

## RUSHCLIFFE BOROUGH COUNCIL INFORMATION RETENTION SCHEDULE

Service Area	Function	Examples of Records	Retention Period
Development Control	The process of controlling development through planning applications (including agricultural determinations, hazardous substances, listed buildings, advertisements, TPO consents etc)	Application files and plans Appeal files and plans Planning Register (S. 69) Preliminary enquiry information Environmental Impact Assessments and screening opinions etc Complaints monitoring and correspondence	Indefinite Indefinite Indefinite 7 years Indefinite if application made; otherwise 7 years 7 years
	The process of regulating the planning use of land or buildings	Enforcement files and plans Enforcement appeal files and plans Complaints monitoring and correspondence	11 years 11 years 7 years
	Planning agreements	Monitoring records in respect of planning agreements and unilateral obligations	10 years after discharge of all obligations
Conservation & Design	The process of maintaining the countryside and conservation areas	Register of conservation area tree notifications Hedgerow removal regulations records High Hedges records Notices	) ) ) ) Indefinite ) ) )

Service Area	Function	Examples of Records	Retention Period
		Complaints  Conservation Area Appraisal work files  Conservation area boundary maps	10 years  )  ) Indefinite
	The monitoring of listed or other significant buildings	List of buildings or special interest files (green books)	Indefinite
	The monitoring of environment improvement schemes	Scheme Files  Contracts	7 years after completion
Building Control	The enforcement of the Building Regulations and the process for inspecting building work to ensure compliance.  Dangerous structures  Demolitions	Applications  Initial Notice Register  Competent Persons notifications (self-certification)  Notices etc	15 years  Indefinite  Indefinite  6 years  6 years
Local Land Charges	Local Land Charge searches and CON29 enquiries	Local Land Charges Register  Local searches/ enquiries  Statistical Information	Indefinite  7 years  5 years
Street naming and numbering	The naming and numbering of streets	New development site plans and numbering schemes (and associated correspondence)	Indefinite

<b>Service Area</b>	<b>Function</b>	<b>Examples of Records</b>	<b>Retention Period</b>
Planning Policy	The activity of developing vision and strategic directions regarding existing and future land use as part of the statutory local development framework (LDF) and the regional spatial strategy (RSS)	Adopted Local Plan  Local Development documents	Indefinite  Indefinite
	The activity of consultation to gain approval for the Development Plan	Consultation documents and replies  Representations made by members of the public and organisations Public Inquiry documents	) ) ) ) 1 year after Plan is replaced/superseded ) )
Community Engagement	The provision of financial grant assistance	Community Grant Applications and Awards  Environmental Grants  Nature Conservation Support Grants	5 years from date of grant
Environment	The process of assisting with the protection of nature and conservation	Implementation Group minutes  Reports	) ) 10 years )
	Climate Change work	Service Level Agreements	6 years
Arts and Events	The process of developing and promotion of events	Mailing lists  Contract documentation (including H & S requirements)  Ticket stubs  Risk Assessments	Refresh every 3 years  7 years  3 years  7 years

Service Area	Function	Examples of Records	Retention Period
		Attendance records and personal details of individuals	3 years
	Monitoring the Borough art collection	Inventory of Borough art collection  Insurance valuation	Indefinite  Indefinite
	Commissioning of arts and young people services	Service level agreements  Commissioning contracts	3 years after expiry  7 Years
Community Facilities (including Rushcliffe Country Park)	Operation of facilities	Bookings forms and hire agreements  Tickets and receipts  Commercial contracts for the operation of bar/catering  Contracts for the provision of services at facilities  Health and Safety records e.g. legionella, fire safety, risk assessments, monitoring records	7 years  3 years  7 years after expiry  7 years after expiry  7 years
Sports and Health Development	Delivery and promotion of activities and interventions	Service Level Agreements for external delivery e.g. Nottinghamshire County Cricket Club, Nottingham Rugby Club  Commissioning agreements and grant funding contracts for delivery of services by RBC	3 years after expiry  7 years

Service Area	Function	Examples of Records	Retention Period
		Attendance records and personal details of individuals	3 years
Legal Services	Local legislation	Byelaws Orders	Indefinite
	Land transactions	Conveyances Leases Easements Licences and wayleaves Mortgages	) ) ) ) Indefinite ) ) ) 3 years after redemption
	Orders	Tree Preservation Orders Rights of Way Orders Miscellaneous Orders	Indefinite (or 3 years after revocation)
	Planning	S106 Agreements Enforcement Notices Certificates of Lawfulness RIPA authorisations etc /central record	Indefinite (or 3 years after discharge of all obligations) Indefinite Indefinite 4 years
	Covert Surveillance		

