

CANTERBURY CITY COUNCIL RETENTION SCHEDULE				
<b>LGA GUIDE TO DATA RETENTION:</b>	Looking for the website? <a href="http://retention.esd.org.uk/">http://retention.esd.org.uk/</a> (registration required)	The LGA guide contains a useful list of legislative retention guides. You will need to login using your @canterbury email address to view the entries		
	Click on the Dept for a quick link	Searching for a word? use Ctrl/F		
	<b>1. Democratic Processes</b>	<b>8. Housing</b>		
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	<b>3. Community Services</b>	<b>10. Emergency planning</b>		
	<b>4. Legal Services</b>	<b>11. Enforcement Certification - Registration, Certification and Licensing</b>		
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	<b>6. Employment and HR records</b>	<b>13. Transport and Infrastructure</b>		
	<b>7. Finance, auditing and payroll</b>	<b>14. Business and Regeneration</b>		
		<b>15. Theatre and Museum services</b>		
Directorate	Information Asset Owner	Description	Retention action	Notes
	<b>1. Democratic Processes</b>			
	<b>Elections</b>			
S&D	Katherine Bescoby	Summary certification of those eligible to vote	Permanent Destroy after 12 months (Common practice)	Held manually and electronically in Elections. Out of date copies sent to the city archive as a public record.
S&D	Katherine Bescoby	Election material (Parish, District, Parliamentary, European)	Destroy after 2 years  Destroy after 12 months (Statutory)	Held in Elections  Sent to the Clerk of the Crown
S&D	Katherine Bescoby	Results	Destroy 6 months from date of election (Statutory)	
S&D	Katherine Bescoby	Electoral registration	Permenant - stored by the Canterbury Cathedral Archive, not accessible for 10 years.	
	<b>Council and Committee meetings</b>			

S&D	Matthew Archer	Council & Committee papers The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.	Substantive records - permanent (ModGov). Bound copy of minutes transferred to Canterbury Cathedral Archive for permanent retention. Background papers - 5 years. Kept by relevant service area.	Minutes - Hard & electronic copies – P&C Electronic copies: Pre-2002 – Migrated from Esco to ModGov 2002-2008 – Migrated from Trove to ModGov 2008 – to date stored on ModGov
S&D	Matthew Archer	Minute taking	Destroy after date of confirmation/approval of minutes	
S&D	Matthew Archer	Register of Member's interests	Retain for six years.	May be offered to Record Office as historical record
S&D	Matthew Archer	Register of Disclosures and General Notices by Members	Retain for six years. Pass to Record Office for consideration	
S&D	Matthew Archer	Declaration of Acceptance of Office	Retain for six years. Pass to Record Office for consideration	
S&D	Matthew Archer	Councillor Working groups and Best Value Reviews	Retain for 12 years and then review	
S&D	Matthew Archer	Petitions	Destroy after six years	Excludes statutory petitions such as Planning reps.
	<b>Partnership, Agency and External Meetings</b>			
S&D	Matthew Archer	Partnership internal processes: The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	As for Council and Committee Meetings (Permanent for substantive record, 5 years for background papers)	
S&D	Various - need to store centrally	Partnership external processes: The process of preparing external committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record.	Owner of record to define (RMS recommended – 3 years)	
	<b>2. Management and Administration</b>			
	<b>Corporate Planning &amp; Reporting</b>			
All Depts	Head of Service/Team Leader	Corporate Planning & Reporting: The corporate planning and reporting activities of Local Authorities	Permanent. Archive after 7 years Permanent. Archive after 2 years	Local Government Act 1972

All Depts	Head of Service/Team Leader	Preparing Strategic Business: The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Review 7 years from closure	Local Government Act 1972
All Depts	Head of Service/Team Leader	Preparing departmental business: The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Review 7 years from closure	Local Government Act 1972
	<b>Statutory Returns</b>			
All Depts	Head of Service/Team Leader	Statutory Returns: The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 7 years from closure. Retain electronic version.	Local Government Act 1972: sch 225 & 228 depending on statute under which information is collected.
	<b>Policy, Procedures, Strategy and Structure</b>			
All Depts	Head of Service/Team Leader	Development processes: Activities that develop policies, procedures, strategies and structures for the Local Authorities.	Destroy 2 years after Plan becomes obsolete Permenant retention on ModGov where approved by committee.	Local Government Act 2000 Common practice
	<b>Public consultation</b>			
All Depts	Head of Service/Team Leader	Consultation processes: The process of consulting the public and staff, where appropriate, in the development of significant or minor policies of the local authority	Destroy two years from closure.	Consultation responses will be retained for two years and then destroyed, unless there is a valid reason to extend for a further period.
	<b>Information Management</b>			
All Depts	Matthew Archer	Information Management processes: The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	Destroy two years from closure	Common practice
All Depts	Matthew Archer	Management of archived records The management of collections of records transferred to the archives	Current edition retained. Earlier versions archived for reference only (single copy) Permanent. Administrative use	Common practice
All Depts	Matthew Archer	Record of disposal/destruction of records The process which records the disposal of records	Permenant	Common practice based on Limitation Act
All Depts	Matthew Archer	Monitoring of access to information requests (FOI, EIR and Data Protection)	Destroy six years after last action	Retain longer if any legal case or complaint in relation to individual making SAR is ongoing
All Depts	Head of Service/Team Leader	Central Government Circulars	6 years, unless available from Government online.	

