

	A	B	C	D	E
1	<b>Record retention general limits</b>				
2					
3	Records not included in the specific service schedule below - retain for a maximum 4 years or sooner if not required, unless relating to a financial transaction in which case, retain for 7 years. Emails should be retained within the Service case management system or similar secure modes.				
4					
5	Agreements under seal, Leases and tenancy agreements and disposal of freehold or leasehold property by the Council - retain for 12 years after closure / disposal / termination of tenancy.				
6					
7	Council back-up tapes are kept on a Tower of Hanoi backup system, with a maximum retention of one year. Backups are NOT part of record retention, but are for disaster recovery/business continuity purposes - however must be accounted for DPA/GDPR retention and Right to be Forgotten.				
8					
9	All other record retention targets are service specific as set out below.				
10					
11	<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>OWNER</b>	<b>Scanned copy ok (Y/N)</b>	<b>Retain paper for "X" years then scan</b>
12	<b>ADULT SOCIAL CARE</b>				
13	Care home registration of care homes	Permanent	Service	Y	0
14	Council run care home operations	15 years from closure	Service	Y	0
15	Learning Disability and Mental health case files	20 years after treatment ceased or 10 years from death	Service	Y	0
16	Other case files	7 years from end of service	Service	Y	0
17					
18	<b>CEMETERIES AND CREMATORIA</b>				
19	Maintenance of burial grounds	21 years	Service	Y	0
20	Registers - interments, burials, cemetery plans	Permanent	Service	Y	0
21	Regulation of burials and cremations	4 years after last action	Service	Y	0
22					
23	<b>CHILD PROTECTION</b>				
24	Child protection case files - assessment and advice only	6 years from end of involvement	Service	Y	0
25	Child protection case files - involvement	Destroy after 23rd birthday of youngest child in family	Service	Y	0
26	Child protection registers	Permanent	Service	Y	0
27	Disqualified persons	60 years after date of prohibition or disqualification	Service	Y	0
28	Schedule 1 offender lists	Permanent	Service	Y	0
29					
30	<b>COMMUNICATIONS, COMPLAINTS, CONSULTATIONS, CORRESPONDENCE</b>				
31	Annual complaints reports	Permanent	Chair of Complaints Board	Y	0
32	Budget consultation results	4 years	Finance	Y	0
33	Complaints that result in significant changes in policy or procedures	Permanent	Service - R Drive	Y	0
34	Consultation results on minor policies	2 years	Service	Y	0
35	Consultation results on significant policies	4 years	Service	Y	0
36	Customer Telephone call recordings	6 months unless appeal or complaint, in which case retained for relevant timescales for appeal/complaint process	Service	Y	0
37	Environment Information Notice response	3 Years	New ones retained on Covalent, older in service	Y	0
38	FOI responses	2 Years After last action.	New ones retained on Covalent, older in service	Y	0
39	FOIA case files (including the initial requests, council response, consideration of application of exemptions and subsequent appeals)	3 years after creation	Service	Y	0
40	FOIA Policy and Procedures	10 years after being superseded	Service	Y	0
41	FOIA requests relating to documents scheduled for destruction	6 months after the last correspondence on the matter	Service	Y	0
42	General correspondence not covered by other retention rules (including email)	2 years	Service	Y	0
43	Media interactions and statements	2 years	Communications	Y	0
44	Members/MP enquiries not covered by other retention rules	4 years	Service R drive	Y	0
45	Performance scorecards	2 years	Service R drive	Y	0
46	Photographs of civic events	Permanent	Communications	Y	0
47	Photographs of residents/staff	4 years or for length of consent	Communications	Y	0

May 2018 Retention Schedule

	A	B	C	D	E
	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
48	Published publications	1 copy retained in archive	Communications	Y	0
49	Stage 1 complaints and routine correspondence	7 years	Service R drive	Y/N	1
50	Stage 2 complaints and beyond	7 years	Service R drive	Y/N	1
51	Subject Access Request responses	2 years after last response	Service R drive	Y/N	0
52					
53	<b>DEMOCRACY AND ELECTIONS</b>				
54	Constitution	Permanent	Governance Services	Y	0