Service Area	Function	Examples of Records	Retention Period
	Contracts	<p>Goods and services contracts</p> <p>Works contracts</p> <p>Tender specifications</p> <p>Tender records</p> <p>Evaluation criteria</p> <p>Tender documents or quotations</p> <p>Tender negotiations</p> <p>Documentation for unsuccessful tenders</p> <p>Car loans (staff)</p> <p>Car leases (staff)</p>	<p>6 years after terms of contract have expired (12 years if under seal)</p> <p>)</p> <p>)</p> <p>)</p> <p>) As for the contract</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>1 year after start of contract</p> <p>6 years after repayment</p> <p>6 years after expiry</p>
Member Services	Democratic Services	<p>Agendas and reports for Council, Cabinet, Committees and Sub-Committees</p> <p>Minutes for Council, Cabinet, Committees and Sub-Committees</p> <p>Background papers</p> <p>Agendas, reports and minutes of Member Working Groups and Panels</p>	<p>Indefinite</p> <p>Indefinite</p> <p>4 years from meeting date</p> <p>Indefinite</p>

Service Area	Function	Examples of Records	Retention Period
	Standards and training	Declarations of acceptance of office  Register of Interests  Register of Gifts and Hospitality  Member training and development records	10 years (then archive)  6 years  6 years  6 years
Electoral Registration and Elections	Electoral Registration	Electoral Register  Absent Vote Applications  Special category Electors Applications  Applications to register to vote	15 years  12 months after cancellation  12 months after cancellation  Life of register (Maximum of 12 months)
	Elections	Candidates' election expenses  Election files  Election results  Election staff payments  Staff records  Candidate records  Parish council correspondence	2 years  10 years  Indefinitely  6 years  As long as interested in working on elections  Nominations are destroyed after election, notices are retained indefinitely  10 years

Service Area	Function	Examples of Records	Retention Period
Human Resources	The management of personnel administration including recruitment, industrial relations, grievances, disciplinary, staff monitoring and termination	Personnel files	Duration of employment at RBC (then to ex-employee system – see below)
		Former employee files	6 years from end of employment
		Recruitment files	1 year from appointment being made
		Staff vetting files	Duration of employment
Information Technology	Routine staff training processes	Certificates	)
		Course material	)10 years
		Training register	)
			)
Human Resources	The monitoring of employee interests as required by the employee code of Conduct	Declarations of pecuniary and non-pecuniary interests	)
		Register of gifts and hospitality	)10 yearly review
Human Resources	Papers relating to any injury at work	Accident forms	10 years
	Information Technology	The provision of IT services	Photocopier agreements
Hardware and software support agreements			) Currency + 6 years
Backup tapes			) Rolling 2 years
Corporate e-mail archive			) (currently under consideration)



<b>Service Area</b>	<b>Function</b>	<b>Examples of Records</b>	<b>Retention Period</b>
Performance and reputation	The process of supporting and monitoring the performance management framework	Performance Indicators Project and Review reports and associated papers Consultation documents Quarterly performance key tasks Annual plans Policies Strategies Complaints received	Electronic Copies Minimum 7 years
Communications and Public Relations	The process of designing and producing information for publication	Corporate publications Leaflets	Electronic Copies 10 years
	The process of interaction with the media	Press releases	Electronic copies 7 years
	The monitoring of media publications concerning the Council	Press cuttings Media reports	Not kept
Revenues	The collection of council tax and Non domestic rates	Council Tax accounts	Indefinite
		Business rates accounts	10 years

Service Area	Function	Examples of Records	Retention Period
	The collection of revenues	Sundry debtor accounts Cash Receipting records Correspondence	) ) ) 7 years ) )
	The prevention and detection of benefit fraud	Benefit entitlement Accounts Applications Valuables Register (DWP verification)	Life of application + 6 years  2 years
	The prevention and detection of benefit fraud	Suspected fraud Case files Fraud investigation files Non Police Agencies (NPA)01 (Identity) forms	) ) 3 years from closure )  6 months after closure of case
	The valuation of land for the purpose of council tax and non domestic rates	Valuation lists Central lists Valuation schedules of amendment	(Original lists maintained by VO)  2 years
	The administration of mortgage accounts	Mortgage accounts	12 years from final payment
Accountancy	Financial Management – Accounts and Audit Reporting	Statement of accounts Preparation working papers for Statement Final Accounts working papers Grant Claims	Indefinitely Retain for 6 years Retain for 3 years Retain for 6 years

