



# Records Retention and Disposal Schedule

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## Introduction

The Nottinghamshire County Council Records Retention and Disposal Schedule sets out the retention requirements for records created, received, or maintained by Nottinghamshire County Council, ensuring that information is kept for no longer than necessary while supporting legal, regulatory, and operational needs. It provides a clear and consistent framework to prevent premature destruction, meet statutory obligations under legislation including the Data Protection Act, Freedom of Information Act, and UK GDPR, and promote accountable, transparent records management across all service areas.

The 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.

## 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.
- Support compliance with the Data Protection Act, the Freedom of Information Act, the UK 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.

## **Standard Retention Durations**

The County Council approved plans to standardise retention durations so they can be more efficiently applied, predominantly on the County Council's Microsoft 365 platform but also across other business systems which hold records including hard copy paper records.

Other than a short period for transitory operational items, the County Council has adopted a default rule of retaining documents for 7 years. This aligns with the right to launch certain types of claim under the Limitation Act 1980. Where the 7-year rule is not appropriate, other standard retention periods are available.

A trigger date is the date that commences a records retention period. A wide range of events can be the trigger date to commence a retention period. These will vary from service to service and will be specified in this Records Retention and Disposal Schedule. For example, an employee's leaving date will be the trigger to commence the retention period of their employment record.

The agreed standard retention periods are set out in the table below:

Ref	Retention Period	Additional information
RD1	Trigger date + 1 year then destroy	This will apply to transient data awaiting final deletion. For instance, paper documents when they are input into an electronic system (i.e. entered onto a database); survey responses related to prize draws that have taken place etc.
RD2	Trigger date + 7 years then destroy	This aligns with the right to launch certain types of claim under the Limitation Act 1980. <b>It is the Council's default retention period where there are no statutory retention requirements.</b>
RD3	Trigger date +10 years then destroy	This will usually refer to specific kinds of records such as risk and emergency management. It may also include a response to an industry standard that is outside of the county council's control
RD4	Trigger date +13 years then destroy	This refers to certain sections of the Limitation act 1980 and also contract under seal.
RD5	Trigger date +16 years the destroy	This will be predominantly applied to some children's records as well as some land and highways records.
RD6	Trigger date +25 years then destroy	This will be predominantly applied to children's records such as Early Help, Child in Need etc and items which have a longer life. It will also be applied to pupil and children's data outside of social care and the trigger will be DoB.
RD7	Trigger date +35 years then destroy	This will be predominantly applied to children's records such as Special Educational Needs, Youth Justice etc.
RD8	Trigger date +40 years then destroy	This will be predominantly applied to records of employees who have worked with children or vulnerable adults and some serious personnel health records (e.g. exposure to asbestos).
RD9	Trigger date +50 years then destroy	This will be predominantly applied to serious personnel health records (e.g. exposure to radiation).
RD10	Trigger date +75 years then destroy	This will predominantly cover anything to do with Children in Care.
RD11	Trigger date + 100 years then destroy	This will usually refer to specific kinds of records such as adoption orders.
RD12	Permanent. Offer to Notts Archive when no longer required.	This will relate to items which generally have been deemed to be of historic value by the Nottinghamshire Archive and therefore need to be kept 'permanently.' Such items should be transferred

		to the Nottinghamshire Archive for permanent preservation when no longer required for administrative use.
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Where none of these options are acceptable, including for statutory retention durations, the next available retention duration should be used. In exceptional circumstances the Data Protection Officer and relevant Information Asset Manager can agree on an addition to the list. Where issues about retention or disposal need further resolution, they will be considered by the Senior Information Risk Owner (SIRO).

## **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.

In keeping with the standard retentions outlined above there is an intention to move to a position where documents and records will be destroyed by default at the end of

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their retention period subject to limited exceptions. This document will be updated accordingly to reflect this practice as part of future updates.

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 Nottinghamshire Archives’ 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 by the Information Governance / Records Management Service to ensure that Nottinghamshire County Council is complying with the latest legislation and legal advice. Additionally, updates will take into account the position of ensuring that only a limited number of standardised retention periods are considered when determining how long records should be retained for, in keeping with the restricted list illustrated above. A major review and update will take place on a 3 year cycle, with such updates subject to sign departmentally and by Information Governance and Cyber Security Board.

## **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



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**Ctrl+F** and enter the word(s) in the dialogue box. On Apple computers **Cmd+F** should be used.

## **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.

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## Glossary of Terms Administrative Use

When business use has ended, or the file has been closed. Closure Example: Destroy 'x' years from closure

A record/file should be closed when it ceases to be active (i.e. are no longer referenced on a regular basis). After closure no new papers/information should be added to the record. Records/files can be closed when: -

- They reach an unmanageable size (a new volume should be created)
- They cover 'x' years /(i.e. a maximum time period)
- No more records have been added in 'x' years or another specified set period of time
- No action has taken place after 'x' period of time

### Keep For (Retention Maximum Years)

Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the Council's policies. Any closure period should comply with current legislation on access to local government information – including Data Protection and Freedom of Information Legislation.

### End Action

This explains what should happen to the information at the end of the retention period specified.

### Authority

Each entry in the Retention Schedule details the specific legislation, regulations, guidelines or code of practice, that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, then the retention is based on a NCC business decision, typically taking account of common practice and learned experience.

This explains on whose authority particular retention periods have been chosen, for instance whether it is set out in legislation, external guidance or as a result of a NCC business decision. Some legislative retention periods have been marginally increased on the basis of business need to accord with the County Council's limited number of standard retention durations. These are noted in the Authority column where they occur.

Section 1 – Adults' Services					
Information Type	Keep from (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Accommodation Support	Last action / case closure	7	Destroy	Information relating to residential and nursing care, supported accommodations: including residential care, nursing care placements, supported living arrangements, financial assessments, placement agreements, case notes, correspondence, care reviews, risk assessments and any documentation used to evidence decisions	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services

Case Management	Last action / case closure	7	Destroy	Information relating to management of adult health and social care cases, including referrals, enquiries, needs assessment: <ul style="list-style-type: none"><li>• Assessment of eligibility for services</li><li>• Details of assigned carers</li><li>• Contact details for client and carers (including Next of Kin, address, religion etc.)</li><li>• Catering services</li><li>• Financial support provided</li><li>• Grants applied for client</li><li>• Clients health details</li><li>• Clients legal issues</li><li>• Issue of Blue Badge</li><li>• Residential care</li><li>• Occupational Therapy received</li><li>• Request for service or service transfer</li><li>• Details of any service review</li><li>• Provision of transport</li><li>• Licensing</li><li>• Looked after in care</li></ul>	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
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Community Living and Disabilities Support	Last action / case closure	7	Destroy	Information on general support for individuals with disabilities: <ul style="list-style-type: none"> <li>• Administration of personal allowances,</li> <li>• Occupational therapy</li> <li>• Learning disabilities</li> <li>• Rehabilitation</li> <li>• Provision of equipment and carer support</li> <li>• Housing needs and adaptation support</li> </ul>	Limitation Act 1980 s.5 and Department of Health Guidance to Social Services
Mental Health Support	Last contact	20	Destroy	Any details about the client's mental health: Covers records made where the person has been cared for under the Mental Health Act 1983 as amended by the Mental Health Act 2007. This includes psychology records.	NHS Records Management Code of Practice for Health and Social Care 2016 and business need [8 years, increased to 10 NCC business need]
	Death (where known)	10			
Visual Impairment	Date of Birth	100	Destroy	Certificates of Visual Impairment	Section 77(1) of the Care Act 2014 and business need [5 years, increased to 7 NCC business need]
	Death (where known)	7			