All Depts	Head of Service/Team Leader	Statutes and Statutory Instruments	6 years, unless available from Government online.	
	<b>Quality and Performance Management</b>			
All Depts	Head of Service/Team Leader	Service review process: The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit.	Destroy 3 years from closure. Option to review and extend if appropriate	Common practice
All Depts	Head of Service/Team Leader	Assessment of performance: The process of assessing the quality, efficiency, or performance of a local authority service or unit	Destroy 3 years from closure	Common practice
All Depts	Head of Service/Team Leader	Assessment of provider performance: The process of assessing the quality, efficiency, or performance of an external provider	Destroy 3 years from next review	Working documents to be retained during review. Only report and user interviews to be retained following creation of report.
	<b>Business Continuity Plans</b>			
All Depts	Head of Service/Team Leader	Business Continuity Plans (BCP)	Destroy when superseded	Retain until superseded
All Depts	Head of Service/Team Leader	Disaster Recovery Plans, records of emergency involving use of BCP	Destroy 6 years from closure. Option to review and extend if appropriate (i.e. if used in an emergency)	
	<b>General staff administration</b>			
All Depts	Head of Service/Team Leader	Management of external enquiries	Destroy 12 months after administrative use is concluded	
All Depts	Head of Service/Team Leader	Unstructured email correspondence - all issues concluded and no future implications	Destroy 30 days after administrative use is concluded (automated)	
All Depts	Head of Service/Team Leader	The management of detailed responses on relating to formal complaints about the application of council policies and procedures	Stage 1 - Destroy 3 years after administrative use is concluded Stage 2 & Ombudsman - Destroy 6 years after administrative use is concluded	Originals stored in Covalent or equivalent departmental IT system. Review at end of retention period.
All Depts	Head of Service/Team Leader	Handbooks and guides for cllrs/officers/public	Destroy when superseded	
All Depts	Head of Service/Team Leader	Departmental and team meetings Minutes & papers for internal meetings	Destroy 1 year from last action (or earlier if agreed)	Retain and review after three years
All Depts	Head of Service/Team Leader	Policy, guidelines, handbooks, manuals and standards	Retain until superseded by new procedures.	
All Depts	Head of Service/Team Leader	VDU Assessments	Retain electronically for two years then destroy	

All Depts	Head of Service/Team Leader	General filing not otherwise covered by Council policy or legislation	Retain for one year, review and destroy unless otherwise advised.	
All Depts	Head of Service/Team Leader	Policy, guidelines, handbooks, manuals and standards	Destroy two years after sale or disposal of vehicle	
	<b>3. Community Services</b>			
Direct Services	Marie Royle	Youth activities: Process involved in development of services or programmes for children and young adults	Annually reviewed	
Direct Services	Marie Royle	Community Centre Facility/Equipment Safety Check	Retain until superseded	
Direct Services	Marie Royle	Risk Assessments	Annually reviewed	Health and Safety
Direct Services	Marie Royle	Access Organisations	Keep until ended	
Direct Services	Marie Royle	Licences	Keep until ended	
Direct Services	Marie Royle	Attendance Records	Annually H&S legislation	
Direct Services	Marie Royle	Financial Records	See accounts and auditing	
Direct Services	Marie Royle	Grant Applications	7 years	
Direct Services	Marie Royle	Disabled Facilities Grants	10 years	Charge remains on the property for 10 years
Direct Services	Marie Royle	Accident Report Forms/Reports	In accident book and electronically – retained for 2 years	
Direct Services	Marie Royle	Provision of services: young people Process involved in the development of services or programmes for young people	Retain for 7 years from closure	
	<b>Housing Provision</b>			
Direct Services	David Ford	Management of local authority welfare housing- The process of managing local authority welfare housing	Destroy 4 years after last action	
Direct Services	David Ford	Temporary housing- The process of the allocation of temporary accommodation/& permanent housing, registering clients applying for housing, managing tenancies and monitoring Rent Accounts	Destroy 7 years after last action.	Housing Services Common Practice
Direct Services	David Ford	Provision of housing advice	Destroy 7 years after last action.	
Direct Services	David Ford	Housing information from other agencies– CAB, Probation Service, Other Housing providers	Destroy 7 years after last action.	Files to be kept within Housing Services Common Practice
Direct Services	David Ford	Property adaptation: joint files with health	Destroy after six years	Hold electronically

