

	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 and other media 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	Enfield Connected / CRM Data	3 years after creation.	Service	Y	0
38	Environment Information Notice response	3 Years	New ones retained on Covalent, older in service	Y	0
39	FOI responses	2 Years After last action.	New ones retained on Covalent, older in service	Y	0
40	FOIA case files (including the initial requests, council response, consideration of application of exemptions and subsequent appeals)	3 years after creation	Service	Y	0
41	FOIA Policy and Procedures	10 years after being superseded	Service	Y	0
42	FOIA requests relating to documents scheduled for destruction	6 months after the last correspondence on the matter	Service	Y	0
43	General correspondence not covered by other retention rules (including email)	2 years	Service	Y	0
44	Media interactions and statements	2 years	Communications	Y	0
45	Members/MP enquiries not covered by other retention rules	4 years	Service R drive	Y	0
46	Performance scorecards	2 years	Service R drive	Y	0
47	Photographs of civic events	Permanent	Communications	Y	0

March 2019 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	Photographs of residents/staff	4 years or for length of consent	Communications	Y	0
49	Published publications	1 copy retained in archive	Communications	Y	0
50	Stage 1 complaints and routine correspondence	7 years	Service R drive	Y/N	1
51	Stage 2 complaints and beyond	7 years	Service R drive	Y/N	1
52	Subject Access Request responses	2 years after last response	Service R drive	Y/N	0
53					
54	<b>DEMOCRACY AND ELECTIONS</b>				
55	Constitution	Permanent	Governance Services	Y	0
56	Background papers	4 years	Governance Services	Y	0
57	Candidate election expenses returns	2 years after the date of their receipt	Governance Services	Y	0
58	Committee membership lists	Permanent - updated annually and rolling	Governance Services	Y	0
59	Corporate Management Board minutes	Permanent	CEX office	Y	0
60	Corporate Management Board papers	4 years	CEX office	Y	0
61	Declarations of results	Permanent	Governance Services	Y	0
62	Delegated Authority reports	6 years	Governance Services	Y	0
63	Departmental management team minutes/papers	4 years	Directors	Y	0
64	Documents relating to establishment and business of partnership meetings where we DO NOT own the record	4 years	Relevant service	Y	0
65	Documents relating to establishment and business of partnership meetings where we own the record	Permanent	Governance Services	Y	0
66	Draft papers/minutes	Destroy after final version agreed	Directors	Y	0
67	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
68	Election management documentation	At the conclusion of the next comparable poll	Electoral Services	Y	0
69	Electoral Register	15 years	Governance Services	Y	0
70	Electoral Register (historical archive)	Permanent	Regeneration and Leisure	Y	0
71	Electoral registration canvass forms and applications to register	For the revision of the register to which they relate	Electoral Services	Y	0
72	Equality Impact Assessments	4 years	Service	Y	0
73	Final version of papers/minutes	4 years	Directors	Y	0
74	Formal council/committee minutes, agendas and papers	6 years	Governance Services	Y	0
75	Forward plan	Permanent	Governance Services	Y	0
76	General meeting papers/minutes	4 years	Service	Y	0
77	Honours submissions	4 years	Governance Services	Y	0
78	Key decisions list	6 years	Governance Services	Y	0
79	Key strategic plans and reports	Permanent	Directors	Y	0
80	Local election nomination papers	4 years	Electoral Services	Y	0
81	Nominations to external bodies and special committees	Permanent (updated annually and rolling)	Governance Services	Y	0
82	Payments to elections and electoral registration staff and suppliers	7 years	Electoral Services	Y	0
83	Permanent and long-term absent voting personal identifier record	12 months after the date of the relevant poll	Electoral Services	Y	0
84	Political party offices papers	4 years	Governance Services	Y	0
85	Polling district and places review papers	Until the conclusion of the next statutory review (held every 5 years)	Electoral Services	Y	0
86	Publication of decisions list	6 years	Governance Services	Y	0
87	Registers of interest	For life of the Administration (max 4 years)	Governance Services	Y	0
88	Scheme of delegations	Permanent	Governance Services	Y	0
89	Statutory appointments	Permanent	Governance Services	Y	0
90	Statutory returns to government	7 years	Directors	Y	0
91	Summary certification of those eligible to vote	Permanent	Governance Services	Y	0
92	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
93	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
94	UK Parliamentary nomination papers	5 years	Electoral Services	Y	0
95					
96	<b>ECONOMIC DEVELOPMENT</b>				
97	Economic data	25 years	Service	Y	0
98					
99	<b>EDUCATION</b>				
100	Behaviour and attendance reports	4 years	Service	Y	0
101	Major incident in outdoor education	25 years	Service	Y	0
102	Permanent exclusions	25 years	Service	Y	0
103	School admissions	25 years	Service	Y	0
104	School governor board meeting minutes	10 years (whilst school is purchasing service from the Council)	Service	Y	0
105	Truancy records	7 years	Service	Y	0
106					
107	<b>EMERGENCY PLANNING</b>				
108	Major incident reports	Permanent	Emergency planning	Y	0
109	Minor incident reports	7 years	Emergency planning	Y	0
110	Recording of tests	10 years	Emergency planning	Y	0
111					
112	<b>ENFORCEMENT, LICENSING AND REGISTRATION</b>				
113	Air quality, pollution and contaminated land records	Permanent	Service	Y	0
114	Hazardous or toxic substance licenses	Permanent	Service	Y	0
115	Inspection records - trading standards, fire	7 years	Service	Y	0
116	Notices	2 years after the matter is concluded	Service	Y	0
117	Parking Enforcement Notices, inc. Penalty Charge Notices, Warning Notices, Permits, Mobility Services	3 years after the matter is concluded	Service	Y	0
118	Prosecution	2 years	Service	Y	0
119	Premise licence applications, objections and related documentation	6 years after licence expires	Service	Y	0
120	Registration administration	2 years after registration or entitlement lapses	Service	Y	0
121	Summary registers	Permanent	Service	Y	0
122					
123	<b>FACILITIES MANAGEMENT</b>				
124	ID Badge records	Length of employment plus 18 months (18 months if card not used)	Service	Y	0
125					
126	<b>FINANCE/PROCUREMENT</b>				
127	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
128	Acknowledgement receipt of pay-packet	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
129	Agreements (not contracts)	6 years after expiry of termination	Legal	Y	0
130	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
131	Annual budget	Permanent	Finance	Y	0
132	Asset Management	7 years	Service	Y	0
133	Audit investigations	7 years	Audit / Investigations	Y	0
134	Bank paying book	Life of book plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
135	Bank statements - copies	CY plus 2 years providing originals are available for CY plus 6 years	Finance / Exchequer	Y	0
136	Cash receipting print-outs	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
137	Cash receipts and adjustments	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0

