



Records Retention and Disposal Schedule

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Introduction

The Nottinghamshire County Council Records Retention and Disposal Schedule is arranged by function rather than departments and their hierarchical structures. The act of moving teams between departments does not usually result in a change to the authority's functions. This approach enables the schedule to reflect the business of the authority regardless of the reporting structure of its officers.

Scope

This document provides details of the records created and retained by NCC, including those managed by Inspire's Records Management Service. Records created or processed by a commissioned partner, where that partner is processing on behalf of NCC are also included.

This document applies to all information which record the transactions of NCC whether they be held in paper or electronic format.

Please note this is a working document and is being reviewed.

Objectives of the Schedule

The aims of this document are to:

Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, for example, the Independent Inquiry into Child Sexual Abuse.

Support compliance with the Data Protection Act, the Freedom of Information Act, the General Data Protection Regulation and other relevant legislation.

Provide consistency for the destruction of those records not required permanently in order to reduce the costs of unnecessary storage.

Promote improved Records Management practices within NCC which gives the public confidence that when information is destroyed it is done so according to well-considered rules.

Assist in identifying records that may be worth preserving permanently as part of

the authority's archives.

Responsibilities

Group Managers and Team Managers are responsible for ensuring:

- Record retention disposal schedules, policies and procedures are implemented in their teams.
- Recordkeeping systems and arrangements of records enable identification of records due for disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Divergence from this schedule is authorised by the Information Asset Manager
- Staff dispose of records only in accordance with the approved NCC disposal policy and procedures.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format in which they are held.
- ICT equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified and transferred to Nottinghamshire Archives.
- Evidence of the disposal process is kept.

All staff are responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this document (if authorised to do so).
- Ensuring that any divergence from this schedule is authorised,

Disposal of Records

Records which are marked as destroy must be reviewed by an appropriate person prior to review, i.e. destruction is not an automatic action at the end of the stated retention period.

Where records are to be destroyed the consent of the Information Asset Manager must be confirmed in writing prior to such destruction.

Destruction must be confidential where required and must comply with the relevant NCC policy and procedures.

Transfer of Records to Nottinghamshire Archives

Records of potential historic interest or research value should be identified and transferred to Nottinghamshire Archives via the Records Management Service (currently operated by Inspire on behalf of Nottinghamshire County Council).

‘Offer to Archivist for review’ is used to indicate record classes where the Archivist will not usually be interested in retaining the class of records, but may wish to retain those concerning high profile or controversial policies/projects.

The Archivist may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information legislation and any internal policy.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met. It is the responsibility of the Archivist to ensure that this is so.

Officers identifying records of historic value or which are noted as such in this schedule should contact the Records Management Service in the first instance.

Reviewing the Schedule

The schedule will be regularly reviewed and updated (every 6 months) by the Records Management Service to ensure that Nottinghamshire County Council is complying with the latest legislation and legal advice.

Searching the Schedule

Aside from using the index, the schedule can be searched for specific words or phrases such as ‘youth support’ or ‘mental health’ using the find function. Pressing **Ctrl+F** and enter the word(s) in the dialogue box. On Apple computers **Cmd+F** should be used.

Retention Quick Reference Section

For further information on each of the following functions and associated records and the rationale for the retention period please see the Retention and Disposal Policies section of this schedule.

Adult Social Care and Health	
Function	Retention
Accommodation Support	6 years after last action/case closure
Case Management	6 years after last action/case closure
Community Living and Disabilities Support	6 years after last action/case closure
Mental Health Support	20 years after last contact or 8 years after death
Visual Impairment	5 years after date of death, or date individual turns 100 if no notification of death received
Vulnerable Adult Protection and support	6 years after last contact

Children's Services	
Function	Retention
Universal services or non-targeted services	6 years after last action
Early Help Records	25 years after last action
MASH	6 weeks after last action
Children in Need	Review 25 years after last action
Child protection	Review 35 years after last action
Adults who present a risk of harm to children	Date of referral + 100 years
Looked After Children	Review 75 years after child reaches 18 (or 15 years after death of child)
Asylum seekers	Review 7 years after last action
Adopted children	100 years after adoption order
Fostering	75 years after deregistration
Foster applications	Review 3 years after last action
Foster Service Records	15 years after last action
Adoption records	100 years after adoption order
Adoption (unsuccessful)	25 years after last action
Residential homes	Review 75 years after last action
Misc (children's homes)	Review 15 years after last action
Placements	Review after child turns 23 (5 years after death if child dies before age of 23)
Youth Justice	Review 35 years after last action
Youth Services	Review 15 years after last action
SEN, ICDS	35 years after last action
Support to families	Review 7 years after last action
Supporting disabilities	Review 25 years after last action
Educational psychology	35 years after last action
Education case management records for children and families	35 years after last action, unless child has been in care or has had SEND involvement
Admissions and exclusions (schools, pupil referral units, etc.)	25 years after last action
School admissions transfer and admission application forms	6 years after last action
Childminding	Review 35 years after last action
Complaints	7 years after last action

Community Safety	
Function	Retention
Animal Health and Welfare Inspection and Monitoring	6 years after site closure, change of use, NCC no longer responsible
Civil Emergency Planning Contact Information	Destroy 6 years after closure
Civil Emergency Planning Major Incidents & Near Misses at Sports Grounds	Offer to Archives 10 years after incident
Civil Emergency Planning Major Incident Response and Recovery	Offer to Archives 10 years after incident
Civil Emergency Planning Minor Incident Response and Recovery	Destroy 10 years after incident
Civil Emergency Planning Preparing Emergency Plans	Destroy 10 years after superseded
Civil Emergency Planning Partnership and Liaison	Destroy 10 years from closure
Civil Emergency Planning Risk Assessments	Destroy 10 years from issue of risk register
Civil Emergency Planning Statutory and Regulatory Compliance	Destroy 6 years from cessation of statutory duty
Civil Emergency Planning Volunteer Special Category Data	Destroy 6 years from closure
Civil Emergency Planning Training of Personnel	Destroy 10 years after superseded
Complaint Investigation and Enforcement	6 years after resolution, end of enforcement action or sentence
Fair Trading Inspection and Monitoring	6 years after site closure, change of use, NCC no longer responsible
Safety Certification of Sports Grounds	6 years from closure of ground (or withdrawal of safety certificate)
Safety Registration and Licensing	6 years after expiry of licence or registration
Sample and Product Testing	6 years after date created

Democracy	
Function	Retention
Civic Offices Support	6 years after date created
Decision Making	6 years after date created
Electoral System Support	1 year after date created
Member Support	6 years after date created

Education

Function	Retention
Admissions and Transfers Processing	6 years after end of academic year
Appeals Administration	2 years after end of appeals process
Pupil Files (e.g. where there is SEN or other involvement)	Until end of academic year following user's 25 th birthday
School Capacity Planning	6 years after end of review, decision, or implementation
SEND Case Files	Until end of academic year following user's 25 th birthday

Environmental Protection

Function	Retention
Advice Provision	6 years after date created
Complaint Investigation and Enforcement	10 years after resolution, end of enforcement action or sentence period
Historic Enforcement Protection and Improvement	Until NCC no longer responsible for function
Natural Environment Protection and Improvement	Until NCC no longer responsible for function