55	Background papers	4 years	Governance Services	Y	0
56	Candidate election expenses returns	2 years after the date of their receipt	Governance Services	Y	0
57	Committee membership lists	Permanent - updated annually and rolling	Governance Services	Y	0
58	Corporate Management Board minutes	Permanent	CEX office	Y	0
59	Corporate Management Board papers	4 years	CEX office	Y	0
60	Declarations of results	Permanent	Governance Services	Y	0
61	Delegated Authority reports	6 years	Governance Services	Y	0
62	Departmental management team minutes/papers	4 years	Directors	Y	0
63	Documents relating to establishment and business of partnership meetings where we DO NOT own the record	4 years	Relevant service	Y	0
64	Documents relating to establishment and business of partnership meetings where we own the record	Permanent	Governance Services	Y	0
65	Draft papers/minutes	Destroy after final version agreed	Directors	Y	0
66	Election documentation as required under relevant election rules (e.g. ballot papers, marked registers of electors, statements made by voters, etc.)	1 year from the date of the poll unless otherwise directed by the Courts	Electoral Services	Y	0
67	Election management documentation	At the conclusion of the next comparable poll	Electoral Services	Y	0
68	Electoral Register	15 years	Governance Services	Y	0
69	Electoral Register (historical archive)	Permanent	Regeneration and Leisure	Y	0
70	Electoral registration canvass forms and applications to register	For the revision of the register to which they relate	Electoral Services	Y	0
71	Equality Impact Assessments	4 years	Service	Y	0
72	Final version of papers/minutes	4 years	Directors	Y	0
73	Formal council/committee minutes, agendas and papers	6 years	Governance Services	Y	0
74	Forward plan	Permanent	Governance Services	Y	0
75	General meeting papers/minutes	4 years	Service	Y	0
76	Honours submissions	4 years	Governance Services	Y	0
77	Key decisions list	6 years	Governance Services	Y	0
78	Key strategic plans and reports	Permanent	Directors	Y	0
79	Local election nomination papers	4 years	Electoral Services	Y	0
80	Nominations to external bodies and special committees	Permanent (updated annually and rolling)	Governance Services	Y	0
81	Payments to elections and electoral registration staff and suppliers	7 years	Electoral Services	Y	0
82	Permanent and long-term absent voting personal identifier record	12 months after the date of the relevant poll	Electoral Services	Y	0
83	Political party offices papers	4 years	Governance Services	Y	0
84	Polling district and places review papers	Until the conclusion of the next statutory review (held every 5 years)	Electoral Services	Y	0
85	Publication of decisions list	6 years	Governance Services	Y	0
86	Registers of interest	For life of the Administration (max 4 years)	Governance Services	Y	0
87	Scheme of delegations	Permanent	Governance Services	Y	0
88	Statutory appointments	Permanent	Governance Services	Y	0
89	Statutory returns to government	7 years	Directors	Y	0
90	Summary certification of those eligible to vote	Permanent	Governance Services	Y	0
91	Temporary absent voting personal identifier record	12 months after the date of the relevant poll	Electoral Services	Y	0

	A	B	C	D	E
11	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
92	UK Parliamentary candidate home address forms	21 days from the date of return of elected candidate's details unless an election petition is presented, where retention extended to the day following conclusion of proceedings	Electoral Services	Y	0
93	UK Parliamentary nomination papers	5 years	Electoral Services	Y	0
94					
95	<b>ECONOMIC DEVELOPMENT</b>				
96	Economic data	25 years	Service	Y	0
97					
98	<b>EDUCATION</b>				
99	Behaviour and attendance reports	4 years	Service	Y	0
100	Major incident in outdoor education	25 years	Service	Y	0
101	Permanent exclusions	25 years	Service	Y	0
102	School admissions	25 years	Service	Y	0
103	School governor board meeting minutes	10 years (whilst school is purchasing service from the Council)	Service	Y	0
104	Truancy records	7 years	Service	Y	0
105					
106	<b>EMERGENCY PLANNING</b>				
107	Major incident reports	Permanent	Emergency planning	Y	0
108	Minor incident reports	7 years	Emergency planning	Y	0
