

# Southampton City Council

## Records Review & Retention Schedule

(RMPP 002, version 14.006)

# 2024



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<b>Records Review and Retention Schedule</b>			
<b>Version</b>	14.006	<b>Approved by</b>	Information Governance Board (via Senior Solicitor (Corporate))
<b>Date last amended</b>	18/03/2024	<b>Approval date</b>	18/03/2024
<b>Lead officer</b>	Matt Bunton, Information Officer (Data Management)	<b>Review date</b>	Continuous (by Information Officer)
<b>Contact</b>	Records.management@southampton.gov.uk	<b>Effective date</b>	18/03/2024 (but all previous entries and versions are effective unless amended in this version)

## **1. INTRODUCTION**

1.1 This document is the Southampton City Council (SCC) authoritative Records Review & Retention Schedule (RRRS)

1.2 All agreed record review and retention details will be published in this document only. Business units must not hold their own forms or lists of review & retention guidance. Such forms/lists are not authoritative.

1.3 This document will be managed and maintained by the Senior Records Officer in Records Management on behalf of the Information Governance Board, who have corporate ownership of the council's records management policies and procedures.

## **2. PURPOSE OF THE RECORDS REVIEW & RETENTION SCHEDULE**

2.1 All records created by the authority be they electronic, paper or any other media must have a review and retention period assigned to them, which covers them from creation, through use to final disposition. Electronic records also include any e-mail that is created and held by a business unit as evidence of a business activity.

2.2 The review period specifies how long a record should initially be retained for before it is reviewed to decide whether it needs to be kept for justified further use, destroyed or is of public interest that it should be retained and available via the councils Archives services, part of Collections Team in Cultural Services.

2.3 Reviewing records assists in the specific requirement to properly manage all records created in accordance with council policies and legislation. Generally, they also assist in the smooth conduct of business to ensure cost-effective use of records is maintained. Reviews ensure that records no longer required are properly destroyed which supports the council's operations. However, it is also used to prevent the premature destruction of records and to identify those records worthy of permanent preservation

2.4 The review period assigned depends on legal, financial, or administrative reasons, which is why there are shorter and longer periods. Some records may need to be retained indefinitely by the Council because of legal requirements, council policy or, in the main, historical value.

2.5 The review & retention schedule promotes control over the council's records, enabling us to dispose confidently of records we no longer need, and ensure the retention of the minimum volume of records consistent with economy and efficiency. The retention of unnecessary records consumes staff time, space (both physical and cyber) and equipment. It may also contravene legislation such as the Data Protection Act and the General Data Protection Regulation 2018, which could have serious consequences for the authority. Failure to adhere to this policy and guidance may involve an investigation by the Information Commissioners Office (ICO) which could have financial and reputational implications for the council.

2.6 Procedures should be put in place to ensure that regular review and disposal of records takes place by business units, using this review & retention schedule. These procedures should be documented locally and available to all staff to refer to. They should contain a link to this document. It is not advisable to cut and paste a copy of this document as version changes may occur regularly.

2.7 Staff applying the correct review periods can then feel confident that the decision they have made is in accordance with the council's review & retention policies in force at the time of those reviews.

2.8 As part of the Corporate Information Governance requirement, all divisions within the authority are required to review the records they hold locally at least once a year. The Information Governance checklist that is issued twice a year will require Service Leads to assure that this is being carried out.

2.9 It is recommended that regular periodic reviews are conducted. Advice on how to conduct these is available from the Senior Records Officer (see contacts section).

2.10. Items such as contracts, agreements, orders, deeds and leases are held by Records Management and they will carry out any relevant review process with the relevant divisions when necessary. In the case of records held by Records Management in the FMC series of deposits on behalf of business units, these will be recorded and destroyed by Records Management when the appropriate business unit has agreed they can be destroyed.

2.11. Records **must** only ever be physically disposed of in accordance with the Council's Data Handling and Reporting Incidents Policy available at this link: <https://staffinfo.southampton.gov.uk/information-governance/policies-and-guidance/>

2.12. To clarify, non-electronic records that are deemed fit for destruction must only ever be destroyed using an approved confidential waste service provider. Paper records, video tapes, audio tapes, obsolete floppy disks must **never** be placed in ordinary waste or recycling bins. Approved key sticks must be wiped clean. Electronic records can be deleted from shared folders in the normal way. Records held in specialist databases can be deleted in accordance with the system protocols. Electronic records must only be destroyed using the authority ITS contract.

2.13. Failure to comply with the correct disposal of any records may lead to disciplinary action.

2.14. In the case of disposing of paper records, small amounts can be placed in the confidential waste consoles in Civic Centre. The disposal of bulk amounts or for those offices not located in Civic Centre can be arranged via either the current service provider to Civic Centre or another approved service provider. Arranging for such disposal and the cost as well falls to the division concerned. The Information Officer can advise on alternative bulk disposal providers (see contacts).

2.15. Guidance on the recording of records that are destroyed is available in **RMPP 006a Records Review Log**.

### **3. FORMAT OF THE SCHEDULE**

3.1. In order to assist colleagues to find an entry quickly a detailed index to the schedules precedes the actual schedules in this document.

3.2. Section A of this schedule is the corporate schedule. This covers all areas of the council and will satisfy the general records needs of most business units.

3.3. Some business units require specific entries for their specialist/unique types of records. These are listed separately from the corporate schedule in sections B to E inclusive. Educational establishments also have review and retention guidance and these are specifically included at section EB.

3.4. Services provided by partnerships which require this authority to set out retention periods are recorded under the Corporate Services Directorate entry.

3.5. The schedule is not an exhaustive list of all the records held by all business units with the council. The level is that of a type/series of records.

3.6. Some business units maintain detailed lists of all the files they have, but such detail will not be repeated in this schedule. If a business unit wishes to maintain details of all their files and retention periods applicable that is a matter for them. If so, they should include this in their documented local procedures for records management. **The RMPP 006 Local Records Procedures Documentation** template is available to assist business units in collating this guidance in one place.

3.7. To ensure consistency in the schedule and that it is maintained as up-to-date as possible, requests for amendments to the schedule to be considered must be submitted to:

[Matt.bunton@southampton.gov.uk](mailto:Matt.bunton@southampton.gov.uk)

3.8. Requests for amendments must include the schedule reference affected, clear reasons why and if the change is because of legislation requirements, details of the legislation applicable must be provided. For new entries to be added to the

schedule, full details of where it should go, the description, applicability and any legislation that applies must be provided.

3.9. Business units must not assume that requests will be automatically approved and must not implement any changes to review & retention periods without confirmation of the approval of the request.

3.10. The Information Officer will consider the request and advise the Senior Solicitor (Corporate) who acts on behalf of the Information Governance Board, on the justification & implications for the changes. The Information Governance Board has responsibility for the corporate schedule.

3.11. The Senior Solicitor (Corporate) also has the approval of Directors to approve schedule amendments on their behalf. If necessary, the appropriate Directors will be consulted.

3.12. The Information Officer will inform the requesting officer of the decision. Where amendments are agreed the Senior Records Officer will amend the review & retention schedule, which is published on the intranet. These amendments will be version and date controlled to track amendments. These are recorded at **Appendix A** of the review & retention schedule.

3.13. Occasionally the application of part of the review & retention schedule may need to be temporarily suspended e.g. a court case is pending requiring certain documentation that is due to be reviewed & possibly destroyed. The Senior Records Officer will advise when such an issue arises and what procedures need to be put in place.

## 4. CONTACTS

For advice on Records Management policy and procedures including this schedule, and storage of inactive records:

**Matt Bunton, Information Officer (Data Management)**

☎023 8083 4125

Records Management,  
Southampton, Fareham & Havant  
Legal Services Partnership,  
Civic Centre, Southampton,  
SO14 7LY

[matt.bunton@southampton.gov.uk](mailto:matt.bunton@southampton.gov.uk)

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For advice on the deposit of records as archival material open for public access as part of the city's cultural and historical heritage:

**Jo Smith, Archivist**

☎023 8083 2251

Fax: 023 8083 2156

Southampton Archives Services  
Civic Centre, Southampton,  
SO14 7LY

[jo.smith@southampton.gov.uk](mailto:jo.smith@southampton.gov.uk)

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For advice on Freedom of Information & Data Protection:

**Chris Thornton, Information Lawyer (Data Protection Officer)**

☎023 8083 2676

Data Protection Officer  
Southampton, Fareham & Havant  
Legal Services Partnership,  
Civic Centre, Southampton,  
SO14 7LY

[chris.thornton@southampton.gov.uk](mailto:chris.thornton@southampton.gov.uk)

# THE SCHEDULE

## TERMS/ACRONYMS USED IN THE SCHEDULE

Term/Acronym	Description	Explanation
Ac Yr(s)	Academic Year	The academic year runs from 1 September to 31 August.
ASBOs	Anti-Social Behaviour Orders	
BWVD	Body Worn Video Device	
CAT	Community Asset Transfer	
CAF	Common Assessment Framework	
CCTV	Closed-circuit television	
CED	Common Entry Document	
CIH	Chartered Institute of Housing	
CIS	Customer Information System	
CMT	Council Management Team	
CTB	Children's Trust Board	
CVED	Common Veterinary Entry Document	
DBS	Disclosure & Barring Service	
DEFRA	Department for Environment, Food and Rural Affairs	
DFG	Disabled Facilities Grants	
DIYSO	Do it yourself mortgage	
DOL	Deprivation of Liberty (team)	
DPIA	Date Protection Impact Assessments	
DQRA	Detailed Quantitative Risk Assessment	
DSRR	Data Subject Rights Requests ( <i>see also SAR</i> )	
EPA	Environmental Protection Act	
ESS	European Settlement Service	
Fin Yr(s)	Financial Year	The financial year runs from 1 April to 31 March
FPN	Fixed Penalty Notice	
GALRO	Guardian ad Litem and Rehabilitation Office	
GDPR	General Data Protection Regulation 2018	
HMO	Houses of Multiple Occupation	
HMRC	Her Majesty's Revenue & Customs	
IDVA	Independent Domestic Violence Advocacy Services	

JCAP	Joint Citizenship and Passport Application Service
IT	Information Technology
LAC	Looked after children
LADO	Local Authority Designated Officer
LHOs	Local Housing Offices
MES	Mortgage Equity Scheme
Month(s)	Any month or period of calendar months
NCS	Nationality Checking Service
NDC	New Deal for Communities
NQT	Newly Qualified Teacher
NRSWA	New Roads and Street Works Act 1991
PACE	Police and Criminal Evidence (Acts)
PCI	Payment Card Industry
PII	Public Interest Immunity
POAO	Products of Animal Origin
PSD	Property Services Division
PSN	Public Service Network
RIPA	Regulation of Investigatory Powers Act
SAR	Subject Access Requests ( <i>see also Data Subject Rights Requests</i> )
SCL	Southampton City Leisure
SCC	Southampton City Council
SEDCO	Southampton Economic Development Company
SEN	Special Educational Needs
SIPS	Safeguarding in Provider Settings
SLA	Service Level Agreement
SRB	Single Regeneration Budget
STAS	Specialist Teaching and Advisory Service
TEA	Temporary Employment Agency
TIS	Tenant's Incentive Scheme
VAT	Value Added Tax
VICS	Vehicle Information and Communications System
Year(s)	Any calendar year



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Homelessness applications	<b>EF 10</b>
Hospitality - & gifts, members register	<b>BA 27</b>
Hospitality – gifts, employee	<b>A 1.18</b>
Hostels – PSD community surveyors	<b>BO 26</b>
Housing – closing orders – legal files	<b>BD 5</b>
Housing – PSD structures	<b>BO 8</b>
Housing (legal)	<b>BD</b>
Housing Act notices - Land Register	<b>BC 4</b>
Housing Act repair/improvement notices – legal files	<b>BD 5</b>
Housing action areas - Land Register	<b>BC 4</b>
Housing Association mortgages – legal files	<b>BD 22</b>
Housing Benefit Board appeals – legal files	<b>BD 6</b>
Housing claims	<b>BF 4</b>
Housing compulsory purchase orders - Land Register	<b>BC 4</b>
Housing – concierge service CCTV logs and tapes	<b>BD 80 &amp; 81</b>
Housing defect repurchase – legal files	<b>BD 33</b>
Housing orders – legal files	<b>BD 5</b>
Housing properties – PSD community surveyors	<b>BO 26</b>
Housing Register	<b>EF 15</b>
Housing renewal	<b>DM</b>
Housing repossessions – legal files	<b>BD 5</b>
Housing risk assessments	<b>EF 17</b>
Housing Services Division	<b>EF</b>
Housing special assessments	<b>EF 15</b>
HS1 – accident report form adults	<b>A 3.1</b>
HS1 – accident report form children & youths	<b>A 3.2</b>
HS2 notification of violence and abuse forms (racial, sexual & physical)	<b>A 3.4</b>
Human Resources	<b>BE (see also Corporate schedule)</b>



**I**

IDVA – Independent Domestic Violence Advocacy Services	<b>EG</b>
Ill health – procedure, employee	<b>A 1.7</b>
Image reproductions – Museums & Archaeology	<b>DJ 31</b>
Imported food – certificates, register & database	<b>DA 12</b>
Improvement line orders - Land Register	<b>BC 4</b>
Improvement notices under Housing Act – legal files	<b>BD 5</b>
Incident reports – adult homes	<b>EC 9</b>
Incident reports – day centres	<b>EC 9</b>
Incident reports – IT	<b>BM 4</b>
Independent Domestic Violence Advocacy Services (IDVA)	<b>EG</b>
Index – statutory notices served - environmental health	<b>DA 19</b>
Index lists, cards, database lists of file series	<b>BD 74</b>
Indexes – births, deaths, marriages	<b>DA 26</b>
Indexes – burials, cremations	<b>DA 21</b>
Indicators – performance	<b>BD 63</b>
Indices – archives	<b>DJ 6</b>
Indices – records management	<b>BD 87</b>
Industrial Assurance and Friendly Societies Act 1948– registration services	<b>DA 28, DA 40</b>
Infant school – appeals	<b>EA 28</b>
Infant schools	<b>EB</b>
Information - allotments	<b>DG 1</b>
Information Asset Register	<b>BD 82</b>
Information Technology (IT)	<b>BM</b>
Infra Calls – IT	<b>BM 5</b>
Injunction actions – legal files	<b>BD 43</b>
Inland Revenue returns, payroll	<b>BE 23</b>
Inspections	<b>BD 67</b>
Inspections – schools, educational establishments	<b>EB 1.3</b>
Instruments – musical, loan of	<b>EB 8.3</b>
Insurance policies renewal process	<b>BP 2</b>
Insurance policy certificates, registers & schedules	<b>BP 1</b>
Inter country – adoptions – advice provided	<b>EA 17d</b>
Interest – declarations of for individual meetings, Council	<b>BA 14</b>
Interest – register of members	<b>BA 28</b>
Interests – outside, employee	<b>A 1.17</b>
Interface & reconciliation – finance division	<b>BI 3</b>
Intermediate care services – adult	<b>EC 1</b>
Internal Audit, Risk & Assurance	<b>BP</b>
Internal requisitions – finance	<b>A 2.1</b>
International – records of visits to linked cities	<b>A 4.2</b>
International – town twinning & sister city	<b>A 4.1</b>
International – working documents	<b>A 4.3</b>
International events & publicity	<b>A 4.6</b>
Internet usage records – IT	<b>BM 9</b>
Interviews - audio recordings of, conducted under PACE – environmental health & trading standards	<b>DA 8</b>
Interviews - audio recordings of licensing	<b>BD 9a to BD 9d</b>
Invoices – finance	<b>A 2.4</b>
IT (Information Technology)	<b>BM</b>
Itchen Bridge Toll	<b>DD 1 to DD 11</b>

**J**

JCAP (Joint Citizenship and Passport Application Service)	DA 50
JIGSAW (children)	EA 7
Job applications – unsuccessful	A 1.1
Job Descriptions	A 1.2
Job evaluation	BE 1, BE 2
Job evaluation – schools	BE 3
Job evaluations	A 1.3
Joint Citizenship and Passport Application Service (JCAP)	DA 50
Journal transfers – finance	A 2.1
Judicial review – legal files	BD 14
Junior school – appeals	EA 28
Junior schools	EB
Junior Warden scheme	EF 12
Jury service – employee	A 1.12
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<b>L</b>	
LAC (Looked after children)	EA 9
Local Authority Designated Officer (LADO) information recording	EA 30
Land – contaminated, environmental health	DA 4
Land – non-contaminated, environmental health	DA 5
Land Charges	BC
Land compensation notices - Land Register	BC 4
Land Register	BC 4
Land Registry enquiries – debtors	BK 1
Lead – exposure register	DA 2
Lead – health record	A 3.11
Lead – records of examinations & tests of control measures & respiratory equipment; air monitoring	A 3.15
Learning – adult projects	DK 8
Learning and development – members	BA 32
Learning & children’s services	EA
Learning disabilities	EC 6
Lease car – payroll	BE 29
Leasehold – easements, grant from vendor – legal files	BD 24
Leasehold – easements, grants to grantees – legal files	BD 24
Leasehold – sale of council houses – legal files	BD 26
Leasehold Reform act notices - Land Register	BC 4
Leaseholds to or from the council – legal files	BD 28
Leases	BD 59
Leave – annual, employee	A 1.12
Leave – personal, employee	A 1.12
Leave – special, employee	A 1.12
Legal notices – certificates, register & database – environmental health	DA 12
Legal Services Division	BD
Leisure & Cultural Services	DJ
Leisure – legal files	BD 37
Leisurecard, Smartcities – applications	DC 9
Lessons – musical, payment for	EB 8.2
Lettings – short term, property – legal files	BD 29
LHOs – Local Housing Offices	EF
Liability orders - Local Taxation Office	BN 4
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Licence – child chaperone	EA 33
Licence – child employment	EA 31
Licence – child performance	EA 32
Licence – marriage - Superintendent Registrar's Certificate and/or licence for Licences	DA 33
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Licences – advertising hoardings	BD 4c
Licences – caveats against Superintendent Registrar's Certificate and/or licence or Registrar Generals' licence for marriage	DA 32
Licences – chairs Part VIIA	BD 4b
Licences – cranes	BD 4c
Licences – highways, projection over	BD 4c
Licences - materials	DB 8
Licences - notifications of the issue of the Registrar General's for marriage and Registrar General's certificates for marriage	DA 34
Licences – Part VIIA tables & chairs	BD 4b
Licences - reproduction rights, archives	DJ 4
Licences – scaffolding	BD 4c & DB 8
Licences – short term, property – legal files	BD 29
Licences – street cafes	DB 8
Licences – skips	BD 4c & DB 7
Licences – streets tables & chairs Part VIIA	BD 4b
Licences – tables Part VIIA	BD 4b
Licences – various environmental health	DA 16
Licences – various PSD valuation & estates	BO 30
Licences – waste skips	BD 4c & DB 7
Licensing - legal services	BD 7 to 9d
Licensing – recorded interviews	BD 9a to BD 9d
Lift maintenance - PSD mechanical	BO 15
Lifting equipment – full examination reports	A 3.17
Linked cities – records of visits	A 4.2
Listed buildings information/issues - Civic Buildings	BO 5
Listed buildings repair notices - Land Register	BC 4
Litigation (legal)	BD
Littering – Fixed penalty Notice	DL 5
Loan car – payroll	BE 29
Loan sanctions – legal files	BD 33
Loans – Accessible Homes	DA 46
Loans - Home Improvement	DA 44
Loans records - Archaeology	DJ 22
Loans records – Art Gallery	DJ 16
Loans records - Museums	DJ 22
Local authority searches	BC 1
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Local connection – declaration form	BB 3
Local destruction logs	BD 73
Local Government Ombudsman – legal files	BD 34
Local Housing Office enquiries	BF 3
Local Housing Offices (LHOs)	EF
Local list applications – planning	DI 2
Local register of electors – correspondence	BB 19
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Loft Insulation – PSD community surveyors	BO 26
Logs – machine maintenance	A 3.6
Looked after children (LAC)	EA 9
Lotteries – licensing – legal files	BD 7
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Machine maintenance logs	A 3.6

Magistrates' Court prosecutions	<b>BD 12</b>
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Maintenance – machine, logs	<b>A 3.6</b>
Maintenance – PSD asset management	<b>BO 22</b>
Maintenance records – IT equipment	<b>BM 3</b>
Maintenance, electrical – PSD electrical	<b>BO 34</b>
Management – working files	<b>BD 69</b>
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Manager – children's teams – diaries	<b>EA 22</b>
Mandatory Rate relief applications - Local Taxation Office	<b>BN 10</b>
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Maps – process, electrical – PSD electrical	<b>BO 37</b>
Marriages - caveats against Superintendent Registrar's Certificate and/or licence or Registrar Generals' licence for	<b>DA 32</b>
Marriages – certificates and forms	<b>DA 40</b>
Marriages - certificates of birth, or death issued under certain Acts of Parliament for the purpose of those Acts - requisitions for	<b>DA 35</b>
Marriages - forms of appointment of authorised persons - persons appointed to register marriages at a Non-Conformist church	<b>DA 36</b>
Marriages – notices	<b>DA 27</b>
Marriages - notifications of the issue of the Registrar General's licence for and Registrar General's certificates for marriage	<b>DA 34</b>
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Marriages - Superintendent Registrar's Certificate and/or licence for	<b>DA 33</b>
Marriages of minors - forms of consent to	<b>DA 39</b>
Material licences	<b>DB 8</b>
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Mayors engagements	<b>BA 15</b>
Mechanical equipment - PSD mechanical	<b>BO 15</b>
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Medical records, employee, - occupational health	<b>BE 10</b>
Medicinal reports – adult homes	<b>EC 9</b>
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Meeting room bookings - Civic Buildings	<b>BO 6</b>
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Members – attendance at conferences	<b>BA 31</b>
Members – interest – register	<b>BA 28</b>
Members – learning and development	<b>BA 32</b>
Members – rail warrants	<b>BA 35</b>
Members – register of gifts and hospitality	<b>BA 27</b>
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Minors - forms of consent to marriages of	<b>DA 39</b>