Finance	
Function	Retention
Accounting and reporting	6 years after end of financial year
Banking administration	6 years after end of financial year
Budgets Management	6 years after end of financial year
Charities and Trusts Administration (Administrative Records)	6 years after end of financial year
Charities and Trusts Administration (Deeds and Instruments)	Transfer after wound-up
Financial Planning	6 years after end of planning period of strategy superseded
External Funding	6 years after end of funding period or as required by funding body
Grant Funding Administration	6 years after end of funding period or as required by funding body
Income processing	6 years after end of financial year
Loans and Leasing Administration	6 years after settlement or end of lease
Payroll Administration	6 years after end of financial year
Pension Fund Management	6 years after end of scheme
Pension Scheme Administration	6 years after death of last known beneficiary of member
Procurement (unsuccessful tenders)	1 year after contract awarded
Procurement (awarded contracts)	6, 12, or 25 years after end of contract
Purchasing and Payment Processing	6 years after end of financial year
Taxes Management	6 years after end of tax year

Health and Safety	
Function	Retention
Accident and Incident Reporting and Investigation (Adults)	3 years after investigation
Accident and Incident Reporting and Investigation (Children)	21 years after date of birth
Advice Provision	6 years after date created
Hazardous Substance Management	100 years after date created
Health Surveillance and Exposure Monitoring (identifiable individuals)	Until 75 th birthday or 40 years after last medical assessment *50 years if exposed to ionising radiation)
Health Assessment	6 years after last assessment
Pre-employment health screening	1 year after date created
RIPA Management	Central records, 1 year after inspection. Originals, 6 years after prosecution.
Voice Call Recording	6 months after recording

Human Resources	
Function	Retention
Attendance and Time Recording	2 years after date created
Disciplinary and Grievance Procedures Administration	6 years after end of employment
Disclosure and Barring Service Checking	6 months for disclosure report. 6 years after end of contract for records of check.
Industrial Relations Management	10 years after date created or agreement ceases to be effective
Leave Administration	3 years after end of financial year
Performance Monitoring and Review	6 years after date created
Personal employment and training record of staff (who have <u>not</u> worked with children or vulnerable adults)	7 years after end of employment
Personal employment and training record of staff (who have worked with children or vulnerable adults)	40 years after end of employment
Recruitment and Termination Administration	6 months for unsuccessful candidates. 6 years after end of employment for successful candidates
Sickness Absence Management	6 years after end of employment
Sickness Absence Management (Fit Notes)	2 years after issue
Staff Training (Individual Training Records)	6 years after end of employment
Training Provision	Course administration: 6 years after date created. Course content and supporting materials until superseded or no longer provided.

Information and Communications Technology (ICT)	
Function	Retention
ICT Service Design	6 years after date of creation
ICT Service Operation	1 year after date of creation
ICT Service Transition	6 years after date of creation

Information Management	
Function	Retention
CCTV Recording	No longer than 31 days after date of recording, or until overwritten, unless used in legal case in which case CCTV recording will become part of the case file
Information Access Management	6 years after date of creation
Information Security Management	3 years after date of creation
Records Storage Management	Lifetime of organisation
Regulation of Investigatory Powers Act Processing	1 year after inspection for central record 6 years after end of prosecution
Voice Call Recording	6 months after date of recording

Management	
Function	Retention
Business Continuity Impact Assessments	6 years from closure
Business Continuity Incident	6 years after incident
Business Continuity Planning	6 years after superseded
Business Continuity Training and Exercises	10 years from date of training or exercise
Communications Management and Marketing	6 years after date created
Complaints Management	7 years after resolution
Consultation and Engagement	6 years after date created
Events Management	6 years after date created
Feedback processing	2 years after date created
Freedom of Information Requests	2 years from case closure
Performance Monitoring and Reporting	6 years after date created
Policy and Procedures Development	6 years after superseded
Research and Analysis	6 years from date processed
Strategic Planning	6 years after superseded
Subject Access Requests	2 years from case closure
Transformation and Change Management	6 years after date created

Occupational Health and Wellbeing

Function	Retention
Counselling records	20 years or 8 years after patient's death if died while in care of organisation
Health records for classified persons under medical surveillance	50 years from date of last entry or age 75, whichever is longer
Immunisation and vaccination	10 years after conclusion of treatment
Litigation	Review after 10 years
Occupational Health Records	3 years after termination of employment unless litigation ensues
Ophthalmic and auditory screening records	11 years
Personal exposure of an identifiable employee monitoring record	40 years from exposure date
Personnel health records under occupational surveillance	40 years from last entry on record
Radiation dose records for classified persons	50 years from the date of the last entry or age 75, whichever is the longer

Physical Assets and Property

Function	Retention
Equipment Management	6 years after disposal of equipment, fixed or plant system
Facilities Management	1 year after date of created
Land Access Agreements and Licensing	6 years after expiry of agreement or licence
Land and Premises Acquisition and Disposal	15 years after NCC ceases to own or lease site or premises
Land Management	12 years after NCC no longer responsible for site
Land Reclamation Scheme Management	15 years after NCC ceases to own or lease site or premises
Premises Design and Construction Supervision	15 years after completion. As built records until NCC no longer responsible for site.
Vehicle and Fleet Maintenance	6 years after disposal of vehicle

Planning and Permitted Development	
Function	Retention
Complaint Investigation	6 years after resolution of complaint or expiry of planning permission
Consultations (Adjoining Authorities or Statutory Bodies)	6 years after date of response submission
Inspection and Monitoring (NCC Development)	6 years after final site inspection
Inspection and Monitoring (Minerals)	6 years after final site inspection
Inspection and Monitoring (Waste)	6 years after final site inspection
Non-Planning Applications	Permanent
Permitted Development Orders	Permanent
Permitted Development Orders (Correspondence)	6 years after date order served
Permitted Development Enquiry Confirmation	Permanent
Planning Appeals (Confirmation)	12 years after decision notice
Planning Appeals (Inspectors)	Permanent
Planning Appeals (Statements)	6 years after decision notice
Planning Applications	Permanent
Planning Applications (Consultation)	18 months after commencement of development
Planning Applications (Consultation Lapsed)	Immediately upon lapse of permission
Planning Applications (Other)	6 years after decision notice
Planning Applications (Returned)	Immediately upon return
Planning Applications (Withdrawn)	6 years after withdrawal
Planning Enforcement Action (Correspondence)	6 years after issue of notice
Planning Enforcement Action Notices	Permanent
Pre-Application Advice	6 years after issue of advice
Scoping Requests	Permanent
Scoping Requests (Correspondence)	6 years after opinion issued
Screening Requests	Permanent
Screening Requests (Correspondence)	6 years after opinion issued

Planning Policy	
Function	Retention
Developer Contribution and Obligation Negotiation	6 years after funding period
Land and Property Enquiry Processing	6 years after creation
Minerals and Waste Local Plans	Until superseded

Registrars

Function	Retention
Citizenship Ceremonies	6 months after date of ceremony unless complaint received, then 6 years from complaint
Marriage services. Process of conducting a marriage service.	3 years after last action
Notices. Process of notification in relation to birth, death or marriage.	2 years after last action
Process of certification of the registration of a birth, death or marriage.	7 years after last action
Process of the summary registration of a birth, death or marriage.	Permanent

Risk Management and Insurance Administration

Function	Retention
Audit	6 years after audit or legal action
Business Continuity Planning	6 years after superseded
Insurance Claims Administration	6 years from close of case. If claimant is a child, 6 years from close of case or date claimant turns 21, whichever is later. 100 years from close of cases for claims related to abuse.
Insurance Policies Administration	Liability policy for 40 years after policy expiration or termination Non-liability documents 10 years after policy expiration or termination

Transport and Infrastructure	
Function	Retention
Concessional Passes	1 years after last account activity
Highway Asset Management	15 years after end of life or structure or asset no longer part of highway
Highway Adoption and Dedication	Until NCC no longer responsible for function.
Highway Maintenance	6 years after date created (personal data), 21 years after date created (non-personal data)
Highway Scheme Delivery	15 years after scheme completion As built records until NCC no longer responsible for site, premises, or structure.
Highway Works Regulation	6 years after expiry of permit or licence, or from change to, removal of licenced structure
Passenger Transport Provision	6 years after date created
Parking Enforcement	6 years from date of last action
Rights of Way Network Management	Until NCC no longer responsible for function.
Traffic Management	6 years after date created
Traffic Regulation	For TROs 6 years after extinguishment or expiry of order

Records Retention and Disposal Schedule

This section provides details of the records retention periods, disposal action and authority such as legislation, codes of practice or guidance.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulation, or to support legitimate business need.

