Y
Benefit & CTS Management Statistics	6 years	End of relevant financial year of date created	Business need	D	N
Benefits Secure Email	3 months	Date sent/date received	Business need	D	Y

3.4.4. INFORMATION OFFICES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Chip and Pin device receipt printouts (from previous system)	6 years	End of relevant financial year of date of receipt	Business Needs Only access to Mastercard receipts before current system.	D	Yes
Banking Paying in book stubs for cash and cheque collections.	6 years	End of relevant financial year	Financial requirement	D	No
Historic processed incoming cheques, accompanying paperwork kept for reference	6 years	End of relevant financial year	Financial requirement	D	Yes
Cash/Cheque collection receipts from Collection contractor	2 years	End of relevant financial year of date of receipt	Business need Retain for Auditing purposes	D	No
Authority to disclose information – Housing Tenant – rent payments	0 Years	End of tenancy or end of Authority	Business need	D	Yes
Housing Keys In/Out registers	0 Years	Completion of register	Business need	D	Yes
Visitors' books – entering council offices	1 month	End of relevant week	Business need	D	Yes

TRAINING MANUALS Procedures Guide	0 Years	Date superseded	Business need	D	No
Monthly Stock figures	2 years	End of stock check	Business need Retain for Auditing purposes	D	No
Incoming Paperwork for other council services	0 years	Date collected by courier	Business need-the record will be retained centrally by the relevant business area	Collected	Yes
Incoming Cheques received	0 Years	Date of collection (Weekly)	Business need	Collected	Yes

3.4.5. CORPORATE ADMIN TEAM

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
CHEQUES <ul style="list-style-type: none"> Blank cheques for NFDC & NFNPA 	No retention period	Blank cheques are stored until needed for printing and sending	Business and customer need	Stored in a secure safe	No

<ul style="list-style-type: none"> Cheques that are printed 	0 years	Cheques are printed on a Thursday and sent out on that day.	Business and customer need	Posted on day of printing	Yes
<ul style="list-style-type: none"> Printed NFDC cheques that have been returned by the payee. 	2 years	End of applicable financial year	These need to be kept for audit purposes and do not fall within the VAT record keeping guidance outlined below.	D	Yes
<ul style="list-style-type: none"> Incoming cheque payments from customers accompanying paperwork kept for reference 	6 years	End of applicable financial year	Business need	D	Yes
<p>VARIOUS FOLDERS FOR REFERENCE</p> <ul style="list-style-type: none"> Requisitions and Purchase Orders 	18 months	End of applicable financial year	Business need	D	Yes
<ul style="list-style-type: none"> Royal Mail – paper invoices and credit notes (to claim VAT back) 	6 years	End of applicable financial year	Record keeping (VAT notice 700/21) – GOV.UK (www.gov.uk) Item 2.4 Keeping records refers.	D	No
<ul style="list-style-type: none"> Special delivery/Recorded delivery post received logs 	3 years	End of applicable calendar year	Business need	D	No
<ul style="list-style-type: none"> Newspapers received logs 	1 year	Invoice payment date	Business need	D	No

<p>INTERNAL REVIEW DOCUMENTATION</p> <ul style="list-style-type: none"> • Costings, reviews, needs analysis, surveys, etc. 	5 years	Once review period and review has been completed	Business need	D	No
<p>TRAINING MANUALS</p> <ul style="list-style-type: none"> • Microsoft manuals • Plan printers • Procedures Guide 	0 years	Date superseded	Business need	D	No
<p>INCOMING POST</p> <ul style="list-style-type: none"> • E-post shared in folders in Z Drive with business areas • E-post hard copy retained • E-post hard copy hand delivered to business area 	1 month 3 months 0 years	Date that document shared with business area These will be subject to the team's data retention	To allow time for business areas to access and retrieve the e-post. Hard copies retained for back-up.	D	Yes
<p>FOLDING FORMS</p> <ul style="list-style-type: none"> • This checks print quantity with the number of items processed to ensure reconciles. 	6 years	End of applicable financial year	Limitation Act 1980	D	No
<ul style="list-style-type: none"> • Business area usage of envelopes for re-order stock purposes 	1 year	End of applicable calendar year	Business need	D	No

PAPERWORK FOR ACCOUNTANCY					
<ul style="list-style-type: none"> Franking machine balance and top-ups 	6 years	End of applicable financial year	Record keeping (VAT notice 700/21) – GOV.UK (www.gov.uk) Item 2.4 Keeping records refers.	D	No
<ul style="list-style-type: none"> Royal Mail – invoices and credit notes (to claim VAT) 	6 years	End of applicable financial year	Record keeping (VAT notice 700/21) – GOV.UK (www.gov.uk) Item 2.4 Keeping records refers.	D	No
<ul style="list-style-type: none"> Supplier of postal equipment-invoices 	6 years	End of applicable financial year	Record keeping (VAT notice 700/21) – GOV.UK (www.gov.uk) Item 2.4 Keeping records refers.	D	No
BACK SCANNING					
<ul style="list-style-type: none"> Documents/Brochures 	0 years	Date that document returned to business area	Business need-the record will be retained centrally by the relevant business area	Returned	Yes
PRINTING FORMS					

<ul style="list-style-type: none"> • Print request system copies accompanying printed samples • Council agenda forms and distribution lists 	6 years	End of applicable financial year, once printing has been re-charged	Business need	D	Yes
TAX & BENEFITS PAPERWORK FILES <ul style="list-style-type: none"> • Scanned and indexed daily documents, original paperwork securely stored 	6 months	End of applicable month from date scanned onto system	Business need	D	Yes
CONTROLLED STATIONERY <ul style="list-style-type: none"> • Paying – in books for cash and cheques; 3-part receipt books, customer notification tickets • Detailed list of requests and receipts of controlled stationery 	0 years	Date sent to Information Offices	Business need	Sent out	No
	3 years	End of applicable calendar year	Business need	D	No
ADDRESS LABELS <ul style="list-style-type: none"> • Councillors • H.C.C. Councillors • Parish Clerks • Misc. / Libraries 	0 years	Date updated/end of term in office for individuals	Business need	D	Yes

3.4.6. CUSTOMER SERVICES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
CRM Customer Record Management system : Customer contact records	6 years	From creation	Business Need	D	Yes
Contact system software records : Emails, web chats and phone records (not recordings)	6 months	From receipt or creation	Business need	D	Yes
Customer Service Outlook accounts: SNEN (Police 101 reports) CS main account CS Centre (meetings)	12 months 12 months 12 months	From receipt or creation	Business need	D	Yes
Management documents : inc Rotas, team meetings, recruitment docs	6 years	From creation / circulation	Business need	D	No
CS Procedures & Policies	6 years	Date superseded	Business need	D	No
CS Performance information	6 years	End of relevant financial year	Business need	D	No

Social Media posts : Customer Services account	0 years	Posts becoming inaccurate / misleading	Business Need	D	No
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3.4.7. SUNDRY INCOME

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
All records relating to the administration and maintenance of Sundry Income accounts: <ul style="list-style-type: none"> • to include the invoice request, • amendments • purchase orders • Customer email / correspondence • General notes on customer accounts • Income and Expenditure Forms • IVA, DRO & Bankruptcy • Tell us once • Returned payment BACS and Cheques • Inter account transfer requests • Direct Debit Instructions 	6 years	End of relevant financial year of date invoice has been paid in full/written off	Financial requirement	D	Yes
Beach Hut Records – new licensees/holders, change of ownership, change in bank details for Direct debits.	6 years	End of relevant financial year of from the date beach hut is sold.	Financial requirements	D	Yes

Moorings – new holders, change mooring space, bank details for Direct Debits	6 years	End of relevant financial year of from the date mooring is relinquished or final invoice paid/written off (whichever is later).	Financial requirement	D	Yes
Careline – installation, cancellations and amendments. Change in bank details for Direct debits.	6 years	End of relevant financial year of the date of final invoice paid/written off.	Financial requirements	D	Yes
Leisure Club Records (Health and Leisure centres) booking forms, correspondence, invoices	6 years	End of relevant financial year of the date of final invoice paid in full/written off.	Financial requirements	D	Yes
Reconciliation spreadsheets from services eg, mooring, beach hut, garden waste	2 years	Date invoice sent	Business need	D	Yes
Court Files -invoices, application, court judgement, pre action letters etc	6 years	End of the relevant financial year of the date of final payment/write off, of all sums due under court order.	Limitation Act 1980	D	Yes
Refund paperwork – excel spreadsheet and refund report	6 years	End of relevant financial year of the date of final invoice paid/written off.	Business need	D	Yes
All records relating to Sundry Income write off schedules	6 years	End of relevant financial year of the date the write off was processed	Financial requirement	D	Yes
Management Checks - amendments and cancellations, Experian aged debtor, grand totals	6 Years	End of the relevant financial year of the date of management check.	Financial requirement	D	No
Monthly reports – credit balance, parked account report, daily report	1 year	From the date the report is completed.	Business need	D	Yes