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Money Advice	<b>EF 16</b>
Monitoring - of COSHH & other substances assessments – specified substances or processes	<b>A 3.10</b>
Mortgage Equity Scheme (MES) – legal files	<b>BD 32</b>
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Museums	<b>DJ 20 to DJ 34</b>
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## **N**

Nationality Checking Service (NCS)	<b>DA 50</b>
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NDC – New Deal for Communities	<b>DK 1</b>
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Noise – health record including health surveillance & fitness-for-work advice	<b>A 3.11</b>
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Non-attendance at school, prosecutions and supervision orders	<b>BD 45</b>
Non-Conformist church - forms of appointment of authorised persons - persons appointed to register marriages at	<b>DA 36</b>
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Non-property agreements	<b>BD 59</b>
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Non-VAT – sales, finance	<b>A 2.1</b>
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Offsite highways agreements - Land Register	<b>BC 4</b>
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PACE - Audio recordings of interviews conducted under – environmental health & trading standards	<b>DA 8</b>
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Parent-teacher association – schools, educational establishments	<b>EB 7</b>
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Parliamentary register of electors – correspondence	<b>BB 19</b>
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Policies – insurance	BP 1
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Premises - environmental health	DA 1, DA 10
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Procedure – ill health, employee	<b>A 1.7</b>
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Procedures - Housing Services Division & Local Housing Offices	<b>EF 1</b>
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Processes – or substances, COSHH & other substances assessments – monitoring of specified	<b>A 3.10</b>
Product technical information, polices & procedures – IT	<b>BM 2</b>
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Publicity and events – international	<b>A 4.5</b>
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Quantity surveyors – PSD – project files	<b>BO 24</b>
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## R

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Radiation – dose assessment after accident	<b>A 3.12</b>
Radiation – examination of rectory tract, dose record	<b>A 3.13</b>
Radiation – health records of employees liable to be exposed to radiation	<b>A 3.12</b>
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Recordings – audio, of interviews conducted under PACE – environmental health & trading standards	<b>DA 8</b>
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Register – burials, burial grounds, graves, cemetery plans, burial indexes, cremation registers and indexes	<b>DA 21</b>
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Register – employee redeployment	<b>BE 12</b>
Register – food premises, cooling towers, EPA permit documentation – environmental health	<b>DA 10</b>
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Reports – accident forms and correspondence – adults	<b>A 3.1</b>
Reports – accident forms and correspondence – children & youths	<b>A 3.2</b>
Reports – Cabinet, committee	<b>BA 2</b>
Repossessions – housing – legal files	<b>BD 5</b>
Reproduction rights licence – archives	<b>DJ 4</b>
Repurchases – housing defect – legal files	<b>BD 33</b>
Requisitions – for certificates of birth, marriage or death issued under certain Acts of Parliament for the purpose of those Acts	<b>DA 35</b>
Requisitions – internal, finance	<b>A 2.1</b>
Research – archives	<b>DJ 9</b>
Research – rights of way	<b>DC 2</b>
Residential homes – adults	<b>EC 9</b>
Residential homes – persons registered	<b>EC 3</b>
Residential homes for children	<b>EA 21</b>
Residential units – case records	<b>EC 1</b>
Respiratory equipment - Lead – records of examinations & tests of control measures; air monitoring	<b>A 3.15</b>
Restriction of use orders - Land Register	<b>BC 4</b>
Restrictive undertakings - Land Register	<b>BC 4</b>
Retirement, early, calculations – employee	<b>BE 27</b>
Returns – government	<b>BF 5</b>
Revenue statistics – Itchen Toll Bridge	<b>DD 2</b>
Revocation orders - Land Register	<b>BC 4</b>
Ribbon development orders - Land Register	<b>BC 4</b>
RIDDOR forms F2508 & F2508A	<b>A 3.5</b>
Right to Buy – PSD community surveyors	<b>BO 27</b>
Right to buy – PSD valuation & estates	<b>BO 32</b>
Right to buy housing reports – PSD structures	<b>BO 10</b>
Rights of light orders - Land Register	<b>BC 4</b>
Rights of way	<b>BD 59</b>
Rights of way	<b>DC 1 to DC 7</b>
RIPA (Regulation of Investigatory Powers Act) 2000 approvals	<b>BD 88</b>
Risk & Assurance, Internal Audit,	<b>BP</b>
Risk assessments	<b>A 3.7</b>
Risk assessments – housing	<b>EF 17</b>
Road Traffic orders	<b>BD 59</b>
Road Traffic Orders – legal files	<b>BD 2</b>
Roads & Transport	<b>DB</b>

Rolling registration	<b>BB 2, BB 8, BB 9</b>
Roofing – PSD community surveyors	<b>BO 26</b>
Rotas – adult homes	<b>EC 9</b>
Rotas – day centres	<b>EC 9</b>
<b>S</b>	
Safe roof access – PSD community surveyors	<b>BO 26</b>
Safeguarding – general legal advice	<b>BD 44</b>
Safeguarding in Provider Settings team (SIPS)	<b>EC 7</b>
Safety at sports grounds – building control	<b>DI 5</b>
Sales – finance VAT & non-VAT	<b>A 2.1</b>
SALSA - Speech and Language Schools' Assistant Team	<b>EA 27</b>
Scaffolding licences	<b>BD 4c &amp; DB 8</b>
Schedules – insurance policies	<b>BP 1</b>
School - Admissions transfer and admission application forms	<b>EA 28</b>
School appeals – Infant, junior, primary & secondary	<b>EA 28</b>
School council – schools, educational establishments	<b>EB 1.6</b>
School survey/teacher vacancy statistics	<b>BE 17</b>
School Transport Service – children's transport details	<b>DB 28</b>
School Transport Service – Escort time sheets	<b>DB 29</b>
Schools	<b>EB</b>
Schools - administration & management	<b>EB 1.1</b>
Schools – curriculum	<b>EB 3</b>
Schools – extra curriculum & miscellaneous activities	<b>EB 4</b>
Schools – finance	<b>EB 5</b>
Schools – general legal advice	<b>BD 50</b>
Schools – governance	<b>EB 6</b>
Schools – health & safety	<b>EB 1.2</b>
Schools – inspections	<b>EB 1.3</b>
Schools – organisation	<b>EB 1.7</b>
Schools – parent-teacher association	<b>EB 7</b>
Schools – property	<b>EB 1.4</b>
Schools – pupils	<b>EB 1.5</b>
Schools – pupils careers advice	<b>EB 2</b>
Schools – school council	<b>EB 1.6</b>
Schools – staff/employees	<b>EB 1.8</b>
Schools, job evaluation	<b>BE 3</b>
SCL (Southampton City Leisure) – legal files	<b>BD 38</b>
Script – Chairs, Council	<b>BA 9</b>
Sealed & signed contracts	<b>BD 54</b>
Sealing Forms	<b>BD 51</b>
Sealing Register	<b>BD 52</b>
Searches – common land	<b>BC 3</b>
Searches – local authority	<b>BC 1</b>
Secondary school – appeal	<b>EA 28</b>
Secondary schools	<b>EB</b>
Section 106 agreements - Land Register	<b>BC 4</b>
Section 106 agreements – legal files	<b>BD 17</b>
Section 126 housing agreements - Land Register	<b>BC 4</b>
Section 177 highway licences - Land Register	<b>BC 4</b>
Section 18 agreements - Land Register	<b>BC 4</b>
Section 18 agreements – legal files	<b>BD 16</b>
Section 215 agreements - Land Register	<b>BC 4</b>
Section 25 agreements - Land Register	<b>BC 4</b>
Section 278 agreements – legal files	<b>BD 16</b>

Section 370 agreements - Land Register	BC 4
Section 38 agreements - Land Register	BC 4
Section 38 agreements – legal files	BD 16
Section 38 highways licences - Land Register	BC 4
Section 40 agreements – legal files	BD 16
Section 52 agreements - Land Register	BC 4
Section 52 agreements – legal files	BD 17
Section 59 agreements - Land Register	BC 4
Security systems - Civic Buildings	BO 4
SEDCO (Southampton Economic Development Company) – legal files	BD 39
Seized Dogs Register	DA 17
SEN (Special Educational Needs)	EA 4
Sensory team	EC 1
Server logs for PSN & PCI	BM 10
Service – jury, employee	A 1.12
Service record – former councillor	BA 29
Service returns – payroll	BE 28
Service voter registration form	BB 4
Settled claims – employers & public liability claims (not minors)	BP 3
Settled claims – motor	BP 5
Settled claims – public liability (minors)	BP 4
Sewer diversion agreements - Land Register	BC 4
Sewer notices - Land Register	BC 4
Sexual abuse – HS2 notification forms	A 3.4
Sheltered Category 2 schemes – monthly Health & safety checks – Local Housing Offices	EF 5
Sheriffs – engagements	BA 16
Shine lists – waste services	DE 2
Ship sanitation – certificates, register & database	DA 12
Short term lettings – property – legal files	BD 29
Short term licences – property – legal files	BD 29
Sick leave record	A 1.12
Sickness – employee	A 1.13
Sign designs	DB 10
Signed & sealed contracts	BD 54
Signed minutes – Cabinet, Committee	BA 1, BA 2
Single Regeneration Budget (SRB)	DK 2, DK 3
SIPS – Safeguarding in Provider Settings team	EC 9
Sister city & town twinning	A 4.1
Site investigations – PSD structures	BO 11
Site records – Archaeology	DJ 20
Skin piercing licences - environmental health	DA 16
Skip licences, permits	BD 4c & DB 7
SLA (Service Level Agreement) – IT	BM 8
Small homes regulations – persons registered	EC 3
Smartcities applications	DC 8
Smartcities Leisurecard applications	DC 9
Smoke control orders - Land Register	BC 4
Social services premises – PSD structures	BO 9
Social worker diaries, adults	EC 5
Social worker, children – diaries	EA 22
Soil reports – PSD structures	BO 11
Southampton City Leisure (SCL) – legal files	BD 38
Southampton Economic Development Company (SEDCO) – legal files	BD 39
Southampton Music services	EB 8
Special Educational Needs (SEN)	EA 4
Special leave – employee	A 1.12
Specialist Teaching and Advisory Service (STAS)	EA 29

Specification electrical, standard – PSD electrical	<b>BO 37</b>
Speech and Language Schools' Assistant Team (SALSA)	<b>EA 27</b>
SPOILS – spoilt birth, marriage and death certificates	<b>DA 42</b>
Sports grounds safety – building control	<b>DI 5</b>
SRB - Single Regeneration Budget	<b>DK</b>
Staff	<b>see under Employee</b>
Staff – character declarations, Customer Information System	<b>BF 7</b>
Staff – schools, educational establishments	<b>EB 1.8</b>
Standard specification, electrical – PSD electrical	<b>BO 37</b>
STAS (Specialist Teaching and Advisory Service)	<b>EA 29</b>
Statements – bank, finance	<b>A 2.1</b>
Statistics – school survey/teacher vacancy	<b>BE 17</b>
Statutory notices served index - environmental health	<b>DA 19</b>
Statutory registers – licensing – legal files	<b>BD 7</b>
Statutory returns - environmental health	<b>DA 14</b>
Stillbirths – certificates and forms	<b>DA 40</b>
Stillbirths - register of	<b>DA 41</b>
Stock sales – archives	<b>DJ 7</b>
Stopping-up Orders – legal files	<b>BD 15</b>
Street cafes licences	<b>DB 8</b>
Structural information – PSD	<b>BO 8 to BO 10</b>
Study leave – employee	<b>A 1.12</b>
Subject Access Requests (SAR) ( <i>preferred reference is Data Subject Rights Requests</i> )	<b>BD 78</b>
Subsistence – employee	<b>A 1.15</b>
Substance – assessments including COSHH	<b>A 3.8</b>
Substance - COSHH & other assessments – employee health records	<b>A 3.11</b>
Substances - or processes COSHH & other substances assessments – monitoring of specified	<b>A 3.10</b>
Substances – other & COSHH assessments – monitoring of specified substances or processes	<b>A 3.10</b>
Substances – others & COSHH, examination & test of control measures	<b>A 3.9</b>
Superintendent Registrar's Certificate and/or licence for marriage	<b>DA 33</b>
Superintendent Registrar's Certificate and/or licence or Registrar Generals' licence for marriage – caveats against	<b>DA 32</b>
Supervisions notes - employees	<b>A 1.5</b>
Supervision orders for non-attendance at school	<b>BD 45</b>
Supplier bank details – creditors	<b>BJ 1</b>
Supply teacher personnel files	<b>BE 16</b>
Support teams (family) case files	<b>EA 8</b>
Supported Housing	<b>EF 18</b>
Supporting people client records	<b>EC 1</b>
Surveys/inspections (property)	<b>BD 67</b>
Surveys or insight data (authority wide)	<b>BD 67</b>
Sustainability & planning	<b>DI</b>
SWA – legal files	<b>BD 35</b>
<b>T</b>	
Tachographs	<b>DB 21</b>
Tac – council & housing claims	<b>BF 4</b>
Tax – Value Added	<b>A 2.1</b>
Tax code notifications, payroll	<b>BE 21</b>
Taxis – licensing – fitness to hold licence	<b>BD 9a</b>

Taxis – licensing – legal files	<b>BD 7</b>
Taxpayers – employment details - Local Taxation Office	<b>BN 6</b>
Taxpayers – NI numbers - Local Taxation Office	<b>BN 6</b>
TEA – Temporary Employment Agency	<b>BE 4</b>
Teach vacancy statistics	<b>BE 17</b>
Teacher, supply – personnel files	<b>BE 16</b>
Team manager diaries, adults	<b>EC 5</b>
Team manager, children – diaries	<b>EA 22</b>
Technical reports – IT	<b>BM 4</b>
Telephone calls – benefits	<b>BF 2</b>
Telephone calls – Customer Service Centre	<b>BL 4</b>
Telephone records – archives	<b>DJ 8</b>
Temperature & calibration records including Weights & Measures – environmental health	<b>DA 11</b>
Temporary employment Agency (TEA)	<b>BE 4</b>
Tenancy files – Local Housing Offices	<b>EF 6</b>
Tenants Decant Form	<b>DM1</b>
Tenant’s Incentive Scheme (TIS) – legal files	<b>BD 33</b>
Tender forms and evaluation forms - contracts – unsuccessful	<b>BD 58</b>
Tender header sheets	<b>BA 11</b>
Tenders for contracts, documentation & quotes – unsuccessful	<b>BD 57</b>
Terrier enquiries – PSD valuation & estates	<b>BO 31</b>
Terriers – PSD practice management	<b>BO 28</b>
Test – and examination of control measures for COSHH & other substances	<b>A 3.9</b>
Tests & examinations of control measures & respiratory equipment; air monitoring – lead	<b>A 3.15</b>
Third parties - of children who have received care services - complaints	<b>EA 11</b>
Third party car parking - Civic Buildings	<b>BO 3</b>
Till rolls – finance	<b>A 2.1</b>
Timesheets – employee	<b>A 1.12</b>
Tip tickets – waste services	<b>DE 4</b>
TIS (Tenant’s Incentive Scheme) – legal files	<b>BD 33</b>
Token reconciliation – Itchen Toll Bridge	<b>DD 6</b>
Token stock control – Itchen Toll Bridge	<b>DD 5</b>
Token, vendor order control – Itchen Toll Bridge	<b>DD 8</b>
Token, vendor sales – Itchen Toll Bridge	<b>DD 7</b>
Toll collection system – Itchen Toll Bridge	<b>DD 1</b>
Tower Blocks – PSD community surveyors	<b>BO 26</b>
Town planning schemes & interim orders - Land Register	<b>BC 4</b>
Town twinning & sister city	<b>A 4.1</b>
Toy appeal	<b>BA 19</b>
Trace enquiries - debtors	<b>BK 1</b>
Trade effluent agreements - Land Register	<b>BC 4</b>
Trade Round sheets – waste services	<b>DE 5</b>
Trading Standards	<b>DA</b>
Trading Standards & Environmental Health Officers – simple cautions issued by	<b>DA 9</b>
Traffic surveys, 12 hour & modal split	<b>DB 13</b>
Traffic surveys, general	<b>DB 12</b>
Training – attendance	<b>BE 5</b>
Training – employee	<b>A 1.14</b>
Transfer of title – Museums & Archaeology	<b>DJ 27</b>
Transfer to whole to joint properties - Land Register	<b>BC 4</b>
Transfers – journal, finance	<b>A 2.1</b>
Transformation & Performance Division	<b>DK</b>

Transport & roads	DB
Transport services & travel	DC
Travel – expenses, employee	A 1.15
Travel & transport services	DC
Treasury management deals – finance division	BI 3
Tree preservation orders	BD 59
Tree preservation orders - Land Register	BC 4
Tree Preservation Orders – legal files	BD 3
TV aerial systems – PSD community surveyors	BO 26
<b>U</b>	
U2 blocks ventilation works – PSD community surveyors	BO 26
Unauthorised entry or danger to the public health notices - Land Register	BC 4
Union representatives list	BE 8
Unpaid carers	EC 10
Unsuccessful job applications	A 1.1
Upgrading – PSD community surveyors	BO 26
User administration request – IT	BM 7
User records for leavers – finance division	BI 1
<b>V</b>	
Valuables register – adult homes	EC 18
Valuables register – day centres	EC 20
Valuation & Estates – PSD	BO 29 to BO 32
Valuation lists - Local Taxation Office	BN 5
Value Added Tax	A 2.1 & A 2.6
VAT	A 2.1
VAT records – historical data	A 2.6
VAT – sales, finance	A 2.1
Vehicle and equipment acquisition – fleet transport	DB 24
Vehicles and equipment information, maintenance & repair records – fleet transport	DB 23
Vibration – health record	A 3.11
Video evidence obtained by Civil Enforcement Officers using Body Worn Video Devices (BWVD)	DL 3
Violation reports – Itchen Toll Bridge	DD 3
Violence – acts of, adult homes	EC 9
Violence – acts of, day centres	EC 9
Violence – domestic – IDVA case files	EG 1
Violence and abuse forms HS2 notification (racial, sexual & physical)	A 3.4
Visitors books, specialist – Museums & Archaeology	DJ 32
Visits – linked cities records	A 4.2
Voice recordings – Actionline	BL 4
Voids – waste services	DE 3
Voluntary groups – grants	DK 6, DK 7
Volunteer information – Museums & Archaeology	DJ 34
Voter - Service registration form	BB 4
VQ5 reports – Itchen Toll Bridge	DD 4
Vulnerable adults: court of protection and deputyship cases; displaced relatives – legal files	BD 44
<b>W</b>	
Walk up blocks monthly checks – Local Housing Offices	EF 4
Warden, Junior – scheme	DF 12
Warrants – employee rail, finance	A 2.1
Waste Services	DE

Waste skips licences, permits	<b>BD 4c &amp; DB 7</b>
Water penetration – PSD community surveyors	<b>BO 26</b>
Wayleaves	<b>BD 59</b>
Wedding information - Civic Buildings	<b>BO 7</b>
Weights & Measures and temperature & calibration records – environmental health	<b>DA 11</b>
Welfare – educational	<b>EA 3</b>
Welfare Rights Unit	<b>EF 16</b>
Windows, external – PSD community surveyors	<b>BO 26</b>
Withdrawal records, permanent – archives	<b>DJ 3</b>
Withdrawal records, permanent – records management	<b>BD 86</b>
Working documents – international	<b>A 4.3</b>
Working files – contracts	<b>BD 70</b>
Working files – general	<b>BD 68</b>
Working files – management	<b>BD 69</b>
Working time – assessments, health assessments for night workers and young workers	<b>A 3.18</b>
Works in default - Land Register	<b>BC 4</b>
Workstation/Display Screen Equipment - individual assessments	<b>A 3.21</b>
<b>Y</b>	
Young people & community support services	<b>EA 5</b>
Young workers and night workers - working time – assessments, health assessments for	<b>A 3.18</b>
Youth offending	<b>EA 6</b>
Youths – accident forms & reports HS1 & correspondence	<b>A 3.2</b>



## SECTION A CORPORATE

<b>Schedule identifier number: A</b>	<i>Corporate</i>
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Number	Type of Records	Review/Retention period & by what authority	Notes and comments
<b><i>Employee related records</i></b>			
<b>A 1.1</b>	Unsuccessful job applications (including tests)	9 months <b>Corporate</b>	
<b>A 1.2</b>	Job Descriptions	Life of post + 1 year, or until superseded - <b>Corporate</b>	
<b>A 1.3</b>	Job evaluations	Life of post + 1 year - <b>Corporate</b>	
<b>A 1.4</b>	Equal opportunities information	Current year + 3 years - <b>Corporate</b>	
<b>A 1.5</b>	(a) Employee personnel files for all employees, including annual appraisals, supervision notes (b) Right to work checks	(a) Period of employment + 7 years (b) Period of employment + 2 years <b>Corporate</b>	(a) Limitation Act 1980 (b) Right to work guidance 2023
<b>A 1.6</b>	Apprenticeship Agreements	For the period of the apprenticeship, plus 5 years - <b>Corporate</b>	
<b>A 1.7</b>	Employee ill health – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction - <b>Corporate</b>	
<b>A 1.8</b>	Employee disciplinary matters – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction - <b>Corporate</b>	Careful consideration must be given to the justified retention of such cases on an individual basis, which must be regularly reviewed. Blanket retentions are not an option.
<b>A 1.9</b>	Employee competence – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction <b>Corporate</b>	As above at A 1.7
<b>A 1.10</b>	Employee grievance/dignity at work – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction <b>Corporate</b>	As above at A 1.7