Section 2 – Children’s Services					
Information Type	Keep from (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Universal services or non-targeted services	DOB	25	Destroy	<ul style="list-style-type: none"> <li>Processes involving administration and provision of universal or non-targeted services</li> <li>Children centre records recording attendance at activities not related to targeted services</li> <li>Registration details of parents, carers not receiving targeted services</li> </ul>	Education Act 2011 Limitation Act 1980
Asylum Seekers	DOB	25	Destroy	Service for asylum seekers: <ul style="list-style-type: none"> <li>Temporary accommodation, meals and other support and advice</li> <li>Applications for British Citizenship ensuring paperwork is correct prior to submission to the Home Office</li> </ul>	Limitation Act 1980
Adopted Children	Date of Adoption Order	100	Destroy	<ul style="list-style-type: none"> <li>Adoption information relating to the Carer:</li> <li>Adoptive Parents</li> <li>Suitability of Carer</li> <li>Financial support</li> <li>Information that is foster care related</li> <li>Legal Issues</li> <li>Care or Care Licence</li> <li>Details of views of the Carer</li> </ul>	Adoption & Children Act 2002 and the Disclosure of Adoption Information (post commencement Adoptions) Regulations 2005

Adoption (Unsuccessful)	Date of Withdrawal / Refusal	7	Destroy	Unsuccessful adoption applications	Adoption Agencies Regulations 2005
Residential Homes	Creation	25	Destroy	<ul style="list-style-type: none"> <li>• Information on residential homes for children:</li> <li>• Running of Children's Homes</li> <li>• Individual client's information to go into the child's individual file</li> <li>• Information about activities in the home</li> <li>• Home's diaries and daily log and Night Book</li> <li>• Menu information, rosters and arrangements</li> <li>• Children's Home register</li> <li>• Accident Books</li> <li>• Medicinal Product administered to any child</li> <li>• Register RA1 and RA3</li> <li>• Sanctions Book</li> <li>• Valuables deposited by the child and date of their return</li> </ul>	The Children's Homes (England) Regulations 2015
Residential / Children's Home - Misc	Creation	16	Destroy	<ul style="list-style-type: none"> <li>• Accounts Kept in Home</li> <li>• Fire Drill or Alarm Test conducted with details of any deficiency and steps taken to remedy</li> <li>• Diaries</li> <li>• Environmental Health</li> <li>• Inspections/Miscellaneous Health and Safety</li> <li>• Checks</li> </ul>	Children's Home Regs 1991 (Reg 17) Schedule 3



Child Protection	DOB	25	Destroy	Process involving children referred to NCC whose cases progress to Child protection: <ul style="list-style-type: none"> <li>• S47 enquiries progressing to ICPC</li> <li>• Children subject to child protection plans</li> <li>• All associated reports and minutes</li> </ul>	Limitation Act 1980 s.5 recommended by the Records Management Code of Practice for Health and Social Care 2016 Children Act 1989
Foster applications (Successful)	Case Closure	25	Destroy	<ul style="list-style-type: none"> <li>• Fostering Service Records:</li> <li>• Register of Placements</li> <li>• Details of each person working for foster service provider</li> <li>• Record of all accidents</li> <li>• Foster Carer Files</li> <li>• Supported Lodging Files</li> </ul>	Fostering Service (England) Regulations 2011 Care Planning Regulations
Foster applications (Unsuccessful)	Date of Withdrawal / Refusal	7	Destroy	Enquiries/applications to become foster parents which do not lead to approval	Fostering Service (England) Regulations 2011 Care Planning Regulations
Children In Need	DOB	25	Destroy	<ul style="list-style-type: none"> <li>• Process involving children referred to NCC but do not progress beyond Children in Need</li> <li>• MASH records</li> <li>• Children open as CIN</li> <li>• S47 enquiries not progressing to ICPC</li> </ul>	Children Act 1989

Adults who present a risk of harm to children	Date of Notification	100	Destroy	Process involving case management of adults convicted of Schedule 1 offences • Schedule 1 Offenders	Common Practice
Looked after children	DOB	100	Destroy	Process involving individual case management of children looked after by the Local Authority This includes: • 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
Placements	DOB	25	Destroy	Children placed in Nottinghamshire • Information on Children in Care placed in • Nottinghamshire by Other Authorities and held on register of Children in Care	Children Act 1989
SEN	DOB	35	Destroy	Information on Special Education Services: • 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

Educational psychology	DOB	35	Destroy	Process involved in assessing and providing individual support for children requiring educational psychology support • Educational psychology file	Education Act 2011
Education case management records for children and families	DOB	35	Destroy	Process involving individual case management in the provision of support by the local authority to children, young people and families: • 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	School Admissions Code 2021 and Limitations Act 1980
Admissions and Exclusions (schools, pupil referral units, etc.)	DOB	35	Destroy	• Appeal files • Exclusion files	Limitation Act 1980, School Admission Appeals Code 2021

School admissions transfer and admission application forms	DOB	25	Destroy	<ul style="list-style-type: none"> <li>• Application forms</li> </ul>	Limitation Act 1980, School Admission Code 2021, School Admission appeals code 2021
Childminding	End of Registration	25	Destroy	<p>Information related to childminding:</p> <ul style="list-style-type: none"> <li>• List of registered childminders</li> <li>• Information and Support for those interested in</li> <li>• becoming a registered childminder and those</li> <li>• already registered</li> </ul>	Education Act 2011
Early Help Records	DOB	25	Destroy	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assessment materials</li> <li>• Records of interviews</li> <li>• Reports</li> <li>• Multi-Agency Team single-focus plans</li> <li>• Team Around the Family plan</li> </ul>	Limitation Act 1980

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Youth Justice	DOB	25	Destroy	Youth Justice: <ul style="list-style-type: none"><li>• Youth Offending Teams</li><li>• Youth Teams dealing with preventing youth</li><li>• Crime</li><li>• Case Management</li></ul>	Limitation Act 1980 Recommended by the Youth Justice Board Guidance 2014
Youth Services	DOB	25	Destroy	Youth Services: <ul style="list-style-type: none"><li>• Youth Clubs and Voluntary Youth</li><li>• Organisations</li><li>• Services to young people by statutory bodies</li></ul>	Limitation Act 1980