Monthly housing reports – Who is currently in Emergency accommodation and who has been given a rent and deposit loan.	0 years	Receipt of next monthly report.	Business need	D	Yes
Reports to or from Collection Agencies	6 years	End of relevant financial year of the date of final invoice paid in full/written off.	Limitation Act 1980	D	Yes
Asset management report and correspondence	6 years	End of relevant financial year of the date of report.	Audit purposes	D	Yes
Current master documents – e.g. blank letter heading, direct debit forms, court documents, bank addresses	0 years	Date superseded	Ongoing use/business need	D	No
Procedure notes	0 years	Date superseded	Ongoing use/business need	D	No

3.4.8. CORPORATE FRAUD AND COMPLIANCE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Policies : Anti-Fraud Policy Whistleblowing Policy & Money Laundering	6 years	Date superseded	Business need	D	No
Letter Templates – generic letters to customers, banks, employers, businesses etc	0 years	Date superseded	Business Need	D	No
Paper Fraud Case Files (Court Files for Prosecution)	6 years	Date of last hearing	Limitation Act 1980	D	Yes
Electronic Fraud Case Files - Investigation paperwork, including IUC planner, investigation history, bank documents, Experian records, IUC tapes, Civil penalty agreements	6 years	Date case closed or date of last hearing	Limitation Act 1980	D	Yes
NFI Data - data extracted as per Cabinet Office requirements. For example, payroll, elections, CTR, C/tax, Housing, RTB, Licensing.	3 years	Date uploaded to NFI Data base	Business need	D	Yes
Subsidy Testing Workbooks (External Audit) - Workbooks containing details of HB claims	6 years	Date of last Audit Report	Financial Requirements / Audit purposes	D	No
Spotlight files – bank data in relation to the award of government grant schemes	6 years	End of financial year that specific grant closes	Audit Requirement	D	Yes
Fraud Referral EForms – Data supplied by members of the public relating to potential fraud	6 Years	Date of receipt	Business Need	D	Yes

3.5. ELECTIONS AND BUSINESS IMPROVEMENT

3.5.1. ELECTIONS AND ELECTORAL REGISTRATION

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Invitation to Register form <ul style="list-style-type: none"> Application to register 	Paper copy 13 months. Data copy kept until elector is no longer in revised register	Date of register to vote application	Representation of People Act 1983	D	Yes
Canvass Forms/ Household Enquiry Forms/ Canvass communication forms CCA/CCB <ul style="list-style-type: none"> Holds household/electors information to audit registration 	13 months. 5 years	Paper - date of receipt Data - date of receipt	Representation of People Act 1983	D	Yes
Special Category Registration Forms <ul style="list-style-type: none"> Holds elector personal information for Service, Overseas, Homeless, Crown 	13 months	Paper - date of receipt	Representation of People Act 1983	D	Yes

Servant and Anonymous voters for registration	0 years	Data - Registration moved or cancelled			
Documentary Evidence of Identity <ul style="list-style-type: none"> Copy of photographic ID to verify electors that fail DWP match 	3 months	Date of receipt	Representation of People Act 1983	D	Yes
Voter ID Applications <ul style="list-style-type: none"> Voter Authority Certificate applications and supporting documents Anonymous Electors Document and supporting documents 	28 working days 12 months	Date application granted Date refused	Regulation 14 Voter Identification Regulations 2022	D	Yes
Postal & Proxy Vote Application Forms	5 years unless cancelled 0 years	Date of application Date of cancellation	Regulation 60A(1) 2001 RPR	D	Yes
Electoral Register – paper and data copies	15 years	Publication date	Representation of People Act 1983 and associated regulations	P (sent to Hampshire Archivists)	Yes

Open register requests • Audit trail/Log of requests and payments	6 years	End of relevant financial year of request	RPR 2001 Reg 110 (2) Financial	D	Yes
Candidate Nomination Paper Submitted to stand as a candidate	1 year	Date of Election	Representation of People Act 1983 Sch 1 rule 57	D	Yes
Candidate Home Address form - Included as part of nomination form to stand as a candidate in an Election.	21 calendar days 35 calendar days	Date of UK Parliamentary Election Date of Local Election	Representation of People Act 1983 Section 23 and Sch 1 rule 57. Local Elections (Principal Areas) Rule 2006	D	Yes
Election Notices • Notice of Election – No personal details • Statement of Persons Nominated – contains personal details • Notice of Election Agents names and offices – contains personal details • Notice of poll –contains personal details	5 Years	Date of Election	Business need	D	Yes

<ul style="list-style-type: none"> Declaration of Result of Poll – contains personal details 				P (sent to Hampshire Archivists)	
Candidate Expenses <ul style="list-style-type: none"> Must be submitted after poll as part of candidacy 	2 years	Date of Receipt	Representation of People Act 1983	D	Yes
Marked copies of Polling Station Register	1 year	Date of Election	Representation of People Act 1983	D	Yes
Marked copies of Absent Voters List	1 year	Date of Election	Representation of People Act 1983	D	Yes
Polling station documents; <ul style="list-style-type: none"> List of Clerical Errors Responses from Polling Stations noting queries (could contain personal data) List of Tendered Votes Declarations made by companions of voters with disabilities (contains personal data) 	1 year	Date of Election	Representation of People Act 1983	D	Yes

<ul style="list-style-type: none"> Postal Voting Statements (contains personal data from returned postal vote packs) Unopened Return to Sender Postal Packs (contains personal data) 					
<p>Voter ID documents from Polling stations</p> <ul style="list-style-type: none"> Voter ID Evaluation Form (VIDEF) notes 	0 years	Date received by ERO	Representation of the People Act 1983	D	No
<ul style="list-style-type: none"> VIDEF 	0 years	Date entered into collation spreadsheet			
<ul style="list-style-type: none"> VIDEF Data collation for Electoral Commission statistics 	10 years	Date entered into collation spreadsheet			
<ul style="list-style-type: none"> Ballot paper refusal List (BRPL) (Anonymised uncollated data) 	10 years	Date of election			
Electoral Register Request and Distribution Form;	1 year	Publication of the Register of Electors	RPA 2001 Reg 94 (3)	R	Yes

<ul style="list-style-type: none"> Completed request forms from those entitled to receive a copy of the Register. 					
<p>Election Staff Payments;</p> <p>Livepay (Central Computer Management Ltd)</p> <ul style="list-style-type: none"> Reports and correspondence for Election payments <p>Election Tax/ HMRC/ PAYE</p> <ul style="list-style-type: none"> Records of payments 	6 years	End of financial year after date of Election	Business need/Financial record	D	Yes
<p>Records of Print companies;</p> <ul style="list-style-type: none"> Quote, Contract & Requirements (may contain personal data) 	6 years	End of period of obligation	Business need/Limitation Act 1980	D	Yes
<p>Registration templates/statistics</p> <p>Registration Encouragement Folder</p> <ul style="list-style-type: none"> Useful contacts, risk assessments for poll stations , templates for good practice <p>Individual Electoral Registration folder – data match statistics for registration</p>	0 years	Date superseded	Business need	R	Yes

<p>Performance standards 2009-2012 (registration statistics)</p> <p>Electoral Commission</p> <ul style="list-style-type: none"> Statistics and reports sent to EC 					
<p>Election folder per election</p> <ul style="list-style-type: none"> - supporting documents, Election accounts, guidance and templates (could contain personal data) 	6 Years	End of relevant financial year of date of election	Business need / financial record	<p>D – Accounts</p> <p>R – Historical (guidance & templates)</p>	Yes
<p>Election Software documentation</p> <ul style="list-style-type: none"> Contracts / T&C's 	6 years	End of period of obligation	Business need / Limitation Act 1980	D	Yes
<p>Electoral Boundary records</p> <ul style="list-style-type: none"> Maps Correspondence Guidance 	Permanent	Date created	Historical	P (offer to the archivist)	Yes
<p>Polling District & Polling places reviews</p> <ul style="list-style-type: none"> All records and correspondence 	5 years	Date Created	Historical	R	Yes

Community Governance Reviews <ul style="list-style-type: none"> All records and correspondence 	Permanent	Date Created	Historical	R	Yes
Stationery <ul style="list-style-type: none"> Stock checks of storeroom/records of poll station equipment 	Until next election of the same type	Date of Election	Business need	D	No
Staffing <ul style="list-style-type: none"> job descriptions for election staff. (no personal data) 	0 Years	Date Superseded	Business Need	D	No
Royal Mail <ul style="list-style-type: none"> Envelope templates & Licence numbers 	0 Years	Date Superseded	Business Need	D	No
Procedure Guides / template documents <ul style="list-style-type: none"> Examples of good practice, processes and procedures 	0 years	Date superseded	Business need	R	Yes
Casual Vacancies Log of resigned Cllrs and relevant notice period	1 Year	End of relevant calendar year of date created	Business need	D	Yes

