



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. It is the Council's default retention period where there are no statutory retention requirements. |
| 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 |

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| | | 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.

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 |

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|-----------------|----------------------------|---|---------|---|--|
| Case Management | Last action / case closure | 7 | Destroy | <p>Information relating to management of adult health and social care cases, including referrals, enquiries, needs assessment:</p> <ul style="list-style-type: none"> • Assessment of eligibility for services • Details of assigned carers • Contact details for client and carers (including Next of Kin, address, religion etc.) • Catering services • Financial support provided • Grants applied for client • Clients health details • Clients legal issues • Issue of Blue Badge • Residential care • Occupational Therapy received • Request for service or service transfer • Details of any service review • Provision of transport • Licensing • Looked after in care | 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"> • Administration of personal allowances, • Occupational therapy • Learning disabilities • Rehabilitation • Provision of equipment and carer support • Housing needs and adaptation support | 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"> • Processes involving administration and provision of universal or non-targeted services • Children centre records recording attendance at activities not related to targeted services • Registration details of parents, carers not receiving targeted services | Education Act 2011 Limitation Act 1980 |
| Asylum Seekers | DOB | 25 | Destroy | 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 | Date of Adoption Order | 100 | Destroy | <ul style="list-style-type: none"> • Adoption information relating to the Carer: • 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 | Adoption & Children Act 2002 and the Disclosure of Adoption Information (post commencement Adoptions) Regulations 2005 |

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| 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"> • Information on residential homes for children: • 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 |
| Residential / Children's Home - Misc | Creation | 16 | Destroy | <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 |

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| Child Protection | DOB | 25 | Destroy | 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 |
| Foster applications (Successful) | Case Closure | 25 | Destroy | <ul style="list-style-type: none"> • Fostering Service Records: • 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 |
| 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"> • Process involving children referred to NCC but do not progress beyond Children in Need • MASH records • Children open as CIN • S47 enquiries not progressing to ICPC | Children Act 1989 |

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| 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 <ul style="list-style-type: none"> • 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: <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 |
| Placements | DOB | 25 | Destroy | Children placed in Nottinghamshire <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 | Children Act 1989 |
| SEN | DOB | 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 |

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|---|-----|----|---------|---|---|
| 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 |

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| School admissions transfer and admission application forms | DOB | 25 | Destroy | <ul style="list-style-type: none"> • Application forms | 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"> • List of registered childminders • Information and Support for those interested in • becoming a registered childminder and those • already registered | Education Act 2011 |
| Early Help Records | DOB | 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 | Limitation Act 1980 |

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| Youth Justice | DOB | 25 | Destroy | 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 | DOB | 25 | Destroy | Youth Services: <ul style="list-style-type: none">• Youth Clubs and Voluntary Youth• Organisations• Services to young people by statutory bodies | 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 | Historic Information and records including King's Honours. 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 | FOIA s46 Code of Practice (records management) |

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| 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 |

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| 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 |

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| 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 |
|---|---------------------|----|---------|---|---|

| 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. |

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| 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 | Records and information relating to the administration, investigation, handling and settlement of insurance claims, including: <ul style="list-style-type: none"> > Incident reports > Correspondence with claimants > Adjusters' reports > Evidence collected in relation to claims > Settlement documentation | Limitation Act 1980, business need |

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| 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"> > Incident and accident records > Medical evidence > Witness statements > Correspondence and reports relating to liability and settlement > Documentation required to support claims that may be brought after the child reaches adulthood | 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"> > Incident reports > Safeguarding reports > Legal correspondence > Evidence, witness statements, and expert reports > Insurer and legal advice > Settlement documentation | Limitation Act 1980 |

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| 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"> • Economic development Strategies and programmes • Issuing of grants and funding • Advice and support to businesses | 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"> • Complaint investigations • Informal resolutions • Enforcement action | 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"> • Planning • Monitoring and review • Surveys • Historic environment record. Excludes planning application consultation | Permanent environmental and historical significance. Records capture major environmental management activity, including habitat, species, geological and landscape monitoring. |

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| Natural Environment Protection and Improvement | NCC no longer responsible for function | Permanent | Offer to Nottinghamshire Archives | Records and information related to: <ul style="list-style-type: none">• Scheme management and monitoring• Consents• Strategic planning• Surveying and monitoring, including geological and landscape, species and habitat. Excludes planning application consultation | 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"> • Unauthorised minerals and waste development • Unauthorised development on sites for which the County Council has granted planning permission | 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"> • Consultations on neighbouring authority's planning applications • Environmental permit applications | 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"> • Reports and correspondence | Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A |