	<b>4. Legal Services</b>			
		<b>Litigation</b>		
Resources	Steven Boyle	Managing, undertaking or defending for or against litigation on behalf of the local authority	Destroy 7 years after last action	Archive in Records Centre
Resources	Steven Boyle	Administration and Enforcement	Litigation to be reviewed before destruction. Destroy two years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased.	
	<b>Prosecutions</b>			
Resources	Steven Boyle	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action	Common practice
	<b>Advice</b>			
Resources	Steven Boyle	The process of providing legal advice on a point of law	Destroy 3 years from last action	As above
	<b>Agreements</b>			
Resources	Steven Boyle	Process of agreeing terms between organisation (Not contractual agreements)	Destroy 6 years after agreement expires or is terminated if these are only signed but not sealed otherwise 12 years after the agreement expires or is terminated.	Common practice – dependent on value of agreement. Mainly agreements between public bodies – not in regard to contracts
Resources	Steven Boyle	S 38 Agreements	Destroy 6 months after last action	In Legal Services In Property – copies retained 20 years
Resources	Steven Boyle	S 106 Agreements	Destroy 1 yr after compliance	In Legal Services in secure storage In Property – copies retained 20 years
	<b>Conveyance (See also Property Acquisition and Disposal) (8)</b>			
Resources	Steven Boyle	Process of changing ownership or land or property	Retain for 12 years after interest in property ceases, then destroy	Within Property for 2 years and then pass to Records Centre
Resources	Steven Boyle	Welfare housing tenancies	Ordinary contracts destroy 6 years after contract expired Contracts under seal destroy 12 years after contract expired	Statutory

Resources	Steven Boyle	Misc. legal records	Destroy 20 years after last action. Planning enforcements can only be destroyed after individual review and assessment.	with Legal Services
Resources	Steven Boyle	Original Legal documents	Keep indefinitely	within Legal Services
Resources	Steven Boyle	Councillor Correspondence	18 months	
Resources	Steven Boyle	Council house sales	12 years after sale of house	
	<b>General</b>			
Resources	Steven Boyle	Harbour Authority	Review after 10 years	
Resources	Steven Boyle	Debt Collection	6 years	
Resources	Steven Boyle	Staff files	To HR after staff have left the council's employment	
Resources	Steven Boyle	Foothpath diversions	Review after 10 years from when first archived and in conjunction with the destruction policy guidelines at the Public Rights of Way Office - would develop to include temporary orders as no need to retain for 10 years	
Resources	Steven Boyle	Planning	Destroy 12 years after closure	
Resources	Steven Boyle	Highways	Destroy 12 years after last action on scheme	
	<b>5. Contract procurement and management</b>			
	<b>Procurement</b>			
All Depts	Head of Service/Team Leader	Pre contract advice	Destroy 2 years after contract let or not preceded with	Within Legal Services or relevant service unit if held on site for 1 year, then to Records Centre for storage
All Depts	Head of Service/Team Leader	Tender evaluation	Destroy 1 year after start of contract	Within Legal Services or relevant service unit if held on site for 1 year, then to Records Centre for storage
All Depts	Head of Service/Team Leader	Successful tender document	Ordinary contracts destroy 6 years after contract expired Contracts under seal destroy 12 years after contract expired	Within Legal Services or relevant service unit if held on site for 1 year, then to Records Centre for storage
All Depts	Head of Service/Team Leader	Unsuccessful tender documents	Destroy 2 years after contract not proceeded with	Within Legal Services or relevant service unit if held on site for 1 year, then to Records Centre for storage

All Depts	Head of Service/Team Leader	Post tender negotiation	Ordinary contracts destroy 6 years after contract expired Contracts under seal destroy 12 years after contract expired	Within legal destroy after one year after the terms of contract have expired
All Depts	Steven Boyle	Awarding of contract	Ordinary contracts destroy 6 years after contract expired Contracts under seal destroy 12 years after contract expired	Within Legal Services
	Steven Boyle	Asset of community value requests	Permanent	Within Legal Services
All Depts	Steven Boyle	Contract operation and monitoring	Destroy 2 years after terms of contract expired	Within Legal Services
	<b>Contract Management</b>			
Commissioned Services	David Ford	Management and amendment of contracts	Ordinary contracts destroy 6 years after contract expired Contracts under seal destroy 12 years after contract expired	
Resources	Steven Boyle	Legal - Contracts/Contracts files/Evaluation of tenders/successful tender documents	Contract under hand (signed) - destroy six years after contract expires or is terminated. Contract under seal - destroy 12 years after contract expires or is terminated(	
	<b>6. Employment and HR records</b>			
	<b>EKHR records</b>			
HR	General HR records	Excluding documents listed below	6 years after employment ceases	Non- statutory
HR	Wage and Salary data	Including overtime, bonuses, expenses	6 years	Statutory
HR	Recruitment records for unsuccessful applicants		6 months from closing date	Non- statutory
HR	Inland Revenue/HMRC approvals		Indefinitely	Non-statutory
HR	Disciplinary records	Informal improvement notice First formal warning Final written warnings. Allegation of abuse against a child (whether substantiated or not).	6 months after date issued 6 months after date issued 12 months after date issued Indefinitely	Non- statutory
All Depts	Medical records	As specified by the Control of Substances Hazardous to Health Regulations/Control of Asbestos at Work Regulations/ details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	Statutory
All Depts	Medical records under the Ionising Radiations Regulations 1999		Until the person reaches 75 years of age, but in any event for at least 50 years	Statutory