109	Recording of tests	10 years	Emergency planning	Y	0
110					
111	<b>ENFORCEMENT, LICENSING AND REGISTRATION</b>				
112	Air quality, pollution and contaminated land records	Permanent	Service	Y	0
113	Hazardous or toxic substance licenses	Permanent	Service	Y	0
114	Inspection records - trading standards, fire	7 years	Service	Y	0
115	Notices	2 years after the matter is concluded	Service	Y	0
116	Parking Enforcement Notices, inc. Penalty Charge Notices, Warning Notices, Permits, Mobility Services	3 years after the matter is concluded	Service	Y	0
117	Prosecution	2 years	Service	Y	0
118	Registration administration	2 years after registration or entitlement lapses	Service	Y	0
119	Summary registers	Permanent	Service	Y	0
120					
121	<b>FACILITIES MANAGEMENT</b>				
122	ID Badge records	Length of employment plus 18 months (18 months if card not used)	Service	Y	0
123					
124	<b>FINANCE/PROCUREMENT</b>				
125	Accountable process relating to payment of employees - eg. Authority sheets, Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records	Destroy after statutory 7 years after the conclusion of the financial transaction that the record supports	Payroll	Y	0
126	Acknowledgement receipt of pay-packet	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
127	Agreements (not contracts)	6 afters after expiry of termination	Legal	Y	0
128	Amendment to contracts	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Over £75k for goods and services or £100k for works - held by legal service. Under this threshold - held in service	Y	0
129	Annual budget	Permanent	Finance	Y	0
130	Asset Management	7 years	Service	Y	0
131	Audit investigations	7 years	Audit	Y	0
132	Bank paying book	Life of book plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
133	Bank statements - copies	CY plus 2 years providing originals are available for CY plus 6 years	Audit	Y	0
134	Cash receipting print-outs	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
135	Cash receipts and adjustments	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
136	Cash register rolls	CY plus 3 years; if subject to audit investigation 7 years	Audit	Y	0

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	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
137	Cashiers paying in sheets	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
138	Cheques register	CY plus 3 years; if subject to audit investigation 7 years	Audit	Y	0
139	Cheques register - post dated	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
140	Cheques register - unpaid	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
141	Claims	Permanent	Legal	Y	0
142	Collection and Deposit (C&D) Book	CY plus 3 years; if subject to audit investigation 7 years	Audit	Y	0
143	Consolidated annual reports	Permanent	Finance	Y	0
144	Consolidated monthly and quarterly statements and working papers for annual reports	After year's statement of accounts closed and audited	Finance	Y	0
145	Contract monitoring and performance reports	2 years after contract expiry	Service	Y	0
146	Conyenance	12 years after closure	Legal	Y	0
147	Court cases/papers for arrears	7 years	Service	Y	0
148	Credit Card Transactions	Credit card receipts should not be retained for longer than necessary and no more than 6 months maximum. (All credit card numbers MUST BE redacted to the last four digits of the card number if receipts are retained).	Payroll	Y	0
149	Daily cash reconciliation sheets	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
150	Delivery notes, petty cash slips, sales records, income correspondence	2 years after current year	Service	Y	0
151	Draft budgets	4 years after budget agreed	Finance	Y	0
152	Expenditure and write offs of public money (invoices, card statements, ledgers, vouchers, creditor notes)	7 years	Should all be electronic on SAP or relevant service	Y	0
153	Expenses Claims	3 Years	Finance	Y	0
154	Expressions of interest	2 years	Service	Y	0
155	Grant funding (Incl European Union)	7 years	Service	Y	0
156	Handy till envelopes	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
157	Housing Benefit files	7 years	Service	Y	0
158	Individual service budget returns	On budget buddy or after statement of accounts closed and audited	Service	Y	0