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| <p>Inspection and Monitoring (Minerals)</p> | <p>Final Site Inspection</p> | <p>7</p> | <p>Destroy</p> | <p>Records and information related to:</p> <ul style="list-style-type: none"> • Reports and correspondence | <p>Period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A</p> |
| <p>Non-Planning Application Consultation</p> | <p>Until next project review</p> | <p>Until next project review</p> | <p>Destroy</p> | <p>Records and information related to:</p> <ul style="list-style-type: none"> • Correspondence | <p>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.</p> |

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| <p>Non Planning Application</p> | <p>Permanent</p> | <p>Permanent</p> | <p>Offer to Nottinghamshire Archives</p> | <p>Records and information related to: <ul style="list-style-type: none"> • Committee Reports </p> | <p>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.</p> |
| <p>Permitted Development Orders</p> | <p>Permanent</p> | <p>Permanent</p> | <p>Offer to Nottinghamshire Archives</p> | <p>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"> • Discontinuance • Modification • Revocation • Prohibition • Suspension: copy of order and referenced </p> | <p>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.</p> |

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| 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"> • Discontinuance • Modification • Revocation • Prohibition • Suspension; correspondence | 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"> • Referenced plans and documents. | 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. |

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| <p>Permitted Development Enquiry (Other)</p> | <p>Issue of confirmation of permitted development rights</p> | <p>7</p> | <p>Destroy</p> | <p>Records, information and correspondence related to:</p> <ul style="list-style-type: none"> • Permitted development except those referenced above. | <p>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.</p> |
| <p>Planning Appeals (Correspondence)</p> | <p>Date of the decision notice</p> | <p>7</p> | <p>Destroy</p> | <p>Records, information and documentation relating to:</p> <ul style="list-style-type: none"> • 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 | <p>Operational need – evidential support to statutory appeal processes. Correspondence forms part of the case file and supports transparency, audit trails, and accountability.</p> |

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| <p>Planning Appeals (Inspectors)</p> | <p>Permanent</p> | <p>Permanent</p> | <p>Offer to Nottinghamshire Archives</p> | <p>Records and information related to:</p> <ul style="list-style-type: none"> • Appeals against the refusal of planning permission for minerals and waste development • 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 | <p>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.</p> |
| <p>Planning Appeals (Statements)</p> | <p>Date of the decision notice</p> | <p>7</p> | <p>Destroy</p> | <p>Records, information and documents related to:</p> <ul style="list-style-type: none"> • Appeals against the refusal of planning permission for minerals and waste development • 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 | <p>Operational evidential requirement. Statements of case and proofs of evidence support appeal determinations and must be retained for audit, scrutiny, and potential challenges.</p> |

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| <p>Planning Applications</p> | <p>Permanent</p> | <p>Retain 7 years - then offer to archive</p> | <p>Offer to Nottinghamshire Archives</p> | <p>Records and information related to:</p> <ul style="list-style-type: none"> • 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 • Periodic review of minerals permissions applications), including those which are not implemented. • Planning application forms • Decision notice including any plans/documents referenced in the decision notice • Planning obligation/legal agreement relating to the decision notice, • Details approved pursuant to conditions attached to the planning permission (approval letter and approved plans/ documents) • Non-Material Amendments (approval letter, application form, and approved plans/ documents) | <p>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.</p> |
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| | | | | <ul style="list-style-type: none">• Delegated/committee report (including any plans/appendices) | |
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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"> • Consultation responses • Neighbour representations • General correspondence | 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"> • Consultation responses • Neighbour representations • General correspondence | 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"> • post-application advice/approval of details. • Other documentation | 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"> • Minerals • Waste • The County Council's own development | Operational need to demonstrate due process and decision rationale. |

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| 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"> • Minerals • Waste • The County Council's own development | 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"> • Planning Enforcement action | 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"> • Enforcement Notices • Breach of Condition Notices • Stop Notices • Temporary Stop Notices • Planning Enforcement Orders • Applications to the County Court or High Court for an injunction to restrain a breach of planning control. • Copies of notices | 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. |