Section 3 – Corporate Services					
Information Type	Keep from (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Audit	Date of last action / completion of audit	7	Destroy	Audit of financial management, administration, systems, and transactions to identify fraud and misappropriation.	Limitation Act 1980
Business support provided to other departments	See relevant sections for the department/team being supported	7 or relevant sections for the department/team being supported	Destroy	Correspondence, minutes, reports, administration, briefing papers, reports, scheduling information, tracking documents, workflow coordination records, and any supporting materials created to assist the receiving department in delivering its statutory or operational duties.	FOIA s46 Code of Practice (records management) + UK GDPR/DPA 2018 (storage limitation)
Nottinghamshire Lieutenancy (Hosting of the Lord-Lieutenant)	Date superseded	Permanent	Offer to Nottinghamshire Archives	<p>Historic Information and records including King's Honours.</p> <p>Operational Documents pertinent to the support and running of the lieutenancy, eg. Records of Deputy Lieutenants including Appointment information, Records of Kings Award Winners, Record of Royal visits, current operational documents</p>	FOIA s46 Code of Practice (records management)

London Bridge (Planning for the death of the Monarch)	Date plan superseded (ie. death of monarch and all subsequent actions completed)	Permanent	Offer to Nottinghamshire Archives	Planning documents including officer and external partner contact information	FOIA s46 Code of Practice (records management & archival appraisal). Business need
Communications and marketing	Date created	7	Destroy or offer to Archives	Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing, associated materials	Limitation Act 1980

#### Section 4 – Compliments and Complaints

Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Complaints management	Date incident closed	7	Destroy	Processing, investigation and response to complaints against NCC	Limitation Act 1980
Compliments, comments and feedback	Date created	1	Destroy	Records of compliments, comments and feedback	UK GDPR & Data Protection Act 2018 (storage limitation) / FOIA Section 46 Code of Practice

Section 5 – Democracy					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Civic Offices Support	Date created	7	Destroy	Support to Chair and Vice Chair in relation to civic functions, event arrangements, civic gifts, civic exchanges	Local Government (Access to Information) Act 1985 s.100c
Decision Making - minutes and papers	Date created	Permanent	Transfer signed master records to Nottinghamshire Archive	Final versions of committee and cabinet papers, formal minutes	Local Government Act 1972 (ss.100A–100C); Local Government (Access to Information) Act 1985; FOIA Section 46 Code of Practice
Decision Making admin	Date created	7	Destroy	Management, administration and support for democratic decision-making process, administration of committees. Excludes support for individual members.	Local Government (Access to Information) Act 1985 s.100c; Local Government Act 1972
Electoral System support	Date created	7	Destroy	Support for county electoral system including process advice, appointment of returning officers.	Based on timescale in which an action under can be brought under the Representation of the People Act 1983 s.76



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Member support	Date created	7	Offer to Nottinghamshire Archives	Support to members, including information, advice, and research.	FOIA Section 46 Code of Practice; UK GDPR & Data Protection Act 2018
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Section 6 – Finance					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Financial records	Financial year created	7	Destroy	Accounting and reporting, banking administration, budget management, charity and trust administration, income processing, payroll administration, purchasing and payment processing, taxes management	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Charity trust deeds and endowments	Date charity / trust / endowment wound up	7	Destroy	Trust deeds, charity and endowment instruments	Limitation Act 1980
Funding and grants	End of funding period	7 (unless otherwise specified by funding body)	Destroy	External funding and associated documents, grant funding management (including applications, admin of payments, monitoring and reporting)	Limitation Act 1980; FOIA Section 46 Code of Practice; UK GDPR/DPA 2018; Funding body contractual/statutory conditions
Financial planning	End of planning period	7	Destroy	Strategic medium and long-term financial planning	Companies Act 2006, Value Added Tax Act 1994 s.6, Finance Act 1998 Sch.18 pt.3
Loans and leasing	End of lease period / settlement of loan	7	Destroy	Loans and leases to and from other organisations	Limitation Act 1980; FOIA Section 46 Code of Practice; UK GDPR/DPA 2018

Section 7 – Health and Safety					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Accident and Incident Reporting (Children)	Date of birth	25	Destroy	Records relating to the reporting, investigation and management of accidents, incidents and near misses involving children, including RIDDOR reportable events, witness statements, investigation findings, corrective actions, correspondence and outcomes.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Accident and Incident Reporting (Adult)	End of investigation	7	Destroy	Records relating to the reporting, investigation and management of accidents, incidents and near misses involving adults, including statutory RIDDOR reportable events, witness and staff statements, investigation reports, risk assessments, incident logs, corrective and preventative action records, correspondence, and closure documentation.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Limitation Act 1980

Risk assessments and advice	Date of last action	7	Destroy	Health and safety advice and support, risk assessments, first aid, H&S audits, employee health assessments (manager-referred and self-referred)	Limitation Act 1980
Hazardous Substances Control	Date created	100	Destroy	Surveying, testing, monitoring, risk assessment, records of control measures, plans of work, notifications of demolition, Excludes individual health surveillance and exposure monitoring.	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

Health surveillance and exposure monitoring	Date of last action	40	Destroy	Health and exposure monitoring of employees working with or exposed to substances hazardous to health	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 2017, reg. 25
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Section 8 – Human Resources (HR)					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Personnel and supervision files - general	Date individual leaves employment	7	Destroy	Supervisions, performance management, disciplinary and grievance files, records of DBS checks, recruitment, documents related to sickness absence and return to work, training records	UK GDPR & DPA 2018; ICO Employment Practices Guidance; FOIA s46 Code
Personnel and supervision files – people who work with children or vulnerable adults	Date individual leaves employment	40	Destroy	Supervisions, performance management, disciplinary and grievance files, records of DBS checks, recruitment, documents related to sickness absence and return to work, training records	UK GDPR & DPA 2018; ICO Employment Practices Guidance; FOIA s46 Code; safeguarding retention practice
Pre-employment screening	Date created	1	Destroy	DBS reports, social media vetting reports (where applicable)	Home Office Code of Practice for Registered Persons and other recipients of Disclosure Information – guidance suggests 6 months however this has been increased to 1 year to align with standard retention durations.