Any divergence from this schedule must be approved by the Information Asset Owner.

Adult Social Care and Health

Accommodation Support

Retention	Disposal	Authority
6 years after last action/ case closure	Destroy	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
Example of Scope: residential and nursing care, supported accommodations.		

Case Management

Retention	Disposal	Authority
6 years after last action/ case closure	Destroy	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
Example of Scope: Management of adult health and social care cases, including referrals, enquiries, needs assessment.		

Community Living and Disabilities Support

Retention	Disposal	Authority
6 years after last action/ case closure	Destroy	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
Example of Scope: Administration of personal allowances, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support, housing needs and adaptation support.		

Mental Health Support

Retention	Disposal	Authority
20 years after last contact, or 8 years after death	Destroy	NHS Records Management Code of Practice for Health and Social Care 2016
Example of Scope: Mental health case records.		

Visual Impairment		
Retention	Disposal	Authority
5 years after date of death, or date individual turns 100 if no notification of death received	Destroy	Section 77(1) of the Care Act 2014
Example of Scope: Certificates of Visual Impairment		

Vulnerable Adult Protection and Support		
Retention	Disposal	Authority
6 years after last contact	Destroy	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
Example of Scope: Mental health case records.		

Children's Services

Purpose:	Providing Care to Children
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Information Type	Keep From	Keep For (years)	End Action	Description and included record types	Data Types	Authority
Universal services or non-targeted services	Last Action	6	Destroy	Processes involving administration and provision of universal or non-targeted services <ul style="list-style-type: none"> Children centre records recording attendance at activities not related to targeted services Registration details of parents, carers not receiving targeted services 		The Limitations Act 1980
Early Help Records	Last Action	25	Destroy	<ul style="list-style-type: none"> Individual case management of services or support to children and young people who have not met children in need thresholds, not been adopted or looked after and who have not been the subject of a child protection inquiry or plan Assessment materials Records of interviews Reports Multi-Agency Team single-focus plans Team Around the Family plan 		The Limitations Act 1980
MASH	Last Action	6 weeks	Destroy	Process involving contacts to NCC but do not progress to a Children's Social Care assessment <ul style="list-style-type: none"> Contacts that do not meet statutory threshold or do not have consent for a referral to be made This includes no further action referrals 		Children Act 1989
Children in need	Last Action	25	Review	Process involving children referred to NCC but do not progress beyond Children in Need <ul style="list-style-type: none"> MASH records CAFA 		Children Act 1989

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				<ul style="list-style-type: none"> Children open as CIN S47 enquiries not progressing to ICPC 		
Child protection	Last Action	35	Review	Process involving children referred to NCC whose cases progress to Child protection: <ul style="list-style-type: none"> S47 enquiries progressing to ICPC Children subject to child protection plans All associated reports and minutes 		Limitation Act 1980 s.5 recommended by the Records Management Code of Practice for Health and Social Care 2016 Children Act 1989
Adults who present a risk of harm to children	Age	Referral plus 100	Destroy	Process involving case management of adults convicted of Schedule 1 offences: <ul style="list-style-type: none"> Schedule 1 Offenders 		
Looked After	Child reaches 18	75 (or 15 years after death of child if	Review	Process involving individual case management of children looked after by the Local Authority This includes: <ul style="list-style-type: none"> In Children's homes Fostered by Local Authority Young Persons Looked After Files Residential Care Children's File 		Reg 50 Care Planning and Case Review (England) Regulations 2010
Asylum Seekers	Last Action	7	Review	Service for asylum seekers: <ul style="list-style-type: none"> Temporary accommodation, meals and other support and advice Applications for British Citizenship ensuring paperwork is correct prior to submission to the Home Office 		Limitation Act 1980
Adopted Children	Adoption order	100	Destroy	Process involving individual case management of children placed for adoption by the Local Authority		Adoption and Children Act 2002 Adoption Agencies Regulations 2005
Fostering	Deregistration	75	Destroy	Relates to the Care in checking their suitability to become adoptive/fostercarers: <ul style="list-style-type: none"> Approved Foster Parents and Adoptive 		Fostering Services Regulations (2002)

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				<ul style="list-style-type: none"> Parents Suitability of a Carer Financial support Information that is foster care related Legal Issues Care or Care Licence Details of views of Carer Disclosure and Barring Service (DBS) checks and associated documentation 		
Foster Applications	Last Action	3	Review	Enquiries/applications to become foster parents which do not lead to approval		Fostering Service (England) Regulations 2011 Care Planning Regulations
Foster Service Record	Last Action	15	Destroy	Fostering Service Records: <ul style="list-style-type: none"> Register of Placements Details of each person working for foster service provider Record of all accidents Foster Carer Files Supported Lodging Files 		Fostering Service (England) Regulations 2011 Care Planning Regulations
Adoption	Adoption order	100	Destroy	Adoption information relating to the Carer: <ul style="list-style-type: none"> Adoptive Parents Suitability of Carer Financial support Information that is foster care related Legal Issues Care or Care Licence Details of views of the Carer 	PD/SCD	Adoption & Children Act 2002 and the Disclosure of Adoption Information (post commencement Adoptions) Regulations 2005
Adoption (Unsuccessful)	Last Action	25	Destroy	Uncompleted adoptions: <ul style="list-style-type: none"> Unsuccessful Adoptive Parents Counselling of Birth Parents which did not lead to adoption 	PD/SCD	Adoption and Children Act 2002 Adoption Agencies Regulations 2005

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Residential Homes	Last Action	75	Review	Information on residential homes for children: <ul style="list-style-type: none"> • Running of Children's Homes • Individual client's information to go into the child's individual file • Information about activities in the home • Home's diaries and daily log and Night Book • Menu information, rosters and arrangements • Children's Home register • Accident Books • Medicinal Product administered to any child • Register RA1 and RA3 • Sanctions Book • Valuables deposited by the child and date of their return 		The Children's Homes (England) Regulations 2015
Misc. (Children's Home)	Last Action	15	Review	<ul style="list-style-type: none"> • Accounts Kept in Home • Fire Drill or Alarm Test conducted with details of any deficiency and steps taken to remedy • Diaries • Environmental Health Inspections/Miscellaneous Health and Safety Checks 		Children's Home Regs 1991 (Reg 17) Schedule 3
Placements	Last Action	5 (Age 23 or 5 years if child dies before 23)	Review	Children placed in Nottinghamshire (not deceased before age 23): <ul style="list-style-type: none"> • Information on Children in Care placed in Nottinghamshire by Other Authorities and held on register of Children in Care 		
Youth Justice	Last Action	35	Review	Youth Justice: <ul style="list-style-type: none"> • Youth Offending Teams • Youth Teams dealing with preventing youth crime • Case Management 		Limitation Act 1980 Recommended by the Youth Justice Board Guidance 2014
Youth Services	Last Action	15	Review	Youth Services: <ul style="list-style-type: none"> • Youth Clubs and Voluntary Youth Organisations • Services to young people by statutory bodies 		