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| Pre-Application Advice | Formal issue of advice | 7 | Destroy | Records, information and correspondence related to: <ul style="list-style-type: none"> • Provision of pre-application advice • Related consultations and correspondence | 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"> • The matters submitted as part of the Scoping Request, • Consultation responses received | 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"> • The matters submitted as part of the Screening Request | 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 | | | | | |
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| 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"> • Common land • Highway extent • Mineral and waste sites • Developments, • Rights of way searches. | 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"> • All evidence documents • Consultation responses • Associated files to support the Plan. | 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"> • Portable equipment • Plant and fixed equipment • Systems defects reporting and repair • Inspections, testing, servicing and maintenance • Transport and storage. | 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"> • Visitors' books • Signing-in sheets • Venue and resources enquiries and bookings | 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. |

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| 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 |

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| Land Reclamation Scheme Management | NCC no longer responsible for the site | 16 | Destroy | Records and information related to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 | | | | | |
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| 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 | | | | | |
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| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. |

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| 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"> • Administration of developer agreements • Adoption of road by NCC as Highway Authority dedication of land as public highway. | 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"> • Traffic and asset data management Dispute resolution | 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"> • Processing of fault reports • Requests for service, safety and condition inspection • Maintenance works scheduling 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 |

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| Highway Maintenance (non-personal data) | Date created | 25 | Destroy | Records and information related to: <ul style="list-style-type: none"> • Processing of fault reports • Requests for service, safety and condition inspection • Maintenance works scheduling 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"> • Programme management • Scheme brief development • Site investigations • Public consultation. 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"> • Programme management • Scheme brief development • Site investigations • Public consultation 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 |

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| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 |

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| 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: • Abnormal load management • Congestion management • Traffic incident management 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: • Created • Establishment • Modification • Extinguishment Landowner declarations | Statutory requirement to adhere to the Wildlife and Countryside Act 1981. |

| Section 25 – Communities Support | | | | | |
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| 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"> • Community grant funding and administration • Early Help and Prevention records | 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"> • Basic identifiers • Safeguarding checks, DBS/Visa/Immigration/Housing/Employment status • Contact details | 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"> • Personal data in relation to new sponsors and guests, • Trend data | MOU between MCHLG and NCC |

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| 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"> • Data from the DWP in relation to Pension Credit • Names, addresses, contact details • Free School Meals Entitlement | 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"> • Names • Address • Email • Telephone numbers | Timescale in which an action can be brought in case of personal injury or property damage under Limitation Act 1980 s.11 |

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| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 |

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| 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"> • Emergency plans • Planning group minutes | 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"> • Local Resilience Forum meeting notes and sub-group notes | 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"> • Individual risk assessments • Community risk register • Local risk assessment guidance | 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"> • Booking forms • Attendance lists, • Letters and associated documents | 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. |

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| 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"> • Complaint investigation • Intelligence operations • Intelligence gathering • Formal notification and prosecution • Property and sample seizure | Criminal Procedure and Investigations Act 1996 |

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| 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"> • Electronic and paper witness statements and exhibits • Electronic and paper records related to physical items confiscated (forfeiture) | 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"> • Financial banking records • Officers' reports • Electronic and paper witness statements and exhibits | Proceeds of Crime Act 2002 |

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| 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"> • Financial banking records • Officers' reports • Electronic and paper witness statements and exhibits | 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"> • Complaints • Inspections • Monitoring • Service Requests • Miscellaneous activities • Inspections and monitoring, excluding complaint investigation and enforcement in relation to animal and welfare • Animal movement, registration and licencing • Fair Trading inspection, monitoring, registration and licencing | 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. |

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| Trading Standards Primary Authority Partnership Agreements and associated advice. | End date of agreement | 7 | Destroy | <ul style="list-style-type: none"> • Original Agreement documentation • Issued advice • Commercially sensitive information | Regulatory Enforcement and Sanctions Act 2008 (RESA) and the Primary Authority Scheme (Regulators' Code 2014). |
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| Section 29 – Public Health | | | | | |
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| 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"> • Health equity audits | 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"> • Health needs assessments | Health and Social Care Act 2012, S18. |

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| 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

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| Owner | Data Protection Officer, Notts County Council |
| Original Author | Records Management Service, Inspire (RI) |
| Last Amendment by | Data Protection Officer, Notts County Council (JM) |
| Approver | IGCSB |
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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 |
| 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. |