Industrial relations	Date created	10	Destroy	Management of relationship between NCC, trade unions or employee representative organisations	Chartered Institute of Personnel and Development recommendation
Recruitment (unsuccessful candidates)	Date of recruitment decision	1	Destroy	Applications, CVs, interview admin, etc.	UK GDPR & DPA 2018; ICO Employment Practices Guidance; FOIA s46 Code
Training resources	Date created	7	Destroy	Development and provision of training, records of completion and attendance. Excludes individual training records.	FOIA s46 Code; UK GDPR & DPA 2018

Section 9 – Information and Communications Technology (ICT)					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Service design and management	Date created	7	Destroy	Architecture management, capacity and availability management, service catalogue, app development, change evaluation, release and deployment management, transition planning	Limitation Act 1980
Operations	Date created	7	Destroy	Systems access, application management, event and incident management, technical management	Limitation Act 1980
Information security	Date created	7	Destroy	Cybersecurity strategy, planning, incident response and investigation, compliance audits	Limitation Act 1980
Voice call recordings	Date created	1	Destroy	Call recordings made using telephony system. Does not apply to recordings made via MS Teams. If a recording is saved as part of a case file, the retention period for that file applies.	FOIA s46 Code; UK GDPR & DPA 2018



Section 10 – Information and Data					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
CCTV	Date created	31 days max	Destroy	CCTV recordings from NCC owned, operated or CCTV recordings from NCC owned, operated or commissioned cameras or surveillance equipment (NB. If recording needed for a legal case this will become part of the case file)	Home Office National CCTV Strategy Report 2007
Information rights requests	Date of last action	7	Destroy	FOIs, EIRs, SAR requests, other information rights requests (accuracy, erasure, objection to processing etc)	Limitation Act 1980

Section 11 – Legal					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Case files – general	End of case	7	Destroy	Baseline retention period for records not otherwise specified below - including non-fee earning case files, legal advice, governance, employment, highways, planning etc.	Limitation Act 1980
Case files – social care	End of case	100	Destroy	Case files relating to legal actions involving Adults or Children's services	UK GDPR & DPA 2018; ICO Care Records Standards; FOIA Section 46 Code of Practice
Public spaces	Date created	25	Destroy	Records related to activities involving public spaces, including common land, street adoptions and town/village greens	Commons Act 2006; Open Spaces Act 1906; FOIA Section 46 Code of Practice
Contracts under seal	End of agreement	13	Destroy	Contracts and commercial, S106 agreements, certain land transactions	Limitation Act 1980 s8 (12 years) + 1

Section 12 – Management undertaken across the Council					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Service planning and management	Date of last action	7	Destroy	Service planning, consultations, events management, performance monitoring, policies, procedures, research, strategy, transformation and change management, project documentation	Limitation Act 1980
Strategic planning	Date superseded	7	Offer to Nottinghamshire Archives	High-level strategic planning, including transformation and change management. Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes.	FOIA Section 46 Code of Practice; UK GDPR & Data Protection Act 2018
Attendance and leave	Date created	7	Destroy	Timesheets, log cards, leave management (inc maternity/paternity/unpaid)	UK GDPR & Data Protection Act 2018; ICO Employment Practices Guidance; FOIA Section 46 Code of Practice
Business continuity	Date superseded	7	Destroy	Risk assessment and response planning affecting business activities.	Limitation Act 1980

Section 13 – Occupational Health					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Occupational health records	Date of last action	7	Destroy	Counselling, vaccinations, ophthalmic/auditory screening, general OH records not otherwise specified. For monitoring of exposure to hazardous substances see 'health surveillance', above.	Limitation Act 1980

Section 14 – Pensions					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Pension fund management	End of scheme	7	Destroy	Pension fund management records including strategy, policy, guidance and decision making. Excludes accounting and reporting.	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Pension administration	Death of last known beneficiary	7	Destroy	Records of member and employee contributions, administration of benefit, policies affecting contributions.	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Pension records	Varies – see notes	16 years after benefits stop being paid / 100 years from member date of birth / 100 years from beneficiary date of birth – whichever is greater	Destroy	Records of member and employee contributions, administration of benefit, policies affecting contributions	The Pensions Regulator record-keeping requirements; UK GDPR & Data Protection Act 2018; FOIA Section 46 Code of Practice

Section 15 – Procurement					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Unsuccessful tenders	Date of contract award	1	Destroy	Any records related to unsuccessful tender applications eg correspondence, supporting documents, completed questionnaires etc	UK GDPR & Data Protection Act 2018; FOIA Section 46 Code of Practice
Signed contracts	End of contract	7	Destroy	Pre-tender planning, process, contract awards, invitations to tender, tender evaluation, negotiation, approval, bids and correspondence.	Limitation Act 1980 s5 + 1
Contracts under seal	End of contract	13	Destroy	Contracts, deeds, sealed agreements, associated negotiation and execution records.	Limitation Act 1980 s8 (12 years) + 1
Conveyancing	End of contract	16	Destroy	Records related to conveyancing	Limitation Act 1980 s14B (15 years) + 1

Section 16 – Risk and Insurance					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Insurance claims (general)	Date incident closed	Anonymised after 7 years, deleted after 16 years	Destroy	<p>Records and information relating to the administration, investigation, handling and settlement of insurance claims, including:</p> <ul style="list-style-type: none"> <li>&gt; Incident reports</li> <li>&gt; Correspondence with claimants</li> <li>&gt; Adjusters' reports</li> <li>&gt; Evidence collected in relation to claims</li> <li>&gt; Settlement documentation</li> </ul>	Limitation Act 1980, business need

Insurance claims (personal injury related to a child)	Date incident closed	Anonymised after 7 years / child's 21st birthday (whichever is later) - deleted after 16 years	Destroy	Records and information relating to insurance claims involving injury to a minor, including:  <ul style="list-style-type: none"> <li>&gt; Incident and accident records</li> <li>&gt; Medical evidence</li> <li>&gt; Witness statements</li> <li>&gt; Correspondence and reports relating to liability and settlement</li> <li>&gt; Documentation required to support claims that may be brought after the child reaches adulthood</li> </ul>	Limitation Act 1980
Insurance claims (related to abuse)	Claimant's date of birth	100	Destroy	Records and information relating to insurance claims involving allegations of abuse, including:  <ul style="list-style-type: none"> <li>&gt; Incident reports</li> <li>&gt; Safeguarding reports</li> <li>&gt; Legal correspondence</li> <li>&gt; Evidence, witness statements, and expert reports</li> <li>&gt; Insurer and legal advice</li> <li>&gt; Settlement documentation</li> </ul>	Limitation Act 1980



Insurance policy (liability)	Date of expiration	75	Destroy	Administration of insurance policies including arrangement, variation, renewal and termination of policies.	HMRC Life Assurance and Other Policies (Keeping of Information and Duties of Insurers) Regulations 1997 (SI 1997/265). Business need
Insurance policy (non-liability)	Date of expiration	10	Destroy	Administration of insurance policies including arrangement, variation, renewal and termination of policies.	Limitation Act 1980 + UK GDPR/DPA 2018. Business need
Insurance policy (in perpetuity)	N/A	N/A	Retain permanently	Administration of insurance policies where we have purchased a policy in perpetuity	Limitation Act 1980 + UK GDPR/DPA 2018. Business need