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
<b>A 1.11</b>	Employee redundancy - individual correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction <b>Corporate</b>	As above at A 1.7
<b>A 1.12</b>	Employee attendance records – Jury service, study leave, special leave, personal leave, flexitime, timesheets, annual leave	Current + 2 years <b>Corporate</b>	
<b>A 1.13</b>	Employee sickness records	Period of employment + 7 years <b>Corporate</b>	
<b>A 1.14</b>	Employee training records	Period of employment + 7 years <b>Corporate</b>	
<b>A 1.15</b>	Employee travel & expenses claims	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	
<b>A 1.16</b>	Employee overtime claims	3 years <b>Statutory</b>	Taxes Management Act 1970. Income and Corporation Taxes 1988
<b>A 1.17</b>	Employees Outside Interests registration	Period of employment + 7 years <b>Corporate</b>	
<b>A 1.18</b>	Employee Gifts & Hospitality to employees registration	Period of employment + 7 years <b>Corporate</b>	
<b>A 1.19</b>	Disclosure & barring Service (DBS) – application forms & reports	One year <b>Corporate</b>	13 figure serial numbers to be recorded on personnel record before destruction
<b><i>Financial Records (including accountancy, budget, assets, creditors/income, banking)</i></b>			
<b>A 2.1</b>	<b>The following types of financial records to be retained are:</b> (see below)	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate/Statutory</b>	Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
(A.2.1) Budgetary control records; Budget working papers; Estimates; Final accounts; VAT records; Orders; Delivery notes; Internal requisitions; Journal transfers; Sales - non VAT; Sale – VAT; Paying In Books; Bank statements; Cash register rolls; Cheque Book stubs; Cheques – general; Employee rail warrants. <b><i>For invoices see entry A 2.4 below</i></b>			
<b>A 2.2</b>	Assets register	To be kept up to date - <b>Corporate</b>	
<b>A 2.3</b>	Repairs and consultation	Fin Yr of the transaction + 6 Fin Yrs <b>Statutory</b>	Limitation Act 1980

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
<b>A 2.4</b>	Invoices submitted to the authority (a) hard copy originals (b) scanned copies	(a) 3 months after scanning (b) Fin Yr of the transaction + 6 Fin Yrs on approved electronic software systems only <b>Corporate/Statutory</b>	Approved systems are: Agresso & TRANMAN  Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
<b>A 2.5</b>	Debit card and credit card details (inc bank details)	One year <b>Statutory</b>	Payment Card Industry (PCI) standard. Destroy using confidential waste system. For further guidance see the corporate PCI policy.
<b>A 2.6</b>	Value Added tax (VAT) records and returns; statement of accounts	Financial year of transaction plus 6 financial years (a) <i>but must be reviewed by VAT team</i> <b>Statutory</b>	(a) Review of the current VAT case law changes & challenges to ascertain if there may be an impact on VAT claimed or not claimed by the authority in previous years.  Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
<b>Health and Safety</b>			
<b>A 3.1</b>	Accident forms and reports HS1, with related correspondence - adults	Current + 6 years <b>Statutory</b>	Limitation Act 1980 HS1 no longer used. All accidents recorded on Health and Safety Management System (HSMS)
<b>A 3.2</b>	Accident and incident reports with related correspondence – children and youths	6 years after 18 <sup>th</sup> birthday has passed <b>Statutory</b>	Limitation Act 1980 HS1 no longer used. All accidents recorded on Health and Safety Management System (HSMS)
<b>A 3.3</b>	Accident Books BI 510	3 years from date of last entry	Social Security (Claims & Payment Regulations 1979, - regulation 25.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
		<b>Statutory</b>	Social Security Administration Act 1992 - section 8 All accidents recorded on Health and Safety Management System (HSMS)
<b>A 3.4</b>	HS2 Notification of violence and abuse forms (racial, sexual and physical)	3 years from last entry <b>Statutory</b>	Limitation Act 1980 HS2 no longer used. All violence and abused recorded on Health and Safety Management System (HSMS)
<b>A 3.5</b>	RIDDOR forms F2508 & F2508A	3 years from notification <b>Statutory</b>	Retained by Health & safety Service on Corporate accident/incident database. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - regulations 4,5,6,7,8 and 9. RIDDOR L 73 (4th edition)
<b>A 3.6</b>	Machine Maintenance logs	Life of equipment <b>Statutory</b>	Provision and Use of Work Equipment Regulations 1998
<b>A 3.7</b>	Risk Assessments	Indefinite, each assessment should clearly give dates it was in force <b>Statutory</b>	Management of Health and Safety at Work Regulations 1992, regulation 3 Risk assessment
<b>A 3.8</b>	COSHH & other substance assessments: list of employees exposed to Group 3 or 4 biological agents	10 years from date of last known exposure or 40 years if exposure may result in infection <b>Statutory</b>	Retained by Health & safety Service on SYPOL CMS database. Control of Substances Hazardous to Health Regulations 2002
<b>A 3.9</b>	COSHH & other substance assessments: examination and tests of control measures	5 years from date of examination/test <b>Statutory</b>	Control of Substances Hazardous to Health Regulations 2002
<b>A 3.10</b>	COSHH & other substance assessments: monitoring of specified substances or processes	40 years from personal exposure of identifiable employees <b>Statutory</b>	Control of Substances Hazardous to Health Regulations 2002
<b>A 3.11 note: the following types of health records are all retained for the same period of time under various legislation. They are all held by Occupational Health</b>			
<b>A 3.11</b>	(a) COSHH & other substance assessments:	40 years from date of last entry <b>Statutory</b>	(a) Control of Substances Hazardous to Health Regulations 2012

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
	health records (of employees liable to exposure to controlled substances) <b>(b)</b> Asbestos – health record & certificate of medical information; <b>(c)</b> Compressed air: exposure to – health record <b>(d)</b> Lead – health record <b>(e)</b> Noise – health record (including health surveillance & fitness-for-work advice) <b>(f)</b> Vibration – health record		<b>(b)</b> Control of Asbestos at Work Regulations 2012 <b>(c)</b> Work in Compressed Air Regulations 1996 <b>(d)</b> Control of Lead at Work Regulations 2002 <b>(e)</b> Control of Noise at Work Regulations 2005 <b>(f)</b> Control of Vibration at Work Regulations 2005
<b>A 3.12</b>	Radiation – dose assessment after accident; – health records of employees liable to be exposed to radiation	30 years from date of exposure (or 75 years from date of birth) whichever is the longest <b>Statutory</b>	Held by occupational health. Ionising Radiations Regulations 2017
<b>A 3.13</b>	Radiation - examination of rectory tract; – dose record	2 years <b>Statutory</b>	Ionising Radiations Regulations 2017
<b>A 3.14</b>	Possession of explosives	3 years from date of last entry <b>Statutory</b>	Control of Explosives Regulations 1991
<b>A 3.15</b>	Lead – record of examinations & tests of control measures & respiratory equipment; – air monitoring	5 years from date of examination/test <b>Statutory</b>	Control of Lead at Work Regulations 2002
<b>A. 3.16</b>	Power Presses – examination reports	2 years from date of report <b>Statutory</b>	Provision of Use of Work Equipment Regulations 1988
<b>A 3.17</b>	Lifting Equipment – full examination reports	6 years after item of equipment is no longer used by the authority <b>Statutory</b>	Lifting Operations and Lifting Equipment Regulations 1998. Limitation Act 1980
<b>A 3.18</b>	Working Time: - maximum weekly working time, exclusion from maximum weekly working time, length of night work assessments;	2 years from date of assessment <b>Statutory</b>	Working Time Regulations 1998

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
	- health assessment for night workers and young workers		
<b>A 3.19</b>	Pressure Systems – competent persons report	One year after completion of next report <b>Corporate</b>	Pressure systems safety regulations
<b>A 3.20</b>	Fire – fire safety arrangements	Permanent <b>Statutory</b>	Regulatory Reform Fire safety Order 2005
<b>A 3.21</b>	Display Screen Equipment/workstation individual assessments	Period of employment + 7 years <b>Corporate</b>	Limitation Act 1980
<b>A 3.22</b>	Gas Safety Reportable Incidents using RIDDOR Form F2508G2	3 years from notification <b>Statutory</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – regulation 11, the Gas Safety (Management) Regulations 1996 – regulation 7 and the Gas Safety (Installation & Use) Regulations 1998 – regulations 26 and 33.
<b>International</b>			
<b>A 4.1</b>	Town Twinning and Sister City Official Records	Until no further action <b>Corporate</b>	Offer to archives at end of administrative life
<b>A 4.2</b>	Records related to activities & visits with linked cities	Current + 9 years <b>Corporate</b>	Offer to archives at end of administrative life
<b>A 4.3</b>	Working documents on international opportunities including items such as: <ul style="list-style-type: none"> <li>• structure &amp; constitution</li> <li>• agendas, minutes &amp; papers</li> </ul>	Until no further action <b>Corporate</b>	Offer to archives at end of administrative life
<b>A 4.4</b>	European funding bids (pending or unsuccessful)	Fin Yr of the transaction + 9 Fin Yrs <b>Corporate</b>	
<b>A 4.5</b>	European Reference Publications	Until superseded or of no further use <b>Corporate</b>	
<b>A 4.6</b>	International Events and Publicity	Current + 3 years - <b>Corporate</b>	
<b>Authority Wide</b>			
<b>A 4.7</b>	Visitor Books/Information	Current + 6 years - <b>Corporate</b>	
<b>End of section A</b>			

## SECTION B

Code	Division
<b>BA</b>	Democratic Services
<b>BB</b>	Electoral Registration
<b>BC</b>	Land Charges
<b>BD</b>	Legal Services Division
<b>BE</b>	Human Resources
<b>BF</b>	Benefit Service
<b>BG</b>	<i>Entry removed @ 13/08/2019</i>
<b>BH</b>	Cash Office
<b>BI</b>	Finance
<b>BJ</b>	Creditors
<b>BK</b>	Debtors
<b>BL</b>	Customer Services
<b>BM</b>	Information Technology
<b>BN</b>	Local Taxation Office
<b>BO</b>	Property Services Division
<b>BP</b>	Internal Audit, Risk & Assurance

Schedule identifier number: **BA**

**Democratic Services**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BA 1</b>	Committee (from 2000 Cabinet and portfolios) - signed minutes	Permanent preservation <b>Corporate</b>	Held in Archives
<b>BA 2</b>	Committee (from 2000 Cabinet and portfolios) – Copies of agendas, reports minutes & decision notices	Permanent on-line access <b>Corporate</b>	From 2003 available via the authority's Internet site
<b>BA 3</b>	Contents Lists	Permanently <b>Corporate</b>	Printed copies held in bound minutes volumes in Archives
<b>BA 4</b>	Questions to Council	Current until included in minutes. <b>Corporate</b>	Minutes are permanently retained in Archives
<b>BA 5</b>	Distribution Lists	Permanent or until superseded - <b>Corporate</b>	Updated as and when necessary
<b>BA 6</b>	E-mail Distribution Lists	Permanent or until superseded - <b>Corporate</b>	Updated as and when necessary
<b>BA 7</b>	Forward Plan	Until superseded Operational need - <b>Corporate</b>	Permanent plan, currently updated on monthly basis
<b>BA 8</b>	Committee clerk notes	Until minutes are approved - <b>Corporate</b>	See next line
<b>Note for BA 8:</b> All committee clerk notes are destroyed following approval of the minutes by the Full Council, the appropriate Committee or sub-Committee/Panel, save when required to be retained by law or where directed that they should be retained by the Monitoring Officer.			
<b>BA 9</b>	Chairs Script	Permanent or until superseded - <b>Corporate</b>	
<b>BA 10</b>	Procedure Notes	Permanent or until superseded - <b>Corporate</b>	
<b>BA 11</b>	Tender Header Sheets	1 year - <b>Corporate</b>	On tender file
<b>BA 12</b>	Public Notices	Until superseded by new notice - <b>Corporate</b>	
<b>BA 13</b>	Mailtracker (Excel)	1 year - <b>Corporate</b>	
<b>BA 14</b>	Signed declaration of interests for individual meetings	1 year <b>Corporate</b>	Actual declaration is recorded in appropriate committee minutes
<b>BA 15</b>	Mayors Engagements	3 Years - <b>Corporate</b>	
<b>BA 16</b>	Sheriffs Engagements	3 Years - <b>Corporate</b>	
<b>BA 17</b>	Mayor Making	Permanent - <b>Corporate</b>	Held in Archives
<b>BA 18</b>	Remembrance	5 years - <b>Corporate</b>	
<b>BA 19</b>	Toy Appeal	5 years - <b>Corporate</b>	
<b>BA 20</b>	Civic Service	5 years - <b>Corporate</b>	
<b>BA 21</b>	Court Leet	Permanent - <b>Corporate</b>	Held in Archives



<b>Number</b>	<b>Type of Records</b>	<b>Review/Retention period &amp; by what authority</b>	<b>Notes and comments (including revision date &amp; previous version number if applicable)</b>
<b>BA 22</b>	Mayor's (list of those who hold the office)	Permanent <b>Corporate</b>	on relevant file Review after 5 years
<b>BA 23</b>	Charities	5 years - <b>Corporate</b>	
<b>BA 24</b>	Receptions	5 years - <b>Corporate</b>	
<b>BA 25</b>	Organisations	5 years - <b>Corporate</b>	
<b>BA 26</b>	Register of Councillors Addresses	Updated when changes occur - <b>Corporate</b>	
<b>BA 27</b>	Gifts and Hospitality Register - Members	Permanently retained while a member. After membership ceases retained for 18 months - <b>Corporate</b>	
<b>BA 28</b>	Register of Members' Interests	Permanently retained while a member. After membership ceases retained for 18 months - <b>Corporate</b>	
<b>BA 29</b>	Former Councillor service record	Permanent - <b>Corporate</b>	Year Books – pre 1999 records only
<b>BA 30</b>	Acceptance of Office Book	Permanent - <b>Corporate</b>	Held in Archives
<b>BA 31</b>	Record of Members' attendance at conferences	3 years <b>Corporate</b>	
<b>BA 32</b>	Member Learning and Development records	3 years <b>Corporate</b>	
<b>BA 33</b>	Councillors' profiles	Until superseded - <b>Corporate</b>	
<b>BA 34</b>	Members allowances including register	Fin Yr of the transaction + 6 Fin Yrs <b>Statutory</b>	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
<b>BA 35</b>	Petitions submitted to the Council in accordance with its petition scheme	6 years from the date of final decision <b>Corporate</b>	All petitions considered by Council, Overview and Scrutiny Management Committee or a relevant officer.
<b>End of section BA</b>			

Schedule identifier number: **BB**

***Electoral Registration***

<b>Number</b>	<b>Type of Records</b>	<b>Review/Retention period &amp; by what authority</b>	<b>Notes and comments (including revision date &amp; previous version number if applicable)</b>
<b>BB 1</b>	Annual canvass forms	Annual (August – August) - <b>Statutory</b>	
<b>BB 2</b>	Rolling	From receipt until 30 <sup>th</sup> November annually <b>Statutory</b>	
<b>BB 3</b>	Declaration of Local Connection forms	From receipt until 30 <sup>th</sup> November annually <b>Statutory</b>	
<b>BB 4</b>	Service Voter Registration forms/ Crown Servant Declaration	1 year after registration ceases. <b>Statutory</b>	Yearly registration historic record develops until person no longer registers.
<b>BB 5</b>	Overseas Elector Registration forms	15 years <b>Statutory</b>	Yearly registration historic record develops until person no longer registers.
<b>BB 6</b>	Absent Voter application forms (Postal/Proxy)	For specified period on application form or indefinite period until person no longer resides at address or cancels application. Application kept for 1 year after application ceases - <b>Statutory</b>	
<b>BB 7</b>	Register of Electors – annual publication	15 years <b>Statutory</b>	
<b>BB 8</b>	Rolling Registration Daily List	From receipt until 30 <sup>th</sup> November annually. <b>Statutory</b>	
<b>BB 9</b>	Rolling Registration Monthly List	From receipt until 30 <sup>th</sup> November annually. Up to 15 years - <b>Statutory</b>	
<b>BB 10</b>	Election Staff Application forms	18 months - <b>Statutory</b>	
<b>BB 11</b>	Polling Station Information Sheet	2 years - <b>Statutory</b>	
<b>BB 12</b>	Nomination Papers	1 year - <b>Statutory</b>	
<b>BB 13</b>	Candidates Consent to Nomination	1 year - <b>Statutory</b>	
<b>BB 14</b>	Appointment of Political Party Nominating Officer	1 year <b>Statutory</b>	
<b>BB 15</b>	Appointment of Election, Polling & Count Agents	1 year <b>Statutory</b>	
<b>BB 16</b>	Candidate Expenses	2 years - <b>Statutory</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BB 17</b>	Application to be appointed as canvasser	1 year <b>Statutory</b>	
<b>BB 18</b>	Canvasser payment records	5 years - <b>Statutory</b>	
<b>BB 19</b>	Correspondence on Register of Electors, Parliamentary, European and Local Elections	5 years <b>Corporate</b>	
<b>BB 20</b>	Election Accounts	5 years - <b>Statutory</b>	
<b>BB 21</b>	Register of Electors	1 year - <b>Statutory</b>	
<b>BB 22</b>	Register of Electors and associated records	Up to 2 years <b>Statutory</b>	
<b>BB 23</b>	Election data – List of staff, staff payments, Polling Station details & contacts	15 years <b>Statutory</b>	Update annually, historic record develops
<b>End of section BB</b>			

<b>Schedule identifier number: BC</b>
<i>Land Charges</i>

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BC 1</b>	Local Authority Searches	Rolling 6 years - <b>Corporate</b>	
<b>BC 2</b>	Department Replies	Rolling 6 years - <b>Corporate</b>	
<b>BC 3</b>	Common Land Searches	Rolling 6 years - <b>Corporate</b>	
<b>BC 4</b>	Local Land Charges Register (including Common Land)	Permanent - <b>Corporate</b>	Multiple information types held, see list below.
<p><b>The following types of information are held on the Local Land Charges Register (including Common Land):</b>  Grants and completion dates; planning consents; abatement notices; advance payment notices; section 126 housing agreements; buildings of historic interest notices; building over a sewer notices; building preservation notices; care of churches notices; compensation notices; compulsory purchase notices including Highways and Housing; compulsory improvement notices; conservation orders; covenants; deferred action notices; demolition orders; closing orders; discontinuance orders; enforcement notices; environmentally sensitive area scheme notices; general vesting declaration notices; government oil pipeline notices; highways matters; Highways Act 1959 matters; Housing Act notices; housing action areas; improvement line orders; land compensation notices; Leasehold Reform Act notices; section 177 highway</p>			

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	licences; section 38 highway licences; listed buildings repair notices; miscellaneous charges requiring registration; modification orders; Central Land Board payment notices; completion notifications; obstruction notices; off-site highway agreements; prevention of damage by pests notices; Public Health Act notices; recovery of expenses; repair notices; restriction of use orders; revocation orders; ribbon development orders; rights of light orders; section 18 agreements; section 25 agreements; section 38 agreements; section 52 agreements; section 59 agreements; section 106 agreements; section 215 agreements; section 370 agreements; sewer diversion agreements; smoke control orders; town planning schemes & interim orders; trade effluent agreements; transfer to whole to joint properties; tree preservation orders; unauthorised entry or danger to public health notices; restrictive undertakings; works in default.		
<b>End of section BC</b>			

<b>Schedule identifier number: <span style="color: red;">BD</span></b>
<i>Legal Services Division</i>

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<span style="color: red;">BD 1</span>	<span style="color: red;">Entry moved to BD 10 @ 23/07/2019 (amendment 05-2019)</span>		
Highways			
<span style="color: red;">BD 2</span>	Road Traffic Order files: (a) Temporary orders (b) Others (including permanent)	(a) 5 years (b) 10 years <b>Corporate</b>	
<span style="color: red;">BD 3</span>	Tree Preservation Order files	5 years - <b>Corporate</b>	
<span style="color: red;">BD 4a</span>	Highways/Dedication Agreements files: (a) Correspondence (b) Agreements	(a) 5 years (b) Not to be destroyed but must be reviewed every 20 years <b>Corporate</b>	
<span style="color: red;">BD 4b</span>	Licences – Table and Chairs (streets) (know as Part VIIA licences)	6 years <b>Statutory</b>	Highways Act 1980 Limitation Act 1980
<span style="color: red;">BD 4c</span>	Other highway licences/permits: Cranes, Advertising hoarding, Projection over the Highway, Scaffolding & Waste Skips on-street	6 years <b>Corporate</b>	Limitation Act 1980