159	Insurance register and policies	7 years	Finance	Y	0
160	Investments	7 years	Finance	Y	0
161	Legal advice on a point of law	4 years	Legal	Y	0
162	Litigation case files - minor	7 years after last action	Legal	Y	0
163	Loans - detailed files	7 years after loan repaid	Finance	Y	0
164	Loans - summary	Permanent	Finance	Y	0
165	Mileage Claims	3 years	Finance	Y	0
166	Paying in sheets	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
167	Pensions - The process of administering employees to ensure that entitlements and obligations are in accordance with agreement employment requirements - Records containing superannuation information; medical clearance; letter of appointment; letter of acceptance; details of assigned duties; Probation reports; Medical examinations; Personal particulars, Educational qualifications; Declarations of pecuniary interests; Secrecy undertakings; Employment contracts	Destroy 6 years from date of last pension payment	Pensions	Y	0
168	Petty cash vouchers	CY plus 3 years; if subject to audit investigation 7 years	Audit	Y	0
169	Post tender negotiation	1 year after start of contract	Service	Y	0
170	Property Valuation	7 years	Strategic Property	Y	0
171	Public display accounts	7 years	Finance	Y	0
172	Quotes - successful	Life of contract	Service	Y	0
173	Quotes - unsuccessful	1 year after start of contract	Service	Y	0
174	Receipt stubs - Council tax	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
175	Receipt stubs - others	CY plus 2 years; if subject to audit investigation 7 years	Audit	Y	0
176	Signed contract	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Over £75k for goods and services or £100k for works - held by legal service. Under this threshold - held in service	Y	0
177	Successful tender document and evaluation	3 years after contract expires	Service	Y	0
178	Tender envelope	1 year after start of contract	Service	Y	0

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	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
179	Tender specification	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Over £75k for goods and services or £100k for works - held by legal service. Under this threshold - held in service	Y	0
180	Termination - The process of termination of staff through voluntary redundancy, dismissal and retirement. Eg. Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	Destroy 6 years after termination. If a pension is paid then records should be destroyed 6 years after last payment of pension	Pensions	Y	0
181	Uncollected wages book	CY plus 6 years	Statutory	Y	0
182	Unsuccessful tender documents	1 year after start of contract	Service	Y	0
183					
184	<b>HEALTH AND SAFETY</b>				
185	Accidents books	3 years	Health & safety (ANT)	Y	0
186	Accidents books - injuries to children	25 years	Health & safety (ANT)	Y	0
187	Examination, testing, monitoring and control records (inspections)	5 years	Health & safety	Y	0
188	Health surveillance records	40 years after last entry	Health & safety	Y	0
189	Investigation of accident/incident	4 years from closure/approval of HSE	Health & safety	Y	0
190	Monitoring of areas where persons are likely to have been in contact with asbestos	40 years from last action or age 75 whichever is the greater	Health & safety	Y	0
191	Monitoring of areas where persons are likely to have been in contact with radiation	50 years from last action or age 75 whichever is the greater	Health & safety	Y	0
192	Risk assessments	4 years	Health & safety	Y	0
193	Training and guidance materials	3 years	Health & safety	Y	0
194					
195	<b>HOUSING</b>				
196	Housing improvement grants over £5000	12 years after last payment	Service	Y	0
197	Housing register	Permanent	Service	Y	0
198	Rent payments	6 years plus current financial year	Service	Y	0
199	Right to buy documents	12 years after sale	Service	Y	0
200	Stock monitoring records	4 years after last action	Service	Y	0
201	Tenancy agreements	Ordinary tenancy: 6 years after expiry or tenancy under seal - 12 years after expiry	Service	Y	0
202	Tenancy files, correspondence and applications (successful)	15 years after termination of tenancy	Service	Y	0
203	Unsuccessful applications	7 years from closure	Service	Y	0
204					
205	<b>HR</b>				
206	Accountable employee pay and tax records	7 years	Payroll - SAP system	Y	0