3.5.2. BUSINESS IMPROVEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
CCB Templates (Detailed Project Update, Highlight Report, Service Improvement Proposal Template etc)	1 year	Date Superseded	Business Need	D	No
Cost Centre and Budget Codes	2 years	Date Superseded	Business Need	D	No
Project Management Guide and associated templates	2 years	Date Superseded/No Longer Required	Business Need	D	No
Transformation Programme Management documentation RAID log, Activities Plan etc.	6 years	Transformation Programme benefits have been realised	Business Need	R	Yes
Transformation Programme data gathering and analysis	2 years	Transformation Programme implementation complete	Business Need	R	Yes
Transformation Programme designs and templates	6 years	Transformation Programme benefits have been realised	Business Need	R	No
Business Improvement Projects and Support output	0 years	Data and output is no longer appropriate/processes have changed significantly	Business Need	D	Yes
Business Improvement Project Management documentation	6 years	Completion of project	Business Need	D	Yes

3.6. PERFORMANCE & INSIGHT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Annual Performance Report Guidance – guidelines for how to pull together the report, including Gantt chart, timeline and actions	0 years	Date superseded	Business Need	D	No
Position Statement or Annual Performance Report	6 years	Date Approved (Council)	Business Need	D – held centrally by democratic services	No
Position Statement or Annual Performance Report – One Pager/Highlight Poster (forms part of the overall Position Statement or Annual Performance Report)	0 years	Date Superseded	Business Need	D	No
Position Statement or Annual Performance Report covering reports (Word documents for each panel/council meeting)	0 years	Date Superseded	Business Need	D	No
Position Statement or Annual Performance Report - Draft Text and Images	0 years	Date Superseded	Business Need	D	No

Corporate Plan	8 years	Date Approved (Council)	Business Need	D – held centrally by democratic services	No
Corporate Plan – Draft Text, Images and Supporting Material	0 years	Date Superseded	Business Need	D	No
Corporate Plan posters (landscape and portrait)	4 years	New Corporate Plan 4-year cycle	Business Need	R if still required	No
Corporate Plan – Summary Posters	4 years	Date Superseded	Business Need	D	No
Performance Dashboards, Service Plans and other equivalent performance monitoring documents	8 years	Date Superseded	Business Need	R if still required	No
LG Inform Data	4 years	Date Superseded	Business Need	D	No
Resident Insight Survey	8 years	Date Superseded	Business Need	R if still useful	No

3.7. ICT OPERATIONS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
<p>Responding to ICT user enquiries, fault reports and requests for technical or applications support</p> <p>Example(s):</p> <ul style="list-style-type: none"> • Incidents / service requests • Change management requests • Post incident review • System data 	6 years	After date last modified	Limitation Act 1980	D	Yes
<p>Documenting the arrangements for the acquisition of new ICT equipment</p> <p>Example(s):</p> <ul style="list-style-type: none"> • Approved software list • Quotations • Correspondence with suppliers within contract • Correspondence with suppliers not in contract 	<p>0 years</p> <p>6 years</p> <p>6 years</p> <p>1 year</p>	<p>Date superseded</p> <p>Date received</p> <p>End of period of obligation under contract</p> <p>Date of receipt</p>	<p>Business need</p> <p>Limitation act 1980</p> <p>Limitation act 1980</p> <p>Business need</p>	D	Y

<ul style="list-style-type: none"> Asset register (inventory) 	0 years	Date of disposal of asset	Business need		
<p>The process for documenting the arrangements for the configuration and deployment of end user ICT equipment</p> <p>Example(s):</p> <ul style="list-style-type: none"> Specifications Configuration documents 	1 years	Date superseded	Business need	D	N
<p>Documenting the arrangements for the disposal, and the sanitisation of ICT equipment prior to disposal</p> <p>Example(s):</p> <ul style="list-style-type: none"> Disposal records (including certificates and correspondence arranging for sanitisation and disposal) 	6 years	Date of certificate	Limitation act 1980	D	N

<p>Systems data held on ICT support systems for delivering end user ICT support</p> <p>Example(s):</p> <ul style="list-style-type: none"> • Service catalogue • ICT support requests • Change control documents 	<p>0 years</p> <p>3 years</p> <p>6 years</p>	<p>Date superseded</p> <p>Date closed</p> <p>Date of approval at change advisory board</p>	<p>Business need</p> <p>Business need</p> <p>Limitations act 1980</p>	<p>D</p> <p>D</p>	<p>Y</p>
<p>Developing and managing ICT networks</p> <p>Example(s):</p> <ul style="list-style-type: none"> • Network equipment information • Configuration information • Configuration backups • Network diagrams • Cabinet information 	<p>6 months</p>	<p>Date superseded</p>	<p>Business Need</p>	<p>D</p>	<p>N</p>
<p>Undertaking maintenance on ICT networks, servers and systems</p> <p>Example(s):</p> <p>Work schedules</p> <p>Maintenance plans</p>	<p>1 year</p>	<p>End of relevant financial year</p>	<p>Business Need</p>	<p>D</p>	<p>N</p>
<p>Documenting the routine monitoring and testing of the operation of ICT systems,</p>			<p>Business need</p>	<p>D</p>	<p>N</p>

<p>and action taken to rectify problems and optimise performance</p> <p>Example(s):</p> <p>Systems monitoring reports</p> <p>Testing procedures / guidelines</p> <p>Results</p> <p>Post incident reviews</p>	<p>1 year</p> <p>0 years</p> <p>1 year</p> <p>1 year</p>	<p>Date superseded</p> <p>Date superseded</p> <p>Date of test</p> <p>Date of review authorisation</p>			
<p>Managing the high-level development and support of software (e.g. change management, system development, upgrades etc)</p> <p>Example(s):</p> <p>User manuals</p> <p>Correspondence with suppliers</p> <p>Training materials and schedules</p> <p>Business / process flows</p> <p>Problem records</p>	<p>0 years</p> <p>6 years</p> <p>0 years</p> <p>0 years</p> <p>3 years</p>	<p>Date superseded</p> <p>End of period of obligation under contract</p> <p>Date superseded</p> <p>Date superseded</p> <p>Date closed</p>	<p>Business need</p> <p>Limitation Act 1980</p> <p>Business need</p> <p>Business need</p> <p>Business need</p>	D	N

<p>Documenting the opening, maintenance and closure of user accounts for ICT systems</p> <p>Example(s):</p> <p>Starters, movers, leavers forms</p>	1 year	Employee leaving date	Business need	D	Y
<p>The process for storing, monitoring and reporting on ICT information security and routine audits undertaken</p> <p>Example(s):</p> <p>Security incident and reporting</p> <p>Starters and leavers audit</p> <p>Wi-Fi AP audit</p>	6 years 1 year 1 year	<p>Date of test</p> <p>Date of completion</p> <p>Date of completion</p>	<p>Limitation Act 1980</p> <p>Business need</p> <p>Business need</p>	D	Y
<p>The creation and implementation of ICT operational plans, policies and procedures</p> <p>Example(s):</p> <ul style="list-style-type: none"> • ICT Security Policy • Remote Access Policy • Third Party Remote Access Policy • Patch Management Policy • Change Management Policy • Asset Management Policy 	6 years	Date superseded	Limitation Act 1980/Business need	D	Y

<ul style="list-style-type: none"> Disaster Recovery Plan including test schedules and results of testing Business Continuity Plan 					
Online short term back up	100 days	Date of backup (rolling)	Business Need/ Continuity/ Disaster Recovery	D	Y
Offsite long term back up tapes	6 months	Month end	Business Need/ Continuity/ Disaster Recovery	D	Y
Project Management Documentation Example(s): <ul style="list-style-type: none"> PID Project plans Project board agendas/minutes 	6 years	End of project	Business need	R	N

3.8. PROCUREMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Procurement Process (end-to-end) - Project <ul style="list-style-type: none"> • Business Case (Gateway 1) • Quotation & Tender Pack • Correspondence • Clarifications via eTendering • Tender responses • Evaluation scores matrix • Contract Award decision (Gateway 2) • Contract award notifications • Contract Signed • Contract variations / modifications 	6 years/ 12 years of under seal	End of period of obligation under contract	Contract Standing Orders Limitation Act 1980	R	Yes
Live Contract Register – held on e-Tendering software	0 years	End of period of obligation under contract	Local Government Transparency Code 2015 (for Contract Register)	Then held in archive	No

Archived Contract Register – held on e-Tendering software	6 years/ 12 years of under seal	End of relevant financial year of end of period of obligation under contract	Limitation Act 1980	D	No
Procurement Guidance, Forms & Templates (ForestNet & SharePoint DMS)	0 years	Date superseded or replaced by latest update in SharePoint DMS &/or ForestNet	Business Need Living documents	R	No
Procurement Reports (Spend Analysis, Essential Contracts Log, etc)	0 years	Date superseded or replaced by latest update in SharePoint DMS &/or ForestNet	Business Need Living documents	R	No