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SEN, ICDS	Last Action	35	Destroy	Information on Special Education Services: <ul style="list-style-type: none"> • Educational arrangements for those with learning difficulties • Support for other special cases e.g. talented/gifted children • Those disadvantaged by language or gender 		Limitation Act 1980 Children and Families Act 2014 s.46
Support	Last Action	7	Review	Process involving individual case management in the provision of support by the Local Authority to families: <ul style="list-style-type: none"> • Parenting Skills • Special Education • Attendance Records • Project Files 		Statute of Limitations Act
Supporting Disabilities	Last Action	25	Review	Information on general support for individuals with disabilities (not casefiles):		Limitation Act 1980 s.5
Educational psychology	Last Action	35	Destroy	Process involved in assessing and providing individual support for children requiring educational psychology support <ul style="list-style-type: none"> • Educational psychology file 		The Limitations Act 1980
Education case management records for children and families	Last Action	35 (unless child has been in care or has had SEND involvement)		Process involving individual case management in the provision of support by the local authority to children, young people and families <ul style="list-style-type: none"> • Assessment materials • Records of interviews • Reports • Behaviour Support Service case files • Pupil absence penalty notices • Children Missing from Education records • Central pupil list on case management system 		The Limitations Act 1980
Admissions and exclusions	Last Action	25	Destroy	<ul style="list-style-type: none"> • Appeal files 		Common Practice

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(schools, pupil referral units, etc.)				<ul style="list-style-type: none"> Exclusion files 		
School admissions transfer and admission application forms	Last Action	6	Destroy	<ul style="list-style-type: none"> Application forms 		Common Practice
Childminding	End of registration	35	Review	Information related to childminding: <ul style="list-style-type: none"> List of registered childminders Information and Support for those interested in becoming a registered childminder and those already registered 		Departmental Policy
Complaints	Last Action	7	Destroy	<ul style="list-style-type: none"> Communication of child services – complaint records 		Limitation Act S2

Community Safety

Animal Health and Welfare

Retention	Disposal	Authority
6 years after closure or change of use of site, or NCC no longer responsible for function	Destroy	Business need
Example of Scope: Inspections and monitoring, excluding complaint investigation and enforcement, registration and licencing		

Civil Emergency Planning Contact Information

Retention	Disposal	Authority
6 years after closure	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11
Example of Scope: Personal data such as email and home addresses, and telephone numbers		

Civil Emergency Planning Major Incidents & Near Misses at Sports Grounds

Retention	Disposal	Authority
10 years after incident	Offer to archivist	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Incident logs, debrief reports		

Civil Emergency Planning Major Incident Response & Recovery

Retention	Disposal	Authority
10 years after closure of investigation	Offer to archivist	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Incident log books, notes of meetings; survivor, evacuee and volunteer forms		

Civil Emergency Planning Minor Incident Response and Recovery

Retention	Disposal	Authority
10 years after closure of investigation	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: incident log books		

Civil Emergency Planning Partnership and Liaison

Retention	Disposal	Authority
10 years after closure	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Local Resilience Forum meeting notes and sub-group notes.		

Civil Emergency Planning Preparing Emergency Plans

Retention	Disposal	Authority
10 years after plan superseded	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Emergency plans, planning group minutes.		

Civil Emergency Planning Risk Assessments

Retention	Disposal	Authority
10 years from issue of risk register	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Individual risk assessments, community risk register, local risk assessment guidance		

Civil Emergency Planning Statutory and Regulatory Compliance

Retention	Disposal	Authority
6 years from cessation of statutory duty	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: COMAH and MAH pipelines notifications		

Civil Emergency Planning Training of Personnel

Retention	Disposal	Authority
10 years after superseded	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 and business need
Example of Scope: Exercise and training records, lessons learnt, scenarios.		

Civil Emergency Planning Volunteer Special Category Data

Retention	Disposal	Authority
6 years after closure	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11
Example of Scope: Personal data such as email and home addresses, and telephone numbers		

Complaint Investigation and Enforcement

Retention	Disposal	Authority
6 years after resolution, end of enforcement action or sentence period	Destroy	UK Police Information Management Standards Criminal Procedure and Investigations Act 1996 (section 23(1)) Code of Practice
Example of Scope: Complaint investigation, intelligence operations, intelligence gathering, formal notification and prosecution, property and sample seizure		

Fair Trading Inspection and Monitoring

Retention	Disposal	Authority
6 years after closure or change of use of site OR NCC no longer responsible for function	Destroy	Based on timescale in which an action can be brought in case of tort under Limitation Act 1980 s.2
Example of Scope: Inspections and monitoring, excluding complaint investigation and enforcement, registration and licencing		

Safety Certification of Sports Grounds

Retention	Disposal	Authority
6 years from closure of ground (or withdrawal of safety certificate)	Destroy	Based on timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11
Example of Scope: safety certificates, SAG minutes, match inspection reports		

Safety Registration and Licensing

Retention	Disposal	Authority
6 years after expiry or revocation of licence or registration	Destroy	Based on timescale in which an action can be brought in case of a simple contract Limitation Act 1980 s.5
Example of Scope: Registration, licencing and safety certification of sites, sellers, animal movement licensing, animal trainer and exhibitor licensing, public weighbridge operators, sports ground licensing		

Sample and Product Testing

Retention	Disposal	Authority
6 years after creation	Destroy	Business need based on maintaining records as contractual evidence under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Example of Scope: Testing and analysis of samples, including handling, storage, methodologies, sample disposal and return.		

Democracy

Civic Offices Support

Retention	Disposal	Authority
6 years after date created	Destroy	Local Government (Access to Information) Act 1985 s.50c
Example of Scope: Support to Chair and Vice Chair in relation to civic functions, event arrangements, civic gifts, civic exchanges.		

Decision Making

Retention	Disposal	Authority
6 years after date created	Transfer signed master records to Nottinghamshire Archives Destroy copies.	Local Government (Access to Information Act 1985 s.50c) Local Government Act 1972
Example of Scope: Management, administration and support for democratic decision-making process, administration of committees. Excludes support for individual members.		

Electoral System support

Retention	Disposal	Authority
1 year after date created	Destroy	Based on timescale in which an action under can be brought under the Representation of the People Act 1983 s.76
Example of Scope: Support for county electoral system including process advice, appointment of returning officers and verification of electoral expenses.		

Member Support

Retention	Disposal	Authority
6 years after date created	Offer to Nottinghamshire Archives	Business need
Example of Scope: Support to members, including information, advice, and research.		

Education

Admissions and Transfers Processing

Retention	Disposal	Authority
6 years after end of academic year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Example of Scope: Primary and secondary school admissions and transfers (excludes appeals processing)		

Appeals Administration

Retention	Disposal	Authority
2 years after end of appeals process	Destroy	Based on a 2 year timescale of the appeals code.
Example of Scope: Administration of appeals panels, case preparation including exclusions and admissions, home-school transport appeals.		

Pupil Files (with SEND or other NCC involvement)

Retention	Disposal	Authority
End of academic year of 25 th birthday of user	Destroy	Common practice
Example of Scope: SEND and other NCC involvement papers.		

School Capacity Planning

Retention	Disposal	Authority
6 years after end of review, decision, or implementation	Destroy	Business need
Example of Scope: Review of school places, development of and proposals for expansion or reduction in capacity of local authority-maintained schools, changes to catchment areas.		

SEND Case Files		
Retention	Disposal	Authority
End of academic year of 25 th birthday of user	Destroy	Common practice
Example of Scope: Eligibility and assessment, requests for support, consent.		

Environmental Protection

Advice Provision

Retention	Disposal	Authority
6 years after date created	Destroy	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Provision of environmental management, protection and improvement advice		

Complaint Investigation and Enforcement

Retention	Disposal	Authority
10 years after resolution, end of enforcement action or sentence period	Destroy	Business need based on UK Police Information Management Standards
Example of Scope: Complaint investigations, informal resolutions, enforcement action.		