All Depts	Accident reports		3 years from the date of the last entry (or, if the accident involves a child/young adult, until that person reaches the age of 21)	Statutory
All Depts	Investment or pension records		12 years from date of benefit ceasing	Non- statutory
	<b>Staff Monitoring</b>			
All Depts	Head of Service/Team Leader	Performance- Performance related reports for staff in employment. Can also include reports on voluntary staff	Destroy 1 year after employee has terminated employment or five years after action completed (whichever longest)	
All Depts	Head of Service/Team Leader	Attendance records- Process of monitoring staff leave and attendance	Annual leave – 2 years Sick leave – 3 years All others – two years after action completed	Stored on EK People
All Depts	Head of Service/Team Leader	Appraisal Records - Process of staff appraisal	Two years	
All Depts	Head of Service/Team Leader	One-to-one records	Two years	
	<b>Staff Retention</b>			
All Depts	Head of Service/Team Leader	Financial reward	Destroy 7 years after action completed	All records relating to actual payments are dealt with under Accounts and Auditing Section 7
	<b>7. Finance, auditing and payroll</b>			
	<b>Reporting</b>			
Resources	Lisa Fillery	Consolidated annual financial reports: The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Permanent - Transfer to place of deposit after administrative use is concluded	
Resources	Lisa Fillery	Consolidated periodic financial reports: The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Excludes journals and subsidiary ledgers and cash books.	Destroy when administrative use is concluded	
	<b>Financial Transactions Management</b>			
Resources	Lisa Fillery	Approvals management: Management of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	Statutory (Limitations Act)

Resources	Lisa Fillery	Receipt, expenditure and write-off of public monies: Identification of the receipt, expenditure and write-offs of public monies. Includes ordering and stock documentation.	Destroy 6 years after conclusion of financial transaction that the record supports	Statutory. Period may be reduced with agreement of Custom and Excise and/or the Inland Revenue
	<b>Financial Transactions Management</b>			
Resources	Lisa Fillery	Public transport transactions: Process involving the provision and support for individuals using public transport	Destroy 6 years after conclusion of financial transaction that the record supports	
Resources	Lisa Fillery	Balance and reconciliation of financial accounts	Destroy 2 years after administrative use is concluded	Common practice
Resources	Lisa Fillery	Taxation records	Destroy 5 years after the end of the financial year in which the records were created.	Statutory
Resources	Lisa Fillery	National Insurance Number – process for collection	Destroy 2 years after employee ceases employment	Common practice
	<b>Payroll</b>			
Resources	Lisa Fillery	Accountable processes relating to payment of employees	Destroy 7 years after conclusion of financial transaction that record supports	Statutory
Resources	Lisa Fillery	Non-accountable processes relating to payment of employees	Destroy after administrative use is completed	Common practice
Resources	Lisa Fillery	List of Authorised Signatories	Destroy 1 year after audit	Within Team
	<b>Financial Provisions: Budgets and Estimates</b>			
Resources	Lisa Fillery	Finalisation of annual budget: The process of finalising local authorities' annual budget	Permanent - Transfer to place of deposit after administrative use is concluded	Common practice Only the final version of the annual budget needs to be kept
Resources	Lisa Fillery	Development process for annual budget: The process of developing local authorities' annual budget	Destroy 2 years after annual budget adopted by local authority	Common practice
Resources	Lisa Fillery	Reporting process of annual budget: The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after following year's annual budget has been adopted by local authority	Common practice
	<b>Financial Provisions: Loans</b>			
Resources	Lisa Fillery	Borrowings The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Destroy 7 years after loan has been repaid in full	Statutory

Resources	Lisa Fillery	Summary management of loans	Permanent - Transfer to place of deposit after administrative use is concluded	Common practice
	<b>Insurance: Policy Management</b>			
Resources	Lisa Fillery	Legal - Minor insurance matters	Destroy after 25 years	
Resources	Lisa Fillery	Management of insurance arrangements: Summary management of insurance arrangements	Permanent - Transfer to place of deposit after administrative use is concluded	
Resources	Lisa Fillery	Insurance process: Process of insuring local authority officers, property, vehicles, equipment against negligence, loss or damage	Destroy 7 years after terms of the policy have expired	
Resources	Lisa Fillery	Renewal process: Process of renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	
Resources	Lisa Fillery	Recording claims: The process that records claims against the local authority or local authority officers	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	
	<b>Public Health Burials</b>			
Resources	Lisa Fillery	Closed cases: general paperwork and items of no value	Destroy after one year from date of death	
Resources	Lisa Fillery	Closed cases: items of value	Destroy after 12 years from date of death	
	<b>8. Housing</b>			
	<b>Financial Provisions: Housing</b>			
Resources	Lisa Fillery	Mortgages	Last payment + 6 years if signed Last payment + 12 years if sealed	Statutory
Resources	Lisa Fillery	"Right to Buy"	Destroy 12 years after sale of house	Common practice
East Kent Housing	Lisa Fillery	Rent payments	Destroy 7 years after end of financial year in which created.	Tenancy General File to be retained in Housing Services as long as CCC own the temporary accommodation. Statutory
East Kent Housing	Lisa Fillery	Home Improvement Grants	Destroy 6 years after last payment for grants under £50,000. Destroy 12 years after last payment for grants over £50,000 Where plans and detailed drawings included offer to archive.	Statutory