3.9. LEISURE AND GOLF COURSE CONTRACT MANAGEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Post Contract Award - Mobilisation Plan - data shared with successful Service Provider including supplier and services information and equipment inventories.	12 years	End of period of obligation	Limitation Act 1980	D	Yes
Key Performance Indicator Data - Monthly monitoring data - Operational, financial and commercial data supplied by the operator to the council, relevant to the contract.	12 years	End of period of obligation	Limitation Act 1980	D	Yes

Minutes of Meetings - Meetings with councillors - Meetings with the operators	12 years	End of period of obligation	Limitation Act 1980	D	Yes
Reports (annual/ quarterly/monthly as applicable) - Quantitative and qualitative data submitted to the council by the operator providing updates on their performance.	12 years	End of period of obligation	Limitation Act 1980	D	Yes
Contract Monitoring Officer Presentations - Presentations providing data and information on the performance of the contracts.	12 years	End of period of obligation	Limitation Act 1980	D	Yes
Customer Complaints/Feedback - Complaints received by the contract monitoring officer and passed onto the operator.	3 years	Date sent to operator	LG Inform Plus	D	Yes
Condition Surveys - Building condition surveys - Instructed by NFDC and completed by a third party.	12 years	End of period of obligation	Limitation Act 1980	D	Yes
External Audit Data - Data received by the council from the operator from 3 rd party auditors for example Quest NBS or HCC	12 years	End of period of obligation	Limitation Act 1980	D	Yes
Internal Audit Data - Data obtained by the council through its pro-active auditing of the contracts. For example,	12 years	End of period of obligation	Limitation Act 1980	D	No

maintenance and health and safety audits.					
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4. PLACE, OPERATIONS AND SUSTAINABILITY

4.1. GROUNDS AND STREET SCENE

4.1.1. OPEN SPACES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Digital inventory of assets and components of the Open Space – H&S and maintenance management.	6 years	Disposal or removal of asset	Business need	D	No
Service management information – adverse weather, elections, emergency, climate, environmental incidents, water safety and winter planning	6 years	Date superseded	Business need	D	No
Contract and grants information – HCC, SLA, St Georges Hall, licensing, and access permissions– including invoicing and billing	6 years	End of relevant financial year of the end of the contract period, obligation, and renewal or when superseded	Limitation Act 1980/ financial requirement	R	Yes
Partner Information – parish and town council, other authorities – SLA and communications	6 years	End of relevant financial year of end of contract period	Limitation Act 1980	R	No

Policies, Strategies, Planning Management and Reports -correspondence/ approvals	6 years	Date superseded	Business need	D	No
General service communications – meeting notes, emails, web material	3 years	End of relevant financial year of creation or when superseded	Business Need	D	No
Template documents	0 years	Date superseded	Business need	D	No
Service working documents and information– asset inspections reporting, transfers and ownership responsibilities	6 years	Date of completion	Business need	D	No
Procurement and equipment information – plant and tools, PPE	3 years	End of relevant financial year of creation	Business need	D	No
Operational working documents – rounds sheets, work planning, operative – COWS, invasive species management and information	6 years	End of relevant financial year of creation	Business need	D	No
Service provision consultation and conveyancing – agreed actions	6 years	End of relevant financial year of creation	Business need	D	No

4.1.2. CEMETERIES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Interment paperwork and digital archive – information pertaining to all interments within NFDC cemeteries. Archive includes exhumation	Permanent	n/a	Legal requirement - LACO 1977	P	Yes
Original archive material – burial and grave registers, original deed of grant (EROB), memorial records, maps, plans and transfer material – cemetery archive – hard copy storage	Permanent	n/a	Legal requirement - LACO 1977	P	Yes
Memorial paperwork and digital archive – all historical and current information pertaining to each memorial	Permanent	n/a	Legal requirement - LACO 1977	P	Yes
Burial plot ownership (EROB) and Transfer information - all historical and current information pertaining to each plot which includes Family and EROB holders' correspondence requests (associated to ownership only)	Permanent	n/a	Legal requirement - LACO 1977	P	Yes
Correspondence – letters and emails issued and received – not linked to interment, memorial, or ownership requests	3 years	End of relevant financial year of creation	Business need	D	Yes

Registered Stonemasons and Funeral Directors details	0 years	Date of leaving scheme	Business need	D	Yes
Management of memorial safety paperwork (excluding digital archive) – each memorial tested for safety a maximum of 5 yearly – 3x memorial inspection cycles	15 years	Date of inspection	Business need	D	Yes
Policies, Strategies and Reports -correspondence/ approvals	6 years	Date superseded	Business Need	D	No
General service communications – meeting notes, general information	3 years	End of relevant financial year of creation or when superseded	Business Need	D	No
Service working documents and information– asset inspections reporting, web material, GIS and spatial information	3 years	End of relevant financial year of date superseded	Business need	R	No
Service management information – capital bid projects, cemetery provision and maintenance records	6 years	Date of closure of cemetery	Business need	R-offer to local archive	No
Template documents	0 years	Date superseded	Business need	D	No

4.1.3. PEST CONTROL

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Treatment records - digital data	6 years	End of last treatment	Limitation Act 1980	R-historical treatment issue	Yes
Service management information	6 years	Date superseded	Business need	D	No
Contract information – external and internal contracts – including invoicing and billing	6 years	End of relevant financial year of contract end date/last bill paid	Limitation Act 1980/financial requirement	D	No
Policies, Strategies and Reports -correspondence/ approvals	6 years	Date superseded	Business Need	D	No
Template documents	0 years	Date superseded	Business need	D	No
General service communications – meeting notes, general information	3 years	End of relevant financial year of creation or when superseded	Business Need	D	No

4.1.4. GROUNDS MAINTENANCE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Service management information – adverse weather, emergency, and winter planning	6 years	Date superseded	Business need	D	No
Contract information – HCC; SLAs, Housing – including invoicing and billing	6 years	End of relevant financial year of end of contract period	Limitation Act 1980	D	Yes
Partnership working documents – parish and town council, other authorities	6 years	End of relevant financial year of end of contract period	Limitation Act 1980	D	Yes
Policies and Strategies -correspondence/ approvals	6 years	Date superseded	Business need	D	No
General service communications – meeting notes, emails	3 years	End of relevant financial year of creation or when superseded	Business need	D	No
Training material (annual review of departmental training requirements)	3 years	Date training superseded or date when left NFDC – whichever is the latter	Limitation Act 1980	D	No
Training material and records – such as environmentally sensitive or hazardous – asbestos training, environmental clear-ups, hand-arm vibration - health surveillance related training.	40 years	Date when left NFDC	Limitation Act 1980	R	No

Service working documents – asset inspections, web material, and spatial information	3 years	End of relevant financial year of date superseded	Business need	D	No
Procurement and equipment information – vehicle, plant and tools, PPE	3 years	End of relevant financial year of creation	Business need	D	No
Operational working documents – rounds sheets, work planning, operative information	6 years	End of relevant financial year of creation	Business need	D	No
Health and safety service documentation – service continuity (winter maintenance and adverse weather)	6 years	Date superseded	Business need	D	No
Template documents	0 years	Date superseded	Business need	D	No

4.1.5. CORPORATE TREES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Digital inventory of assets and components of the Corporate Trees dataset – H&S and maintenance management.	6 years	Disposal or removal of asset	Business need	D	No
Service management information – such as open access, land parks and open spaces, or any space which NFDC are	6 years	Date superseded	Business need	D	No

responsible, including tree preservation orders and dangerous structures					
Service management information and working documentation – relating to Ash Die-back	7 years	Disposal or removal of asset	Limitation Act 1980	D	No
Service management information requiring a permanent retention – such as countryside surveys, management on common land, or conservation area tree works notification	Permanent	n/a	Limitation Act 1980	P	No
Contract information – internal and external SLA agreements and communications. Such as with Housing, Cemeteries, and other council-owned land	6 years	End of relevant financial year of the end of the contract period, obligation, and renewal or when superseded	Limitation Act 1980/ financial requirement	R	Yes
Partner information – parish and town council, other authorities – SLA and communications	6 years	End of relevant financial year of end of contract period	Limitation Act 1980	R	No
Policies, Strategies, Planning Management and Reports -correspondence/ approvals /audit	6 years	Date superseded	Business need	D	No
General service communications – provision of advice and information on trees, woodland, and tree-related issues	3 years	End of relevant financial year of creation or when superseded	Business Need	D	No
Service working documents and information – planned maintenance	6 years	Date of completion	Business need	D	No

relating to specific properties or open spaces and safety report records					
Service provision consultation and conveyancing – agreed actions	6 years	End of relevant financial year of creation	Business need	D	No
Template documents	0 years	Date superseded	Business need	D	No

4.1.6. STREET SCENE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Service management information – adverse weather, elections, emergency, climate, environmental incidents, water safety and winter planning	6 years	Date superseded	Business need	D	No
Contract information – Small Contracts, SLAs– including invoicing and billing	6 years	End of relevant financial year of end of contract period	Limitation Act 1980	D	Yes
Policies and Strategies -correspondence/ approvals	6 years	Date superseded	Business need	D	No
General service communications – meeting notes, emails	3 years	End of relevant financial year of creation or when superseded	Business need	D	No