207	Appointment diaries	2 years	Service	Y	0
208	Disciplinary warning	Remain on Personnel File for duration of LBE employment	HR	Y	0
209	Disciplinary warnings	Duration of employment	HR-on SAP/IClipse	Y	0
210	Disciplinary warnings involving children	Permanent	HR-on SAP/IClipse	Y	0
211	Disciplinary/grievance investigations - unfounded	Destroy immediately after appeal	HR	Y	0
212	Grievance investigations - founded	Outcome to remain on Personnel File for duration of LBE employment - Iclipse	HR	Y	0
213	Medical Assessments and Records	75 years after date of birth	HR	Y	0
214	Other Proceedings - founded	Destroy immediately if unfound	HR	Y	0
215	PAR's	3 Years from the date of completion	Service	Y	0
216	Records of staff with enhanced CRB	35 years	HR	Y	0
217	Recruitment - Unsuccessful	1 year (unsuccessful application)	HR	Y	0
218	Recruitment - Successful	These records form the basis of a new starter file/ Personnel file so are retained for duration for employment on Iclipse	HR	Y	0
219	Restructuring and Redundancy Reports	1 year following restructure	HR	Y	0
220	Return to Work Forms/Sickness Absence Records	Return to work forms discussion for can be scanned and retained by line manager for duration of employment. The sickness record is recorded on MI Portal	HR	Y	0
221	Training		HR	Y	0
222	Training records - health and safety	50 years	Service	Y	0
223	Workforce Plans	7 years	HR	Y	0
224					

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11					
225	<b>INFORMATION GOVERNANCE</b>				
226	Archive records	As per retention schedule	Document Management	Y	0
227	Archive records database	Permanent	Document Management	Y	0
228	Asset registers	Permanent	Chair of information Governance Board	Y	0
229	Classification schemes	Permanent	Chair of information Governance Board	Y	0
230	Disaster recovery plans and tests	4 years	Enfield IT	Y	0
231	Disposal certificates and schedules	12 years	Document Management	Y	0
232	Retention schedules	Permanent	Chair of information Governance Board	Y	0
233	Information Management	7 years (12 years for assets disposed over £50,000)	Service	Y	0
234					
235	<b>ICT</b>				
236					
237	Email	1 year after staff departure unless special circumstances apply	ICT	Y	0
238	IT assets	4 years after disposal	ICT	Y	0
239	IT disposal records	4 years	ICT	Y	0
240	Project and programme documentation - PID, project plans, risk and issues logs etc	5 years after end of project	ICT	Y	0
241	Service desk records	5 years after closure	ICT	Y	0
242	System administration and access	4 years	ICT	Y	0
243	System implementation and detailed design	7 years	ICT	Y	0
244	User accounts	1 year after staff departure unless special circumstances apply	ICT	Y	0
245					
246	<b>LEGAL</b>				
247	Administering and enforcing bye-laws	2 years after the matter is concluded	Service	Y	0
248	Agreements (not contracts)	6 years after expiry of termination	Legal	Y	0
249	Conveyance	12 years after closure	Legal	Y	0
250	Legal advice on a point of law	4 years	Legal	Y	0
251	Litigation case files - major	Permanent	Legal	Y	0
252	Litigation case files - minor	7 years after last action	Legal	Y	0
253	Process of making bye-laws	Permanent	Service	Y	0
254					
255	<b>LOOKED AFTER CHILDREN</b>				
256	Adoption records	Permanent	Service	Y	0
257	Assessing adoptors and foster carers	100 years from adoption order	Service	Y	0
258	Foster carer files/reg 11	10 years from termination of approval or death of foster carer	Service	Y	0
259	Individual case files	75 years from date of birth or 15 years from death if child dies before 18th birthday	Service	Y	0
260	Operation of children's homes	23 years from closure	Service	Y	0
261	Private fostering records	100 years after date of birth	Service	Y	0
262	Summary registers including children's homes registers	Permanent	Service	Y	0
263	Supervision orders	23 years from date of birth of youngest child in family	Service	Y	0
264					
265	<b>PLANNING AND DEVELOPMENT</b>				
266	Building control approvals	15 years after construction completed	Service	Y	0
267	Building control registers	15 years	Service	Y	0
268	Enforcement of building control	4 years after compliance with enforcement notice	Service	Y	0
269	Inspection records	10 years after issue of certificate	Service	Y	0
