

Retention and disposal of information

Independent Inquiry into Child Sexual Abuse (IICSA)

Nottinghamshire County Council is currently one of those under investigation. As a result there is a suspension on the destruction of records which may be required by the Inquiry team. The Council has established an IICSA Steering Group in order to comply with the Inquiry team and to ensure that records are not retained for longer than necessary. The Steering Group decides if records may or may not be destroyed.

Procedure to request the destruction of records

If you have records (computerized, paper, videos, etc.) that are due for destruction please follow this procedure:

Contact the Information manager (william.smith@nottscc.gov.uk), tel: 0115 9774173 and provide him with details of the records concerned.

Shown below are examples of details the Steering Group need to know about the information due for destruction:

Document Type	Details	Service Area	Contact Name
Payroll information	Department staff payroll records years 2003-2005 Copies only. Approximately 1500 documents.	Transport	Jane Doe
Paper documents	Departmental team meetings Minutes of team meetings 1995-2015. Original records. No copies elsewhere. 240 records.	Transport	As above
Word documents on shared drive			

The Information Manager will liaise with the IICSA Steering Group and will let you know their decision.

More information regarding IICSA can be found [in this news story](#).

Retention of Records

For general retention practices/ timelines the authority has produced a [revised retention schedule \[PDF\]](#). This will be used to support the roll out of the Information Asset Register workshops.

The retention schedule is departmental/function based and includes an index to facilitate document search. If you are unable to find the document type you want, or

are unsure of the retention period please contact the Information Manager (william.smith@nottscc.gov.uk), tel: 0115 9774173.

Disposal of confidential waste paper information

Confidential waste facilities (such as confidential waste bins and paper shredders) must be used for all documents which contain:

- restricted information
- secret information
- confidential information
- sensitive information.

For example, this could be information relating to the council's business dealings or the personal information of service users or employees.

Confidential waste must not be stored or left in locations which are not secure. For instance:

- confidential waste should never be left in corridors unless placed in confidential waste bins
- employees working from home must never dispose of confidential waste in their domestic waste as it is simply not secure.

If confidential waste facilities are full or overflowing this should be reported.

Report problems with confidential waste:

County Hall and Trent Bridge House

- email: re@nottscc.gov.uk
- telephone: 0115 9773316.

Other locations

- email: rockley@nottscc.gov.uk
- telephone: 0115 9773706.

Policy Library

Council policies, procedures, guidance and strategies are designed to ensure high standards are maintained at all times.

As part of our commitment to be open and transparent, all of our policies and strategies are being made available through a policy library. The library will bring together the definitive versions of all of these documents into a single point of reference. The policy library is currently populated with our approved policies and strategies. Further documents are being added on a daily basis.

You can search this library to find the policies, procedures, guidance and strategies that govern the area of work you are interested in:

- **Policy:** a set of principles that the County Council will follow in providing services, developing services and taking decisions about services and other matters. New or revised policies may include key actions and a plan for implementation.
- **Strategy:** a document setting out an high level approach to deliver one or more key policy commitments.
- **Procedure:** the approach that will be followed by the County Council in accordance with policy.
- **Guidance:** day to day operational direction, compliant with policy and procedures.