EKS	Lisa Fillery	Council Tax Valuation The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists – permanent - offer to archivist Destroy 10 years after the year in which valuation was made	Common practice
East Kent Housing	Lisa Fillery	Property History The recording of information for rateable properties identifying the person or company rated, and value of the property. (Excludes accounting information)	Permanent - Transfer to place of deposit after administrative use is concluded	Common practice
EKS	Lisa Fillery	Rates and Local Authorities Tax Correspondence	Destroy 7 years after last action	Common practice
Resources	Lisa Fillery	Summary Assets Management	See Property Management for real property assets	
Resources	Lisa Fillery	Summary management reporting Summary management reporting on overall assets of the local authority	Permanent - Transfer to place of deposit after administrative use is concluded	Common practice
	<b>Housing Asset Monitoring and Maintenance</b>			
Housing	David Ford	Monitoring and management of housing assets in summary form	Destroy 7 years after conclusion of financial transaction that the record supports	Common practice
Housing	David Ford	Process of reporting and reviewing housing asset status	Destroy 2 years after administrative use if concluded	Common practice
Housing	David Ford	Process of maintaining housing assets	Destroy 7 years after last action	Common practice
Resources	David Ford	Management and disposal of the asset- Management of the asset (by financial lease or purchase) and disposal (by sale or write of) process for assets	Destroy 6 years, if under £50,000 or 12 years, if over £50,000, after all obligations/entitlements are concluded. Leases to be destroyed 12 years after the lease has expired.	Statutory
	<b>9. Property and Land Management</b>			
	<b>Property and Land Management</b>			
Resources	Caroline Hicks	Reports- Reports to management on property holdings of the local authority	Permanent –Transfer to place of deposit after administrative use is concluded	
Resources	Caroline Hicks	Building and maintenance files	Retain for 12 years, then destroy	Within Property Services for 2 years then pass to Records Centre
Resources	Caroline Hicks	Establishment building maintenance	Retain for 6 years, then destroy	Within Property Services for 2 years then pass to Records Centre

Resources	Caroline Hicks	Establishment working files	Retain for 12 years, then destroy	Within Property Services for 2 years then pass to Records Centre
Resources	Caroline Hicks	Process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	Common practice
Resources	Caroline Hicks	Building control permission	Retain for 12 years after interest in property ceases, then destroy	Commercial / statute of limitations
Resources	Caroline Hicks	Client correspondence	Retain for 5 years or life of involvement with client, whichever is longer	Within Property Services for 2 years then pass to Records Centre Commercial / statute of limitations
Resources	Caroline Hicks	Abstracts of title	Retain for 12 years after interest in the property ceases, then destroy	Within Property Services for 2 years then pass to Records Centre Commercial / statute of limitations
Resources	Caroline Hicks	Agreements with developers, architects and builders, etc	Retain for 6 years after interest in property ceases, then destroy	Within Property Services for 2 years then pass to Records Centre Commercial / statute of limitations
Resources	Caroline Hicks	Management of the acquisition (real property) Management of the acquisition (by financial lease or purchase) process for real property	Retain for 12 years after interest in property ceases, then destroy § RMS advisory – offer significant material to Cathedral archivist for review	Commercial / statute of limitations
Resources	Caroline Hicks	Management of the disposal (real property) Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations/entitlements are concluded § RMS advisory – offer material re significant/major properties to archivist for review	Common practice
Resources	Caroline Hicks	Purchases of freehold	To be destroyed following the disposal of the freehold title	
Resources	Caroline Hicks	Purchaes other than freehold	Destroy after 12 years from completion of transaction	
Resources	Steven Boyle	Legal property sales files	Destroy 15 years after all obligations concluded.	
Resources	Steven Boyle	Legal property files	Destroy 10 years after closure	
	<b>Property Development and Renovation</b>			
Resources	Caroline Hicks	Property development and renovation- Process of managing and undertaking renovations and development of property		

Resources	Caroline Hicks	Management of buildings and estates of 'special interest'	Permanent - Transfer to place of deposit after administrative use is concluded	
Resources	Caroline Hicks	Management of all other buildings and estates	RMS advisory – retain for life of property or building	
Resources	Caroline Hicks	Abstracts of title	12 years after interest in property ceases	Within Property Services for 2 years then pass to Records Centre  Commercial / statute of limitations
Resources	Caroline Hicks	Agreements with architects and builders	6 years after interest in property ceases	Within Property Services for 2 years then pass to Records Centre Destroy after 6yrs. Commercial / statute of limitations
Resources	Caroline Hicks	Renovation or development process	Destroy seven years after the conclusion of the transaction that the record supports	See also: Legal and Contracts Section 4
Resources	Caroline Hicks	Industrial development certificates	12 years after interest in property ceases	Within Property Services for 2 years then pass to Records Centre Destroy after 12yrs. Commercial / statute of limitations
Resources	Caroline Hicks	Land certificates	12 years after interest in property ceases	Within Property Services for 2 years then pass to Records Centre Destroy after 12yrs. Commercial / statute of limitations
	<b>Leasing and Occupancy</b>			
Resources	Steven Boyle	Management of leased property- The process of managing leased property	6 years after interest in property ceases	
Resources	Steven Boyle	Management of occupied property- The process of managing the occupancy of property	6 years after interest in property ceases	
	<b>Building Maintenance</b>			
Resources	Alexis Jobson	Asbestos Register	Permanent retention on active assets. Non-active disposed of assets retained for a period of 40 years.	
Resources	Alexis Jobson	Asset Files	Permanent retention of active property assets. Archiving of non-active disposed of assets. Deletion of archived non-active disposed of assets after the period of limitations expires for the year in which the property asset was disposed of.	
Resources	Alexis Jobson	Certificates / Service Sheets	Retain the current certificate and the certificate prior to the current.	