Service Area	Function	Examples of Records	Retention Period
		Estimates preparation and associated working papers  Budget monitoring  Delegated decisions – virements etc	Retain for 3 years  Retain for 3 years  Retain for 3 years
	Ledger Records  – General and Subsidiary Ledgers	Financial Management System  Journals (routine adjustments)  Feeder posting records  Leisure Centre weekly income sheets  Staff Costing system  Contracts register  Asset Register  Salaries and Wages Costing	Indefinitely  Retain for 3 years  Retain for 3 years  Retain for 3 years  Retain for 6 years  Retain for 6 years  Retain for 6 years  Retain for 2 years
	Trial Balances and Reconciliations – to support ledger balances and published accounts	FMS Feeders  Leisure Centre Cash reconciliation  Capital receipts records	Retain for 3 years  Retain for 3 years  Retain for 6 years
	General	Correspondence on routine financial matters  Consulting the public in the development of financial reporting arrangements	Retain for 3 years  Destroy Returns after administrative use is concluded

Service Area	Function	Examples of Records	Retention Period
	Statutory Returns	RO and CO forms, Whole of Government accounts RA forms and other information required by Central government as part of statutory requirements	Retain for 6 years
Financial Services	General and Banking	<p>Income stubs and paying-in slips</p> <p>Bank statements (Bank copy)</p> <p>Bank statements (Hexagon copy)</p> <p>Cash books</p> <p>Creditors audit logs</p> <p>Cheques over £5,000</p> <p>BACS reports</p> <p>Sub-contractors information</p>	<p>3 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>Destroy post audit</p> <p>Destroy post audit</p> <p>Destroy post audit</p> <p>Destroy post audit</p>
	Payroll	<p>Payroll audit logs</p> <p>Superannuation records</p> <p>Standard pay 01 and 12 payroll analysis</p> <p>Other payroll documentation</p> <p>P11D's</p>	<p>Retain until consolidated report for whole year transferred to COLD</p> <p>Keep indefinitely</p> <p>6 years</p> <p>6 years</p> <p>6 years</p>

Service Area	Function	Examples of Records	Retention Period
		<p>Timesheets</p> <p>Payroll claims (mileage, subsistence, overtime, etc)</p> <p>Other variable payroll input</p> <p>Leaver forms and ancillary documentation</p> <p>VAT Partial Exemption</p> <p>VAT returns</p> <p>VAT prints and VAT receipts</p> <p>Insurance policy documentation</p> <p>Insurance claims</p> <p>Reconciliations</p>	<p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>6 years</p> <p>6 years</p> <p>3 years</p>
	The provision of leisure facilities	<p>Customer database</p> <p>Health &amp; Safety inspection reports and testing records</p> <p>Maintenance inspection reports</p> <p>Usage figures</p> <p>CCTV recordings</p>	<p>)</p> <p>Held by Council contractors Parkwood, Glendale and Carillion. Customer database is a live document that is constantly updated.</p> <p>)</p> <p>)</p> <p>None kept.</p>
Car Parking	Car Parking Penalty Charge notices and appeal information	Electronic database kept by NCC since contract commenced May 2008. Hard copies of older PCN and	7 years

Service Area	Function	Examples of Records	Retention Period
		appeals kept in office	
	On street parking dispensations	Electronic database kept by NCC since contract commenced May 2008	Since May 2008
	Car park ticket information	Ticket machine information and orders for ticket rolls. Income contained on FMS	3 years
Neighbourhood Services	Street Cleansing	Complaint records kept on CCTS including correspondence to complainants kept on the network and email archive system.	3 years
	Grounds Maintenance	Complaint records kept on CCTS including correspondence to complainants kept on the network and email archive system.	3 years
	Licensing	Application history is kept on the LalPac database with documents kept on the Document management System system e.g. application forms and associated correspondence.	Currency of licence + 6 years
		Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email.	6 years from file closure