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Housing			
<b>BD 5</b>	Housing: (a) Closing Orders (b) Housing Orders (c) Improvement/repair notices (under Housing Acts) (d) Housing repossessions	(a) retain until order determined (b) 10 years (c) 10 years (d) 10 years <b>Corporate</b>	
<b>BD 6</b>	Housing Benefit Board Appeals	5 years - <b>Corporate</b>	
Licensing			
<b>BD 7</b>	Licensing: (a) Registers* (b) Paperwork relating to all registers	(a) Permanent - <b>Statutory</b> (b) 10 years - <b>Corporate</b>	Entry (b) only: A relevant summary of any issues arising under entries BD 7, BD 9a, b, c & d will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
* Registers include – Licensing, Gambling, Taxis, Scrap Metal, Charity Collections, Boats & Boatmen and Street Trading			
<b>BD 8</b>	No longer used	as of 01/04/2022	
<b>BD 9</b>	No longer used	as of 01/04/2022	
<b>BD 9a</b>	Interview recordings and other evidence - prosecution	10 years <b>Corporate</b>	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
<b>BD 9b</b>	Interview recordings and other evidence – formal caution	3 years from date of caution <b>Corporate</b>	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BD 9c</b>	Interview recordings and other evidence – written warning or no further action	3 years from date of warning or decision <b>Corporate</b>	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences
<b>BD 9d</b>	Interview recordings and other evidence – Taxi related where no prosecution, but evidence of drivers fitness to hold licence	3 years <b>Corporate</b>	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
<b>BD 9e</b>	Taxi camera footage obtained as a result of a third-party request (e.g. Police)	End of the calendar year + 1 year and for a period of no longer than 2 years - <b>Corporate</b>	
<b>Litigation &amp; Debtco</b>			
<b>BD 10</b>	Debts	7 years when paid direct to the council.  Indefinite where there is a Charging Order or a Deferred Payment Agreement period in place until that order/agreement is paid in full or discharged.  12 years where money is paid into <b>Corporate</b>	
<b>BD 11</b>	Claims against the council, for example: disrepair of rented/leased properties, residential and commercial alleged breach of contracts to the council or by the council. Compensation for damages or personal injuries.	5 years <b>Corporate</b>	The list is not exhaustive and if the index to this schedule does not provide the specific type of record you are looking for then contact the SRO in the first instance (see contacts)
<b>BD 12</b>	Prosecutions by the council dealt with at (a) Magistrates' Court (b) Crown Court	(a) 2 years (b) 4 years (but refer to Litigation Team first) <b>Corporate</b>	The list is not exhaustive and if the index to this schedule does not provide the specific type of record

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	Examples are: all types of fraud, misuse of Blue Badges, nuisance orders such as noise, control of animals, illegal sales, fly-tipping (unless specifically cited elsewhere in this schedule)		you are looking for then contact the SRO in the first instance (see contacts)
<b>BD 13</b>	Employment Tribunals and Employment Appeal Tribunals	2 years <b>Corporate</b>	
<b>BD 14</b>	Judicial Review	12 years <b>Corporate</b>	Must be referred for review first
<b>Planning</b>			
<b>BD 15</b>	(i) Private Street Works (ii) Stopping-up Orders and Diversion Orders	(i) 10 years from completion of office work (ii) 5 years <b>Corporate</b>	
<b>BD 16</b>	Section 18 agreement files; Section 40 agreement files; Section 38 agreement files; Section 278 agreement files	Section 18 & section 40: 6 years from the date of completion of the agreement Section 38 & section 278: 12 years from the date of agreement <b>Corporate</b>	Sections 18 & 40 – clause 2, Limitation Act 1980 Sections 38 & 278 – clause 8, Limitation Act 1980
<b>BD 17</b>	Section 52 agreement files Section 106 agreement files	20 years <b>Corporate</b>	
<b>BD 18</b>	Planning Matters (i) prosecutions, planning appeals, highways prosecutions (ii) General planning & highways advice where no agreements entered into	(i) 10 years (ii) 3 years <b>Corporate</b>	
<b>BD 19</b>	Enforcement Notices	10 years - <b>Corporate</b>	
<b>Property</b>			
<b>BD 20</b>	Compulsory Purchase Orders	5 years, but where money is paid into Court in respect of a property - 12 years - <b>Corporate</b>	
<b>BD 21</b>	Appropriations	Five years - <b>Corporate</b>	
<b>BD 22</b>	Housing Association Mortgages	Until mortgage is redeemed, plus five years <b>Corporate</b>	

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BD 23</b>	<b>FREEHOLD:</b> Freehold general; Easements (Grant from Vendor); Easements (Grants to Grantees)	Not to be destroyed but must be reviewed every 20 years <b>Corporate</b>	
<b>BD 24</b>	<b>LEASEHOLD:</b> Easements (Grant from Vendor); Easements (Grants to Grantees)	Retain for duration of lease (destroy 10 years after expiry of lease) <b>Corporate</b>	
<b>BD 25</b>	Purchases	10 years after purchase - <b>Corporate</b>	
<b>BD 26</b>	Agreed & completed sale of Council Houses/ Flats (a) Freehold (b) Leasehold	(a) 10 years. If no mortgage to the Council - destroy 10 years after redemption (b) Not to be destroyed but must be reviewed every 10 years - <b>Corporate</b>	
<b>BD 27</b>	Cancelled sales of Council Houses	6 months after cancellation confirmed - <b>Corporate</b>	
<b>BD 28</b>	Leaseholds (to or from Council)	10 years after expiry of lease - <b>Corporate</b>	
<b>BD 29</b>	Licences/Short Term Lettings	10 years after expiry of Licence/Letting - <b>Corporate</b>	
<b>BD 30</b>	Mortgages	File retained for duration of Mortgage plus 3 years (destroy 10 years after redemption whether by effluxion of time or earlier) - <b>Corporate</b>	
<b>BD 31</b>	DIYSO (do it yourself) mortgage	Not to be destroyed but must be reviewed every 20 years If second share sold, 10 years after sale. <b>Corporate</b>	
<b>BD 32</b>	Mortgage Equity Scheme (MES)	Term of mortgage plus 10 years - <b>Corporate</b>	
<b>BD 33</b>	Tenant's Incentive Scheme (TIS); Loan Sanctions; Housing Defect Repurchase	10 years <b>Corporate</b>	
<b>Corporate Legal</b>			
<b>BD 34</b>	Local Government Ombudsman	10 years - <b>Corporate</b>	
<b>BD 35</b>	SWA (Agencies)	Not to be destroyed but must be reviewed every 20 years - <b>Corporate</b>	Most Agency files can be passed to SWA
<b>BD 36</b>	Data Protection	6 years, but must review first - <b>Corporate</b>	
<b>BD 37</b>	Leisure (i.e. Paddling Pools, Power in the Park)	6 years, but must review first <b>Corporate</b>	



Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BD 38</b>	Southampton City Leisure (SCL) (Council owned company)	10 years <b>Corporate</b>	
<b>BD 39</b>	Southampton Economic Development Company (SEDCO) (Council owned company)	10 years <b>Corporate</b>	
<b>BD 40</b>	Mayflower Theatre Trust	10 years - <b>Corporate</b>	
<b>BD 41</b>	Anti-Social Behaviour Orders (ASBOs) – individual orders and closure orders	10 years, but check each order first to ascertain there is an end date to the order <b>Statutory</b>	Anti-Social Behaviour Act 2003. Some orders have no end date prescribed which is why they need to be checked
<b>BD 42</b>	Illegal occupancy of common land by unknown persons e.g. Traveller Communities	10 years <b>Statutory</b>	Criminal Justice and Public Order Act 1994
<b>BD 43</b>	Injunction actions	10 years - <b>Corporate</b>	
<b>BD 44</b>	(i) Vulnerable adults: court of protection and deputyship cases; displaced relatives (ii) General adult & safeguarding advice	(i) Review each order every 10 years to check if active. Destroy 5 years after date order becomes obsolete <b>Statutory</b> (ii) 10 years <b>Corporate</b>	(i) Mental Capacity Act 2005. Mental health Act 1983. (ii) Auto destruction
<b>BD 45</b>	Non-attendance at school prosecutions and supervision orders	When child attains 17 years of age <b>Corporate</b>	
<b>BD 46</b>	Applications to court for care placement orders	75 years from date of birth (of youngest sibling in joint cases) <b>Corporate</b>	This is to allow for any historical data to be available should further applications for the same family be submitted in future years
<b>BD 47</b>	Adoption order applications made via legal services social services team	100 years from date of adoption order <b>Corporate</b>	Regular adoption orders are made through the Adoption Services Team. This

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			applies to more complex applications
<b>BD 48</b>	Adoption order applications made via legal services social services team not approved by the court	75 years from date birth of child <b>Corporate</b>	To be retained as long as a Looked After Child record
<b>BD 49</b>	General enquiries for pre-proceedings and private law cases	Current year + 24 years <b>Corporate</b>	24 years is calculated by assuming in the year youngest subject is under one years of age, so add 18 years for adulthood to be attained plus 6 years for usual enquiry/complaint retention period.
<b>BD 50</b>	General education matters and advice to schools	3 years <b>Corporate</b>	
Administrative			
<b>BD 51</b>	Sealing forms	10 years – <b>Corporate</b>	
<b>BD 52</b>	Sealing Register	Permanent - <b>Corporate</b>	Not to be destroyed but must be reviewed every 20 years
Legal and administrative			
<b>BD 53</b>	Committee (from 2000 Cabinet and portfolios) - background papers	4 years <b>Corporate</b>	Held by division/directorate that prepared the papers
<b>BD 54</b>	Contracts and all related material - under seal (value of contract is <u>over</u> £200K)	12 years <b>Statutory</b>	Limitation Act 1980 <b>NB – see further comments below</b>
<b>NB:</b> where a contract is for a substantial building construction/repair, the contract should be examined to see if there is any further justified retention required. If yes, then extended retention periods must be no more than 5 years and further reviews must be carried out as the period elapses. Contracts under £100k in value may not merit this further extension but if they fall into this category they should be examined as above and appropriate advice sought from Legal Services contracts team			

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BD 55</b>	Contracts and all related material - not under seal (value of contract is <u>under</u> £200K)	6 years <b>Statutory</b>	Limitation Act 1980 <b>NB see comments above</b>
<b>BD 56</b>	Contracts and all related material - under DETR schemes	25 years <b>Statutory</b>	Limitation Act 1980
<b>BD 57</b>	Unsuccessful quotation documentation	3 months - <b>Corporate</b>	
<b>BD 58</b>	Procurement documentation: Procurement project plans, Project related correspondence with candidates & bidders, Internal communications regarding decisions relating to the project, Tender documents, Tender evaluation forms, Selection & contract award documents, Unsuccessful tender submissions	3 years from award of contract <b>Statutory</b>	Regulations 84(8) & 84(9) Public Contracts Regulations 2015
<b>NB See entry BD 83 regarding tender submissions and contracts where the other party's terms and conditions would apply and not this authority's</b>			
<b>BD 59</b>	Leases (to and from), agreement and orders signed and sealed on behalf of the authority: Property leases (to and from the authority), Road Traffic Orders, Property and non-property agreements, Tree Preservation Orders, Licences, Easements & way leaves, Rights of Way, Planning agreements (S106)	Permanent <b>Corporate</b>	Deposited with Records Management Services. <b>NB</b> – the list is not exhaustive – if you need clarification for the possible deposit of a signed and sealed item contact Records Management Services.
<b>BD 60</b>	Council Management Team (CMT) papers	Current + 9 years <b>Corporate</b>	
<b>BD 61</b>	Complaints – general	Current + 6 years <b>Statutory</b>	Limitation Act 1980 <b>NB:</b> Children's services complaints see entry <b>EA 10</b>
<b>BD 62</b>	Complaints - negligence	Current + 12 years	Latent Damage Act 1986

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		<b>Statutory</b>	<b>NB:</b> for Children's services complaints see entry <b>EA 10</b>
<b>BD 63</b>	Performance indicators	Current + 5 years - <b>Corporate</b>	
<b>BD 64</b>	Management information	Current + 3 years - <b>Corporate</b>	
<b>BD 65</b>	Press releases	Current + 1 year - <b>Corporate</b>	
<b>BD 66</b>	General correspondence (other than on a subject that has a longer term required e.g. contracts, complaints)	Current + 2 years <b>Corporate</b>	
<b>BD 67</b>	(a) Surveys/inspections (property) (b) Authority wide survey or insight data (anonymised - digital) (c) Authority wide survey or insight data (personal information – digital, paper/email copies, focus group consent forms)	(a) 10 years or earlier if superseded <b>Corporate</b> (b) 3 years – <b>Corporate</b> (c) 1 year – <b>Corporate</b>	
<b>BD 68</b>	Working files - general	until no further action - <b>Corporate</b>	
<b>BD 69</b>	Working files - management	3 years - <b>Corporate</b>	
<b>BD 70</b>	Working files - contracts	12 years if under seal, 6 years if not under seal - <b>Corporate</b>	
<b>BD 71</b>	Procedure manuals	Until systems/practices are superseded <b>Corporate</b>	It is advisable to keep a record of any major procedural changes with new versions to avoid unnecessary reversion back to former practices.
<b>BD 72</b>	Corporate destruction log of records destroyed including any certificates of secure destruction through confidential waste providers	Permanent <b>Corporate</b>	Maintained by Records Management services
<b>BD 73</b>	Local destructions log of records destroyed including any certificates of secure destruction through confidential waste providers	Permanent <b>Corporate</b>	Managed by each individual division

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BD 74</b>	Index lists, cards & database lists relating to file series and/or individual files	Permanent <b>Corporate</b>	Retained by each individual division. Whilst the records themselves may be destroyed, indexes should be retained as useful finding aids for the types of records held, including individual client files
<b>BD 75</b>	Freedom of Information requests (FOI).	3 years after response provided <b>Corporate &amp; Statutory</b>	Limitation Act 1980.
<b>BD 76</b>	Public Interest Immunity (PII) cases by and against the authority	6 years after final judicial decision <b>Statutory</b>	Common Law. Limitation Act 1990
<b>BD 77</b>	Data Protection Impact Assessments	6 years from end of processing activity, with 5 years review thereafter to assess validity - <b>Corporate &amp; Statutory</b>	Limitation Act 1980
<b>BD 78</b>	Data Subject Rights Requests (DSRR) covering the following records issues: - access to ( <i>commonly referred to as a Subject Access Request (SAR) but DSRR is the preferred reference</i> ) rectification, erasure, restriction, portability	(a) 6 years after action completed (b) If the request is made by or on behalf of a child during the period they are a Looked After Child then the request must be retained with the main file for the duration of that file (75 years from date of birth) <b>Corporate &amp; Statutory</b>	Limitation Act 1980. The UK General Data Protection Regulation and the Data Protection Act 2018. SAR held in electronic format only and not with main client file(s) <i>except if the request is from or on behalf of a Looked After Child while they are still a child.</i>
<b>BD 79</b>	Data security incidents and breaches	6 years after investigation completed <b>Corporate &amp; Statutory</b>	Limitation Act 1980 & The UK General Data Protection Regulation and the Data Protection Act 2018

<b>Number</b>	<b>Type of Records</b>	<b>Retention period &amp; by what authority</b>	<b>Notes and comments (including revision date &amp; previous version number if applicable)</b>
<b>BD 80</b>	Concierge Closed-circuit television (CCTV) – hard disc drives (or other appropriate media)	Wiped clean on 30 day cycle and drive re-used <b>Corporate/Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018
<b>BD 81</b>	Concierge CCTV log sheets	6 years. <b>Corporate/Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018
<b>BD 82</b>	Information Asset Register	Permanent - <b>Corporate</b>	
<b>BD 83</b>	Contract tenders submitted to other parties where the other party will apply their terms and conditions: (a) Unsuccessful tenders (b) Awarded contracts (& tender submissions)	(a) 3 months (b) For the duration of the contract plus 6 years <b>Corporate</b>	
<b>Records Management</b>			
<b>BD 84</b>	Accession documentation (correspondence, transfer forms, review & destruction documentation)	Permanent <b>Corporate</b>	
<b>BD 85</b>	Document production, transfer & return records	Permanent <b>Corporate</b>	Electronic database systems
<b>BD 86</b>	Permanent withdrawal or transfer of records outside SCC	Permanent <b>Corporate</b>	Electronic database systems
<b>BD 87</b>	Collection catalogues and indices	<b>Permanent - Corporate</b>	
<b>BD 88</b>	Regulation of Investigatory Powers Act 2000 (RIPA) approvals	5 years from conclusion of the investigation - <b>Statutory &amp; Corporate</b>	S.23 RIPA 2000 Home Office guidance
<b>End of section BD</b>			

Schedule identifier number: **BE**

**Human Resources & Payroll Services**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BE 1</b>	Job evaluation – market research information	1 year <b>Corporate</b>	
<b>BE 2</b>	Job evaluation – development work from introduction of pay structure	Current year + 6 years <b>Corporate</b>	
<b>BE 3</b>	Job evaluation – schools compensation information	Current year + 6 years <b>Corporate</b>	
<b>BE 4</b>	Temporary Employment Agency (TEA) – <b>(a)</b> candidates not short listed; <b>(b)</b> candidates fail to attend interview/test & candidates failed interview/test; <b>(c)</b> successful candidates files whether employed or not; <b>(d)</b> External booking forms; <b>(e)</b> Time sheets; <b>(f)</b> Cumulative record of hours worked	<b>(a)</b> 6 months from date of short listing <b>Corporate</b> <b>(b)</b> 6 months from date of interview/test <b>Corporate</b> <b>(c)</b> 2 years after last employment ends or after acceptance of agency listing <b>Corporate</b> <b>(d)</b> 2 years after completion of booked period/cancellation of booking <b>Corporate</b> <b>(e)</b> 6 weeks <b>Corporate</b> <b>(f)</b> 2 years <b>Corporate</b>	
<b>BE 5</b>	Training events – list of attendees; individual evaluation forms	6 months after date of event <b>Corporate</b>	
<b>BE 6</b>	Employee relations advice - local agreements	Period of agreement + 6 years <b>Corporate</b>	
<b>BE 7</b>	Employee relations – research & project information	Current year + 1 year <b>Corporate</b>	
<b>BE 8</b>	Employee relations – list of union representatives	Update as & when amendments needed - <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BE 9</b>	Occupational health – employee medical records	10 years after period of employment ends, unless covered by specific legislative periods in section A.4 <b>Corporate &amp; Statutory</b>	<u>See various entries at A.4 for various health records and appropriate governing legislation</u>
<b>BE 10</b>	Occupational health – appointments diary	1 year - <b>Corporate</b>	
<b>BE 11</b>	Occupational health – child minder health reports	3 years after date of report <b>Corporate</b>	
<b>BE 12</b>	Redeployment register	12 months rolling review - <b>Corporate</b>	
<b>BE 13</b>	Redundancy casework (consultations etc., not individual files)	3 years <b>Corporate</b>	
<b>BE 14</b>	Delegated Powers reports	Life of post + 2 years for re-structures and new posts - <b>Corporate</b>	
<b>BE 15</b>	Organisational structure data (re-organisations etc.)	Life of post + 2 years for re-structures and new posts - <b>Corporate</b>	
<b>BE 16</b>	Supply teacher personnel files	2 years after period of employment ends - <b>Corporate</b>	
<b>BE 17</b>	School survey/teacher vacancy statistics	1 year - <b>Corporate</b>	
<b>BE 18</b>	Newly Qualified Teacher (NQT) registration forms	Current Ac Yr + 1 Ac Yr <b>Corporate</b>	
<b>BE 19</b>	Contract change notifications - including starters and leavers Instructions	Current year + 6 years <b>Corporate</b>	Held in order to respond to queries re circumstances in past years as part of pension reviews, insurance compensation claims etc.
<b>BE 20</b>	Miscellaneous deduction authorisations	Current year + 6 years - <b>Corporate</b>	
<b>BE 21</b>	Tax Code Change Notifications	Current year + 3 years <b>Statutory</b>	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
<b>BE 22</b>	Copy payslips	Current year + 6 years <b>Corporate</b>	Held in order to respond to queries re circumstances in past years as part of pension reviews, insurance compensation claims etc.
<b>BE 23</b>	Inland Revenue Returns	Current year + 6 years - <b>Statutory</b>	HMRC retention policy
<b>BE 24</b>	Option Forms	Current year + 6 years <b>Corporate</b>	Held in order to respond to queries re circumstances in past years as part of



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			pension reviews or tribunal judgements.
<b>BE 25</b>	Starter Forms	Period of employment + 7 years <b>Corporate</b>	
<b>BE 26</b>	Leavers Information	Period of employment + 7 years <b>Corporate</b>	
<b>BE 27</b>	Early Retirement or Redundancy Calculations	Current year + 6 years <b>Corporate</b>	Held in order to respond to queries re circumstances in past years as part of pension reviews or tribunal judgements.
<b>BE 28</b>	Service Returns	Current year + 6 years - <b>Corporate</b>	
<b>BE 29</b>	Leased Car Files; Car Loan Files	Fin Yr of the transaction + 3 Fin Yrs <b>Statutory</b>	HMRC retention period
<b>BE 30</b>	Details of all Benefits In Kind	Current year + 6 years - <b>Corporate</b>	
<b>End of section BE</b>			

<b>Schedule identifier number: BF</b>
<b><i>Benefit Service</i></b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BF 1</b>	Documents received by Benefit Service in support of a benefit claim. Documents include claim form and any supporting evidence	Current + 6 years <b>Corporate</b>	Scanned images held on Civica as per retention period.
<b>BF 2</b>	Telephone calls received by Benefit Service in support of a specific benefit claim.	Current + 6 years <b>Corporate</b>	Notes of telephone conversations held on Academy for specific benefit claims.
<b>BF 3</b>	Records of enquiry calls at Gateway and Local Housing Offices	Current + 6 years <b>Corporate</b>	Notes of telephone conversations held on Academy for specific benefit claims.
<b>BF 4</b>	Housing & Council Tax actual claim forms	Current claim form to support live claim + 6 years after claim ceases - <b>Corporate</b>	Held on Civica
<b>BF 5</b>	Government returns (DHP, mid-year and final subsidy returns)	Current + 6 years <b>Statutory</b>	DWP requirement. Also held in Accounts Department