Resources	Alexis Jobson	Contract Files	Retain for 12 years from date of contract for contracts executed under seal. 6 years for all other contracts. 2 years for contracts of £10,000 or less. Records relating to contracts that are for a period of more than ten years should be reviewed when they are five years old to determine whether they are still needed for current business and thus for further retention. Thereafter they should be reviewed every five years.	
Resources	Alexis Jobson	Health And Safety Check Sheets, exchanges of information and permits	Retain for 40 years from date of check.	
Resources	Alexis Jobson	Legionella Records	Records of all monitoring, testing, risk assessments and action taken will be retained throughout the period for which they remain valid and for at least five years thereafter. These will be kept by the Building Services and Maintenance Section.	
Resources	Alexis Jobson	Maintenance Service Agreements	Retain for duration of service agreement + 1 year at end.	
Resources	Alexis Jobson	Site meeting notes	Retain for 3 years from meeting date.	
Resources	Alexis Jobson	Reactive Maintenance Requests (Log)	Retain for 5 years from request.	
HR	Alexis Jobson	H&S Inspections and Assessments	6 years after interest in property ceases	
Resources	Alexis Jobson	Inspection: Process of inspecting equipment to ensure it is safe	Destroy 6 years from destruction of equipment	Statutory
Resources	Alexis Jobson	Monitoring: Process of carrying out monitoring to ensure that the process is safe	Destroy 3 years from last action In case of care homes and day centre review after 3 years.	Statutory See also Registration, Certification and Licensing in (9) Care Standards Act Care Homes Regulations 2001 Regulation 17. (Schedule 4)
Resources	Alexis Jobson	Environmental Inspections: Process of carrying out inspections of environmental aspects. Inspections or monitoring in residential premises	Review after 3 years	

Resources	Alexis Jobson	Asbestos monitoring: Process of carrying out monitoring of areas where employees and persons are likely to have come into contact with asbestos	Destroy 40 years from last action	Common practice based on Statutory
Resources	Alexis Jobson	Radiation monitoring: Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Destroy 50 years from last action or at age 75 years whichever is the greater	
Resources	Alexis Jobson	Safe systems: Process to ensure safe systems of work	Retain until superseded or process ceases plus 1 year	Common practice
Resources	Alexis Jobson	Risk assessment: Process to assess the level of risk	Destroy 3 years from last assessment	Statutory
Resources	Alexis Jobson	Procedures: Processes that permit work	Destroy 1 year from last action	Common practice
Resources	Alexis Jobson	Injury records: adults: Process that records injuries to adults	Destroy 3 years from closure	Statutory
Resources	Alexis Jobson	Injury records: children: Process that records injuries to children	Destroy 25 years from closure	Based on Statutory
Resources	Alexis Jobson	Construction Design & Management- Health & Safety records	Indefinitely	Health & Safety at Work Act CDM Regulations
	<b>10. Emergency Planning</b>			
Direct Services	Doug Rattray	Emergency/Disaster Plan Process to develop the Emergency/Disaster Plan for the local community	Permanent - Transfer to place of deposit after superseded	Contingency/disaster plans should be destroyed/archived when superseded by a new version, after it has been published and acknowledged by the organisation.
Direct Services	Doug Rattray	Emergency/Disaster Plan Test Records Process of recording the results of the test of the Emergency/Disaster Plan for the local community	Destroy 10 years after closure	
Direct Services	Doug Rattray	Major incident reports- Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Permanent - Transfer to place of deposit after administrative use is concluded	Preserve all related documents on the incident as a single unit permanently. Include current Disaster Plan at the time of the incident as relevant document



Direct Services	Doug Rattray	Minor incident reports- Activities that report on all minor incidents in the local community	Destroy 7 years after closure	Preserve all related documents on the incident as a single unit for seven years.
	<b>11. Enforcement Certification - Registration, Certification and Licensing</b>			
Direct Services	Doug Rattray	Management and monitoring: Management of registration, certification and licenses registration requirements in summary form	Permanent - Transfer to place of deposit after administrative use is concluded	Common practice
Direct Services	Doug Rattray	Administration: The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Destroy 2 years after registration or entitlement lapses	Statutory: May want archival review in cases of licensing of children in entertainment.
		<b>Registration, Certification and Licensing</b>		
Direct Services	Doug Rattray	Site licensing: The process involved in licensing of the site for the holding or use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)	Transfer to place of deposit after administrative use is concluded, destroy 60 years after the registration or entitlement lapses	
Direct Services	Doug Rattray	Registration for homes and carers: The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority	Permanent - Transfer to place of deposit after administrative use is concluded	
	<b>Notification</b>			
Direct Services	Doug Rattray	Notices to citizens: The process of offering notices to citizens with respect to particular responsibilities	Destroy 2 years after matter is concluded	Common practice
	<b>Bye-Laws</b>			
Resources	Steven Boyle	Legal - Creation of bye- laws- The process of making local laws	Permanent - Transfer to place of deposit after administrative use is concluded	
Direct Services	Steven Boyle	Administration and enforcement of bye-laws	Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	
	<b>Cemeteries and Crematoria</b>			