270	Listed building consents	Permanent	Service	Y	0
271	Planning application register	Permanent	Service	Y	0
272	Planning applications - Cabinet Member meetings - agenda/minutes/papers	4 years	Service	Y	0
273	Planning applications and plans	Permanent	Service	Y	0
274	Planning objections and enquiries	7 years after decision	Service	Y	0
275	Tree preservation orders	7 years	Service	Y	0
276					

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	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
277	<b>PLANNING STRATEGIC DEVELOPMENT</b>				
278	Consultation responses and public inquiry documents	Permanent	Service	Y	0
279	Information on historical buildings, monuments and ecology	Permanent	Service	Y	0
280	Objections to planning schemes and amendments	Highly controversial-permanent, otherwise 15 years after decision	Service	Y	0
281	Planning scheme controls - waste planning, mineral register, archeological etc	Permanent	Service	Y	0
282	Policy documents re: countryside and open spaces	Permanent	Service	Y	0
283	Strategic planning plans and documents	Permanent	Service	Y	0
284					
285	<b>PROJECT MANAGEMENT</b>				
286	Project documentation - PID, project plans, risk and issues logs etc	2 years after end of project	Service	Y	0
287					
288	<b>PROPERTY SERVICES</b>				
289	Asset acquisition and disposal	Ordinary contract-6 years after use/obligations concluded. Contracts under seal-12 years after use/obligations concluded	Property	Y	0
290	Council Property Land Registration	Permanent	Property	Y	0
291	Inventories, stocktaking, utilisation surveys	2 years	Property	Y	0
292	Leases	15 years after expiry of lease	Property	Y	0
293	Maintenance of assets - cleaning, painting, servicing	Ordinary contract-6 years after contract expires. Contracts under seal-12 years after contract expires	Property	Y	0
294	Management of heritage properties	Permanent	Property	Y	0
295	Management of other buildings - improvement projects	Retain for life of property-except where over £100k	Property	Y	0
296	Summary reports on total assets and leased properties	Permanent	Property	Y	0
297					
298	<b>PUBLIC HEALTH</b>				
299	Case Information	7 years from end of service	Service	Y	0
300	Data and reports	Permanent	Service	Y	0
301					
302	<b>REGISTRARS &amp; CORONERS</b>				
303	Citizenship ceremony lists	2 years after ceremony	Service	Y	0
304	Coroners inquests	Permanent	Service	Y	0
305	Notices	2 years after last action	Service	Y	0
306	Register of approved service places	2 years after end of registration	Service	Y	0
307	Register of births, deaths and marriages	Permanent	Service	Y	0
308	Treasure trove	2 years after last action	Service	Y	0
309	Wedding service plans	2 years after wedding service	Service	Y	0
310					
311	<b>REVENUES AND BENEFITS</b>				
312	(Council Tax and NNDR collection, discounts etc)	7 years	Service	Y	0
313	Council Tax valuations, registers and lists	7 years	Service	Y	0
314	Court papers	Permanent	Service	Y	0
315	Fraud and investigations	Destroy physical court papers 1 month after hearing	Service	Y	0
316	R&B correspondence	7 years	Service	Y	0
317	Records relating to benefit processing	7 years	Service	Y	0
318	Records relating to revenue processing	7 years	Service	Y	0
319					
320	<b>TRANSPORT</b>				
321	Acquisition and disposal of vehicles (purchase or lease)	7 years after disposal	Service	Y	0
322	Address details on paid Penalty Charge Notices	3 years	Service	Y	0
323	Driver approvals, checks and usage	7 years after disposal	Service	Y	0
324					

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11					
325	<b>WASTE MANAGEMENT</b>				
326	Abandoned vehicles	4 years	Service	Y	0
327	Approved waste disposal sites	Permanent	Service	Y	0
328	Controlled waste collection	7 years	Service	Y	0
329	Household waste collection	2 years	Service	Y	0
330	Transfer sites	10 years	Service	Y	0
331	Waste site plans	Permanent	Service	Y	0
332					
333	KEY = ADDITION FROM PREVIOUS ISSUE (standard colour GREEN)				
334	NEW ADDITION (Standard Colour YELLOW)				
335	EXISTING (No Fill)				
336	HEADING/TITLES/VERSION (Standard Colour ORANGE)				
337	Author: Stuart Simper	Classification: OFFICIAL-PUBLIC	Date of First Issue: 2000		
338	Owner: IGB	Issue Status: Final	Date of Latest Re-Issue: May 2018		
339	Version: 6				