Historic Environment Protection and Improvement

Retention	Disposal	Authority
Until NCC no longer responsible for function	Transfer to new authority Offer to Nottinghamshire Archives	Business need
Example of Scope: Planning, monitoring and review, surveys, historic environment record. Excludes planning application consultation.		

Natural Environment Protection and Improvement		
Retention	Disposal	Authority
Until NCC no longer responsible for function	Offer to Nottinghamshire Archives	Business need
Example of Scope: Scheme management and monitoring, consents, strategic planning, surveying and monitoring, including geological and landscape, species and habitat. Excludes planning application consultation.		

Finance

Accounting and Reporting

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Statutory, corporate and management accounts, abstracts, ledgers, budgetary control.		

Banking Administration

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Bank accounts administration, instruction and payments, deposits, account monitoring and reconciliation.		

Budgets Management

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Management of capital and revenue budgets.		

Charities and Trusts Administration

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Period for which annual reports and supporting documents must be retained under Charities Act 2011 s.165
Trust deeds and charity and endowment instruments until charity, trust or endowment wound up		Business need
Example of Scope: Administration of charity, trust and endowment for which NCC acts as trustee including annual reports and deeds.		

External Funding

Retention	Disposal	Authority
6 years after end of funding period unless specified otherwise by external funding body	Destroy	Funding body requirements
Example of Scope: Funding opportunities, resources, development, bid submission, management of funding resources, monitoring, reporting.		

Financial Planning

Retention	Disposal	Authority
6 years after end of planning period or strategy suspended	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Strategic medium- and long-term financial planning.		

Grant Funding Administration

Retention	Disposal	Authority
6 years after end of funding period unless specified otherwise by external funding body	Destroy	Funding body requirements
Example of Scope: Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting.		

Income Processing

Retention	Disposal	Authority
6 years after end of planning period or strategy suspended	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Processing income received for supply of good and services, income records, receipt books, debtor accounts, cash books, till rolls.		

Loans and Leasing Administration

Retention	Disposal	Authority
6 years after end of lease period or settlement of loan	Destroy	Business need
Example of Scope: Processing income received for supply of good and services, income records, receipt books, debtor accounts, cash books, till rolls.		

Payroll Administration

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Taxes Management Act 1970 s.34
Example of Scope: Transactional HR records, expenses claims, increments, changes to pay, statutory and non-statutory payments and deductions, redundancy payments, income tax, national insurance records.		

Pension Fund Management

Retention	Disposal	Authority
6 years after end of the scheme	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Example of Scope: Pension fund management records including strategy, policy, guidance and decision making. Excludes accounting and reporting.		

Pension Scheme Administration

Retention	Disposal	Authority
6 years after death of last known beneficiary of member	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Example of Scope: Records of member and employee contributions, administration of benefit, policies affecting contributions.		

Procurement

Retention	Disposal	Authority
1 year for unsuccessful tenders after contract award	Destroy	Business need.
Awarded Contract: 6 years for signed contracts		Limitation Act 1980 s.5
12 years for contracts under seal		Limitation Act 1980 s.8
15 years for conveyancing, after end of contract, substantial completion, end of overage or clawback period		Limitation Act 1980 s.14B
Example of Scope: Pre-tender planning, process, contract awards, invitations to tender, tender evaluation, negotiation, approval, bids and correspondence.		

Purchasing and Payment Processing

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Example of Scope: Orders, credit notes, invoices, delivery notes, payment records, advances.		

Taxes Management

Retention	Disposal	Authority
6 years after end of the financial year in which records created	Destroy	Taxes Management Act 1970 s.34
Example of Scope: Payment of collected taxes and National Insurance contributions to HM Revenue and Customs, claims and negotiations of refunds, e.g. overpayments. Excludes transactional HR records.		

Health and Safety

Accident and Incident Reporting and Investigation (Adults)

Retention	Disposal	Authority
3 years after end of investigation	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Example of Scope: Reporting and investigations of accidents, incidents, violent or aggressive conduct, involving adults.		

Accident and Incident Reporting and Investigation (Children)

Retention	Disposal	Authority
21 years after date of birth	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Example of Scope: Reporting and investigations of accidents, incidents, violent or aggressive conduct, involving children.		

Advice Provision

Retention	Disposal	Authority
6 years after date created	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Provision of health and safety advice and support		

Hazardous Substances Control

Retention	Disposal	Authority
100 years after date created Retain records until disposal or demolition of affected premises or end of operations involving hazardous substances	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A and Control of Substances Hazardous to Health Regulations 2002 Reg. 10(5) Control of Lead at Work Regulations 2002 Reg. 10 Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg.24
Example of Scope: Surveying, testing, monitoring, risk assessment, records of control measures, plans of work, notifications of demolition, Excludes individual health surveillance and exposure monitoring.		

Health Assessment

Retention	Disposal	Authority
6 years after last assessment	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Manager referred and self-referred employee health assessment records		

Health Surveillance and Exposure Monitoring

Retention	Disposal	Authority
Retain identifiable individual's records until 75 th birthday or 40 years after last medical assessment or exposure monitoring period (50 years if working with or exposed to ionising radiation)	Destroy	Control of Substances Hazardous to Health Regulations 2002 Reg. 10(5) Control of Lead at Work Regulations 2002 Reg. 10 Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg.24

Example of Scope: Health and exposure monitoring of employees working with or exposed to substances hazardous to health.

Pre-Employment Health Screening

Retention	Disposal	Authority
1 year after date created	Destroy	Business need.

Example of Scope: Pre-employment health screening assessment.

Risk Assessment

Retention	Disposal	Authority
6 years after last assessment superseded	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Example of Scope: Identification, assessment of and mitigation of risks to employees, service users etc, health and safety audits, first aid. Excludes hazardous substances.

Human Resources

Attendance and Time Recording

Retention	Disposal	Authority
2 years after date created	Destroy	Working Time Regulations 1998 Road Transport (Working Time) Regulations 2005 Reg.11
Example of Scope: Timesheets, drivers' log cards.		

Disciplinary and Grievance Procedures Administration

Retention	Disposal	Authority
6 years after end of employment	Destroy	Based on period in which an action can be brought in the case of simple contract under Limitation Act 1980 s.5
Example of Scope: Administration of formal disciplinary and grievance processes including tribunal cases.		

Disclosure and Barring Service Checking

Retention	Disposal	Authority
6 months after reports for disclosure reports 6 years after end of employment for records of checking	Destroy	Home Office Code of Practice for Registered Persons and other recipients of Disclosure Information The Information Commissioner's Office, Employment Practices Code (data protection) Based on period in which an action can be brought in the case of simple contract under Limitation Act 1980 s.5
Example of Scope: Record of routine DBS checks as required by nature of job role.		

Industrial Relations Management

Retention	Disposal	Authority
10 years after date created or agreement no longer effective	Destroy	Chartered Institute of Personnel and Development recommendation.
Example of Scope: Management of relationship between NCC, trade unions or employee representative organisations.		

Leave Administration

Retention	Disposal	Authority
3 years after end of financial year in which records created	Destroy	Statutory Sick Pay (General) Regulations 1982 reg.13 Statutory Maternity Pay (General) Regulations 1986 reg.26 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9
Example of Scope: Maternity and paternity leave and non-statutory leave, e.g. contractual and unpaid leave.		

Performance Monitoring and Review

Retention	Disposal	Authority
6 years after date created	Destroy	Based on period in which an action can be brought in the case of simple contract under Limitation Act 1980 s.5
Example of Scope: Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets.		