Commissioned Services	David Ford	Management of burials: Summary management systems that record the location of burials and identity of deceased individuals	Permanent - Transfer to place of deposit after administrative use is concluded	Cemeteries Green burial sites may apply
Commissioned Services	David Ford	Regulation of burials and cremations: Process of regulation of burials and cremations	Destroy 5 years after last action	
Resources	Steven Boyle	Legal - 100 years from deed of grant would retain permanently or pass to archivist		
	<b>Waste Management</b>			
Resources	Steven Boyle	Waste contract	Permenant	
Commissioned Services	David Ford/Contractor	Collection of household waste: The process of arranging collection or transportation of household waste	Destroy 6 years after last action	
Commissioned Services	David Ford/Contractor	Collection of controlled waste-: The process of arranging collection or transportation of controlled waste, flytipped waste etc.	Destroy 6 years after last action	
Commissioned Services	David Ford/Contractor	Waste Statistics (PI's)	Permanent	
Commissioned Services	David Ford/Contractor	Abandoned Vehicle Related Records	Permanent	
Commissioned Services	David Ford/Contractor	Retention of records by Waste Collection contractor	Destroy 6 years after last action	
	<b>12. Planning and Land Use</b>	<b>Description</b>	<b>Retention action</b>	<b>Notes</b>
Planning & Regeneration	Simon Thomas	Development process for plans: The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure implementation of the Structure plan	RMS advisory- permanent – offer to Cathedral archivist when plan superseded	
Planning & Regeneration	Simon Thomas	Consultation: The activity of consultation to gain approval for the Local Plan	Permanent – offer to Cathedral archivist after 3 years	
Planning & Regeneration	Simon Thomas	Development Control: The process of controlling development of areas through applications for planning permission	Retain permanently as electronic files	Town & Country Planning Act 1990 (Article 25)

Planning & Regeneration	Simon Thomas	Countryside and open space amenity development: The process of maintaining the countryside and developing open spaces for public amenity	Tree preservation orders – permanently or until revoked – transfer to Tree Officer (Countryside & Environment) if Order revoked  All other documents - permanent	· Tree preservation orders - permanently or until TPO revoked Must be available for inspection Transfer to Tree Officer (Countryside and Environment) if Order is revoked. Town and Country Planning Act 1990 Town and Country Planning (Trees) Regs 1999 Reg 3
Planning & Regeneration	Simon Thomas	Parish Paths Initiative	Destroy after ten years	
Planning & Regeneration	Simon Thomas	Countryside and open space amenity development: The process of maintaining the countryside and developing open spaces for public amenity	Permanent – transfer to place of deposit after administrative use concluded  Tree preservation orders – permanently or until revoked	· Tree preservation orders - permanently or until TPO revoked Must be available for inspection Transfer to Tree Officer (Countryside and Environment) if Order is revoked. Town and Country Planning Act 1990 Town and Country Planning (Trees) Regs 1999 Reg 3
Planning & Regeneration	N/A	Rights of Way	Maintained by KCC	·
Planning & Regeneration	Simon Thomas	Tree surveys	Destroy after ten years	·
Planning & Regeneration	<b>Planning Scheme Regulation</b>			
Planning & Regeneration	Simon Thomas	Planning scheme regulation: The summary management of planning scheme regulation	Permanent - Transfer to place of deposit after administrative use is concluded	
Planning & Regeneration	Simon Thomas	Regulation of land or building use: The process of regulating the planned use of land or buildings	Retain for 12 years after closure then destroy	Commercial/statute of limitations
Planning & Regeneration	Simon Thomas	Listed building planning approvals: The process of approving building applications in relation to listed or other significant buildings	Permanent - Transfer to Records Centre after administrative use is concluded	Commercial/statute of limitations
Planning & Regeneration	Simon Thomas	Planning permission: The process of permitting development	Permanent	Commercial/statute of limitations

Planning & Regeneration	Simon Thomas	Development certification: The process of certification of development	Permanent	Commercial/statute of limitations
Planning & Regeneration	Simon Thomas	Establishments	Retain for 12 years then destroy	Commercial/statute of limitations
	<b>Building Control</b>			
Direct Services	STG Partnership	Building planning approvals: The process of approving building applications for all other buildings	Retain for 12 years after construction completed then destroy	Commercial/statute of limitations
Direct Services	STG Partnership	Building compliance inspection: The process of inspecting building work for the purpose of insuring compliance	Retain for 12 years after issue of certificate of final inspection then destroy	Commercial/statute of limitations
Planning & Direct Services	Simon Thomas	Enforcing planning, building or land regulations: The process of enforcing building or land regulations	Destroy after 12 years and only after individual assessment and review	Requirement to retain enforcement notices on a register while they remain in force (s188 and article 26)
Direct Services	STG Partnership	Demolition Notices: Notices served on the council by organisations /individuals intending to carry out demolition work	Retain for 16 years	
	<b>Local Land Charges</b>			
Planning & Regeneration	Simon Thomas	Searches carried out by Land Charges service	Destroy five years after closure	
	<b>Scheduled Monument Records</b>			
Planning & Regeneration	Simon Thomas	SMR MonumentFiles	Permanent	Records Centre
Planning & Regeneration	Simon Thomas	SMR management/consultation Files	5 years unless case still current  Prior to disposal case to be logged on SMR Consultations database	Records Centre
Planning & Regeneration	Simon Thomas	Archaeology Project Files	5 years unless case still current Prior to disposal skeleton information should be added to SMR History files	
	<b>13. Transport and Infrastructure</b>			
Planning & Regeneration	Simon Thomas	Development process for transport: The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority	Permanent - Transfer to place of deposit after administrative use concluded	Local Transport Strategy documents – retain 5 years under Transport Act 2000