### Section 17 – Sold Services

Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Sold services	Date of last action	7	Destroy	All records related to services provided to external organisations under contract, eg. advice, payroll	Limitation Act 1980

Section 18 – Growth and Economic Development					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Growth and Economic Development	Last action	7	Destroy	Records and information related to: <ul style="list-style-type: none"><li>• Economic development Strategies and programmes</li><li>• Issuing of grants and funding</li><li>• Advice and support to businesses</li></ul>	Limitation Act 1980 + UK GDPR/DPA 2018. Business need

Section 19 – Environmental Protection					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Advice Provision	Created	7	Destroy	Records and information related to: Provision of advice about environmental management, protection and improvement	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Complaint Investigation and Enforcement	Resolution, end of enforcement action or sentence period	10	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Complaint investigations</li> <li>• Informal resolutions</li> <li>• Enforcement action</li> </ul>	Business need based on UK Police Information Management Standards
Historic Enforcement Protection and Improvement	NCC no longer responsible for function	Permanent	Transfer to new authority/ Offer to Nottinghamshire Archives	Records and information related to: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Monitoring and review</li> <li>• Surveys</li> <li>• Historic environment record.</li> </ul> Excludes planning application consultation	Permanent environmental and historical significance. Records capture major environmental management activity, including habitat, species, geological and landscape monitoring.

Natural Environment Protection and Improvement	NCC no longer responsible for function	Permanent	Offer to Nottinghamshire Archives	<p>Records and information related to:</p> <ul style="list-style-type: none"><li>• Scheme management and monitoring</li><li>• Consents</li><li>• Strategic planning</li><li>• Surveying and monitoring, including geological and landscape, species and habitat.</li></ul> <p>Excludes planning application consultation</p>	Permanent environmental and historical significance. Records capture major environmental management activity, including habitat, species, geological and landscape monitoring.
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Section 20 – Planning and Development Control-Permitted Development					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Complaint Investigation	Resolution of complaint or expiry of planning permission, whichever is the latter, (if resolved without formal enforcement action)	7	Destroy	Records and information related to investigation of complaints relating to: <ul style="list-style-type: none"> <li>• Unauthorised minerals and waste development</li> <li>• Unauthorised development on sites for which the County Council has granted planning permission</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Consultations (Adjoining Authorities or Statutory Bodies)	Submission of Response	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Consultations on neighbouring authority's planning applications</li> <li>• Environmental permit applications</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Inspection and Monitoring (County Council Development)	Final Site Inspection	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Reports and correspondence</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Inspection and Monitoring (Minerals)	Final Site Inspection	7	Destroy	Records and information related to: • Reports and correspondence	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Non-Planning Application Consultation	Until next project review	Until next project review	Destroy	Records and information related to: • Correspondence	Operational requirement for ongoing project management and regulatory liaison. Records support statutory consultation duties, provide an audit trail for decision making, and ensure accountability for interagency communication.

Non Planning Application	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to: • Committee Reports	Permanent value for evidencing statutory planning functions and democratic accountability. Committee reports document formal planning decisions and are required for public transparency and long-term historical reference.
Permitted Development Orders	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to 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	Longterm statutory and evidential value. These orders form part of the legal framework governing mineral and waste development restrictions and must be retained permanently for legal reference, land use history, and rights-of-way evidence.

Permitted Development Orders (Correspondence)	The date the order is served	7	Destroy	Records and information related to Serving of Orders under The Town and Country Planning (Compensation for Restrictions on Mineral Working and Mineral Waste Depositing) Regulations 1997, includes: <ul style="list-style-type: none"> <li>• Discontinuance</li> <li>• Modification</li> <li>• Revocation</li> <li>• Prohibition</li> <li>• Suspension; correspondence</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Permitted Development Enquiry Confirmation	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to confirmation that development is permitted including: <ul style="list-style-type: none"> <li>• Referenced plans and documents.</li> </ul>	Operational need for planning case management. Records support decision-making, assure transparency, and provide evidence in case of challenge or complaint within statutory limitation periods.



Permitted Development Enquiry (Other)	Issue of confirmation of permitted development rights	7	Destroy	Records, information and correspondence related to: • Permitted development except those referenced above.	Operational need for planning case management. Records support decision-making, assure transparency, and provide evidence in case of challenge or complaint within statutory limitation periods.
Planning Appeals (Correspondence)	Date of the decision notice	7	Destroy	Records, information and documentation relating to: • Appeals against the refusal of planning permission for minerals and waste development • Appeals against conditions attached to the grant of planning permission., e.g. correspondence	Operational need – evidential support to statutory appeal processes. Correspondence forms part of the case file and supports transparency, audit trails, and accountability.

Planning Appeals (Inspectors)	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to: <ul style="list-style-type: none"> <li>• Appeals against the refusal of planning permission for minerals and waste development</li> <li>• Appeals against conditions attached to the grant of planning permission</li> <li>• Inspector's report including any schedule of conditions or reasons for refusal and any planning obligation/legal agreement</li> </ul>	Permanent legal and evidential value. Inspector decisions form part of the definitive legal planning history and are required for future appeals, case law, and public record.
Planning Appeals (Statements)	Date of the decision notice	7	Destroy	Records, information and documents related to: <ul style="list-style-type: none"> <li>• Appeals against the refusal of planning permission for minerals and waste development</li> <li>• 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</li> </ul>	Operational evidential requirement. Statements of case and proofs of evidence support appeal determinations and must be retained for audit, scrutiny, and potential challenges.

Planning Applications	Permanent	Retain 7 years - then offer to archive	Offer to Nottinghamshire Archives	<p>Records and information related to:</p> <ul style="list-style-type: none"> <li>• Full, outline, approval of reserved matters variation</li> <li>• Environmental statement</li> <li>Temporary change of use</li> <li>• Prior notification</li> <li>• Certificate of lawfulness of proposed use</li> <li>• Certificate of lawful use/development</li> <li>• Periodic review of minerals permissions applications), including those which are not implemented.</li> <li>• Planning application forms</li> <li>• Decision notice including any plans/documents referenced in the decision notice</li> <li>• Planning obligation/legal agreement relating to the decision notice,</li> <li>• Details approved pursuant to conditions attached to the planning permission (approval letter and approved plans/ documents)</li> <li>• Non-Material Amendments (approval letter, application form, and approved plans/ documents)</li> </ul>	Permanent legal and evidential value for statutory planning functions. Planning case files form an essential historical and legal record of development control decisions, land use changes, and regulatory compliance.
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Planning Applications (Consultation)	Commencement of the development	7	Destroy	Records, information and correspondence related to: <ul style="list-style-type: none"> <li>• Consultation responses</li> <li>• Neighbour representations</li> <li>• General correspondence</li> </ul>	Based on complaints trigger set by Local Government Ombudsman
Planning Applications (Consultations-Lapsed)	Lapse of permission	7	Destroy	Records, information and correspondence related to: <ul style="list-style-type: none"> <li>• Consultation responses</li> <li>• Neighbour representations</li> <li>• General correspondence</li> </ul>	Based on complaints trigger set by Local Government Ombudsman
Planning Applications (other)	Date of the decision notice	7	Destroy	Records, information and correspondence related to processing of planning applications for minerals, waste and the County Council's own development including: <ul style="list-style-type: none"> <li>• post-application advice/approval of details.</li> <li>• Other documentation</li> </ul>	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Planning Applications (Returned)	Date of the return of the application	7	Destroy	Records, information and correspondence related to the processing of planning applications for: <ul style="list-style-type: none"> <li>• Minerals</li> <li>• Waste</li> <li>• The County Council's own development</li> </ul>	Operational need to demonstrate due process and decision rationale.