Training material (annual review of departmental training requirements)	3 years	Date training superseded or date when left NFDC – whichever is the latter	Limitation Act 1980	D	No
Training material and records – environmentally sensitive or hazardous – asbestos training, environmental clear-ups, hand-arm vibration - health surveillance related training.	40 years	Date when left NFDC	Limitation Act 1980	R	No
Service working documents – asset inspections reports, web material, photographs	3 years	End of relevant financial year of date superseded	Business need	R	No
Service working documents associate with fixed assets and property - pc inspections, assets, and other properties	6 years	Commence upon demolition of site or removal of asset	Limitation Act 1980	R	No
Procurement and equipment information – vehicle, plant and tools, PPE	3 years	End of relevant financial year of creation	Business need	D	No
Operational working documents – tick and rounds sheets, work planning, operative information	6 years	End of relevant financial year of creation	Business need	D	No
Health and safety service documentation – service continuity (winter maintenance and adverse weather)	6 years	Date superseded	Business need	R	No
Service provision consultation and conveyancing – agreed actions	6 years	End of the 6 th fiscal year from time of creation	Business need	R	No
Template documents	0 years	Date superseded	Business need	D	No

4.2. WASTE AND TRANSPORT

4.2.1. WASTE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Garden waste database <ul style="list-style-type: none"> Database that holds all current year garden waste customers, information held includes name, address, collection schedule, number of sacks 	0 years	End of subscription year	Business Need	D	Yes
Garden Waste Year End Spreadsheet	1 year	End of subscription year	Business Need	D	Yes
Clinical Waste Database <ul style="list-style-type: none"> Database that holds all clinical waste customers name, address, type of collection they require, collection date 	1 year	6 months from last collection	Business Need	D	Yes
Clinical Waste forms	1 years	6 months from last collection	Business Need	D	Yes
Clinical Waste collection request emails	2 weeks	Date received	Business need	D	Yes
Business Waste Database <ul style="list-style-type: none"> Database that holds all business waste customers and what 	0 years	Date contract ends	LG inform	D	Yes

service they require, whether that be sacks or containers.					
Duty of Care documents	6 Years	Date set up	Limitation Act 1980	D	Yes
Business waste leaflet	0 years	End of financial year	Business Need	D	No
Business waste guidelines	0 years	End of financial year	Business Need	D	No
Customer services emails	1 year	Date received	Business Need	D	Yes
Overtime sheets	0 years	Date sent to payroll	Business Need	D	Yes
Agency timesheets	12 months	Date received	Business Need	D	Yes
Return to work forms	0 years	Date saved on personal file	Business Need	D	Yes
Inductions (hard copy)	6 years	From end of employment	Business need	D	Yes
Risk assessments (paper based signed copies)	3 years	From end of employment	Limitation Act 1980	D	No
Training sign off sheets	0 years	Date sent to HR	Business need	D	Yes
Training database (rolling spreadsheet) Leavers tab	6 years	Leavers from end of employment	Business need	D	Yes
PPE folders	3 years	From end of employment	Limitation Act 1980	D	Yes
Glove records	3 years	From end of employment	Limitation Act 1980	D	Yes
Tick sheet (rolling spreadsheet)	3 years	End of financial year	Limitation act 1980	D	Yes
Health and Safety inspections	3 years	From end of relevant financial year	Business need	D	Yes

Drive pasts	12 months	From end of relevant financial year	Business need	D	No
Washdowns	12 months	From end of relevant financial year	Business need	D	No
Holiday Option	0 years	Date sent to payroll	Business need	D	Yes
Back door collections (online forms)	1 year	Date customer signed up	Business need	D	Yes
Scheduled correspondence	1 year	From date sent	Business need	D	Yes
Remind me text message database (customers who have opted in)	0 years	From date opt out	Business need	R	Yes
Remind me text message database (customers who have opted out)	Permanent	From date opt out	UK GDPR and Data Protection Act 2018/ Privacy and Electronic Communications (EC Directive) Regulations 2003	P	Yes
Bulky hard copy collection sheets	0 years	Date of collection	Business need / retained by customer services	D	Yes
Consultations <ul style="list-style-type: none"> • Consultations carried out for waste strategy 	6 years	From date of completion	Business Need	R	Yes
Business Service Plans	3 years	From end of relevant financial year	Business Need	D	Yes
Waste Strategy supporting docs	6 years	From date strategy agreed	Business Need	R	Yes

Project Integra (Hampshire led, documents and Minutes)	6 months	From date of receipt	Business need – held centrally by HCC	D	Yes
Waste Data	Permanent	From date created	Business Need	P	No

4.2.2. TRANSPORT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Weighbridge tickets	0 years	Date of reconciliation	Business Need	D	N
Drivers Hours Sheets	15 Months	End of relevant month of date when sheet is completed	O Licence	D	Y
Defect Sheets	15 months	End of relevant month of date when sheet is completed	O Licence	D	N
Taxi Inspection sign off	6 years	When taxi inspection completed	Limitation Act 1980	D	Y
Access Key sign off	1 year	When employee returns key	Business Need	D	Y
MOT Certificates for Council Vehicles	15 months	End of relevant month of date of MOT	O Licence	D	N
V5C Documents	0 years	Disposal of vehicle	Business Need	D - passed to new owner	N
Service/repair records:			O Licence	D	N

New Vehicles	15 months	End of relevant month of date new vehicles get to 3 years old			
Older Vehicles	15 months	End of relevant month of date/repair			
vehicle CCTV footage	Up to 1 month	Date recorded	Business Need	D	Y
Departmental SLA's	6 years	Date superseded	Business Need	D	N
Transport scheduling software (truckfile)	1 year	Date of sale of vehicle	Business Need	D	Y
Drivers Handbook	6 years	Date Superseded	Business Need	D	N

4.3. COASTAL SERVICES

4.3.1. COASTAL

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Aerial photography hard copy	Permanent	On receipt of data	Historical significance	P	No
Aerial photography digital copy	Permanent	On receipt of data	Historical significance	P	No
Terrestrial photography of coastal sites/ condition	Permanent	On receipt of data	Historical significance	P	No

Scheme drawings hard copy	6 years	Date scheme superseded	Business Need	R	No
Scheme drawings digital	6 years	Date scheme superseded	Business Need	R	No
Geotechnical reports produced for external recipient i.e., Environment Agency/ Government Departments etc	6 years	Date scheme superseded	Historical significance/ Business Need	R	No
Reports commissioned from third parties/ consultants etc	6 years	Date scheme superseded	Historical significance/ Business Need	R	Yes
Meetings minutes	6 years	End of relevant financial year of date agreed	Limitation Act 1980	D	Yes
Data: Rain gauge, wind, wave, tidal, current	Permanent	On receipt of data	Historical significance	P	No
Inspection reports	2 years	Date of completion	Business Need	R	No
Log of beach huts on Council land; details of current owner, date took ownership, contact information	0 years	Date of removal	Business Need	D	Yes
Files relating to beach hut licences: Licence conditions, transfer forms, correspondence, invoices, photographs, relevant planning applications	12 years	End of Licence Agreement	Business Need	D	Yes
Template licence conditions/ transfer forms	6 years	Date superseded	Business Need	D	No
Correspondence with Beach Hut Owners Associations	6 years	End of relevant financial year of correspondence sent/ received date	Business Need	D	Yes

4.3.2. CHANNEL COASTAL OBSERVATORY (CCO)

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Spatial Monitoring Processed Data (Topographic, Bathymetric, Lidar, Aerial Photography) – owned and retained by CCO	Permanent	Production or delivery of processed dataset, including completion of Quality Control procedures.	Business Need Public Good: Scientific Significance	P	No
Spatial Monitoring Raw Data (Topographic, Bathymetric, Lidar, Aerial Photography) – owned and retained by CCO	Permanent	Collection of data.	Business Need Public Good: Scientific Significance	P	No
Spatial Monitoring Metadata (Topographic, Bathymetric, Lidar, Aerial Photography) – owned and retained by CCO	Permanent	Production of processed dataset.	Business Need Public Good: Scientific Significance	P	No

Personal data associated with Spatial Monitoring Metadata (Topographic, Bathymetric, Lidar, Aerial Photography) – owned and retained by CCO	0 years	Change of contact associated with MetaData	Business Need	D	Yes
Spatial Monitoring Processed Data (Topographic, Bathymetric, Lidar, Aerial Photography) – owned by other regions and retained by CCO	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	No
Spatial Monitoring Metadata (Topographic, Bathymetric, Lidar, Aerial Photography) – owned by other regions and retained by CCO	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	No
Spatial Monitoring Processed Data (Topographic, Bathymetric, Lidar, Aerial Photography) – owned by CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Spatial Monitoring Metadata (Topographic, Bathymetric, Lidar, Aerial Photography) – owned by CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Asset Data – owned by LA/RMA and collated and retained by CCO	Permanent	Delivery of data to CCO	Business Need Public Good: Scientific Significance	P	Yes