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BF 6</b>	Customer Information System (CIS) – client records	18 months <b>Statutory</b>	DWP requirement. CIS is a link to the Benefit Service. Allows access to DWP records. Original paper copy held in secure cabinet for one month then destroyed via confidential waste.
<b>BF 7</b>	Customer Information System (CIS) - staff character declarations (renewed annually) - staff confidentiality agreement	Throughout employment + 7 years <b>Corporate</b>	Held on secure I drive within the OPMAN folder
<b>End of section BF</b>			

**NB** Entry for BG removed @ 13/08/2019 as this service no longer part of the authorities responsibility

**Schedule identifier number: BH**

*Cash Office*

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BH 1</b>	Refer To Drawer Cheques letters	Fin Yr of the transaction + 2 Fin Yrs <b>Corporate</b>	Kept in original paper form
<b>BH 2</b>	Postal receipt stubs	6 month rolling period - <b>Corporate</b>	Kept in original paper form
<b>BH 3</b>	Direct banking, Agresso slips, B4 vouchers, Giro slips, Contra transactions	Fin Yr of the transaction + 1 Fin Yr <b>Corporate</b>	Kept in original paper form
<b>End of section BH</b>			

**Schedule identifier number: BI**

*Finance*

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BI 1</b>	User Records for leavers	Current year plus 6 years - <b>Corporate</b>	On-line termination

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BI 2</b>	Agresso: Contract documentation between SCC and Agresso; Project Decision Log; Bespoke functionality specification; System Set-up documentation	5 years plus procurement stage of subsequent contract <b>Corporate</b>	
<b>BI 3</b>	Delegated Banking Reconciliations; Interface and Reconciliation documentation; On-line documents (orders, payments, journals, budgets etc.); Corporate Monitoring Reports; Treasury Management Deals	Current year plus 6 years <b>Corporate</b>	
<b>End of section BI</b>			

<b>Schedule identifier number: BJ</b>
<i>Creditors</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Creditors</b>			
<b>BJ 1</b>	CIS Scheme Documents and Returns; Supplier Bank details amendments	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
<b>End of section BJ</b>			

<b>Schedule identifier number: BK</b>
<b>Debtors</b>

<b>Debtors</b>			
<b>BK 1</b>	General correspondence including trace enquiries, credit search results or land registry enquiry results.	Until debt cleared +1 Fin Yr or 6 Fin Yrs after year in which invoice was issued <b>Corporate</b>	Statute of Limitations 1980
<b>End of section BK</b>			

<b>Schedule identifier number: BL</b>
<b>Customer Services</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BL 1</b>	Gateway Customer Satisfaction Survey	1 year - <b>Corporate</b>	Held electronically
<b>BL 2</b>	Number not used from 18 December 2014		
<b>BL 3</b>	Number not used from 18 December 2014		
<b>BL 4</b>	Customer Service Centre/Actionline – all contacts made in person, by letter, by fax, e-mail, text or other electronic media, telephone or webchat	6 months <b>Corporate</b>	Reviewed on a rolling basis
<b>BL 5</b>	Council website customer feedback	1 year - <b>Corporate</b>	
<b>End of section BL</b>			

<b>Schedule identifier number: BM</b>
<b>Information Technology</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BM 1</b>	IT project documentation	Review 5 years after implementation <b>Corporate</b>	Retained by Projects office
<b>BM 2</b>	Project/product technical documentation including policies and procedures	Life of product, but review every 5 years <b>Corporate</b>	Retained by product owner
<b>BM 3</b>	Equipment maintenance records	Life of product, but review every 5 years <b>Corporate</b>	Retained by product owner
<b>BM 4</b>	Technical Reports; Incident Reports	Fin Yr of the transaction + 3 Fin Yrs <b>Corporate</b>	
<b>BM 5</b>	Infra Calls	Fin Yr of the transaction + 1 Fin Yr <b>Corporate</b>	Retained by Service Delivery Group Manager
<b>BM 6</b>	Change Control Information	Fin Yr of the transaction + 1 Fin Yr <b>Corporate</b>	Retained by Change Control Board Chair
<b>BM 7</b>	User administration requests	For life of account – when accounts closed Fin Yr of the transaction + 1 Fin Yr <b>Corporate</b>	Retained by Service Delivery Group Manager
<b>BM 8</b>	SLA/ Customer Agreements	Fin Yr of the transaction + 1 Fin Yr <b>Corporate</b>	Retained by Service Delivery Group Manager
<b>BM 9</b>	Records of Internet Usage	Last 6 months usage held - <b>Corporate</b>	Retained by Technical Manager
<b>BM 10</b>	Public Service Network (PSN) Payment Card Industry (PCI) server logs	1 year <b>Corporate</b>	

**End of section BM**

<b>Schedule identifier number: BN</b>
<b>Local Taxation Office</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BN 1</b>	Correspondence from the public and their representatives, records of	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	telephone calls, records of counter enquiry conversations		
<b>BN 2</b>	Actual CTAX and NNDR account records	Fin Yr of the transaction + 6 Fin Yrs to be held on Academy systems - <b>Corporate</b>	
<b>BN 3</b>	Direct Debit mandates	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
<b>BN 4</b>	Liability orders	Current + 6 years - <b>Corporate</b>	Paper record
<b>BN 5</b>	Valuation lists	Permanent - <b>Statutory</b>	HMRC retention policy
<b>BN 6</b>	(a) Taxpayers NI number; (b) Taxpayers Employment details	(a) 2 years - <b>Corporate/Statutory</b> (b) 2 years - <b>Corporate/Statutory</b>	HMRC retention policy
<b>BN 7</b>	Bailiff records of enforcement action	Current year + 6 years - <b>Corporate</b>	
<b>BN 8</b>	Court files	Until settled + 6 years <b>Corporate</b>	Limitation Act 1980
<b>BN 9</b>	Government returns (e.g. NNDR1& 3, CTB1 & others)	Fin Yr of the transaction + 6 Fin Yrs <b>Statutory</b>	HMRC retention policy
<b>BN 10</b>	Discretionary & Mandatory Rate Relief applications	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	
<b>End of section BN</b>			

Schedule identifier number: <b>BO</b>
<i>Property Services Division</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Civic Buildings</b>			
<b>BO 1</b>	Buildings management, facilities/services, information, checklists and instructions	As long as the building is occupied <b>Corporate</b>	
<b>BO 2</b>	Car Parks, inc correspondence, minutes & notices	3 years - <b>Corporate</b>	
<b>BO 3</b>	Third (3 <sup>rd</sup> ) party car parking	Life of agreement + 1 year - <b>Corporate</b>	
<b>BO 4</b>	(a) Emergency Procedures; (b) Fire Regulations/Equipment (c) Security Systems	(a) Until superseded - <b>Corporate</b> (b) Until superseded - <b>Corporate</b> (c) Until superseded - <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BO 5</b>	Listed Buildings Information & Issues	Permanently <b>Corporate/Statutory</b>	Planning (Listed Building and Conservation Area) Act 1990
<b>BO 6</b>	Meeting/function rooms & foyer – bookings	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	
<b>BO 7</b>	Wedding Information	Until superseded - <b>Corporate</b>	
<b>Structural</b>			
<b>BO 8</b>	Bridges; Car Parks; Housing - further works & general reports	Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use - <b>Corporate</b>	
<b>BO 9</b>	Educational establishments; Social Services premises	18 months after project completion <b>Corporate</b>	
<b>BO 10</b>	Right to Buy Housing Reports	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion <b>Corporate</b>	
<b>BO 11</b>	Soil Reports/Site Investigations	Permanent - <b>Corporate</b>	
<b>Mechanical</b>			
<b>BO 12</b>	Cost Estimates	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	
<b>BO 13</b>	Framework Agreement	Current year + 6 Months - <b>Corporate</b>	
<b>BO 14</b>	Gas Maintenance	Life of equipment + 12 months for Health and Safety safe systems of operations - <b>Corporate/Statutory</b>	Health and Safety Executive (HSE)
<b>BO 15</b>	Lift Maintenance; Mechanical equipment management & maintenance	Life of equipment + 12 months for Health and Safety safe systems of operations. Must be reviewed every 15 years to confirm equipment is still in use <b>Corporate</b>	Health and Safety Executive (HSE)
<b>Building Surveyors</b>			
<b>BO 16</b>	Asset Management including day-to-day & projects; Photographs/School Glazing Reports	Current year + 6 years <b>Corporate</b>	Limitation Act 1980

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Asset Management</b>			
<b>BO 17</b>	Asset management of administrative buildings & other sites responsible for	6 years after disposal of property <b>Corporate</b>	Limitation Act 1980
<b>BO 18</b>	Construction	2 years - <b>Corporate</b>	
<b>BO 19</b>	Energy Management; Energy Records	Current year + 5 years - <b>Corporate</b>	
<b>BO 20</b>	R & M Centralisation	Current year + 2 years - <b>Corporate</b>	
<b>BO 21</b>	Condition Survey records	Current year + 20 years - <b>Corporate</b>	
<b>BO 22</b>	Repair and Maintenance	Current year + 3 years - <b>Corporate</b>	
<b>Architects</b>			
<b>BO 23</b>	Project Files	Current year + 6 years - <b>Corporate</b>	Limitation Act 1980
<b>Quantity Surveyors</b>			
<b>BO 24</b>	Project Files	Current year + 6 years - <b>Corporate</b>	Limitation Act 1980
<b>Community Surveyors</b>			
<b>BO 25</b>	Asbestos surveys	40 years - <b>Corporate/Statutory</b>	
<b>BO 26</b>	Alarm systems; Assisted decorations; External decorations; Bulk Refuse; Communal decorations; Door entry systems; Dry Riser Fire Extinguisher; Fire Precautions; Home Programme; Hostels; Housing properties; Loft Insulation; Non-Slip Flooring; Roofing; Safe Roof Access; Tower Blocks; TV Aerial Systems; U2 Blocks Ventilation Works; Upgrading; Water Penetration and External Windows	Current year + 6 years <b>Corporate</b>	Limitation Act 1980
<b>BO 27</b>	Right to Buy	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion <b>Corporate</b>	Held by Community Surveyors
<b>Practice Management</b>			



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BO 28</b>	Terriers (Maps & RATs)	Permanent - <b>Corporate</b>	
<b>Valuation &amp; Estates</b>			
<b>BO 29</b>	General Property Files	Permanent while property interest held by the authority, then 12 years after disposal - <b>Corporate</b>	
<b>BO 30</b>	Licences (various types)	Life of licence, but must be reviewed every 5 years to see if licence still active - <b>Corporate</b>	
<b>BO 31</b>	Terrier enquires	1 year - <b>Corporate</b>	
<b>BO 32</b>	Right to Buy	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion <b>Corporate</b>	
<b>Electrical</b>			
<b>BO 33</b>	Electrical Projects; Property Electrical;	10 years after last entry. Must be reviewed every 5 years to assess if project delivered is still active. <b>Corporate</b>	
<b>BO 34</b>	Maintenance	Current year + 5 years - <b>Corporate</b>	
<b>BO 35</b>	Electrical Management	Current year + 1 year - <b>Corporate</b>	
<b>BO 36</b>	Framework Agreements	Current year + 6 years - <b>Corporate</b>	
<b>BO 37</b>	Standard Specification/Process Maps	Until superseded.	
<b>Community Asset Transfers</b>			
<b>BO 38</b>	Unsuccessful bids for Community Asset Transfers: (a) Speculative enquiries (b) Expressions of interest, panel appraisal & all correspondence (c) Stage 2 bids, panel appraisal & all correspondence	(a) 3 months (b) 6 months (c) 12 months <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BO 39</b>	Successful Community Asset Transfers bids, panel appraisal, correspondence & monitoring data	Life of Southampton City Council interest in the asset + 6 years - <b>Corporate</b>	
<b>End of section BO</b>			

Schedule identifier number: **BP**

**Risk & Assurance**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>BP 1</b>	Insurance policy certificates, schedules & registers	Current + 40 years - <b>Statutory</b>	Limitation Act 1980
<b>BP 2</b>	Insurance policies renewal process	5 years after the insurance policy has been renewed <b>Corporate</b>	Industry standard
<b>BP 3</b>	Settled claims – Employers & Public Liability Claims (not minors)	Current + 5 years <b>Corporate</b>	Industry standard
<b>BP 4</b>	Settled claims – Public Liability (minors)	4 years after attain age of 18 <b>Corporate</b>	Industry standard
<b>BP 5</b>	Settled claims – Motor	Current + 5 years - <b>Corporate</b>	Industry standard
<b>BP 6</b>	Completed audit reports including working papers and correspondence.	3 years <b>Statutory</b>	HM Treasury guidance and Industry Standard
<b>BP 7</b>	Report papers used in the course of a fraud investigation	6 years after conclusion of legal proceedings - <b>Statutory</b>	HM Treasury guidance and Industry Standard
<b>BP 8</b>	Audit reports (including interim), where these have included the examination of long-term contracts	6 years <b>Statutory</b>	HM Treasury guidance and Industry Standard

## SECTION C

**- SEE NOTE BELOW -**

**11/11/2012 - Section C was the Economic Development entry that has now been moved into Section D.  
Section C is not in use at present.**

## SECTION D

Code	Division
DA	Environmental Health & Consumer Protection
DB	Roads and Transport
DC	Travel and transport services
DD	Itchen Toll Bridge
DE	Waste Services
DF	This section reference not used from 13 September 2013
DG	Allotments Team
DH	This section reference not used from 10 October 2014
DI	Planning and Sustainability
DJ	Leisure & Culture
DK	Chief Executive - Transformation & Performance Division
DL	Parking Services
DM	Development, Economy & Housing Renewal

**Schedule identifier number: DA**  
**Environmental Health & Trading Standards (including Bereavement Services & Registration Services)**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Environmental Health &amp; Trading Standards</b>			
<b>DA 1</b>	Premises files (not asbestos – see DA 2 entry)	6 years <b>Statutory</b>	Department of Environment. Includes inspections, ship sanitation, service requests, available plans, accident investigations, PACE interview notes, works in default, sampling results, complaints
<b>DA 2</b>	Asbestos, compressed air, hazardous substances, lead exposure inspection records & register	40 years <b>Corporate</b>	
<b>DA 3</b>	Air quality: (a) raw/ratified data (b) statutory review & assessment reports	(a) 10 years (b) 30 years <b>Statutory</b>	Department of Environment.
<b>DA 4</b>	Contaminated Land data: (a) investigations – desk study/intrusive/ Detailed Quantitative Risk Assessment (DQRA) (b) remediation scheme/validation (c) correspondence not supporting (a) or (b) above)  (d) recommendations for planning applications	(a) 6 years after the data has been invalidated due to redevelopment, reassessment/investigation or revised remedial actions (b) As at (a) above (c) 6 years (d) Until approval is invalid or 6 years after discharge of relevant conditions - <b>Statutory</b>	Department of Environment. Health and Safety Executive (HSE)
<b>DA 5</b>	Non-contaminated land: correspondence and other data relating to land planning work to which Development Management have not been party	6 years <b>Statutory</b>	Department of Environment. Health and Safety Executive (HSE)
<b>DA 6</b>	Trading Standards original prosecution documents: officers' reports, exhibits, unused material, legal documents	10 years <b>Statutory</b>	Rehabilitation of Offenders Act 1974
<b>DA 7</b>	Environmental Health & Trading Standards PACE notebooks	10 years from date of last entry <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DA 8	Audio recordings of interviews conducted under PACE	(a) 10 years for cases where prosecution occurred (b) 3 years for cases where caution issues or licence reviewed - <b>Statutory</b>	Police and Criminal Evidence Act 1984
DA 9	Simple cautions issued by Environmental Health & Trading Standards Officers	3 years <b>Statutory</b>	Home Office circular 16/2008
DA 10	Registers for: food premises, cooling towers, EPA permit documentation	Permanent <b>Statutory</b>	Department of Environment. Register updated as information changes & old entries are transferred to premises files
DA 11	Temperature & calibration records including Weights & Measures	6 years <b>Statutory</b>	Department of Environment. HMRC
DA 12	Certificates, registers & rejection database for: Common Health Entry Document P (CHED P); Common Health Entry Document D (CHED D); Ship sanitation; Products of Animal Origin (POAO); Imported food; Plastic Kitchenware; Organic Consignments; Legal notices	Current + 3 years <b>Statutory</b>	Commission Regulation (EC) No 136/2004, article 3, paragraph 4
DA 13	Environmental Health notices (including Environment and Safety Information Act 1988)	6 years <b>Corporate</b>	
DA 14	Statutory returns for Food Standards Agency, Chartered Institute of Housing, Department for Environment, Food and Rural Affairs (Defra), Health & Safety Executive	6 years <b>Statutory</b>	Food Standards Agency. Department of Environment. Health and Safety Executive (HSE). Audit purposes
DA 15	Health & safety public register	3 years <b>Statutory</b>	Environment and Safety Information Act 1988
DA 16	Licenses – Skin piercing, Petroleum, Pet shop, Dog Breeders, Boarding establishments	6 years <b>Corporate</b>	
DA 17	Seized Dog Register	10 years <b>Statutory</b>	Dangerous Dogs Act 1991 (as amended 1997) Dogs Act 1871 Animal Welfare Act 2006
DA 18	Out of Hours service duty register	6 years - <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DA 19</b>	Statutory notices – index of notices served	Permanent - <b>Corporate</b>	
<b>DA 20</b>	Clinical Waste rounds service	3 years - <b>Corporate</b>	
<b>Bereavement services</b>			
<b>DA 21</b>	Registers for burials, burial grounds and graves; cemetery plans; burial indexes; cremation registers and indexes	Permanent <b>Statutory</b>	Burial Acts 1855 to 1906 Local government Act 1972 Local Authorities Cemeteries Orders 1974 & 1977 Cremation Act 1902 Cremation Regulations 1930, 1957, 1965, 1979, 1983, 2000 Environmental Protection Act 1980
<b>DA 22</b>	Cremation forms	15 years (electronic copies) <b>Statutory</b>  3 years (paper copies) <b>Statutory</b>	Cremation Act 1902 Cremation Regulations 1930, 1957, 1965, 1979, 1983, 2000 Environmental Protection Act 1980
<b>DA 23</b>	Memorials and Book of Remembrance applications	Permanent <b>Corporate</b>	Local Authorities' Cemeteries Order 1977; Cremation Regulations 2008
<b>DA 24</b>	Public Health Act Funeral records	10 years <b>Statutory</b>	Public Health Act (Control of Diseases) Act 1984
<b>DA 25</b>	Genealogy records	Permanent - <b>Corporate</b>	
<b>Registration Services</b>			
<b>DA 26</b>	Registers, indexes and associated records of: Births, deaths & marriages	Permanent <b>Statutory</b>	Births and Deaths Act 1953; Registration of Births and Deaths Regulations 1987.
<b>DA 27</b>	Notices of Marriage & Civil Partnership	5 years <b>Statutory</b>	Marriage Act 1948 (as amended by 1994 act), 1949 & 1994. Civil Partnership Act 2004. Civil Partnership (Registration Provisions) Regulations 2005
<b>DA 28</b>	Requisitions for certificates issued for the purposes of the 1 <sup>st</sup> Schedule to the Industrial	6 years <b>Statutory</b>	Industrial Assurance and Friendly Societies Act 1948.