Planning Applications (Withdrawn)	Date of withdrawal of the application	7	Destroy	Records, information and correspondence related to the processing of planning applications (withdrawn) for: <ul style="list-style-type: none"> <li>• Minerals</li> <li>• Waste</li> <li>• The County Council's own development</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Planning Enforcement Action Correspondence	Issue of the notice, or the end of the site's life, whichever is the later	7	Destroy	Correspondence related to: <ul style="list-style-type: none"> <li>• Planning Enforcement action</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Planning Enforcement Action Notices	Permanent	Permanent	Permanent	Records, information and correspondence related to: <ul style="list-style-type: none"> <li>• Enforcement Notices</li> <li>• Breach of Condition Notices</li> <li>• Stop Notices</li> <li>• Temporary Stop Notices</li> <li>• Planning Enforcement Orders</li> <li>• Applications to the County Court or High Court for an injunction to restrain a breach of planning control.</li> <li>• Copies of notices</li> </ul>	Permanent statutory and legal evidential value. Enforcement notices form part of the legal record of planning control and are required indefinitely for land use history, appeals, compliance monitoring, and lawful development evidence.

Pre-Application Advice	Formal issue of advice	7	Destroy	Records, information and correspondence related to: <ul style="list-style-type: none"> <li>• Provision of pre-application advice</li> <li>• Related consultations and correspondence</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scoping Requests (Environmental Impact Assessment Regulations)	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to Scoping Opinion issued by the County Council: <ul style="list-style-type: none"> <li>• The matters submitted as part of the Scoping Request,</li> <li>• Consultation responses received</li> </ul>	Permanent evidential value under the Environmental Impact Assessment Regulations.
Scoping Requests (Environmental Impact Assessment Regulations) Correspondence	Issue of scoping opinion	7	Offer to Nottinghamshire Archives	Correspondence relating to a Scoping Request	Operational need to support statutory EIA process administration.
Screening Requests (Environmental Impact Assessment Regulations)	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to Screening Opinion issued by the County Council: <ul style="list-style-type: none"> <li>• The matters submitted as part of the Screening Request</li> </ul>	Permanent statutory value under Environmental Impact Assessment Regulations.

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Screening Requests (Environmental Impact Assessment Regulations) Correspondence	Issue of screening opinion	7	Destroy	Correspondence related to Screening Requests	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
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Section 21 – Planning Policy					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Developer Contribution and Obligation Negotiation	Expiry of funding period of lifetime of development	7	Destroy	Records and information related to negotiations and management of developer contributions and obligations for developments impacting, e.g. highways and school places.	Town and Country Planning Act 1990 s.106 and Highway Act 1980 s.278
Land and Property Enquiry Processing	Date created	7	Destroy	Records and information related to the Processing of land and property search enquiries including those for: <ul style="list-style-type: none"> <li>• Common land</li> <li>• Highway extent</li> <li>• Mineral and waste sites</li> <li>• Developments,</li> <li>• Rights of way searches.</li> </ul>	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Minerals and Waste Local Plans	The Plan Period of the original plan, or until superseded	The Plan Period of the original plan, or until superseded	Offer to Nottinghamshire Archives	Records and information related to matters concerned with preparation and consultation on a Minerals or Waste development plan, including: <ul style="list-style-type: none"> <li>• All evidence documents</li> <li>Consultation responses</li> <li>• Associated files to support the Plan.</li> </ul>	The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017

Section 22 – Property and Estates					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Equipment Management	Disposal of equipment, fixed plant or system	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Portable equipment</li> <li>• Plant and fixed equipment</li> <li>• Systems defects reporting and repair</li> <li>• Inspections, testing, servicing and maintenance</li> <li>• Transport and storage.</li> </ul>	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
Facilities Management	Created	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Visitors' books</li> <li>• Signing-in sheets</li> <li>• Venue and resources enquiries and bookings</li> </ul>	Visitors' books, signing in sheets and venue booking records are retained to meet statutory duties under health and safety legislation, provide an audit trail of site access for security and safeguarding, and support incident investigation and insurance enquiries.

Land Access Agreements and Licensing	Expiry of agreement or licence	7	Destroy	Records and information related to: • Land and premises access rights	Timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Land and Premises Acquisition and Disposal	NCC ceases to own or lease site or premises	16	Destroy	Records and information related to: • Land and premises access rights.	Timescale in which action can be brought in the case of latent damage under Limitation Act 1980 s14b
Land Management	NCC no longer responsible for site	16	Transfer to new owner. Offer to Nottinghamshire Archives	Records and information related to: • 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	Timescale in which an action can be brought in the case of a land dispute under Limitation Act 1980 s.15

Land Reclamation Scheme Management	NCC no longer responsible for the site	16	Destroy	Records and information related to: • Management of land reclamation schemes. Excludes: procurement, acquisition, outcome monitoring and reporting and tenancies management	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Premises Design and Construction Supervision	After completion. As built records until NCC no longer responsible for premises, site or structure	16	Offer to Nottinghamshire Archives	Records and information related to: • Building • Site • Fixed plant • Systems design • Construction. Excludes: procurement	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b

Section 23 – Waste Management					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Inspection and Monitoring	Final Site Inspection	7	Destroy	Reports and correspondence	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Contractors Records	Expiry of relevant contract or expiry of specific document (in the case of warranty, for example)	7	Destroy	All record types	Based on period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Section 24 – Highways and Transport					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Vehicle and Fleet Maintenance	Disposal of vehicle	7	Destroy	Records and information related to: • Vehicle and vehicle equipment Defect reporting and repair, Routine inspection, Maintenance, servicing, Statutory testing and taxing. Excludes: financial transactions.	Maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Concessional Passes	Last activity on account	1	Destroy	Records and information related to: • Customer records of concession passholders Pass applications	Transport Act 2000 (concessionary fares) Operational requirement to administer statutory concessionary travel schemes and maintain an audit trail for eligibility, fraud prevention and customer account management.