**Personal employment and training record of staff
(who have not worked with children or vulnerable adults)**

Retention	Disposal	Authority
7 years from end of employment with NCC	Destroy	Limitation Act 1980, s.5
Example of Scope: Records include routine assessments of employees' performance, appraisals; secondment information; employment termination records		

**Personal employment and training record of staff
(who have worked with children or vulnerable adults)**

Retention	Disposal	Authority
40 years from end of employment with NCC	Destroy	Business need.
Example of Scope: Records include routine assessments of employees' performance, supervision records; outcomes; employment termination records		

Recruitment and Termination Administration

Retention	Disposal	Authority
Unsuccessful applicants: 6 months after recruitment decision	Destroy	Based on period in which an action can be brought in the case of simple contract under Limitation Act 1980 s.5
Successful applicants: 6 years after end of employment		
Example of Scope: Recruitment planning, application processing and assessment, interview and candidate administration, pre-employment checks, probationary period, administration of employment termination processes. Excludes transactional HR payments administration.		

Sickness Absence Management

Retention	Disposal	Authority
6 years after end of employment	Destroy	Based on period in which an action can be brought in the case of simple contract under Limitation Act 1980 s.5
Example of Scope: Formal sickness absence management processes including, self-certification, fit notes, occupational health referrals, return to work administration.		

Sickness Absence Management (Fit Notes)

Retention	Disposal	Authority
2 years after issue	Destroy	Business need
Example of Scope: fit notes certified by health care professional		

Staff Training (Individual Training Records)

Retention	Disposal	Authority
6 years after end of employment	Destroy	Chartered Institute of Personnel and Development recommendation
Example of Scope: Training and development records for individual employees. Excludes records of training for work with hazardous substances.		

Training Provision

Retention	Disposal	Authority
6 years after end of employment (course administration) Course content and materials until superseded or no longer provided.	Offer to Nottinghamshire Archives	Business need.
Example of Scope: Development and provision of training, records of completion and attendance. Excludes individual training records.		

Information and Communications Technology (ICT)

ICT Service Design

Retention	Disposal	Authority
6 years after date created	Destroy	Based on period in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Architecture management, capacity and availability management, design coordination, service catalogue maintenance.		

ICT Service Operation

Retention	Disposal	Authority
1 year after date created	Destroy	Business need.
Example of Scope: Systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management.		

ICT Service Transition

Retention	Disposal	Authority
6 years after date created	Offer to Nottinghamshire Archives	Based on period in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration, transition planning and support.		

Information Management

CCTV Recording

Retention	Disposal	Authority
No longer than 31 days after date of recording, or until overwritten, unless used in legal case in which case CCTV recording will become part of the case file	Destroy	Home Office National CCTV Strategy Report 2007
Example of Scope: CCTV recordings from NCC owned, operated or commissioned cameras or surveillance equipment.		

Information Access Management

Retention	Disposal	Authority
6 years after date of creation	Destroy	Business need
Example of Scope: Information access request processing, data publication re-use and licencing.		

Information Security Management

Retention	Disposal	Authority
3 years after date of creation	Destroy	Business need based on Computer Misuse Act 1990 s.11
Example of Scope: Incident response, investigation, and compliance audit.		

Records Storage Management

Retention	Disposal	Authority
Lifetime of organisation.	Transfer to new authority	Business need based on Freedom of Information Act s.46 Code of Practice
Example of Scope: Records transfer processing, retrieval and disposal.		

Regulation of Investigatory Powers Act Processing (RIPA)

Retention	Disposal	Authority
Central record: 1 year after inspection	Destroy	Business need
Originals: 6 years after end of prosecution		
Example of Scope: RIPA application forms and approvals for directed surveillance an access to communications data.		

Voice Call Recording

Retention	Disposal	Authority
6 months after recording	Destroy	Business need: Financial Services Authority Telephone Recording: recording of voice conversations and electronic communications, Policy statement 08/1
Example of Scope: Recordings of content of telephone calls.		

Management

Business Continuity Impact Assessments

Retention	Disposal	Authority
6 years after closure	Destroy	Business need.
Example of Scope: Business impact assessments		

Business Continuity Incidents

Retention	Disposal	Authority
6 years after incident	Destroy	Business need.
Example of Scope: Log books		

Business Continuity Planning

Retention	Disposal	Authority
6 years after date superseded Working papers and drafts for 1 year	Offer to Nottinghamshire Archives	Business need.
Example of Scope: Business planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of NCC's relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations including joint service delivery planning, monitoring and review		

Business Continuity Training and Exercises

Retention	Disposal	Authority
10 years after training or exercises	Offer to Nottinghamshire Archives	Business need.
Example of Scope: Training records, exercise planning documents, scenarios, debriefs		

Communications Management and Marketing

Retention	Disposal	Authority
6 years after date created	Offer to Nottinghamshire Archives	Business need.
Example of Scope: Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing Excluding consultation and engagement, events management		

Complaints Management

Retention	Disposal	Authority
7 years after complaint resolution	Destroy	Based on period in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Example of Scope: Processing and investigation of, and response to complaints against NCC concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes, data breach investigations, and legal defence case preparation		

Consultation and Engagement

Retention	Disposal	Authority
6 years after complaint resolution	Offer to Nottinghamshire Archives	Business need
Example of Scope: Community and stakeholder consultation and engagement including surveys, questionnaires, display materials		

Events Management

Retention	Disposal	Authority
6 years after event	Offer to Nottinghamshire Archives	Business need
Example of Scope: Management of communications, marketing, engagement and training events to promote NCC, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation		

Feedback Processing

Retention	Disposal	Authority
2 years after date created	Destroy	Business need
Example of Scope: Processing of customer feedback and comments Excluding complaints management processes		

Freedom of Information Requests

Retention	Disposal	Authority
2 years after case closure	Destroy	Business need
Example of Scope: Requests under Freedom of Information or Environmental Information Regulations, associated casework, internal reviews and responses		

Performance Monitoring and Reporting

Retention	Disposal	Authority
6 years after date created	Destroy	Business need
Example of Scope: Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within NCC		

Policy and Procedures Development

Retention	Disposal	Authority
6 years after date superseded	Offer to Nottinghamshire Archives	Business need
Example of Scope: Development and review of NCC corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring		

Research and Analysis

Retention	Disposal	Authority
6 years after date created or processed for processed data Retain until out of date/no longer in use for raw datasets	Destroy	Business need
Example of Scope: Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation		

Strategic Planning

Retention	Disposal	Authority
6 years after superseded Working papers and drafts for one year after strategy adoption.	Offer to Nottinghamshire Archives	Business need
Example of Scope: Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes		

Subject Access Requests

Retention	Disposal	Authority
2 years after case closure	Destroy	Business need
Example of Scope: Subject access requests, associated casework and responses		

Transformation and Change Management

Retention	Disposal	Authority
6 years after date created Working papers and drafts for one year after implementation.	Offer to Nottinghamshire Archives	Business need
Example of Scope: Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery		

Occupational Health and Wellbeing

Counselling Records

Retention	Disposal	Authority
20 years or 8 years after the patient's death if patient died while in the care of the organisation	Destroy	Business need
Example of Scope: counselling records		

Health Records for Classified Persons under Medical Surveillance

Retention	Disposal	Authority
50 years from the date of the last entry or age 75, whichever is the longer	Destroy	COSHH (Regulations 2002 (reg.24(3)))
Example of Scope: Health records		

Immunisation and vaccination

Retention	Disposal	Authority
10 years after conclusion of treatment	Destroy	Business need
Example of Scope: Immunisation and vaccination		

Litigation

Retention	Disposal	Authority
10 years after file is closed	Review	Council practice
Example of Scope: Litigation		

Occupational Health

Retention	Disposal	Authority
3 years after termination of employment unless litigation ensues	Destroy	Business need
Example of Scope: Occupational health		