Asset Data – owned/collated by other regions (including LAs/RMAs) and retained by CCO.	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	Yes
Asset Data – owned/collated by CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Other spatial data (cliff monitoring, bespoke surveys etc.)– owned and retained by CCO	Permanent	Collection of Data	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Processed Data (Waves, Tides, Meteorological Data) – owned and retained by CCO	Permanent	Production or delivery of processed dataset, including completion of Quality Control procedures.	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Raw Data (Waves, Tides, Meteorological Data) – owned and retained by CCO	Permanent	Collection of Data	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Metadata (Waves, Tides, Meteorological Data) – owned and retained by CCO	Permanent	Production or delivery of processed dataset.	Business Need Public Good: Scientific Significance	P	No

Temporal Monitoring Raw Data (Wave, Tides, Meteorological Data) - owned by other regions and retained by CCO	Permanent	Collection of Data	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Processed Data (Waves, Tides, Meteorological Data) – owned by other regions and retained by CCO	Permanent	Production or delivery of processed dataset, including completion of Quality Control procedures.	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Metadata (Waves, Tides, Meteorological Data) – owned by other regions and retained by CCO	Permanent	Production or delivery of processed dataset.	Business Need Public Good: Scientific Significance	P	No
Temporal Monitoring Raw Data (Waves, Tides, and Meteorological Data) - owned by CCO or other regions and retained by Data Management Provider on behalf of CCO	10 years	End of Contract with Data Management Provider	Business Need	D	No
Temporal Monitoring Processed Data (Waves, Tides, Meteorological Data) – owned CCO or other regions and	10 years	End of Contract with Data Management Provider	Business Need	D	No

retained by Data Management Provider on behalf of CCO.					
Temporal Monitoring Metadata (Waves, Tides, Meteorological Data) – owned CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Other temporal data (ADCP, bespoke surveys etc.) – owned and maintained by CCO	Permanent	Production or delivery of processed dataset, including completion of Quality Control procedures.	Business Need Public Good: Scientific Significance	P	No
Spatial Monitoring Products (Habitat Mapping, Seabed Mapping) – owned and retained by CCO	Permanent	Production or delivery of processed dataset, including completion of Quality Control procedures.	Business Need Public Good: Scientific Significance	P	No
Spatial Monitoring Products Metadata (Habitat Mapping, Seabed Mapping) – owned and retained by CCO	Permanent	Production or delivery of processed dataset.	Business Need Public Good: Scientific Significance	P	No
Spatial Monitoring Products (Habitat Mapping, Seabed Mapping) - owned by other regions and retained by CCO	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	No

Spatial Monitoring Products Metadata (Habitat Mapping, Seabed Mapping) – owned by other regions and retained by CCO	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	No
Spatial Monitoring Products (Habitat Mapping, Seabed Mapping) - owned by CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Annual, Survey or Incident Reports – owned and retained by CCO.	Permanent	Production or delivery of report, including completion of internal review procedures.	Business Need Public Good: Scientific Significance	P	No
Annual, Survey or Incident Reports – owned by other regions and retained by CCO.	1 year	Upload of data on www.coastalmonitoring.org	Business Need	D	No
Annual, Survey or Incident Reports - owned CCO or other regions and retained by Data Management Provider on behalf of CCO.	10 years	End of Contract with Data Management Provider	Business Need	D	No
Risk Assessments: Generic	3 years	Date Superseded	Limitation Act 1980	D	No
Risk Assessments: Survey Specific	3 years	Date Signed by User	Limitation Act 1980	D	Yes
Standard Operating Procedures associated with coastal monitoring data.	Permanent	Creation of final version of document.	Business Need	P	No

			Public Good: Scientific Significance		
Quality Control Manuals associated with coastal monitoring data.	Permanent	Creation of final version of document.	Business Need	P	No
Data Collection Specifications associated with coastal monitoring data.	Permanent	Creation of final version of document.	Business Need	P	No
Technical handbooks created by CCO associated with coastal monitoring data.	Permanent	Production or delivery of report, including completion of internal review procedures.	Business Need Public Good: Scientific Significance	P	No
Dynamic Purchasing System (DPS) Framework	10 years	Completion of the Dynamic Purchasing System	Business Need	D	No
DPS Supplier Applications – successful or unsuccessful	10 years	Conclusion of the Dynamic Purchasing System	Business Need	D	Yes
DPS Supplier Evaluations	6 years/12 years (if under Deed)	Conclusion of Contract Awarded through DPS	Business Need	D	Yes
SLA documentation	6 years	Completion of SLA contract	Business Need	D	Yes
Tender Documents for Monitoring Work – created by CCO	6 years/12 years (if	Completion of either (a) procurement exercise, or (b) contract	Business Need	D	No

	under Deed)				
Contracts of work awarded by CCO associated with data, data product or metadata provision.	6 years/12 years (if under Deed)	End of contract	Business Need	D	Yes
Business Case Documentation underpinning the long term governance and justification of survey programme, of National Network of Regional Coastal Monitoring Programme	Permanent	Submission to EA for evaluation	Business Need Public Good: Scientific Significance	P	No
Survey Schedules underpinning the long term governance and justification of survey programme, of South East Network of Regional Coastal Monitoring Programme	Permanent	Finalised version of schedule	Business Need Public Good: Scientific Significance	P	No
Governance Documents (Agendas, Minutes, Terms of Reference)	6 years	Dissolution of Southeast Regional Coastal Monitoring Programme	Business Need	D	Yes
FCERM Policy Documents (Beach Management Plans, Shoreline Management Plans etc.)	6 years	Dissolution of Southeast Regional Coastal Monitoring Programme	Business Need	D	No
Bespoke Research Outputs (data, products, metadata and reports)	Permanent	Production or delivery of report, including completion of internal review procedures.	Business Need Public Good: Scientific Significance	P	No

Technical Reports and Notes	Permanent	Production or delivery of report, including completion of internal review procedures.	Business Need Public Good: Scientific Significance	P	No
Documents associated with representation on National Boards or Bodies etc. (Agendas, Minutes, Notes).	6 years	End of Southeast Regional Coastal Monitoring Programme	Business Need	D	Yes
Codebase (Matlab, R, and Python scripts) associated with coastal monitoring data.	Permanent	Creation of implemented version of code.	Business Need Public Good: Scientific Significance	P	No

4.3.3. ENGINEERING SERVICES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Requests for work; correspondence, orders, photographs, maps/plans	6 years	Date actioned/reported to department	Limitation Act 1980	D	Yes
Site related digital photographs	3 years	Date created	Limitation Act 1980	D	No

Training material (annual review of departmental training requirements)	3 years	Date training superseded	Limitation Act 1980	D	No
Departmental job sheets/utility plans/photos	3 years	Date created	Limitation Act 1980	D	No
Supplier invoices	6 years	At end of current financial year	Limitation Act 1980/Audit	D	No
CS enquiries from Housing tenants relating to sewer problems etc. and related correspondence	1 year	Date actioned/reported to Housing	Business need – records retained centrally by Housing	D	Yes
Job log eforms	3 years	End of relevant financial year	Business need	D	Yes
Capital Project contract documentation:- <ul style="list-style-type: none"> • Contract • RAMS • Payment certificates/invoices • Meeting notes/emails 	6 years/12 years (if under seal)	End of obligation under contract	Limitation Act 1980	D	Yes

4.4. CLIMATE CHANGE AND SUSTAINABILITY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Governance	6 years		Business Need	R	No

<ul style="list-style-type: none"> - Terms of Reference – funding, steering group etc. - Roles and responsibilities / org. charts - Training records register - Training materials - Meeting minutes / action logs - Annual Reports 		<p>Date procedures superseded</p> <p>Date of completion</p> <p>Date superseded</p> <p>Date of meeting</p> <p>Date of publication</p>	Individual records retained by HR		
<p>Programme Management</p> <ul style="list-style-type: none"> - Policies - Strategies - Action Plans 	6 years	Date policy / strategy / action plan superseded	Business Need	R	No
<p>Project Management</p> <ul style="list-style-type: none"> - Business cases - Delivery programmes - Email correspondence - Corporate communications <ul style="list-style-type: none"> - Internal - External - Procurement documents <ul style="list-style-type: none"> - Gateway documents (internal) - External documents e.g. tender packs, expressions of interest adverts - Procurement responses - Signed agreements 	6 years	Date of project completion	Business Need	R	No
	6 years / 12 years (if under seal)	End of period of obligation	Limitation Act 1980		Yes
Impact Assessment Tool					

- Tool development records - Project data (from services) - Trend / cumulative impact data - Reporting	6 years	Cease use of tool	Business use	R	No
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4.5. ENFORCEMENT AND AMENITIES