Highway Adoption and Dedication	Until NCC no longer responsible for function	Until NCC no longer responsible for function	Transfer to new authority	Records and information related to: <ul style="list-style-type: none"> <li>• Administration of developer agreements</li> <li>• Adoption of road by NCC as Highway Authority dedication of land as public highway.</li> </ul>	The Highways Act 1980. Permanent evidential value for statutory highway authority functions. Adoption and dedication records form part of the legal history of the public highway.
Highway Asset Management	End of life of structure or asset no longer part of highway	16	Destroy or transfer to new authority	Records and information related to: <ul style="list-style-type: none"> <li>• Traffic and asset data management</li> <li>Dispute resolution</li> </ul>	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Highway Maintenance (personal data)	Date created	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Processing of fault reports</li> <li>• Requests for service, safety and condition inspection</li> <li>• Maintenance works scheduling Maintenance operations.</li> </ul>	Timescale 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

Highway Maintenance (non-personal data)	Date created	25	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Processing of fault reports</li> <li>• Requests for service, safety and condition inspection</li> <li>• Maintenance works scheduling</li> </ul> Maintenance operations	Timescale 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
Highway Scheme Delivery	Scheme completion	16	Destroy	Records and information related to the delivery of highway schemes including: <ul style="list-style-type: none"> <li>• Programme management</li> <li>• Scheme brief development</li> <li>• Site investigations</li> <li>• Public consultation.</li> </ul> Excludes: procurement and contract management	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b
Highway Scheme Delivery (as built)	Until NCC no longer responsible for premises, site or structure	Permanent	Transfer to new authority or offer to Nottinghamshire Archives	Records and information related to the delivery of highway schemes including: <ul style="list-style-type: none"> <li>• Programme management</li> <li>• Scheme brief development</li> <li>• Site investigations</li> <li>• Public consultation</li> </ul> Excludes: procurement and contract management	Timescale in which an action can be brought in the case of latent damage under Limitation Act 1980 s.14b



Highway Works Regulation	Expiry of permit or licence, change to or removal of licensed structure	7	Destroy	Records and information related to regulation and co-ordination of works on the highway including: • Licensing and permits for Excavation • Skips • Temporary traffic signals	Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Passenger Transport Provision	Date created	7	Destroy	Records and information related to transport provision for: • Community • Voluntary • School • Public • SEN • Social Care Excludes: procurement, contract management and complaint investigation	Timescale 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
Parking, Bus Lane and Moving Traffic Enforcement	Date of last action	7	Destroy	Records and information related to enforcement, including: • Penalty Charge Notices and associated correspondence • Appeals Warrants.	Timescale 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

Traffic Regulation	Extinguishment or expiry of order	7	Destroy	Records and information related to: Traffic Regulation Orders including temporary orders Records and information related to: <ul style="list-style-type: none"> <li>• Abnormal load management</li> <li>• Congestion management</li> <li>• Traffic incident management</li> </ul> Excludes: civil contingency planning and response	Statutory function under the Road Traffic Regulation Act 1984.
Rights of Way Network Management	Date created	Until NCC no longer responsible for function	Transfer to new accountable body. Offer to Nottinghamshire Archives	Records and information related to Right of Way: <ul style="list-style-type: none"> <li>• Created</li> <li>• Establishment</li> <li>• Modification</li> <li>• Extinguishment</li> </ul> Landowner declarations	Statutory requirement to adhere to the Wildlife and Countryside Act 1981.

Section 25 – Communities Support					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Community Support	Date of last action unless otherwise specified by funding requirements	7	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Community grant funding and administration</li> <li>• Early Help and Prevention records</li> </ul>	Retention supports audit requirements (internal and external), safeguarding duties, and compliance with the Local Government Act 1972 and Children Act Early Help functions.
Homes for Ukraine	End of the HfU Scheme	7	Destroy	Records and information related to Guests, Sponsors, Rematching, Expressions of interest, including: <ul style="list-style-type: none"> <li>• Basic identifiers</li> <li>• Safeguarding checks, DBS/Visa/Immigration/Housing/Empl oyment status</li> <li>• Contact details</li> </ul>	Timescale in which an action can be brought in case of negligence under Limitation Act 1980
Homes For Ukraine National datasets (From Foundry/Share) for purposes of delivering the scheme	Expiry of data sharing contract with MCHLG	1	Destroy	National datasets (Sourced from Foundry/Share) for purposes of delivering the scheme. Includes: <ul style="list-style-type: none"> <li>• Personal data in relation to new sponsors and guests,</li> <li>• Trend data</li> </ul>	MOU between MCHLG and NCC

Household Support Fund	End of the Household Support Fund Scheme	7	Destroy	Records and information related to claimants and payments of funds from the Household Support Fund Includes: <ul style="list-style-type: none"> <li>• Data from the DWP in relation to Pension Credit</li> <li>• Names, addresses, contact details</li> <li>• Free School Meals Entitlement</li> </ul>	Timescale in which an action can be brought in case of negligence under Limitation Act 1980
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## Section 26 – Community Safety

Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Civil Emergency Planning Contact Information Contact Information  (Staff and Volunteers)	Closure of plan	7	Destroy	Records and information related to: Basic Identifiers and contact details: <ul style="list-style-type: none"> <li>• Names</li> <li>• Address</li> <li>• Email</li> <li>• Telephone numbers</li> </ul>	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11

Civil Emergency Planning Major Incidents & Near Misses at Sports Grounds	Incident	10	Offer to Archives	Records and information related to Civil Emergency Planning Major Incidents & Near Misses at Sports Grounds: • Incident logs • Debrief reports	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 Business need
Civil Emergency Planning Major Incident Response and Recovery	Closure of investigation	10	Offer to Archives	Records and information related to Civil Emergency Planning Major Incident Response and Recovery: • Incident logs • Notes of meetings • Survivor, evacuee and volunteer forms • Public Inquiry	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 Business need
Civil Emergency Planning Minor Incident Response and Recovery	Closure of investigation	10	Destroy	Records and information related to Civil Emergency Planning Minor Incident Response and Recovery: • Incident logs	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 Business need

Civil Emergency Planning Preparing Emergency Plans	Plan superseded	10	Destroy	Records and information related to Civil Emergency Planning Preparing for Emergency Plans <ul style="list-style-type: none"> <li>• Emergency plans</li> <li>• Planning group minutes</li> </ul>	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
Civil Emergency Planning Partnership and Liaison	Closure	10	Destroy	Records and information related to Civil Emergency Planning partnership and Liaison: <ul style="list-style-type: none"> <li>• Local Resilience Forum meeting notes and sub-group notes</li> </ul>	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 Business need
Civil Emergency Planning Risk Assessments	Issue of risk register	10	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Individual risk assessments</li> <li>• Community risk register</li> <li>• Local risk assessment guidance</li> </ul>	Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 Business need

Section 27 – Registrations					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Citizenship Ceremonies	Date of ceremony unless complaint received, then 6 years from complaint	1	Destroy	Records and information related to: <ul style="list-style-type: none"> <li>• Booking forms</li> <li>• Attendance lists,</li> <li>• Letters and associated documents</li> </ul>	Common Practice. There is no statutory retention period for routine administrative records of citizenship ceremonies. These ceremonies are required under the British Nationality Act process, but retention of booking forms, attendance lists or associated documents is not defined in legislation.