Ophthalmic and Auditory Screening

Retention	Disposal	Authority
11 years	Destroy	Business need
Example of Scope: Ophthalmic and auditory screening		

Personal Exposure of an Identifiable Employee Monitoring Record

Retention	Disposal	Authority
40 years from exposure date	Destroy	COSHH Regulations 2002 (reg. 10(5))
Example of Scope: Employee monitoring records		

Personnel Health Records under Occupational Surveillance

Retention	Disposal	Authority
40 years from last entry on record	Destroy	Ionising Radiation Regulations 1999 (reg. 11(3))
Example of Scope: Personnel health records		

Radiation Dose Records for Classified Persons

Retention	Disposal	Authority
50 years from the date of the last entry or age 75, whichever is the longer	Destroy	Ionising Radiation Regulations 1999 (reg. 19(3)(a))
Example of Scope: Radiation dose records		

Physical Assets and Property

Equipment Management

Retention	Disposal	Authority
6 years after disposal of equipment, fixed plant or system	Destroy	Timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Example of Scope: Portable equipment, plant, fixed equipment and systems defects reporting and repair, inspections, testing, servicing and maintenance, transport, storage.		

Facilities Management

Retention	Disposal	Authority
1 year after date created	Destroy	Business need
Example of Scope: Visitors books, signing-in sheets, venue and resources enquiries and bookings		

Land Access Agreements and Licencing

Retention	Disposal	Authority
6 years after expiry of agreement or licence	Destroy	Timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Land and premises access rights.		

Land Management

Retention	Disposal	Authority
12 years after no longer responsible for site	Transfer to new owner Offer to Nottinghamshire Archives	Timescale in which an action can be brought in the case of a land dispute under Limitation Act 1980 s.15
Example of Scope: Management of access land, open spaces and common land. Maintenance, improvement, pest and invasive species control, animal management. Excludes premises sites and management of environmental protection and improvement schemes.		

Land and Premises Acquisition and Disposal

Retention	Disposal	Authority
15 years after NCC ceases to own or lease site or premises	Destroy	Based on time in which action can be brought in the case of latent damage under Limitation Act 1980 s14b
Example of Scope: Land and premises access rights.		

Land Reclamation Scheme Management

Retention	Disposal	Authority
15 years after no longer responsible for site	Destroy	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Example of Scope: Management of land reclamation schemes. Excludes procurement, acquisition, outcome monitoring and reporting and tenancies management		

Premises Design and Construction Supervision

Retention	Disposal	Authority
15 years after completion As built records until NCC no longer responsible for premises, site or structure	Offer to Nottinghamshire Archives	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Example of Scope: Building, site and fixed plant and systems design, construction. Excludes procurement.		

Vehicle and Fleet Maintenance

Retention	Disposal	Authority
6 years after disposal of vehicle	Destroy	Maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Example of Scope: Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing. Excludes financial transactions.		

Planning and Development Control-Permitted Development

Complaint Investigation

Retention	Disposal	Authority
6 years after resolution of complaint or expiry of planning permission, whichever is the latter, (if resolved without formal enforcement action)	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Investigation of complaints relating to unauthorised minerals and waste development, or unauthorised development on sites for which the County Council has granted planning permission		

Consultations (Adjoining Authorities or Statutory Bodies)

Retention	Disposal	Authority
6 years after date of submission of response	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: consultations on neighbouring authority's planning applications, environmental permit applications		

Inspection and Monitoring (County Council Development)

Retention	Disposal	Authority
6 years after final site inspection	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: reports and correspondence		

Inspection and Monitoring (Minerals)

Retention	Disposal	Authority
6 years after final site inspection	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: reports and correspondence		

Inspection and Monitoring (Waste)

Retention	Disposal	Authority
6 years after final site inspection	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: reports and correspondence		

Non-Planning Application

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	NCC service need – retention of the committee report would retain the scope of any responses received to consultation exercises on these projects, without the need to retain any sensitive personal information
Example of Scope: committee reports		

Non-Planning Application Consultation

Retention	Disposal	Authority
Until next project review	Destroy	Business need
Example of Scope: correspondence		

Permitted Development Orders

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: serving of Orders under The Town and Country Planning (Compensation for Restrictions on Mineral Working and Mineral Waste Depositing) Regulations 1997, includes discontinuance, modification, revocation, prohibition, suspension; copy of order and referenced		

Permitted Development Orders (Correspondence)

Retention	Disposal	Authority
6 years after the date that the Order is served	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: serving of Orders under The Town and Country Planning (Compensation for Restrictions on Mineral Working and Mineral Waste Depositing) Regulations 1997, includes discontinuance, modification, revocation, prohibition, suspension; correspondence		

Permitted Development Enquiry Confirmation

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: Confirmation that development is permitted including referenced plans and documents.		

Permitted Development Enquiry (Other)

Retention	Disposal	Authority
6 years after issue of confirmation of permitted development rights	Destroy	Business need
Example of Scope: information related to permitted development except those referenced above.		

Planning Appeals (Correspondence)

Retention	Disposal	Authority
12 years following the date of the decision notice	Destroy	Business need.
Example of Scope: Documentation relating to appeals against the refusal of planning permission for minerals and waste development or appeals against conditions attached to the grant of planning permission., e.g. correspondence		

Planning Appeals (Inspectors)

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: Appeals against the refusal of planning permission for minerals and waste development or appeals against conditions attached to the grant of planning permission. Inspector's report including any schedule of conditions or reasons for refusal and any planning obligation/legal agreement –		

Planning Appeals (Statements)

Retention	Disposal	Authority
6 years following the date of the decision notice	Destroy	Business need.
Example of Scope: Documentation relating to appeals against the refusal of planning permission for minerals and waste development or appeals against conditions attached to the grant of planning permission., e.g. County Council's and the appellant's statements of case, proofs of evidence		

Planning Applications

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: including full, outline, approval of reserved matters, variation, environmental statement, temporary, change of use, prior notification, certificate of lawfulness of proposed use, certificate of lawful use/development, and periodic review of minerals permissions applications), including those which are not implemented. Planning application forms, decision notice, any plans/documents referenced in the decision notice, any planning obligation/legal agreement relating to the decision notice, any details approved pursuant to conditions attached to the planning permission (approval letter and approved plans/ documents), any Non-Material Amendments (approval letter, application form, and approved plans/ documents), and delegated/committee report (including any plans/appendices) –		

Planning Applications (Consultation)

Retention	Disposal	Authority
18 months after date of commencement of development	Destroy	Based on complaints trigger set by Local Government Ombudsman.
Example of Scope: correspondence such as consultation responses, neighbour representations and general correspondence		

Planning Applications (Consultation - Lapsed)

Retention	Disposal	Authority
Immediately upon lapse of permission	Destroy	Based on complaints trigger set by Local Government Ombudsman.
Example of Scope: correspondence such as consultation responses, neighbour representations and general correspondence		

Planning Applications (Other)

Retention	Disposal	Authority
6 years following the date of the decision notice	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Processing of planning applications for minerals, waste and the County Council's own development including post-application advice/approval of details. Other documentation.		

Planning Applications (Returned)

Retention	Disposal	Authority
Immediately following the date of the return of the application	Destroy	Business need
Example of Scope: Processing of planning applications for minerals, waste and the County Council's own development.		

Planning Applications (Withdrawn)

Retention	Disposal	Authority
6 years after date of withdrawal of application	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Processing of planning applications for minerals, waste and the County Council's own development.		

Planning Enforcement Action Correspondence

Retention	Disposal	Authority
6 years following the issue of the notice, or the end of the site's life, whichever is the latter	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Correspondence.		