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	Assurance and Friendly Societies Act 1948 and the 5 <sup>th</sup> Schedule to the Friendly Societies Act 1974		The Friendly Societies Act 1974
<b>DA 29</b>	Books recording issue of books and forms of medical certificates (Form 17)	5 years after last entry <b>Statutory</b>	General Register Office
<b>DA 30</b>	Notifications of disposals of bodies of deceased persons	5 years <b>Statutory</b>	General Register Office
<b>DA 31</b>	Declarations made by applicants for certificates for disposal of deceased persons (no liability to register)	5 years <b>Statutory</b>	General Register Office
<b>DA 32</b>	Caveats against the grant of a Superintendent Registrar's certificate or certificate and licence or Registrar General's licence for marriage	2 years <b>Statutory</b>	General Register Office
<b>DA 33</b>	Superintendent Registrar's certificates and certificates and licences for marriage	2 years from date of marriage <b>Statutory</b>	General Register Office
<b>DA 34</b>	Notifications of the issue of the Registrar General's licence for marriage and Registrar General's certificates for marriage	2 years from date of marriage <b>Statutory</b>	General Register Office
<b>DA 35</b>	Applications for certificates of birth, death, marriage and civil partnership'	2 years <b>Corporate</b>	
<b>DA 36</b>	Forms of appointment of authorised persons - persons appointed to register marriages at a Non-Conformist church	2 years after vacation of the office <b>Statutory</b>	Marriage Act 1898 & 1949
<b>DA 37</b>	Registrar General's authorities for registration after 12 months	2 years <b>Statutory</b>	Births and Deaths Registration Act 1953 – sections 7 & 21
<b>DA 38</b>	Appointment forms of registration officers	1 year after leaving post - <b>Statutory</b>	General Register Office
<b>DA 39</b>	Forms of consent to marriages of minors	1 year - <b>Statutory</b>	General Register Office
<b>DA 40</b>	Counterfoils of certificates and forms for: (a) standard certificates of birth, marriage, death and still-birth; (b) certificates of registration of births and still-births; (c) requisitions to persons liable to register who have failed to do so, i.e. 'informants' who have not registered a birth or death which they are liable to	(a) 2 years (but further retention may be required if they have not been audited by the General Register Office) (b) 2 years (c) 1 year (d) 1 year (e) 5 years <b>Statutory</b>	(a-e only) General Register Office 2016.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	do under the Registration Acts; (d) forms of report of death to coroner by Registrar; (e) certificates for disposal before or after the registration of death, still-births and no liability to register (f) electronic medical cause of death certificates from Doctor's and the Coroner (g) electronic disposal notifications (h) electronic inward declaration of particulars for births, deaths & stillbirths	(f-h) Permanent <b>Corporate</b>	Births and Deaths Registration Act 1953
<b>DA 41</b>	Register of Stillbirths	28 days then transferred to Registrar General's Office <b>Statutory</b>	Births and Deaths Registration Act 1953; Registration of Births and Deaths Regulations 1987
<b>DA 42</b>	Spoilt Birth, Marriage & Death certificates (commonly referred to as "spoils")	1 calendar month (after internal quality checking) - <b>Statutory</b>	General Register Office 2016
<b>See also entries DA 49, DA 50, DA 51 &amp; DA 52, DA 53, DA 54 relating to Bereavement Services &amp; Registration Services</b>			
<b>Additional entries for section DA</b>			
<b>DA 43</b>	Disabled Facilities Grants (DFG)	Current + 10 years - <b>Corporate</b>	
<b>DA 44</b>	Home Improvement Loans	Retain until property sold, but review every 10 years to check status <b>Corporate</b>	Land charges placed on the property
<b>DA 45</b>	Home Improvement Grants	25 years or sale of property <b>Corporate</b>	
<b>DA 46</b>	Accessible Home Loans	Retain until property sold, but review every 10 years to check status <b>Corporate</b>	Land charges placed on the property
<b>DA 47</b>	(a) Houses of Multiple Occupation (HMO) direction order: (b) Compulsory purchase orders. (c) Housing Act 2004 suspended Improvement / Prohibition Notices:	Permanent <b>Statutory</b>	(a) public register; property file; Scanned signed copies held electronically. (b) Not applicable (c) file copies on property file; scanned copy of signed notice of schedules held electronically. Department of Environment.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DA 48</b>	(a) Interim Management Orders (b) Empty Dwelling Management Orders (c) HMO declaration (d) HMO Licence certificates and conditions	10 years <b>Corporate</b>	(a) Not applicable (b) Not applicable (c) public register; property file; scanned signed copy held electronically. (d) File copy on property file; electronic copy on a-property files.
<b>DA 49</b>	Appointment & Ceremony diary system	3 years - <b>Corporate</b>	
<b>DA 50</b>	Nationality Checking Services (NCS) & Joint Citizenship and Passport Application Service (JCAP) copies of document checklists, permanent residence card or biometric card	2 years <b>Corporate</b>	
<b>DA 51</b>	European Settlement Service (ESS) checklists	1 year - <b>Corporate</b>	
<b>DA 52</b>	Correspondence relating to: (a) The appointment and conduct of officers (b) The registration of births, marriages & deaths, correction of errors, birth re-registrations not made (Forms LA1 & GRO 185) , irregular deaths (c) False information given to registration officers, falsification and forgery of certificates of birth, marriages or death; marriage of foreigners and persons divorced abroad; (d) Accounting transactions, charges and receipts	(a) 2 years (b) 3 years (c) 3 years (d) 2 years <b>Statutory</b>	General Register Office
<b>DA 53</b>	Citizenship – Home Office cover sheets and citizenship ceremony lists	2 years <b>Statutory</b>	Home Office guidelines
<b>DA 54</b>	Customer Survey. Photograph permission forms (signed)	2 years <b>Corporate</b>	
<b>DA 55</b>	General Register Office record and demand book	10 years - <b>Statutory</b>	General Register Office
<b>End of section DA</b>			

Schedule identifier number: <b>DB</b>
<b>Roads and Transport</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Highways engineering &amp; operations</b>			
<b>DB 1</b>	NRSWA licences	Permanent - <b>Corporate</b>	
<b>DB 2</b>	Coring defects	7 years - <b>Corporate</b>	
<b>DB 3</b>	Coring passes	7 years - <b>Corporate</b>	
<b>DB 4</b>	NRSWA defects	7 years - <b>Corporate</b>	
<b>DB 5</b>	NRSWA Sample Inspections	7 years - <b>Corporate</b>	
<b>DB 6</b>	Codes of practice for A/V skips, NRSWA	Until superseded <b>Corporate</b>	
<b>DB 7</b>	Skip permits	6 years - <b>Corporate</b>	
<b>DB 8</b>	Licences: Materials Scaffolding Street Cafés tables & chairs	6 years <b>Corporate</b>	
<b>DB 9</b>	Special authorisation from DFT/GOSE	Permanent - <b>Statutory</b>	Health and Safety Executive (HSE)
<b>DB 10</b>	Sign designs	Permanent - <b>Statutory</b>	Department of Transport
<b>DB 11</b>	Disabled Bay applications	2 years - <b>Corporate</b>	To check on validity of bays
<b>DB 12</b>	Traffic Surveys - general	10 years - <b>Corporate</b>	
<b>DB 13</b>	Traffic surveys; 12 hour & modal split	15 years - <b>Corporate</b>	
<b>Street Lighting Entries DB 14 to DB 19 removed @ 26<sup>th</sup> September 2019 (amendment 01-2019) as entry no longer required.</b>			
<b>Insurance</b>			
<b>DB 20</b>		Entry removed @ 06-10-2015 (RRRS amend 11-2015)	
<b>Fleet Transport</b>			
<b>DB 21</b>	Drivers hours records including Tachographs	15 months <b>Statutory</b>	Department of Transport
<b>DB 22</b>	Drivers records, licence details & other relevant information	Period of employment + 7 years <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DB 23</b>	Vehicle and equipment information, maintenance & repair records	Life of equipment, but review every 5 years - <b>Corporate</b>	
<b>DB 24</b>	Vehicle and equipment acquisition records	Current + 6 years <b>Corporate</b>	
<b>DB 25</b>	Operator Licence and Section 19 and 22 Permit records	Operator Licence renewed every 4/5 years. Permits issued as and when required. <b>Statutory</b>	Department of Transport
<b>DB 26</b>		<i>Entry removed @ 06-10-2015 (RRRS amend 11-2015)</i>	
<b>DB 27</b>	Fleet Management and operational correspondence	Current + 2 years <b>Corporate</b>	TRANMAN system
<b>School Transport Service</b>			
<b>DB 28</b>	Children's transport details forms	3 AC Yrs after transport provision ends <b>Corporate</b>	
<b>DB 29</b>	School Escort Time sheets	3 AC Yrs - <b>Corporate</b>	
<b>End of section DB</b>			

<b>Schedule identifier number: DC</b>
<i>Travel and Transport</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Rights of way</b>			
<b>DC 1</b>	Rights of way correspondence	Current + 8 years unless longer term implications as user evidence or historical information - <b>Corporate</b>	
<b>DC 2</b>	Research Project Files	Permanent, but regular reviews to assess historical value required - <b>Corporate</b>	
<b>DC 3</b>	Aerial Photography	Permanent, but regular reviews to assess historical value required - <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DC 4</b>	Historical Highways Information	Permanent, but regular reviews to assess historical value required - <b>Corporate</b>	
<b>DC 5</b>	Historical Land Terrier Information	Permanent, but regular reviews to assess historical value required - <b>Corporate</b>	Land ownership
<b>DC 6</b>	Best Value Performance Indicator Files	Current + 4 years - <b>Corporate</b>	Survey –BVPI 178
<b>DC 7</b>	Affiliated Groups (e.g. CSS; HCAF; Co Ag; DEFRA)	Current + 3 years, unless long term implications - <b>Corporate</b>	
<b>DC 8</b>	Smartcities applications	1 year - <b>Corporate</b>	
<b>DC 9</b>	Smartcities Leisurecard applications	Year of membership plus 1 year - <b>Statutory</b>	Department of Work & Pensions
<b>End of section DC</b>			

<b>Schedule identifier number: DD</b>
<i>Itchen Toll Bridge</i>

<b>Itchen Toll Bridge</b>			
<b>DD 1</b>	Toll collection system generated shift reports and collectors shift log	2 years Data back-up tapes 6 years - <b>Corporate</b>	
<b>DD 2</b>	Daily, monthly & annual traffic, revenue & token statistics	6 years <b>Corporate</b>	
<b>DD 3</b>	Violation incidents invoice covering letter	6 years - <b>Corporate</b>	
<b>DD 4</b>	Vehicle VQ5 from DVLA	Until request completed - <b>Statutory</b>	Department of Transport
<b>DD 5</b>	Token stock control cards	2 years - <b>Corporate</b>	
<b>DD 6</b>	Daily token reconciliation.	2 years - <b>Corporate</b>	
<b>DD 7</b>	Vendor token sales - issue notes	6 years <b>Corporate</b>	
<b>DD 8</b>	Vendor token sales - order control sheets	1 year - <b>Corporate</b>	
<b>DD 9</b>	Commercial concession application form & proof of entitlement	Current year + one year. <b>Corporate</b>	All shredded. Includes letterhead & copies of vehicle(s) registration documents
<b>DD 10</b>	Closed-circuit television (CCTV) - numbered tapes	Wiped clean on 28 day cycle. Wiped and destroyed once used 12 times. <b>Corporate/Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018

<b>DD 11</b>	CCTV log sheets	6 years. <b>Corporate/Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018
<b>Disabled Concession</b>			
<b>DD 12</b>	Disabled concession application form	Until renewal date + 6 months - <b>Corporate</b>	
<b>DD 13</b>	Disabled concession - proof of entitlement	When superseded by current documents or if no longer required - <b>Corporate</b>	Tolls Order. Regular review must be carried out.
<b>DD 14</b>	Disabled concession - copy of Blue Badge	When superseded by current documents or if no longer required - <b>Corporate</b>	Regular review must be carried out.
<b>End of section DD</b>			

<b>Schedule identifier number: DE</b>
<b>Waste Services</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DE 1</b>	Bin exchanges	Current + 3 months - <b>Corporate</b>	
<b>DE 2</b>	Shine lists	Current + 3 months - <b>Corporate</b>	
<b>DE 3</b>	Voids	Current + 3 years - <b>Corporate</b>	
<b>DE 4</b>	Tip tickets	Current + 3 years - <b>Corporate</b>	
<b>DE 5</b>	Trade Round sheets	Current + 2 years - <b>Corporate</b>	

<b>Schedule identifier number: DF</b>
<b>THIS SECTION &amp; REFERENCE NOT USED FROM 13 SEPTEMBER 2013</b>

<b>Schedule identifier number: DG</b>
<b>Allotments Team</b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DG 1</b>	Allotment agreements	6 years - <b>Corporate</b>	
<b>DG 2</b>	Allotment useful information	Permanent <b>Corporate</b>	Useful historical information retained by Allotment Team while

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			allotment area exists. If disposed of, offer to Archives for possible retention
<b>End of section DG</b>			

<b>Schedule identifier number: DH</b>
<i>Not used (@ 10 October 2014)</i>

<b>Schedule identifier number: DI</b>
<b><i>Planning and Sustainability; Building Control</i></b>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DI 1</b>	All types of development applications and applications for 'prior approval'	Permanent <b>Statutory</b>	Town and Country Planning Act 1990 (as amended). Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended). Paper documents are scanned and held in electronic form. Paper copies are destroyed after the end of the application process.
<b>DI 2</b>	Local list applications	5 years <b>Statutory</b>	DCLG, Planning Policy Guidance Note 15
<b>DI 3</b>	Planning enforcement files and registers	Permanent <b>Statutory</b>	Town and Country Planning Act 1990 (as amended).
<b>DI 4</b>	Building Regulation applications	15 years <b>Statutory</b>	Department for Local Government - Building Control Performance Standards 2017
<b>DI 5</b>	Dangerous structures, Demolition, Safety at sports grounds	6 years <b>Corporate</b>	
<b>End of section DI</b>			





Schedule identifier number: <b>DJ</b>
<i>Leisure &amp; Culture</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Collections Management - archives</b>			
<b>DJ 1</b>	Accession records (also known as deposit documentation)	Permanent <b>Corporate</b>	This is the title and management instructions about collections
<b>DJ 2</b>	Collection item production slips (search room & SCC internal)	1 year when matched up, and retain unmatched indefinitely - <b>Corporate</b>	
<b>DJ 3</b>	Permanent withdrawal or loan of item by depositor from collections forms	Retain until item returned, retain permanently if withdrawn permanently <b>Corporate</b>	Material returned temporarily or permanently to depositor
<b>DJ 4</b>	Reproduction rights licence	Until right exercised & then 7 years <b>Statutory</b>	Copyright Licensing Agency
<b>DJ 5</b>	Photocopy copyright declaration/request forms	Retain only those on copyright material - <b>Statutory</b>	Copyright Licensing Agency
<b>DJ 6</b>	Collection catalogues and indices	Permanent - <b>Corporate</b>	
<b>DJ 7</b>	Stock card publications sales	Fin Yr of the transaction + 6 Fin Yrs <b>Corporate</b>	
<b>DJ 8</b>	Telephone record forms	1 complete year - <b>Corporate</b>	
<b>DJ 9</b>	Research materials on publications and collections	Until published or superseded <b>Corporate</b>	
<b>NB</b> Section DJ 10 to DJ 13 relating to Records Management has been moved to section BD 84 to BD 87 @ 13/08/2019			
<b>Art Gallery</b>			
<b>DJ 14</b>	Permanent collection accessioning records	Permanent <b>Statutory</b>	ACE Museum Accreditation. Compliance with Spectrum standards
<b>DJ 15</b>	Permanent collection conservation records	Permanent <b>Statutory</b>	ACE Museum Accreditation. Compliance with Spectrum standards

<b>Number</b>	<b>Type of Records</b>	<b>Review/Retention period &amp; by what authority</b>	<b>Notes and comments (including revision date &amp; previous version number if applicable)</b>
<b>DJ 16</b>	Records of loans to the Art Gallery from other galleries, museums, individuals etc.	Permanent <b>Statutory</b>	ACE Museum Accreditation. Compliance with Spectrum standards
<b>DJ 17</b>	Artlease records (loans from SCC collection to other galleries etc.)	Life of Client contract + 7 years <b>Corporate</b>	Compliance with Spectrum standards
<b>DJ 18</b>	Exhibitions archive	Permanent <b>Statutory</b>	ACE Museum Accreditation. Compliance with Spectrum standards
<b>DJ 19</b>	Education records	10 years <b>Statutory</b>	ACE Museum Accreditation. Compliance with Spectrum standards
<b>Museums &amp; Archaeology</b>			
<b>DJ 20</b>	(a) Archaeological site records (b) Exhibitions Archive	Permanent <b>Corporate/Statutory</b>	(a) Full archaeological site records deposited with SCC. (b) ACE Museum Accreditation.
<b>DJ 21</b>	Alphabetical donor (inward) index with contact details of bodies or individuals who have donated objects	Permanent <b>Corporate/Statutory</b>	Compliance with Spectrum standards
<b>DJ 22</b>	Alphabetical loans (inward) index with contact details of bodies or individuals who have loaned objects	Permanent <b>Corporate/Statutory</b>	Compliance with Spectrum standards
<b>DJ 23</b>	Day book record of daily movements of objects into museums sites with responsible contact details	Permanent <b>Corporate/Statutory</b>	Compliance with Spectrum standards
<b>DJ 24</b>	Accession register, correspondence, object history files & other relevant data; database of all objects in museum/archaeology collections	Permanent <b>Corporate/Statutory</b>	Held in paper and includes published references, illustrations etc. & electronic formats. Compliance with Spectrum standards
<b>DJ 25</b>	Object loans forms & receipts forms (outward) to other institutions	Permanent <b>Corporate/Statutory</b>	Museum property loaned to other institutions. Compliance with Spectrum standards
<b>DJ 26</b>	Object loans forms & receipt forms (inward) from other institutions	Permanent <b>Corporate/Statutory</b>	Compliance with Spectrum standards

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DJ 27</b>	Transfer of Title forms	Permanent <b>Corporate/Statutory</b>	E.G. used to establish rights to reproduce. Compliance with Spectrum standards
<b>DJ 28</b>	Conservation records for all collection objects	Permanent <b>Corporate/Statutory</b>	Compliance with Spectrum standards
<b>DJ 29</b>	External funding & grant records	Permanent <b>Corporate/Statutory</b>	Grant approving authority
<b>DJ 30</b>	Offers of objects - declined	Permanent - <b>Corporate</b>	
<b>DJ 31</b>	Image reproduction orders	6 years - <b>Statutory</b>	Copyright Licensing Agency
<b>DJ 32</b>	Visitor books (for specialist services, not general museum visitors)	Permanent <b>Corporate</b>	
<b>DJ 33</b>	Service/customer survey forms	Current year + 6 years - <b>Corporate</b>	
<b>DJ 34</b>	Volunteer information	While a volunteer plus 7 years <b>Corporate</b>	Interests, aptitude and contact details
<b>Libraries</b>			
<b>DJ 35</b>	Members joining forms	Current year+ 1 year <b>Corporate</b>	
<b>DJ 36</b>	Member information	Retained while a member. Delete 3 years after non-use of library. <b>Corporate</b>	
<b>DJ 37</b>	Members who are suspended for misuse etc.	Retained while a member until matter resolved. Deleted from the system 3 years after non-use of library. <b>Corporate</b>	
<b>DJ 38</b>	Members added from a partner system (e.g. students from university database)	Retained while a member. Delete 3 years after non-use of library. <b>Corporate</b>	
<b>End of section DJ</b>			

Schedule identifier number: **DK**

**Chief Executive – Transformation & Performance Division**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Regeneration &amp; City Limits</b>			
<b>DK 1</b>	Regeneration – New Deal for Communities (NDC)	12 years <b>Statutory</b>	Department for Communities and Local Government
<b>DK 2</b>	Regeneration – Single Regeneration Budget (SRB)	10 years (unless project specifically cited for longer period) - <b>Corporate</b>	SRB 2 & SRB 6 records
<b>DK 3</b>	Regeneration – Single Regeneration Budget (SRB) for Millennium Third Age Centre	20 years <b>Statutory</b>	Department for Communities and Local Government
<b>DK 4</b>	European Union funded projects	15 years - <b>Statutory</b>	European Union
<b>DK 5</b>	City Limits Employment – client files and finance	15 years <b>Statutory</b>	Department for Communities and Local Government
<b>DK 6</b>	Voluntary and community group grants (a) successful; (b) unsuccessful	(a) year of grant + 6 years (b) 2 years from date of notification of unsuccessful application - <b>Corporate</b>	
<b>DK 7</b>	Voluntary and community group grants data	6 years (on a rolling annual basis) <b>Corporate</b>	All personal data is deleted. Only high-level details of grant award and project retained for historical reference
<b>DK 8</b>	Adult Learning projects documentation including: enrolment forms & registers, tutor feedback forms, evidence of learning paperwork, invoices & any other specified documents for evidence and audit purposes in the rules	Until 31/12/2034 <b>Statutory</b>	Adult education budget (AEB) funding rules 2022 to 2023. Page 23, point 83
<b>End of section DK</b>			

Schedule identifier number: **DL**

**Parking Services & Enforcement Services**

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>DL 1</b>	Pay and display audit tickets	Two years - <b>Corporate</b>	
<b>DL 2</b>	Abandoned vehicle system – DVLA registered keeper details	6 months <b>Corporate</b>	
<b>DL 3</b>	Footage downloaded from any Body Worn Video Device (BWVD)	<p>(a) 48 hours where no action is necessary or a complaint/report is not received;</p> <p>(b) An initial period of 7 to 31 days if an incident has been reported by a member of the public or a Civil Enforcement Officer; an HS1 or HS2 form has been completed; The Parking Manager or other authorised officer(s) have grounds to approve longer retention;</p> <p>(c) All footage retained longer than 48 hours is reviewed after three months by an authorised officer either a destruction date or review date is set, with written justification for further retention recorded</p> <p><b>Corporate</b></p>	Review periods and procedure to be evaluated annually by Parking Services Manager
<b>DL 4</b>	Parking offences resulting in administrative fines, advice or caution	3 years <b>Corporate</b>	A relevant summary of the matter will be retained on the parking intelligence folder to assist with identifying patterns and repeat offenders. This intelligence will be reviewed annually and deleted when deemed not appropriate
<b>DL 5</b>	Littering Fixed Penalty Notices (FPN)	2 years <b>Corporate</b>	
<b>End of section DL</b>			

Schedule identifier number: <b>DM</b>
<i>Development, Economy &amp; Housing Renewal Division</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Environmental Health &amp; Trading Standards</b>			
<b>DM 1</b>	Tenants decant form for disturbance and homeless payments compensation	6 years from date of property vacation - <b>Corporate</b>	
<b>End of section DM</b>			

## SECTION E

Code	Division
<b>EA</b>	Children's Services & learning
<b>EB</b>	Educational establishments
<b>EC</b>	Health & Adult Social Care
<b>ED</b>	Public Health
<b>EE</b>	This section reference not used at 13/09/2013
<b>EF</b>	Housing Services
<b>EG</b>	Independent Domestic Violence Advocacy Services (IDVA)