Service Area	Function	Examples of Records	Retention Period
		Various documents such as letters and reports are kept on the Document management System electronic filing system.	6 years from file closure
		Internal memoranda and court proceedings documents	6 years from file closure
		Criminal Records Bureau (CRB) results.	These are not scanned and are destroyed once they have been finished with, i.e. application determined.
		DVLA records.	Currency of licence + 6 years
	Pest and Dog Control	Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email.	6 years
	Neighbourhood Enforcement	Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email.	6 years

Service Area	Function	Examples of Records	Retention Period
Waste and Fleet	Depot Licence Legislation	Drivers Tachographs Working time directive and records Driving licences and Checks 6 Monthly Checks	2 Years 3 Years 6 months then renewed
	Transport and Fleet	Drivers log Books  Accident records and reports  MOT Test station records  Vehicle servicing records  Vehicle defect reports (no faults)  Vehicle defect reports (with faults)  Vehicle servicing records  Purchase orders  Playground inspections  Lohler records for vehicles and equipment (certificate)  SLA/ quotes and estimates  O licence records	3 years  6 years  2 years  3 years  1 year  3 years  Life of the vehicle  7 years  Indefinite  6 monthly/yearly as required by regs  Length of contract plus 6 years  Currency + 5 years



Service Area	Function	Examples of Records	Retention Period
	Recycling2go	Waste records (Tip tickets) Waste transfer Duty of care Hazardous waste consignment notes Environment agency reports Waste Data Flow Recycling credits	7 years 7 years 7 years 7 years 7 years 7 years
	Depot Admin	Astro clocking in (used for manual staff Astro clocking in records (used for manual staff overtime payments); Time sheets Copies of Accident, incident and personal accident forms Expenses claims Staff emergency contact details Tanker invoices and other invoices Sundry debtors	7 years  Indefinitely  7 years Employment period + 1 year 7 years  7 years
	Tanker Services	Customers names and addresses on an electronic diary	Duration of contract (address only may be retained longer)
Protection and Safety	Food and Health & Safety	Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email. Various documents such as letters and reports are kept on the Document management System electronic filing system. Food Registration forms are kept on the Document management System electronic filing system.	6 years

Service Area	Function	Examples of Records	Retention Period
	Contaminated Land	<p>Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email.</p> <p>Various documents such as letters and reports are kept on the Document management System electronic filing system.</p> <p>A Public register of IPPC is kept in paper form in the Department.</p>	Indefinitely
	Air Pollution		6 years
	Private Sector Housing (including grants)	<p>Complaint records are kept on the Uniform database with documents kept on the Document management System system e.g. warning letters or incoming correspondence such as a complainant's letter or email.</p>	6 years
	Grant Files	<p>Paper Grant files are kept in the Department for one year or until the grant is finalized and then will be archived at the depot</p>	10 years (repayment conditions may apply)
Strategic Housing	The process of providing housing assistance and the associated issues of homelessness	<p>Homelessness applications</p> <p>Housing applications</p> <p>Housing accommodation charges and associated</p>	<p>5 years</p> <p>5 years</p> <p>Destroy 6 years after the end of financial year in which created</p>



Service Area	Function	Examples of Records	Retention Period
		Statistical information	)
	The process of monitoring Anti-Social Behaviour	Incident reports Case records (inc domestic violence) Perpetrator records CCTV footage?	3 years from closure
Customer Services	Customer Information kept on Council CRM system	Electronic Customer Database linked to back office systems	10 years
	Telephone records	Recording of incoming calls to Customer Service Centre	12 months commenced in July 2010
	Written customer communications	emails and letters	Sent to client services for retention
Estates	Management of the acquisition and disposal of land and property	Maps Plans Land and Property Files relating to Purchase and sale Asset Register	
	Management of land and property	Valuations Right to Buy and Shared ownership Files Rent Roll Invoices	

Service Area	Function	Examples of Records	Retention Period
		Land and property management files  Lease arrangements, easements, etc	
	Activities supporting the management of land and property	Market stall trading Licenses  Stall holder records  Car park Licenses?  Cemetery Registers  Cemetery Plot information	
Rights of Way	Assisting with the review of rights of way within the Borough	Consultation undertaken following requests from the County Council  Diversions made under the Town & Country Planning Act 1990	
	Assisting with the undertaking of highway repairs	Consultation undertaken on traffic regulation orders prepared by the county council	
	The provision of civil engineering works	Improvement schemes  Contracts  Quotations	