4.5.1. ENFORCEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
DVLA Registered keeper (WEE) Requests (abandoned vehicles/enviro-crime)/ Abandoned vehicle sheets -1 per vehicle – hard copy includes CS reports, photos etc, uplift requests (Silverlake)	2 years	Date of request	DVLA contract and audit requirements	D	Yes
Abandoned vehicle sheets (1 per vehicle – hard copy includes CS reports, photos etc) where vehicle NOT abandoned	2 years	Date of request	Business need	D	Yes
Log of abandoned vehicles	2 years	End of calendar year	Business need	D	Yes
PCN enforcement cases (PCN number, correspondence, vehicle details, photos, DVLA reg keeper info, informal challenges, formal reps, NTO's, charge	6 years	Date of payment of PCN/case closed	Limitation Act 1980/Financial information retention requirements	D	Yes

certificates, debt registrations, documents, etc)					
Contracts relating to PCN enforcement, ticket machines, pay by phone, maintenance, DVLA, abandoned vehicles, dogs, enviro-crime, parking clocks	6 years	End of contractual obligation	Limitation Act 1980	D	No
Enforcement policies	6 years	Date of revision	Limitation Act 1980	D	No
Parking clocks	0 years	Date of expiry	Business need	D	No
CS reports –non-financial – general enquiries	0 years	Date actioned	Business need	D	Yes
Parking.office e-mails/general enquiries	0 years	Date actioned	Business need	D	Yes
CS Reports – financial – refund requests	6 years	End of financial year of Date of refund	Financial information retention requirements	D	Yes
Car park information – photos of signage, layout, plans, maps etc	0 years	Date superseded	Business need	D	No
Found dog form (Hard copy)	2 years	End of relevant calendar year	Limitation Act 1980	D	Yes
Dog reports cases - including dog details, dog behaviour contracts, Community Protection Warnings/Notices, correspondence, photos, financial info, microchip details	6 years	Date case closed	Limitation Act 1980	D	Yes
FPN's Log	6 years	End of relevant financial year of date of payment	Limitation Act 1980	D	Yes

Enviro crime cases including statements and all other evidence relevant to the case	6 years	Date case closed	Limitation Act 1980	D	Yes
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4.5.2. AMENITIES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Mooring waiting list application forms (Paper record)	0 years	Allocated mooring	Business need	D	Yes
Mooring list – Keyhaven (Excel spreadsheet)	2 years	End of most recent Calendar year	Business need	D	Yes
Trial/temporary mooring application forms (Paper record)	2 years	End of most recent Calendar year	Business need	D	Yes
Keyhaven CS reports and correspondence	0 years	Date actioned	Business need	D	Yes
Boat insurance and photos	2 years	End of most recent Calendar year	Business need	D	Yes
Receipt books for launching and licence payments	6 years	End of relevant financial year	Financial information retention requirements	D	Yes

4.6. DEVELOPMENT MANAGEMENT

4.6.1. PLANNING

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Microfiched NFR, RFR, LYB Planning Files Note – all microfiched files are being scanned	0 Years	Date scanned	Town and Country Planning Act 1990 Note – will be retained permanently in planning files as below	D	Yes
Planning Files including appeals (Planning Register requirements)	Permanent	Date created	Town and Country Planning Act 1990	P	Yes
Representations by members of public and consultees within Planning Files	6 years Removed from Council's website after 1 year	Date of decision	Data protection/ transparency	D	Yes

Planning Pre-App Enquiries	6 years	Date of response	Limitation Act 1980	D	Yes
Tree Work application files	Permanent	Date of decision	Town and Country Planning Act 1990	P	Yes
Representations by members of public within Tree Work application files	6 years Removed from Council's website after 1 year	Date of decision	Data protection/ transparency	D	Yes
Requests for Tree Preservation Order consideration files	6 years	Date of response	Limitation Act 1980	D	Yes
Tree Preservation Order files	Permanent	Date created	Town and Country Planning Act 1990	P	Yes
Representations by members of public within TPO files (when no Appeals Committee hearing is held)	6 years	Date of confirmation	Data Protection/ transparency	D	Yes
Training Materials	0 years	Date superseded	Business Need	D	No
Documentation relating to Planning records management system	0 years	System replaced	Business Need	D	No

4.6.2. ENFORCEMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Enforcement Files (where no Notice is served)	10 years	Date case closed	Town and Country Planning Act 1990	D	Yes
Enforcement Files (where Notice is served)	6 years	Date of Notice	Limitation Act 1980	D	Yes
Background information					
Enforcement Notices	Permanent		Town and Country Planning Act 1990	P	
Planning Enforcement Register	Permanent	Date of Notice	Town and Country Planning Act 1990	P	Yes
Planning Enforcement Policy	6 years	Date superseded	Business Need	D	No

4.6.3. PLANNING MONITORING - DEVELOPER CONTRIBUTIONS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of
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					third parties?
All S106 / S52 / S278 agreements. Section 106 Agreements (S106). File copies of 'Section 106 Agreements' between the Council and developers, etc - agreements reached as part of the planning process. They record planning obligations required of developers to mitigate the impact of their development.	Permanent	Date of agreement	Town and Country Planning Act 1990, Section 106. Business need Local Land Charges	P	yes
All Unilateral undertakings File copies of Unilateral Undertakings (UU) submitted by developers recording planning obligations required of developers to mitigate the impact of their development.	Permanent	Date of agreement	Town and Country Planning Act 1990, Section 106. Business need Local Land Charges	P	yes
Correspondence relating to the satisfactory payment of agreements. This could include monitoring of whether a development has commenced, and any payment terms reached.	12 years	Date of agreement	Limitation Act 1980	D	yes
Solicitor enquiries and responses re compliance with S106 and UU agreements	6 years	Date response sent	Business Need	D	Yes (company email)
All records relating to expenditure of developer contributions	Permanent	Date of agreement	Town and Country Planning Act 1990, Section 106.	P	no

			Business need		
Developer contribution log contained information relating to logging, tracking and monitoring of all S106 agreements.	Permanent	Processing commences	Business need	P	No

4.6.4. PLANNING MONITORING - COMMUNITY INFRASTRUCTURE LEVY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
All non public records relating to the creation and implementation of the Community Infrastructure Levy whilst the levy is in place. Cabinet and panel records seeking stage approvals will remain on public record.	12 years	The date that the CIL Charging schedule is no longer in place.	Limitation Act 1980	D	No
All CIL records, e.g. Liability Notice and Demand Notice	Permanent	Date Created	The Community Infrastructure Levy Regulations 2010 (as amended)	P	Yes

			Business Need Land Charges		
All records relating to expenditure of CIL	Permanent	Date of CIL Liability Notice	Reporting purposes	P	No
Community Infrastructure Levy log contained information relating to logging, tracking and monitoring of all CIL Levys.	Permanent	Processing commences	Business need	P	No

4.6.5. PLANNING MONITORING - LAND CHARGES

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
All records relating to land charge searches	6 years	Date of search return	Limitation Act 1980	R	Yes (search agent details)
Land Charges Register (Copies of Legal Agreements registered on the Land Charges Register (e.g. S106, TPO, EH Notices, SCC Legal Agreements)	Permanent	Date of charge	Local Land Charges Act 1975	P	No
All records relating to personal searches	6 years	Date of search return	Limitation Act 1980	R	Yes (search agent details)

Compliance notifications for legal agreements / CIL Demand Notices	6 years	Date of cancellation of agreement email	Limitation Act 1980	R	No
Cancellation of any registered items i.e.: Disabled Facilities Grant, Revoked TPO	6 years	Date of cancellation of agreement email	Limitation Act 1980	R	No
National Park Authority key planning records sent to the Council for recording on the Local Land Charges Register (e.g. enforcement notices, legal agreements, TPOs etc). Copies sent to the Council when made.	Permanent	Date record sent to the Council	Business Need	P	Yes
Register payments for search to Local Land Charges	1 year	Date of report creation	Business Need	D	No
All records relating to the agreement between the Land Registry and the Council in relation to the transfer of the LLC1 to the Land Registry.	6 years	From the end of period of obligation.	Limitation Act 1980	R	No

4.7. PLANNING POLICY AND INFRASTRUCTURE

4.7.1. PLANNING POLICY AND STRATEGY

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Records relating to all activities that develop plans, policies, and strategies (e.g., Local Plan, Neighbourhood Plan, Supplementary Planning Documents (SPD), Partnership for South Hampshire (PfSH) work, policy advice notes) or background evidence base that informs those plans, policies, and strategies	1 year	From date adopted Plan/SPD/Strategy is superseded/revoked	Business Need	R – To check if still needed to be retained	Yes
Records relating to representations/responses in relation to planning policy documents and their preparation (e.g., Local Plan consultation responses, Call for Sites responses), and Local Plan examination statements/responses	0 years	From date adopted Plan/SPD is superseded/revoked	Business Need	R – To check if still needed to be retained	Yes
Records relating to monitoring of the adopted Local Plan or Supplementary Planning Document(s) (SPD)	1 year	From date adopted Plan/SPD is superseded/revoked	Business Need	R – To check if still needed to be retained	No
Brownfield Land Register	Permanent	From date of creation	The Town and Country Planning (Brownfield Land	P	No