Marriage and Civil Partnership Services	Last action	7	Destroy	Records and information related to: • Process of conducting a marriage or civil partnership service	Common Practice. Conduct governed by Marriage Act 1949 & Civil Partnership Act 2004, but retention not legislated.
Notices (birth, death or civil partnership marriage)	Last action	7	Destroy	Records and information related to: • Birth, death, civil partnership or marriage certificates	Common Practice. Registration Acts apply but do not define retention
Registration (certification of birth, death, civil partnership or marriage)	Last action	7	Destroy	Records and information related to: • Birth registers, death registers, marriage registers and civil partnership registers	Common Practice. Registration Acts govern process, but local copy retention not statutory.
Registration (summary)	Permanent	Permanent	Offer to Nottinghamshire Archives	Records and information related to: • Birth registers, death registers, marriage registers and civil partnership registers	Civil Registration Legislation. Births & Deaths Registration Act 1953, Marriage Act 1949, Civil Partnership Act 2004, Registration Service Act 1953



Section 28 – Trading Standards					
Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Trading Standards Complaint Investigation and Enforcement	Resolution, end of enforcement action or sentence	7	Destroy	Records and information related to Complaint Investigation and Enforcement: <ul style="list-style-type: none"> <li>• Complaint investigation</li> <li>• Intelligence operations</li> <li>• Intelligence gathering</li> <li>• Formal notification and prosecution</li> <li>• Property and sample seizure</li> </ul>	Criminal Procedure and Investigations Act 1996

Trading Standards and Regional Intelligence Team prosecutions in the Magistrates Court and Crown Court	Date of sentence	7	Destroy	Records and information related to prosecutions in the Magistrates or Crown Court: <ul style="list-style-type: none"> <li>• Electronic and paper witness statements and exhibits</li> <li>• Electronic and paper records related to physical items confiscated (forfeiture)</li> </ul>	Regulators' Code 2014 and criminal case evidence management obligations associated with the Criminal Procedure and Investigations Act 1996. Retention supports statutory enforcement functions under the Consumer Rights Act 2015 and Enterprise Act 2002.
Confiscation order made under the Proceeds of Crime Act 2002  Order under the sum of £1 million	Date of confiscation order	7 or the period until the order is satisfied if longer	Destroy	Prosecution records and information related to: <ul style="list-style-type: none"> <li>• Financial banking records</li> <li>• Officers' reports</li> <li>• Electronic and paper witness statements and exhibits</li> </ul>	Proceeds of Crime Act 2002

Confiscation order made under the Proceeds of Crime Act 2002. Order over the sum of £1 million	Date of confiscation order	10 or the period until the order is satisfied if longer	Destroy	Prosecution records and information related to: <ul style="list-style-type: none"> <li>• Financial banking records</li> <li>• Officers' reports</li> <li>• Electronic and paper witness statements and exhibits</li> </ul>	Proceeds of Crime Act 2002
Trading Standards Management Information System Data	Date of activity, site closure, site change of use or NCC no longer responsible for the function	7	Destroy	Examples include electronic records of: <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Inspections</li> <li>• Monitoring</li> <li>• Service Requests</li> <li>• Miscellaneous activities</li> <li>• Inspections and monitoring, excluding complaint investigation and enforcement in relation to animal and welfare</li> <li>• Animal movement, registration and licencing</li> <li>• Fair Trading inspection, monitoring, registration and licencing</li> </ul>	Consumer Rights Act 2015, Animal Health Act 1981, Weights and Measures Act 1985, and the Regulators' Code 2014. Records must be retained to support audit, complaint review, intelligence sharing and regulatory compliance.

Trading Standards Primary Authority Partnership Agreements and associated advice.	End date of agreement	7	Destroy	<ul style="list-style-type: none"> <li>• Original Agreement documentation</li> <li>• Issued advice</li> <li>• Commercially sensitive information</li> </ul>	Regulatory Enforcement and Sanctions Act 2008 (RESA) and the Primary Authority Scheme (Regulators' Code 2014).
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### Section 29 – Public Health

Information Type	Keep From (trigger)	Keep For (years)	End Action	Description and included record types	Authority
Reducing inequalities and promotion of improved public health	Date of approval	7	Destroy	Examples include: <ul style="list-style-type: none"> <li>• Health equity audits</li> </ul>	Health and Social Care Act 2012, S18.
Monitoring and evaluating public health needs of the population and services	Date of approval / date last modified	7	Destroy	Examples include: <ul style="list-style-type: none"> <li>• Health needs assessments</li> </ul>	Health and Social Care Act 2012, S18.

Obtaining, processing and analysing national record level datasets for health and social care purposes	Expiry of data sharing contract with e.g. NHS England or UKHSA	1 Year (or as per terms of data sharing contract)	Destroy	Examples include: • Civil registrations (births and deaths) Hospital Episodes Statistics (HES) • UKHSA datasets	Health and Social Care Act 2012, S261(1).
Developing and delivering a public health initiative and services, partnership working and provision of public health advice	Date of approval / date last modified	7	Destroy	Examples include: • Operational meeting minutes	Health and Social Care Act 2012, S18. And Business requirement
Responding to public health related incidents	Conclusion of incident	7	Destroy	Examples include: • Incident response	Health and Social Care Act 2012, S18
Planning against public health related risks and hazards	Date of approval / date last modified	7	Destroy	Examples include: • Emergency preparedness procedures	Health and Social Care Act 2012, S18
Reporting on the public health of the area	Date of publication	Permanent	Offer to Nottinghamshire Archives'	Examples include: • Public health annual report • Strategic meeting minutes	Health and Social Care Act 2012, S31.5-6; National

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## Document Control

<b>Owner</b>	Data Protection Officer, Notts County Council
<b>Original Author</b>	Records Management Service, Inspire (RI)
<b>Last Amendment by</b>	Data Protection Officer, Notts County Council (JM)
<b>Approver</b>	IGCSB
<b>Date of Approval</b>	04/02/2026
<b>Date of next review</b>	04/02/2029
<b>Version</b>	2.0
<b>Classification</b>	Public

Version	Date	Changes
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
1.9	28/07/2023	Added retention periods for Communities, Economic Development
1.10	27/01/2025	Introduction section updated to reflect the adoption of standardised retention periods and what they are, as well as the intention to make further updates to ensure the retention schedule as a whole accords with them.
1.11	28/07/2025	Minor adjustment to standardised retention periods
2.0	20/01/2026	Major revision to incorporate departmental updates to align with standard retention durations.

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