Planning & Regeneration	Simon Thomas	Transport planning scheme submissions and objections- The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Permanent - Keep five years as live file then transfer to place of deposit	Town & Country Planning Act 1990
Direct Services	Richard Moore	Enforcement of regulations- The process of enforcing infrastructure and transport regulations	Destroy 3 years after compliance with enforcement notice	
Planning & Regeneration	Richard Moore	TRO Scheme files	Keep as live files for three year then to archive	
	<b>Traffic Management</b>			
Planning & Regeneration	Simon Thomas	Traffic management: The activity of planning, and programming the continued flow, diversion or reduction of traffic	Destroy 7 years after action completed	
Planning & Regeneration	Simon Thomas	Parking: The activity of planning and consulting on parking	Permanent -Transfer to place of deposit after administrative use concluded	
	<b>Traffic Management</b>			
Planning & Regeneration	Richard Moore	Transport infrastructure design and construction: The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels	Permanent -Transfer to place of deposit after administrative use concluded	
	<b>Infrastructure Management and Maintenance</b>			
Direct Services	Marie Royle	Provision of municipal services: The activity of providing municipal services in relation to infrastructure within the local authority	Indefinitely Review administrative issues after seven years from action taken (RMS advisory)	Highway functions undertaken by CCC, Supporting information for functions undertaken by KCC
Direct Services	Liam Woollorton	Utilities: Process of utilities management by utility plans & notices	Indefinitely	New Roads & Streetworks Act 1991
Direct Services	Liam Woollorton	Coastal monitoring records	Seven years	
Direct Services	Liam Woollorton	Coastal sea defence construction contracts	Indefinitely	
Direct Services	Liam Woollorton	Land Drainage Records	Indefinitely	Land Drainage Act 1984
Planning & Regeneration	Richard Moore	Traffic Regulation & other orders	Indefinitely	Road Traffic Regulation Act 1984 T&CP Act, Highways Act
	<b>14. Business and Regeneration</b>			
Planning & Regeneration	Caroline Hicks	Project Files	Retain for life of project +7 years unless grant conditions require it to be kept for longer, then delete.	Information on funding, partners, activity

Planning & Regeneration	Caroline Hicks	Canterbury 4 Business Economic Partnership	Retain for 5 years from the date record produced, then delete	Minutes, project and operational information
Planning & Regeneration	Caroline Hicks	Economic Development Strategies	Permanent Retention	Published strategy and supporting actions plans
Planning & Regeneration	Caroline Hicks	Physical regeneration project files	Retain for life of project +7 years unless grant conditions require it to be kept for longer, then delete.	Information on funding, delivery, site plans and project planning.
Planning & Regeneration	Caroline Hicks	Tourism Accommodation Booking	Retain for 6 years from booking date, then delete	Records held on Data Management System and contain customer details e.g. address, telephone, email
Planning & Regeneration	Caroline Hicks	Tourism Publications	Permanent retention of one copy of every item produced, retained by office for 10 years, thereafter sent to Canterbury Cathedral Archives	Holiday Guide, leaflets etc
Planning & Regeneration	Caroline Hicks	Statistics/Research	Retain returns until final report produced. Retain reports for 10 years, then delete	Visitor numbers, economic impact data etc
Planning & Regeneration	Caroline Hicks	Tourism Strategies, Published Works	Retain for 2 years after the end of the period the strategy refers to, then delete	Published strategy and supporting actions plans
Planning & Regeneration	Caroline Hicks	Tourism Trade Exhibition Files	Retain for 3 years from exhibition date, then delete	Information on funding, partners, activity
Planning & Regeneration	Caroline Hicks	Tourism Images	Retention strictly in accordance with copyright. Copyright to be noted in an individual folder per copyright holder/photographer and all photos collected in a calendar year are to be stored in a dated folder, too. All images without permissions are to be deleted.	Images used in marketing material. Taken primarily by external photographers
Planning & Regeneration	Caroline Hicks	European/Central Government Grant Funded Projects	Retain for 12 years after the end of the project, or after grant conditions fulfilled whichever is the later	Funding applications and associated project documents

**15 . Theatre and Museum Services**

**Marlowe Theatre (legacy data only)**

Commissioned Services	David Ford	Marlowe Theatre: Separate retention schedule held by the Theatre		
Commissioned Services	Lisa Fillery	Finance data and Insurance claims	Permanent	

Commissioned Services	David Ford	New Theatre project files	Retain for 10 years then review	
	<b>Collections Management</b>			
Commissioned Services	Caroline Cooper	Loan Form	Permanent Retention (as history of object)	
Commissioned Services	Caroline Cooper	Photocopy Form	1 year - data to be analysed prior to destruction.	