Schedule identifier number: <b>EA</b>
<i>Children's services &amp; learning policy/administrative divisions</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>Note for assignment of review dates for joint/family files:</b> Where a file contains details of more than one person, the review date that will be applied will be calculated from the date of birth of the youngest person recorded.			
<b>EA 1</b>	Children in need, including child protection – individual records	6 years from child attaining 18 years of age - <b>Statutory</b>	Limitation Act 1980. <u>See next line</u>
<b>Note for EA 1:</b> At review stage check CareDirector, ONE system or CCIS to see if client has received any of: psychology, welfare, special educational needs and follow retention guidelines at <b>EA 2, EA 3, EA 4, EA 5, EA 6, EA 7 &amp; EA 8</b> if they have. If not, record can be destroyed. Check same systems to see if child has been looked after. If yes, follow guidelines at <b>EA 9</b> , if not file can be destroyed.			
<b>EA 2</b>	Children's psychology services – individual records	33 years from date of birth <b>Statutory</b>	Limitation Act 1980. <u>See next line</u>
<b>Note for EA 2:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EA 3</b>	Educational welfare services – individual files	33 years from date of birth <b>Statutory</b>	Limitation Act 1980. <u>See next line</u>
<b>Note for EA 3:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 4</b>	Special Educational needs – individual files including advice and appeal files	33 years from date of birth <b>Statutory</b>	Limitation Act 1980.
<b>Note for EA 4:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 5</b>	Young People & Community Support services – individual files	33 years from date of birth <b>Corporate</b>	Limitation Act 1980. <u>See next line</u>
<b>Note for EA 5:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 6</b>	Youth offending	25 years of age <b>Statutory</b>	Limitation Act 1980, Youth Justice Board national standards 2009 & Youth Justice Board Case Management Guidance 2010 <u>See next line</u>
<b>Note for EA 6:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 7</b>	Multi-agency files individual children's files: Behaviour Referral Service, JIGSAW, Children & Adolescents Mental Health Services	until attain 33 years of age <b>Statutory</b>	Limitation Act 1980. <u>See next line</u>
<b>Note for EA 7:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 8</b>	Client case files held at family centres, support teams & community work teams	To be forwarded to case holding team when client services cease, to be merged with main case file. <b>Corporate</b>	
<b>EA 9</b>	Looked after child	75 years from date of birth; 15 years from date of death if deceased before age of 18	Types of orders are: care order, residence order, custodianship

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		(where there is a family unit in care, the above apply to the date of birth of the youngest child) <b>NB</b> if child adopted before or after being looked after then see CA 11 entry for retention period <b>Statutory</b>	order or supervision order. Includes respite care as well. The Children (Leaving Care) Regulations 2010, section 10
<b>EA 10</b>	Complaints and enquiries from children who have received services in EA 1 to EA 6 above	Retain for the same duration as the client file is retained for the service(s) provided above <b>Corporate</b>	
<b>EA 11</b>	Complaints from parents, guardians, carers or other third parties of children who have been taken into care	Retain for the same duration as the client file is retained for the service(s) provided above <b>Corporate</b>	This will be filed separately from the child/children's file(s) but should be cross-referenced.
<b>EA 12</b>	Adopted Child – order made	100 years from date of order <b>Statutory</b>	<u>See next line</u> If child looked after before or after adoption then looked after child file retained for this period as well
<b>Note for EA 12:</b> Regulation 6 of the Disclosure of Adoption Information (Post Commencement) Regulations 2005. While the order was not retrospective, the period has been applied to all remaining adoption orders that were made before the regulation came into force. Post-adoption support, complaints & enquiries for adopted persons will be held with the case file.			
<b>EA 13</b>	Adopters (successful)	100 years from date of order <b>Statutory</b>	<u>See next line</u>
<b>Note for EA 13:</b> Regulation 6 of the Disclosure of Adoption Information (Post Commencement) Regulations 2005. While the order was not retrospective, the period has been applied to all remaining adoption orders that were made before the regulation came into force. Post-adoption support, complaints & enquiries from adoptive parents will be held with the case file.			
<b>EA 14</b>	Child placed for adoption, but no order made and never Looked After Child (LAC)	75 years from date of order <b>Statutory</b>	<u>See next line</u>
<b>Note for EA 14:</b> Regulation 14(3) Adoption Agencies Regulations 1983 – these state that these records should be kept for as long as the agency considers appropriate. Complaints and enquiries from clients in this category will be held with the case file.			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EA 15	Approved adopters, child placed, no order made	75 years from child's date of birth <b>Statutory</b>	Regulation 14(3) Adoption Regulations 1983. Complaints from clients will be held with the case file.
EA 16	Adoption Panel minutes	100 years from date of meeting <b>Statutory</b>	Adoption Regulations 2005. Individual adoptees/adopters may be named & the retention period must be the same as their case file
EA 17a	Approved adopters, no placement made	30 years from date of approval <b>Statutory</b>	Regulation 14(3) Adoption Regulations 1983.
EA 17b	Prospective adopters: (a) Initial enquiry, no further progress (b) Initial assessment, not taken forward to panel (c) Taken to Adoption panel, not approved	(a) 3 years from case closure (b) 8 years from case closure (c) 30 years from Panel decision <b>Statutory</b>	Regulation 14(3) Adoption Regulations 1983.
EA 17c	Adoption enquiries from family linked relatives about a person placed for adoption	100 years from date of Adoption Order - <b>Statutory</b>	Regulation 14(3) Adoption Regulations 1983. Regulation 6 Disclosure of Adoption (Post Commencement) Regulations 2005
EA 17d	Inter-country adoptions – advice sought form authority Adoption services	100 years form date of Adoption taking place or advice provided <b>Statutory</b>	Regulation 14(3) Adoption Regulations 1983. Regulation 6 Disclosure of Adoption (Post Commencement) Regulations 2005
EA 18	Foster carer – approved & foster children placed with them	75 years from case closure <b>Statutory</b>	Fostering Service (England) Regulations 2011. Complaints from clients will be held with the case file.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EA 19</b>	Foster carer enquiries (1) Initial interest followed up but no initial assessment carried out (2) initial assessment completed but no child placed	(1) 3 years from case closure (2) 8 years from case closure <b>Statutory</b>	Section 32 (3) Fostering Service (England) Regulations 2011
<b>EA 20</b>	Fostering Panel minutes	75 years from date of meeting <b>Statutory</b>	Fostering Service (England) Regulations 2011. Individual foster carers or looked after children may be named & the retention period must be the same as their case file
<b>EA 21</b>	Guardian ad Litem and Rehabilitation Office (GALRO) administration panel	7 years from date of last entry <b>Statutory</b>	Court of Protection
<b>EA 22</b>	Residential homes for children: documents containing personal information relating to the operation of the establishment: Communications book, Diaries, Rotas, Daily logs/Night books, Complaints/compliments, Registers, Menus, Accident records, Accident books, Medicinal reports, Valuables register, Acts of violence & Incident reports	75 years from date of last entry <b>Statutory</b>	Amended from 50 years in 2011. Children's Homes Regulations 1991 – section 17(2)
<b>EA 23</b>	Day care units for children & families: documents containing personal information relating to the operation of the establishment: Communications book, Diaries, Rotas, Daily logs/Night books, Complaints/compliments, Registers, Menus, Accident records, Accident books, Medicinal reports, Valuables register, Acts of violence & Incident reports	15 years after last recorded entry or closure of establishment. <b>Statutory</b>	Children's Homes Regulations 1991 – section 17(2)
<b>EA 24</b>	Individual social worker or team manager diaries	Current year + 6 years <b>Corporate</b>	Amended in 2001 from current + 1 year

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EA 25</b>	Common Assessment Framework (CAF) (a) pre-CAF forms (b) referrals, minutes and decision papers	(a) 6 months (b) 25 years from date of birth <b>Corporate</b>	
<b>EA 26</b>	<b>Entry not used from 06/02/2018 – see EA 28 entry</b>		
<b>EA 27</b>	Speech and Language Schools' Assistant Team (SALSA)	33 years from date of birth <b>Corporate</b>	<u>See next line</u>
<b>Note for EA 27:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 28</b>	School Admissions transfer and admission application forms. Appeals against refusal of school places	When cohort or individual child attains 17 years of age <b>Corporate &amp; Statutory</b>	Education Acts. School means: Infant, Junior, Primary & Secondary Schools. See also EA 34
<b>EA 29</b>	Specialist Teaching and Advisory Service (STAS)	33 years from date of birth <b>Corporate</b>	<u>See next line</u>
<b>Note for EA 29:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 30</b>	Local Authority Designated Officer (LADO) information registration of details of persons of <b>possible</b> concern working or volunteering with children, young people & vulnerable adults	6 years rolling programme of annual review <b>Corporate</b>	Only names and dates of birth are recorded on the appropriate system for the details to be checked. Only the LADO may enter and review the data held
<b>EA 31</b>	Child Employment Licence	Until child attains 25 years of age. <b>Corporate</b>	
<b>EA 32</b>	Child Performance Licence	Until child attains 25 years of age. <b>Corporate</b>	
<b>EA 33</b>	Child Chaperone Licence	Until youngest child chaperoned attains 25 years of age - <b>Corporate</b>	
<b>EA 34</b>	Decelerated pupils school admission and appeal files	Until pupil leaves mainstream school year <b>Corporate</b>	See also EA 28
<b>EA 35</b>	Family Time Income Generation: In-house service to trade offer to other Local Authorities and private family law referrals' (weekends & evenings)	(a) Private commissions for the service: duration of the service	Limitation Act 1980 Part (a) the individuals concerned will be advised of their right to be forgotten as the

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		provision plus 6 years after the completion of the service  (b) Other local authority or service provider commissions: the duration of the service provision and then returned to the commissioning authority. In the event the commissioning authority requests we retain the record then this will be for 6 years after the completion of the service	service is not a statutory function Part (b) no copy will be retained on our systems if returned to the commissioning authority
<b>EA 36</b>	Phoenix project working with young women and repeated pregnancies	3 years from case closure <b>Corporate</b>	Access restricted to Phoenix project team
<b>EA 37</b>	Education – elective home education	33 years from date of birth <b>Statutory</b>	Limitation Act 1980
<b>Note for EA 37:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 38</b>	Education – children missing education	33 years from date of birth <b>Statutory</b>	Limitation Act 1980
<b>Note for EA 38:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 39</b>	Education – reduced timetables	33 years from date of birth <b>Statutory</b>	Limitation Act 1980
<b>Note for EA 39:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>EA 40</b>	Engaging in education, employment or training. (Raising Participation Age (RPA))	(a) 18 years from date of birth (b) 26 years from date of birth (SEN)	Education and Skills Act 2008
<b>Note for EA 40:</b> At review check to see if client has been a looked after child. If yes, follow the guidelines at <b>EA 9</b> . If not, then record can be destroyed.			
<b>End of section EA</b>			

Schedule identifier number: **EB**

Educational Establishments

*This Schedule is applicable to all educational establishments within the remit of Southampton City Council Children's Trust Board*

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EB 1.1 EDUCATIONAL ESTABLISHMENTS ADMINISTRATION &amp; MANAGEMENT</b>			
<b>EB 1.1.1</b>	Minutes and reports of management team meetings	Academic Year + 3 Ac Yrs <b>Children's Trust Board (CTB)</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 1.1.2</b>	Professional development plans	Academic Year + 3 Ac Yrs <b>(CTB)</b>	
<b>EB 1.1.3</b>	School development plans	Academic Year + 3 Ac Yrs <b>(CTB)</b>	
<b>EB 1.1.4</b>	Records of Head teacher, deputy head teachers & teachers with administrative responsibilities	Academic Year + 6 Ac Yrs <b>(CTB)</b>	
<b>EB 1.1.5</b>	School Admissions Register	Academic Year + 6 Ac Yrs after the date of the last entry <b>CTB</b>	
<b>EB 1.2 HEALTH &amp; SAFETY RECORDS</b>			
<b>EB 1.2.1</b>	HS1 Accident/Incident report form HS2 Violence/Abuse report form Above forms no longer used. All accidents and incidents less pupil minor accidents are now reported using Health and Safety Management System (HSMS)	(a) Adults – date of incident + 7 years; (b) Children – date of birth of child + 25 years <b>Statutory</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>EB 1.2.2</b>	School minor accident report forms	Children: until attain age of 25 years <b>(CTB)</b>	All minor accident records for pupils kept by school.
<b>EB 1.2.3</b>	Incident Reports & Related Correspondence	(a) General: Academic Year + 6 Ac Yrs; (b) For negligence not involving personal injuries: Academic Year + 12 Ac Yrs <b>Statutory</b>	Limitation Act 1980 Latent Damage Act 1986

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EB 1.2.4</b>	Incident Claims Forms	7 Ac yrs after 18 <sup>th</sup> birthday <b>Statutory</b>	Limitation Act 1980 Workmen's Compensation Act
<b>EB 1.3 INSPECTION</b>			
<b>EB 1.3.1</b>	OFSTED	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.3.2</b>	Local authority advisory/inspection reports	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.3.3</b>	Independent inspectors' reports/papers for inspection	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.4 PROPERTY</b>			
<b>EB 1.4.1</b>	Records of lettings of school premises	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
<b>EB 1.4.2</b>	Title Deeds	To be permanently retained <b>(CTB)</b>	Should not be retained on the actual site
<b>EB 1.4.3</b>	Maintenance log books	10 Years after last entry <b>(CTB)</b>	
<b>EB 1.4.4</b>	Contractors' reports	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.4.5</b>	Inventories of furniture and equipment	Until superseded <b>(CTB)</b>	
<b>EB 1.4.6</b>	Plans	Retain while educational facility is operational <b>(CTB)</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 1.5 PUPILS</b>			
<b>EB 1.5.1</b>	Child Protection files	Date of birth + 25 years <b>Statutory</b>	See note below
<p><b>Note for EB 1.5.1:</b> Education Act 2002, s.175, related guidance "Safeguarding Children in Education", September 2004. Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example)</p> <p>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority</p>			
<b>EB 1.5.2</b>	Allegations of a child protection nature against a member of staff, including where the allegation is unfounded	<u>See entry under EB 1.8.2</u>	
<b>EB 1.5.3</b>	Attendance registers	Date of register + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.5.4</b>	Pupil's educational record	Until attains age of 25 years - <b>Statutory</b>	The Education (School Records) Regulations 1989. SI No 1261



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EB 1.5.5</b>	Pupil's examination results, examination certificates	Destroy any unclaimed certificates 12 months after date of issue. Retain a list of destroyed certificates for four years from date of destruction - <b>Statutory</b>	Joint Council for Qualifications
<b>EB 1.5.6</b>	Pupil files	Until attains age of 25 years <b>CTB</b>	
<b>EB 1.5.7</b>	Pupil database	Current information only <b>Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018
<b>EB 1.5.8</b>	Absence books	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.5.9</b>	Absence letters	Academic Year + 2 Ac Yrs <b>CTB</b>	
<b>EB 1.5.10</b>	School trips & educational visits		
	(a) school trip where no major incident occurs	Slips retained until the conclusion of the trip ( <b>CTB</b> )	
	(b) school trip where a major incident occurs	The permission slips for <b>all</b> pupils on the trip need to be retained to show that the rules had been followed for all pupils. Retain until the pupil(s) involved have attained 25 years of age <b>Statutory</b>	Limitation Act 1980
	(c) Primary School educational visits	Date of visit + 14 Ac Yrs <b>Statutory</b>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).
	(d) Secondary School educational visit	Date of visit + 10 Ac Yrs <b>Statutory</b>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).
<b>EB 1.5.11</b>	Walking Bus registers	Date of register + 6 Ac Yrs <b>CTB</b>	This takes into account the fact that if there is an incident requiring an accident

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			report the register will be submitted with the accident report and kept for the period of time required for accident reporting. <b>See also 1.2.2 &amp; 1.2.3</b>
<b>EB 1.6 SCHOOL COUNCIL</b>			
<b>EB 1.6.1</b>	Children's' council including minutes, & correspondence	Academic Year + 3 Ac Yrs <b>CTB</b>	
<b>EB 1.7 SCHOOL ORGANISATION</b>			
<b>EB 1.7.1</b>	Log books	Academic Year + 6 Ac Yrs <b>CTB</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 1.7.2</b>	School prospectus	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.7.3</b>	Head teachers official diary	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.7.4</b>	Staff meeting minutes	Academic Year + 3 Ac Yrs <b>CTB</b>	
<b>EB 1.7.5</b>	Administrative and general files	Academic Year + 6 Ac Yrs <b>(CTB)</b>	
<b>EB 1.7.6</b>	Annual calendar of events	Current academic year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 1.7.7</b>	Circulars to staff & pupils, newsletters to parents/guardians	Academic Year + 3 Ac Yrs <b>CTB</b>	
<b>EB 1.7.8</b>	Staff handbook	Until superseded <b>(CTB)</b>	
<b>EB 1.7.9</b>	Visitors' book	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.7.10</b>	Circulars	Until superseded <b>(CTB)</b>	
<b>EB 1.7.11</b>	Department for Education statutory returns	Academic Year + 7 Ac Yrs <b>CTB</b>	
<b>EB 1.7.12</b>	Local Authority non-statutory data collection	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 1.7.13</b>	If an educational establishment manages an old pupil association/organisation, use the retention periods specified at entry EB 7.1.		

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EB 1.8 STAFF</b>			
<b>EB 1.8.1</b>	For Teaching, supply teaching and non-teaching staff records see the entries in the Corporate Schedule (section A) at numbers A 1.5 to A 1.18 inclusive		
<b>EB 1.8.2</b>	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the staff members normal retirement age, or 10 years from the date of the allegation whichever is the longer - <b>Statutory</b>	<u>See note below</u>
<p><b>Note for EB 1.8.2:</b> Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005.</p> <p>The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60: “Record Keeping: It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.”</p>			
<b>EB 1.8.3</b>	Personnel database	Current information only <b>Statutory</b>	The UK General Data Protection Regulation and the Data Protection Act 2018
<b>EB 2 CAREERS ADVICE - PUPILS</b>			
<b>EB 2.1</b>	Correspondence files for Career Advisors	Until superseded ( <b>CTB</b> )	
<b>EB 2.2</b>	Pupil’s Career Advice files	Academic Year + 6 Ac Yrs ( <b>CTB</b> )	
<b>EB 3 THE CURRICULUM</b>			
<b>EB 3.1</b>	Annual Curriculum returns for Local Authority maintained schools	Academic Year + 3 Ac Yrs ( <b>CTB</b> )	
<b>EB 3.2</b>	Interim and final reports of the National Curriculum Council	Current information only ( <b>CTB</b> )	
<b>EB 3.3</b>	Curriculum development minutes & files	Academic Year + 6 Ac Yrs ( <b>CTB</b> )	
<b>EB 3.4</b>	Curriculum development returns	Academic Year + 3 Ac Yrs ( <b>CTB</b> )	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EB 3.5</b>	School syllabus	Academic Year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 3.6</b>	Schemes of work	Academic Year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 3.7</b>	Timetable	Academic Year + 1 Ac Yrs <b>(CTB)</b>	
<b>EB 3.8</b>	Class record books	Academic Year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 3.9</b>	Mark Books	Academic Year + 1 Ac Yrs <b>(CTB)</b>	
<b>EB 3.10</b>	Record of homework set	Academic Year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 3.11</b>	Pupils' work	Academic Year + 1 Ac Yr <b>(CTB)</b>	
<b>EB 3.12</b>	Examination results	See entry at EB 1.5.6	
<b>EB 3.13</b>	Examination records	Academic Year + 6 Ac Yrs <b>(CTB)</b>	
<b>EB 3.14</b>	PAN reports	Academic Year + 6 Ac Yrs <b>(CTB)</b>	
<b>EB 4 EXTRA CURRICULUM AND MISCELLANEOUS ACTIVITIES</b>			
<b>EB 4.1</b>	School magazines, scrapbooks, photographs, audio-tapes and video tapes of events, programmes	Academic Year + 1 Ac Yrs <b>CTB</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 4.2</b>	School history	Academic Year + 6 Ac Yrs <b>(CTB)</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 4.3</b>	Annual Speech Day Reports and Prize Lists	Academic Year + 6 Ac Yrs <b>(CTB)</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 5 FINANCE</b>			
<b>EB 5.1</b>	School Meals:-		
	(a) Dinner Registers	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
	(b) Tickets	Fin Yr of the transaction <b>Corporate</b>	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	(c) Till Rolls	Fin Yr of the transaction <b>Corporate</b>	
	(d) School Meals Summary Sheets	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
	(e) Free School Meals Authorisations	Whilst child attends school + 1 Fin Yr - <b>Corporate</b>	
<b>EB 5.2</b>	School Journey Books	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
<b>EB 5.3</b>	Applications for free school meals, travel, uniforms	Whilst child attends school + 1 Fin Yr - <b>Corporate</b>	
<b>EB 5.4</b>	Integrated School Allowance Ledger	Fin Yr of the transaction + 6 Fin Yrs - <b>Corporate</b>	
<b>EB 6 GOVERNANCE</b>			
<b>EB 6.1</b>	Instruments and articles of maintained schools	Retain while educational facility is operational ( <b>CTB</b> )	Consult Southampton City Archives service at end of retention period.
<b>EB 6.2</b>	Proceedings: minutes	Academic Year + 6 Ac Yrs <b>CTB</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 6.3</b>	Proceedings: agenda papers and reports		
	a) Papers from the Department for Education	Until superseded ( <b>CTB</b> )	
	b) Papers from the Local Authority	Until superseded ( <b>CTB</b> )	
	c) Papers from the school staff	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 6.4</b>	Proceedings of the annual parents' meeting	Academic Year + 3 Ac Yrs <b>CTB</b>	
<b>EB 6.5</b>	Action Plans	Academic Year + 3 Ac Yrs <b>CTB</b>	
<b>EB 6.6</b>	Annual Reports required by the Department for Education	Date of report + 10 years <b>Statutory</b>	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002. SI No 1171. Consult Southampton City Archives service at end of retention period.
<b>EB 6.7</b>	Policy Statements	Until superseded ( <b>CTB</b> )	It is advisable to maintain a running record of significant policy changes
<b>EB 6.8</b>	Records of complaints relating to the curriculum	Academic Year + 6 Ac Yrs	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		<b>CTB</b>	
<b>EB 6.9</b>	Governor training manual	Until superseded ( <b>CTB</b> )	
<b>EB 6.10</b>	Correspondence files	Academic Year + 6 Ac Yrs <b>CTB</b>	
<b>EB 6.11</b>	Proposals for schools to become, or be established as Academies	Academic Year + 3 Ac Yrs <b>CTB</b>	Consult Southampton City Archives service at end of retention period.
<b>EB 6.12</b>	Opt-out ballot papers	1 Year after Ballot Day - <b>CTB</b>	
<b>EB 6.13</b>	Records relating to endowments and trusts.	Retain while educational facility is operational ( <b>CTB</b> )	Consult Southampton City Archives service at end of retention period.
<b>EB 7 PARENT-TEACHER ASSOCIATION</b>			
<b>EB 7.1</b>	Minutes, correspondence, annual accounts, newsletters, photographs, audio and video tapes of events	Academic Year + 6 Ac Yrs <b>(CTB)</b>	Consult Southampton City Archives service at end of retention period in regards to minutes
<b>EB 8 SOUTHAMPTON MUSIC SERVICES</b>			
<b>EB 8.1</b>	Payments for music ensemble membership	Current financial year + 6 financial years ( <b>CTB</b> )	
<b>EB 8.2</b>	Payment for music lessons from Southampton Music Services	Current financial year + 6 financial years ( <b>CTB</b> )	
<b>EB 8.3</b>	Instrument loans from Southampton Music Services	1 year following end of loan <b>(CTB)</b>	
<b>End of section EB</b>			