			Register) Regulations 2017		
Self-build and Custom Housebuilding Register	Permanent (individuals have the right to request to have themselves removed from the Register)	From date of creation	Housing and Planning Act 2016	P	Yes
Planning policy queries	1 year	From end of calendar year that correspondence is no longer being actioned	Business Need	R – To check if still needed to be retained	Yes

4.7.2. ENVIRONMENTAL DESIGN

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Development Management					
All records relating to consultation responses, including background work	5 years	Date of decision	Business need	R – To check if still needed	No

				to be retained	
Planning Policy Work					
Records relating to all activities that develop plans, policies, and strategies (e.g., Local Plan, Neighbourhood Plan, Supplementary Planning Documents (SPD), Partnership for South Hampshire (PfSH) work, policy advice notes) or background evidence base that informs those plans, policies, and strategies	1 year	From date adopted Plan/SPD/Strategy is superseded/revoked	Business need	R – To check if still needed to be retained	No
Project Work					
Mitigation Program Management	6 years	End of relevant financial year to which program relates	Business need	D	No
Records relating to all activities that develop Landscape Construction projects to implementation stage	6 years	Project proceeds to procurement (project board sign off)	Business need	R – To check if still needed to be retained	No
Records relating to representations/responses/consultation in relation to Landscape Construction projects, i.e. community engagement activities, working with external partners	1 year	End of financial year of date of creation	Business need	R – To check if still needed to be retained	Yes
All records relating to procurement and tendering processes	1 year	End of financial year of procurement exercise	Business need-central record retained by procurement	D	Yes

All records relating to contract management and administration	6 or 12 years (if under deed)	End of period of obligation	Business need Limitation Act 1980	D	Yes
All records relating to all activities that develop design projects (non implementation projects)	1 year	End of financial year of date of creation	Business need	R – To check if still needed to be retained	Yes

4.7.3. CONSERVATION AND HERITAGE

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Consultee Responses on Listed Building applications	Permanent	Date of decision	Town and Country Planning Act 1990	P	No
Consultee Responses on Planning Applications	6 years	Date of decision	Town and Country Planning Act 1990	D	No
Historic Environment Listings	Permanent	Date of creation	Planning (Listed Building and Conservation Areas) Act 1990	P	No
Historic Environment Record: <ul style="list-style-type: none"> • Photographs • Drawings 	Permanent	Date of creation	Planning (Listed Building and Conservation Areas) Act 1990	P	Yes

<ul style="list-style-type: none"> • Historic documents • Original listing details 			National Planning Policy Framework		
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4.8. BUILDING CONTROL

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Building Regulation application records: <ul style="list-style-type: none"> • Applications • Process of Validating, Inspecting and Completing all Building Notice/Regularisation Applications • Full Plans • Photographs • Inspection records etc 	15 years	Completion Date	Department for Local Government - Building Control Performance Standards 2017	D	Yes
Applicant name and contact information within Building Regulation applications	3 months	Completion Date			
Disability information held relevant to the disability fee exemption	0 years	Date exemption validated			

Records relating to the Process of determining all Applications for Demolitions - Section 80 and Section 81 Information	6 years	Date of Notice	Limitation Act 1980	D	Yes
Records relating to the recording of Dangerous Structures: <ul style="list-style-type: none">• Photographs• Site notes• Correspondence etc	6 years	Date of validation	Limitation Act 1980	D	Yes
Records for Competent Persons Registration Schemes and Cavity Fill: <ul style="list-style-type: none">• Register• Applications	15 years	Date of entry	Business Need	D	Yes
Recording of Initial Notices <ul style="list-style-type: none">• Correspondence• Final certificate	15 years	Final Certificate Date	Department for Local Government - Building Control Performance Standards 2017	D	Yes
Building Control Policies	6 years	Date superseded	Limitation Act 1980	D	No
General Correspondence/ Solicitor Enquiries/ fee quotes	9 months	End of relevant month of date received/ sent.	Business Need – if application specific then it would be kept with the project application record.	D	Yes
Partner Authority Applications (PA)	6 years	Date recommendation sent to Partner Authority.	Limitation Act 1980 – records retained	D	Yes

			centrally by relevant Partner Authority.		
Unauthorised Works: <ul style="list-style-type: none"> Record where application has not been made for works 	0 years	Date regularisation application received	Business Need	D	Yes

4.9. ECONOMIC DEVELOPMENT

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
ED CORE ACTIVITY					
Economic Development: Event registrations	1 Month	Completion of event	Business Need	D	Yes
Economic Development: Event recordings	3 Months	Completion of event	Business Need	D	Yes
Economic Development: Email Enquiries	1 Year	End of relevant financial year of date of final response sent	Business Need	D	Yes

Economic Development: ED CRM Businesses Enquiry Records	1 Year	End of relevant financial year of date of final contact	Business Need	D	Yes
Economic Development: E-news subscribers (including the Business Support enews & Film:New Forest enews)	0 Months	The date of unsubscribe (subscribers can unsubscribe at any time)	Business Need	D	Yes
Economic Development: Initiatives & Projects	6 years	From end of obligation of each contract	Limitation Act 1980	D	Yes
ED SPECIFIC PROJECT ACTIVITY					
Film New Forest: Steering Group email addresses for specific projects	0 Months	The date of unsubscribe (subscribers can unsubscribe at any time)	Business Need	D	Yes
Film New Forest: Property Locations Details incl photos of property	3 Years	Date of upload to database / Date confirmed they wish to remain	Business Need	R	Yes
Film New Forest: Film Crew & Services Database	3 Years	Date of upload to database / Date confirmed they wish to remain	Business Need	R	Yes

ERDF Hubs & Spokes Project: Beneficiary businesses details	10 years	From date of final ERDF grant payment	EU Programme retention requirement	R	Yes
ERDF Hubs & Spokes Project: Staff payroll information	10 years	From date of final ERDF grant payment	EU Programme retention requirement	R	Yes
EU FUNDED LEADER PROGRAMME					
LEADER Programme 2015-20: Not Progressed / Withdrawn Applications & supporting information plus Expressions of Interest	2 years	End of relevant financial year of date of final file action	EU Programme retention requirement	D	Yes
LEADER Programme 2015-20: Applications & Supporting information: including photographs of grant funded items and applicants.	7 years	Date of final action i.e. Date of final RCA (Running Costs & Administration) Claim Payments Received from RPA	EU Programme retention requirement	D	Yes

LEADER Programme 2015-20: General email enquiries regarding the LEADER programme	3 years	End of relevant financial year of date final response sent	Business Need	D	Yes
LEADER Programme 2015-20: Documents & contact details relating to stakeholders, delivery partners & Local Action Group	7 years	Date of final action i.e. Date of final RCA (Running Costs & Administration) Claim Payments Received from RPA	EU Programme retention requirement	D	Yes

5. CHIEF EXECUTIVE

5.1. COMMUNICATIONS

5.1.1. COMMUNICATIONS, DIGITAL AND GRAPHICS

Record (and additional descriptions)	Retention Period	Retention Trigger	Justification	Action	Personal data of third parties?
Staff mobile numbers for emergency text alerts	10 days	When they ask to be removed	Business need / To allow time to process deleting	D	Yes
Email addresses for residents email subscribers	10 days	When they ask to unsubscribe	Business need / To allow time to process deleting	D	Yes

Residents email archive copies	6 years	End of relevant calendar year	Business need	R – retain if still useful / of historic interest	Yes
Media releases on the website	6 months	Date published	Business need	R – may be extended or made into web content elsewhere	Yes – quotes from officers or councillors
Media releases and enquiries on media management system	10 years	End of relevant calendar year of date of release / date of response	Business need	R	Yes – quotes from officers or councillors / photographs
Social media public posts – corporate NFDC accounts	0 years	Posts becoming inaccurate / misleading	Business need	D	Yes – quotes from officers or councillors / photographs
Social media private messages – corporate NFDC accounts	6 years	End of relevant calendar year of date of receipt	Limitation Act 1980	D	Yes
All staff emails archive	6 years	End of relevant calendar year	Business need	R – retain if still useful	Yes
Output website analytics from cookies / similar technology	Maximum of 2 years https://newforest.gov.uk/cookies	From the date collected	Business need	D	Yes
Photos and videos for corporate communications (including identifiable individuals)	18 months	Date consent form signed	Business need	D – images/videos may have been disseminated	Yes

Photos and videos for corporate communications (not including identifiable individuals)	10 years	End of relevant calendar year of date of photo/video	Business need	R	No
Photo permission forms	6 years	End of period that photograph may be used (end of 18 months / consent withdrawn)	Limitation Act 1980	D	Yes
Webpage content including archived copies of old versions	10 years	Date published	Business need	P	Yes
Communications form data	3 months	From the date recorded	Business need	D	No
Residents email survey form	1 year	End of relevant calendar from the date recorded	Business need	D	No
Digital graphics files	2 years	End of relevant calendar year from the date last updated	Business need	R	No