Planning Enforcement Action Notices

Retention	Disposal	Authority
Permanent	N/A	Business need
Example of Scope: including Enforcement Notices, Breach of Condition Notices, Stop Notices, Temporary Stop Notices, Planning Enforcement Orders, and any applications to the High Court or County Court for an injunction to restrain a breach of planning control. Copies of notices		

Pre-Application Advice

Retention	Disposal	Authority
6 years after date of formal issue of advice	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Provision of pre-application advice and any related consultations and correspondence.		

Scoping Requests (Environmental Impact Assessment Regulations)

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: Scoping Opinion issued by the County Council, the matters submitted as part of the Scoping Request, any consultation responses received		

Scoping Requests (Environmental Impact Assessment Regulations) Correspondence

Retention	Disposal	Authority
Any other information/ correspondence relating to a scoping request – 6 years after issue of Scoping Opinion	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: correspondence.		

Screening Requests (Environmental Impact Assessment Regulations)

Retention	Disposal	Authority
Permanent	Offer to Nottinghamshire Archives	Business need
Example of Scope: Screening Opinion issued by the County Council, the matters submitted as part of the Screening Request.		

Screening Requests (Environmental Impact Assessment Regulations) Correspondence

Retention	Disposal	Authority
6 years after issue of Screening Opinion	Destroy	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: correspondence.		

Planning Policy

Developer Contribution and Obligation Negotiation

Retention	Disposal	Authority
6 years after expiry of funding period of lifetime of development	Destroy	Town and Country Planning Act 1990 s.106 and Highway Act 1980 s.278
Example of Scope: Negotiation and management of developer contributions and obligations for developments impacting, e.g. highways and school places.		

Land and Property Enquiry Processing

Retention	Disposal	Authority
6 years after date created	Destroy	6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, rights of way searches.		

Minerals and Waste Local Plans

Retention	Disposal	Authority
The Plan Period of the original plan, or until superseded	Offer to Nottinghamshire Archives	The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017
Example of Scope: Matters concerned with preparation and consultation on a Minerals or Waste development plan, including all evidence documents, consultation responses and associated files to support the Plan.		

Registrars of Births, Deaths and Marriages

Citizenship Ceremonies

Retention	Disposal	Authority
6 months after date of ceremonies unless complaint received, then 6 years from complaint	Destroy	Common practice and KCC schedule
Example of Scope: booking forms, attendance lists, letters and associated documents		

Marriage Services

Retention	Disposal	Authority
3 years after last action	Destroy	Common practice
Example of Scope: process of conducting a marriage service		

Notices (birth, death or marriage)

Retention	Disposal	Authority
2 years after last action	Destroy	Common practice
Example of Scope: Wedding banns, notices of marriage.		

Registration (certification of birth, death or marriage)

Retention	Disposal	Authority
7 years after last action	Destroy	Common practice
Example of Scope: birth or death certificate.		

Registration (summary)

Retention	Disposal	Authority
Permanent	N/a	Civil Registration Legislation
Example of Scope: Birth registers, death registers, marriage registers.		

Risk Management and Insurance Administration

Audit

Retention	Disposal	Authority
6 years after audit, investigation or legal action	Destroy	Business need
Example of Scope: Audit of financial management, administration, systems, and transactions to identify fraud and misappropriation.		

Business Continuity Planning

Retention	Disposal	Authority
6 years after superseded	Destroy	Business need
Example of Scope: Identification of risks and response planning affecting business activities.		

Insurance Claims

Retention	Disposal	Authority
<p>General claims (including personal injury claims involving adults): 6 years from date of closure</p> <p>Personal injury claims involving children: 6 years from closure or date of child's 21st birthday, whichever is alter</p> <p>Claims related to abuse: 100 years from claimant's date of birth</p>	Destroy	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Administration of liability and non-liability insurance claims.		

Insurance Policies Administration

Retention	Disposal	Authority
40 years after policy termination or expiration for liability policy.	Destroy	Business need
10 years after policy termination or expiration for non-liability		
Example of Scope: Administration of insurance policies including arrangement, variation, renewal and termination of policies.		

Transport and Infrastructure

Concessional Passes

Retention	Disposal	Authority
1 year after last activity on account	Destroy	Business need
Example of Scope: Customer records of concession passholders, pass applications		

Highway Adoption and Dedication

Retention	Disposal	Authority
Until NCC no longer responsible for function.	Transfer to new authority	Business need
Example of Scope: Administration of developer agreements, Adoption of road by NCC as Highway Authority, dedication of land as public highway.		

Highway Asset Management

Retention	Disposal	Authority
15 years after end of life of structure or asset no longer part of highway	Destroy or transfer to new authority	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Example of Scope: Traffic and asset data management, dispute resolution		

Highway Maintenance

Retention	Disposal	Authority
6 years after date created (personal data), 21 years after date created (non-personal data)	Destroy	Period in which an action can be brought under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations.		

Highway Scheme Delivery

Retention	Disposal	Authority
15 years after scheme completion As built until NCC no longer responsible for premises, site or structure	Destroy Transfer to new authority Offer to Nottinghamshire Archives	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Example of Scope: Delivery of highway schemes including programme management, scheme brief development, site investigations, public consultation. Excludes procurement and contract management.		

Highway Works Regulation

Retention	Disposal	Authority
6 years after expiry of permit or licence, change to or removal of licensed structure	Destroy	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Example of Scope: Regulation and co-ordination of works on the highway including licensing and permits for excavation, skips, temporary traffic signals.		

Passenger Transport Provision

Retention	Disposal	Authority
6 years after date created	Destroy	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Provision of community, voluntary and provision of public, school, special needs and social care transport. Excludes procurement, contract management and complaint investigation.		

Parking Enforcement

Retention	Disposal	Authority
6 years after date of last action	Destroy	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
Example of Scope: Records related to civil parking enforcement, including Penalty Charge Notices and associated correspondence, appeals and enforcement warrants.		

Rights of Way Network Management

Retention	Disposal	Authority
Until NCC no longer responsible for function	Transfer to new accountable body Offer to Nottinghamshire Archives	Business need
Example of Scope: Created, establishment, modification or extinguishment of rights of way, including landowner declarations.		

Traffic Management		
Retention	Disposal	Authority
Until NCC no longer responsible for function	Transfer to new accountable body	Business need
Example of Scope: Abnormal load management, congestion management, traffic incident management, excluding civil contingency planning and response		

Traffic Regulation		
Retention	Disposal	Authority
6 years after extinguishment or expiry of order	Destroy	Business need
Example of Scope: Traffic Regulation Orders including temporary orders.		

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Document Control

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1.0	09/01/2018	N/A. Approved by Information Governance Group.
1.1	23/01/2020	Additions and changes made for Emergency Planning; Registrars; Transport and Infrastructure. Document control table moved to end.
1.2	23/09/2020	Amended CCTV retention period.
1.3	09/10/2020	Added Local Plan retention.
1.4	27/05/2021	Amended retention period for Trading Standards records.
1.5	25/02/2022	Added retention period for Parking Enforcement records.
1.6	06/06/2022	Added retention period for child enquiries / referrals and amended retention period and scope for Child in Need and Child Protection (Safeguarding).
1.7	24/06/2022	Amended / added differential retention periods for personal employment and training record of staff who have and have not worked with children or vulnerable adults.
1.8	17/05/2023	Changed retention period for concession passes from 2 years to 1. Changed retention period for highways management to 6 years (personal data) and 21 years (non-personal data). Revised retention periods for claims records to reflect current practices of department. Added retention period for register of visual impairment. Added updated schedule for Children's Services. Added retention periods for FOIs and SARs.
1.8.1	23/05/2023	Minor formatting changes, removed reference to IICSA enquiry