Schedule identifier number: **EC**

**Health & Adult Social Care**

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<p><b>Note for assignment of review dates for joint/family files:</b> Where a file contains details of more than one person, the review date that will be applied will be calculated from the date of birth of the youngest person recorded.</p>			
<p><b>Note:</b> When reviewing a file please check that there are no other files being held by other parts of Health &amp; Adult Social Care or Children Services and Learning which have a longer retention period. If there are, then all files for the client must be kept for the longest retention period. Ideally, where possible all files should be kept together. When the longest review date is reached then all files can be reviewed together. If there are no other files for the client proceed with the review and decide on further justified retention (which must be documented with the reasons why) or destruction. <b>All files must be reviewed before destruction; no files will automatically be destroyed.</b></p>			
<p><b>EC 1</b></p>	<p>(1) All health and community care individual services client records (including receivership matters, sensory team - NB see (1) (c) for exception on BD8/CVI certificates). (2) Care account – financial records</p>	<p>(1) (a) 8 years from date of last entry or 3 years from date of death (if known) (1) (b) clients diagnosed with learning disabilities see entry EC 6 for guidance. (1) (c) BD8/CVI certificates of blindness <u>only</u> must be extracted and retained until the client attains 100 years of age, or 3 years from date of death (if known) (2) (a) 99 years from the date of the last active payment (2) (b) or upon confirmation of the date of death of the recipient destroy immediately <b>Statutory</b></p>	<p>(1) Adults residents in homes suffering from dementia-type illnesses are not classed as mentally disordered persons. Their records are retained for the same period specified in (a).  (2) Care Act 2014 section 29 (2), For practical purposes redundant accounts should be reviewed every 5 years</p>
<p><b>Note: a client’s record is defined as being all data collected about that person and retained for their casework/care/comfort etc. This can include any personal information for their welfare, medicinal administration records and the usual care records. (This list is not exhaustive).</b></p>			
<p><b>EC 2</b></p>	<p>(a) Adult placement providers (b) Individual carers</p>	<p>(a) 8 years after ceasing role. (b) 8 years after ceasing role. <b>Statutory</b></p>	<p>Care Act 2014</p>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EC 3</b>	Residential homes providers	25 years after cancellation or refusal of registration <b>Statutory</b>	Certificates of registration from the Care Quality Commission and financial payments
<b>EC 4</b>	Mentally disordered persons services (not dementia residents)	20 years after last contact or 8 years after date of death (if known) if this is sooner <b>Statutory</b>	Mental Health Act 1983
<b>EC 5</b>	Social worker or team manager diaries	Current year + 1 year <b>Corporate</b>	
<b>EC 6</b>	Learning Disabilities	20 years after last contact or 8 years after date of death (if known) if this is sooner. <b>Statutory</b>	Community Care Act 1990.
<b>EC 7</b>	Safeguarding investigations for provider and client; Deprivation of Liberty assessments	75 years after incident closure or 3 years after death <b>Statutory</b>	Care Standards Act 2000 (Part 7). Mental Capacity Act 2005
<b>EC 8</b>	Disabled Driver Permit - issue	2 years from expiry date of permit. <b>Statutory</b>	The Disabled Person's (Badges for Motor Vehicles) England Regulations 2000
<b>EC 9</b>	Residential homes and day centres record types listed below:	15 years after last entry in register or closure of establishment.- <b>Statutory</b>	Limitation Act 1980
<p>Summary management systems that manage the registration of adults housed by the local authority - home registers, admissions registers, discharge registers.</p> <p>Recording occupant's personal incidents/events in a home - accident records, accident books, valuables register, acts of violence, incident reports, daily log/night book.</p> <p>Information relating to the operation of the establishment - communications book, diaries, rotas, daily logs/night books, complaints/compliments.</p>			
<b>EC 10</b>	Unpaid carers assessments (a) Where personal budget payments are approved (b) Where no personal payment budgets are approved	(a) 8 years after ceasing role (b) 18 months after assessment for suitability for personal budget is completed	An unpaid carer is a person who provides unpaid caring support to a family member or a personal friend
<b>EC 11</b>	Blue Badge (Disabled Person's Parking) Scheme (a) Successful applications (b) Unsuccessful applications	(a) 3 years after the latest Blue Badge has expired (b) 6 months after the final (in the event of appeal) decision has been given	



Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
End of section EC			

Schedule identifier number: <b>ED</b>
<i>Public Health</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>ED 1</b>	Public Health records	As per the NHS guidance from the Department of Health available at the link in the comments section <b>Statutory</b>	<a href="http://www.dh.gov.uk">http://www.dh.gov.uk</a> & follow the links through to the Publications Section & then the Records management: NHS code of practice section
<b>ED 2</b>	National Child Measurement Programme data	26 years from date of birth <b>Statutory</b>	NHS Code of Practice
<b>ED 3</b>	Hospital Episode Statistics (HES)	10 years <b>Statutory</b>	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually DSA reference is DARS-NIC-00574-V2H1F The DSA states: "A maximum of ten years data will be retained at any point, such that as each new data year is received, the oldest year will be deleted e.g. the 2006/07 data year will be deleted once the final complete 2016/17 year has been received."
<b>ED 4</b>	ONS Birth Data Extract	As and when the data becomes redundant <b>Statutory</b>	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
<b>ED 5</b>	Primary Care Mortality Extract	As and when the data becomes redundant <b>Statutory</b>	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from 1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
<b>ED 6</b>	ONS Vital Statistics	As and when the data becomes redundant <b>Statutory</b>	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from 1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
<b>ED 7</b>	Strategic Analysis Data Drive	Reviewed every 5 years <b>Corporate</b>	This contains a range of non-Personal Identifiable Data used to provide the Intelligence and Strategic Analysis Service
<b>ED 8</b>	Crime Data received from Hampshire Constabulary for analysis	5 years <b>Statutory</b>	Section 7(ii) of Information Sharing Agreement 2019 with Hampshire Constabulary
<b>End of section ED</b>			

Schedule identifier number: <b>EE</b>
<b>THIS SECTION REFERENCE NOT USED AT 13 SEPTEMBER 2013</b>

Schedule identifier number: **EF**

*Housing Services*

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EF 1</b>	Housing Services local policies and procedures	Current + 10 years <b>Corporate</b>	Advisable to keep a record of any major procedural changes with new versions to avoid reversion
<b>EF 2</b>	<b><i>Entry no longer used at 14/09/2017</i></b>		
<b>EF 3</b>	Repair Satisfaction Questionnaire	1 year after data collected and entered onto system collection - <b>Corporate</b>	
<b>EF 4</b>	Block checks by Neighbourhood Wardens	6 years - <b>Corporate</b>	Held at LHOs
<b>EF 5</b>	Monthly H&S compliance checks for supported housing schemes	6 years <b>Corporate</b>	Held at LHOs
<b>EF 6</b>	(a) Tenancy and sold property files  (b) Cases closed with no further action	(a) 6 years after tenancy ceases or Right to Buy transaction completed – <b>Corporate</b> (b) 1 year - <b>Corporate</b>	Held on File Director system
<b>EF 7</b>	<b><i>Entry no longer used at 14/09/2017</i></b>		
<b>EF 8</b>	<b><i>Entry no longer used at 14/09/2017</i></b>		
<b>EF 9</b>	<b><i>Entry no longer used at 14/09/2017</i></b>		
<b>EF 10</b>	Homelessness applications under part viii of The Housing Act 1996	Current + 7 years <b>Corporate</b>	Held by Housing Needs
<b>EF 11</b>	<b><i>Entry no longer used at 14/09/2017</i></b>		
<b>EF 12</b>	Junior Warden scheme	6 years after participant attains 12 years of age - <b>Corporate</b>	
<b>EF 13</b>	<b><i>Moved to entry BD 80 @ 14/09/2017</i></b>		
<b>EF 14</b>	<b><i>Moved to entry BD 81 @ 14/09/2017</i></b>		
<b>EF 15</b>	Housing Register files, including special assessments	Current plus 6 years <b>Corporate</b>	Files held in File Director & special assessments in housing needs
<b>EF 16</b>	Welfare Rights and money advice files	Current plus 6 years - <b>Corporate</b>	
<b>EF 17</b>	Housing risk assessment files	Current plus 6 years <b>Corporate</b>	Restricted information. Held in housing needs
<b>EF 18</b>	Supported Housing:	(a) 6 years (b) 1 year	Entry (d) Telecare Services association

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	(a) Client records including case notes, plans, risk assessments, Careline & telecare data, referrals, other agency referrals & responding reports (b) Out of hours call logs (c) Customer satisfaction surveys (d) City Telecare Services answerphone/audio message recordings	(c) 1 year <b>Corporate</b> (d) 1 year <b>Statutory</b>	
<b>End of section EF</b>			

<b>Schedule identifier number: EG</b>
<i>Independent Domestic Violence Advocacy Services (IDVA)</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<b>EG 1</b>	Case files (a) adult victims (b) victims under the age of 18 years	(a) 10 years from last contact, but IDVA must be consulted before any destruction (b) 10 years after 18 <sup>th</sup> birthday, but IDVA must be consulted before any destruction <b>Corporate</b>	
<b>End of section EG</b>			

## AMENDMENT SCHEDULE

Contact: [Records.management@southampton.gov.uk](mailto:Records.management@southampton.gov.uk)

Schedule Ref	Date	Details & amendment number
<b>All amendment entries up to the end of December 2017 (version 9.002) have been placed in a separate retained document on Records Management shared drive folders.</b>		
Version 9.003	17/01/2018	Amendment 01-2018. Change title of section DI by adding "Building Control". New entries sections DI 4 & DI 5
Version 9.003	17/01/2018	Amendment 02-2018. Amendments to entries DA 27, DA 42, DA 49, DA 50 & DA 51. New entries DA 53 & DA 54
Version 9.003	17/01/2018	Amendment 03-2018. Addition of guidance and link to the Jay Inquiry at start of section EA
Version 9.003	17/01/2018	Published on the Intranet and Internet
Version 9.004	24/01/2018	Amendment 04-2018. New entry ED 2
Version 9.004	24/01/2018	Amendment 05-2018. New entry EC 10
Version 9.004	06/02/2018	Amendment 06-2018. Number of different amendments that link for various reasons: BD 45 – revised retention date; EA 7 – revised retention period and deletion of entry to SAUCEPANS; EA 26 – deleted and merged in to EA 28; EA 28 – entry amended with new retention period; EA 34 – new entry. Index updated
Version 9.004	15/02/2018	Amendment 07-2018. Updates to entries A 3.11, A 3.12 & A3.13 – change of regulations cited and a revised retention period for A 3.12
Version 9.004	05/03/2018	Published on the Intranet and Internet
Version 9.005	16/04/2018	Amendment 08-2018. Addition of new entries ED 3 to ED 7 inclusive.
Version 9.005	02/05/2018	Amendment 09-2018. Amendment to entries EC 1 and EC 9
Version 9.005	17/05/2018	Amendment 10-2018. Amendment to entry EB 1.7.11 extending retention period by one academic year
Version 9.005	17/05/2018	Amendment 11-2018. Amendment to entry DA 35.
Version 9.005	05/06/2018	Amendment 12-2018. New entry A 4.28 relating to Information Asset Register. <b>June 2019 this is now entry 4.31</b>
Version 9.005	23/07/2018	Amendment 13-2018. Change of retention period form two years to one year DC 8
Version 9.005	23/08/2018	Amendment 14-2018. Updates to EA 12, 13, 14, 15, 16, 17, 18 & 19. New entries EA 17a, 17b, 17c & 17d
Version 9.005	28/08/2018	Incorporation of parts of RMPP008 & RMPP009 (now obsolete and RMPP006a respectively) into section 2 of the pre- amble.
Version 9.005	28/08/2018	Tidy up of some references and spelling errors. Published on the Intranet and Internet
Version 10.000	14/11/2018	Part of new version layout amendments: SRO notes for audit trail only until published in new format.

		Amend 15-2018: new entry BM10 relating to PSN & PCI server logs (told areas affected by e-mail). Amendment to A 2.5 for PCI to be same period
Version 10.000	29/11/2018	Amend 16-2018. Change to entry A1.1 by extending from 6 month to 9 months plus expanding description of what is covered
Version 10.000	29/11/2018	Amendment 17-2018. New entry A 2.6 Relating to historical VAT records
Version 10.000	26/06/2019	Amendment not numbered, general maintenance. All amendment entries up to 31/12/2017 (up to version 9.002) have been removed to the shared drive folder as stated at the start of the amendment schedule
Version 10.000	26/06/2019	Amendment 01-2019. Removal of entries DB 14 to DB 19 (Street Lighting) inclusive as responsibility no longer with the authority but with contractors.
Version 10.000	26/06/2019	Amendment 02-2019. New entry DA 55 General Register Office documentation
Version 10.000	26/06/2019	Amendment 03-2019. New entries DB 28 & DB 29 relating to School Transport Service
Version 10.000	26/06/2019	Amendment 04-2019. New entries A 4.25, 4.26, 4.27 & 4.28 relating to various Data Protection requirements. Previous entries of A 4.26, 4.27 & 4.28 renumbered to A 4.29.4.30 & 4.31 respectively.
Version 10.000	16/07/2019	Amendment not numbered, general maintenance. BE 18 entry updated to explain NQT acronym as Newly Qualified Teacher. Index & acronym list updated too.
Version 10.000	19/07/2019	Amendment not numbered, general maintenance. Removal of two entries mentioning name of previous partnership company.
Version 10.000	23/07/2019	Amendment 05-2019. Revision and consolidation of entries BD 1 & BD 10 to BD 14 into new BD 10 to BD 14 entry.
Version 10.000	24/07/2019	Amendment 06-2019. Addition of conditional sentence in entries BD 7d & BD 9b
Version 10.000	24/07/2019	Amendment 07-2019. New entry A 4.32 relating to tender submission and contracts where this authority's terms and conditions would not apply. Cross reference line under entry A 4.7 also added
Version 10.000	07/08/2019	Version published on the Intranet and Internet sites
Version 10.001	12/08/2019	Minor amendments and tidy up; removal of reference to Strategic Services Partnership
Version 10.001	13/08/2019	Amendment 08-2019. Move entries DJ 10 to DJ 13 (Records Management) to section A 4.33 to A 4.36 inclusive
Version 10.001	13/08/2019	Amendment 09-2019. Amendment of entry BF 4
Version 10.001	13/08/2019	Amendment 10-2019. Removal of whole of entry BG (Benefits Investigation Unit) No longer part of the authority
Version 10.001	14/08/2019	Amendment 11-2019. New entry A 4.37 for RIPA 2000 approvals
Version 10.001	19/09/2019	Amendment 12-2019. New entry EA 35 for Family Time Income Generation
Version 10.001	25/09/2019	Amendment 13-2019. Amended entries BD 7 & BD 9a, b, c & d relating to Taxi licences. Removal of references to PACE.
Version 10.001	25/09/2019	Published on Intranet and Internet
Version 10.002	01/10/2019	Amendment 14-2019. New entry ED 8 relating to Crime Data shared by Hampshire Constabulary
Version 10.002	22/10/2019	Amendment 15-2019. Change number BD 4 to BD 4a; new entries BD 4b & 4c relating to various licences
Version 10.002	22/10/2019	Amendment 16-2019. Amendment to entries A 4.5 and A 4.6. Deletion of entry A 4.7
Version 10.002	25/10/2019	Amendment 17-2019. New entry DL 4 relating to administrative penalties for parking offences
Version 10.002	11/11/2019	Amendment 18-2019. Entry A 4.27 amended to reflect retention of a child's request for access to their records while they are a child.
Version 10.002	21/11/2019	Published on Intranet and Internet
Version 11.000	09/12/2019	Amendment 19-2019. New entry EC 11 Disability car permits (Blue Badge) applications
Version 11.000	23/01/2020	Amendment 01-2020. New entry DL 5 Littering Fixed Penalty Notices. Amendment of section title to Parking Services & Enforcement Services

Version 11.000	09/03/2020	Amendment 02-2020. New entry EA 36 Phoenix project working with young women and repeated pregnancies
Version 11.000	03/09/2020	Amendment 03-2020. Change to DA 51 of service used and reduced retention period by one year. Added new acronym to list and deleted one no longer used
Version 11.000	09/09/2020	Published on Intranet and Internet sites
Version 12.000	06/10/2020	Amendment 04-2020. Addition to sections EA & EC introduction of policy for review of joint/family files from date of birth of youngest person in a file
Version 12.000	18/11/2020	Amendment 05-2020. Update to the overall retention schedule to remove references to Directorate structure. Para 3.3 updated, contents list and overall section headings plus index.
Version 12.000	02/12/2020	Amendment 06-2020. Amendment to entry BE 5 by reducing period of retention to 6 months after date of event.
Version 12.000	19/05/2021	Amendment 01-2021. New entry DK 8 relating to Adult Learning European Project funding
Version 12.000	15/09/2021	Published on Intranet
Version 13.000	01/04/2022	Annual update published on Intranet. BD7-9 (Licensing) revised.
Version 13.001	12/04/2022	EA37-EA39 added. Published on internet & intranet
Version 13.002	18/05/2022	Updated legislation relating to DPA and GDPR. DA 22 – entry updated to include paper records.
Version 13.003	01/08/2022	DA 40 (f-h) – updated with extra entries. Includes various updates to layout and style
Version 13.004	30/08/2022	A 4.16 b & c – Addition for Survey/Insight data collection
Version 13.005	03/11/2022	BD 51 & 52 – addition of sealing forms & registers (legal services). Addition of Appendix C.
Version 14.000	23/01/2023	DK 8 – updated in line with current guidance. Reorganisation of the following, A4.1 - A4.37 moved/renumbered to BD53 – BD88 and A5.1 – A5.6 renumbered to A4.1 – A4.6. BD 54 & 55, amount updated to £200k (from £100k). A 4.7 (Visitors Books) added.
Version 14.001	01/06/2023	Amendment of A1.5 to include 'Right to work checks'. BD 9e – additional for taxi cam footage. BF 1 – Notes changed to reflect a reduction in paper record retention.
Version 14.002	25/07/2023	DA 12 – retention period amended to include 'current' + 3 years & updates to wording. EC 11 – Update to wording.
Version 14.003	07/09/2023	EF 6 – Amended to include closed/no further action cases. Removal of reference to Jay Inquiry
Version 14.004	16/10/2023	BF 1 – Notes amended. A2.5 – inclusion of bank details. EA 1 – Wording amended for clarity.
Version 14.005	10/01/2024	Annual update. DG 1 – Retention time reduction. BD 26 – Time reduced from 20 to 10 years.
Version 14.006	18/03/2024	EA 40 – New entry for education engagement.

**Records Management policies and procedures series**

<b>Number</b>	<b>Title</b>	<b>Issued</b>
<i>N/a</i>	Information Governance Policy	Current version available on the Information Governance intranet page
RMPP 001	Corporate Records Management Policy	Current version available on the Information Governance intranet page
RMPP 002	Records Review & Retention Schedule	Current version available on the Information Governance intranet page
RMPP 003	Legal Admissibility e-Records Policy, Assessment & Exemption List	Current version available on the Information Governance intranet page
RMPP 004	<b>Number not used @ 17/08/2018</b>	
RMPP 005	Records Disaster Recovery Procedure	Current version available on the Information Governance intranet page
RMPP 006	Local records procedures documentation template	Current version available on the Information Governance intranet page
RMPP 006a	Records Review Log	Current version available on the Information Governance intranet page
RMPP 007	Collections Access Policy <i>(relating to records held by Records Management)</i>	Current version available on the Information Governance intranet page
RMPP 008	<b>Number not used @ 17/08/2018</b>	
RMPP 009	<b>Number not used @ 17/08/2018</b>	<b>Now numbered as RMPP 003a</b>
RMPP 010	Missing files & data procedure	Current version available on the Information Governance intranet page



**Ongoing Inquiries**

<b>Public Inquiry</b>	<b>Information to be retained</b>
Covid-19 Inquiry	All information relating to Covid to be preserved until further guidance issued.