March 2019 Retention Schedule

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	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
138	Cash register rolls	CY plus 3 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
139	Cashiers paying in sheets	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
140	Cheques register	CY plus 3 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
141	Cheques register - post dated	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
142	Cheques register - unpaid	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
143	Claims	Permanent	Legal	Y	0
144	Collection and Deposit (C&D) Book	CY plus 3 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
145	Consolidated annual reports	Permanent	Finance	Y	0
146	Consolidated monthly and quarterly statements and working papers for annual reports	After year's statement of accounts closed and audited	Finance	Y	0
147	Contract monitoring and performance reports	2 years after contract expiry	Service	Y	0
148	Conyenance	12 years after closure	Legal	Y	0
149	Court cases/papers for arrears	7 years	Service	Y	0
150	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
151	Daily cash reconciliation sheets	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
152	Delivery notes, petty cash slips, sales records, income correspondence	2 years after current year	Service	Y	0
153	Draft budgets	4 years after budget agreed	Finance	Y	0
154	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
155	Expenses Claims	3 Years	Finance	Y	0
156	Expressions of interest	2 years	Service	Y	0
157	Grant funding (Incl European Union)	7 years	Service	Y	0
158	Handy till envelopes	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
159	Housing Benefit files	7 years	Service	Y	0
160	Individual service budget returns	On budget buddy or after statement of accounts closed and audited	Service	Y	0
161	Insurance register and policies	7 years	Finance	Y	0
162	Investments	7 years	Finance	Y	0
163	Legal advice on a point of law	4 years	Legal	Y	0
164	Litigation case files - minor	7 years after last action	Legal	Y	0
165	Loans - detailed files	7 years after loan repaid	Finance	Y	0
166	Loans - summary	Permanent	Finance	Y	0
167	Mileage Claims	3 years	Finance	Y	0
168	Paying in sheets	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
169	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
170	Petty cash vouchers	CY plus 3 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
171	Post tender negotiation	1 year after start of contract	Service	Y	0
172	Property Valuation	7 years	Strategic Property	Y	0
173	Public display accounts	7 years	Finance	Y	0
174	Quotes - successful	Life of contract	Service	Y	0
175	Quotes - unsuccessful	1 year after start of contract	Service	Y	0
176	Receipt stubs - Council tax	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
177	Receipt stubs - others	CY plus 2 years; if subject to audit investigation 7 years	Finance / Exchequer	Y	0
178	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
179	Successful tender document and evaluation	3 years after contract expires	Service	Y	0
180	Tender envelope	1 year after start of contract	Service	Y	0

	A	B	C	D	E
	RECORDS	RETENTION PERIOD	OWNER	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
11					
181	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
182	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
183	Uncollected wages book	CY plus 6 years	Statutory	Y	0
184	Unsuccessful tender documents	1 year after start of contract	Service	Y	0
185					
186	<b>HEALTH AND SAFETY</b>				
187	Accidents books	3 years	Health & safety (ANT)	Y	0
188	Accidents books - injuries to children	25 years	Health & safety (ANT)	Y	0
189	Examination, testing, monitoring and control records (inspections)	5 years	Health & safety	Y	0
190	Health surveillance records	40 years after last entry	Health & safety	Y	0
191	Investigation of accident/incident	4 years from closure/approval of HSE	Health & safety	Y	0
192	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
193	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
194	Risk assessments	4 years	Health & safety	Y	0
195	Training and guidance materials	3 years	Health & safety	Y	0
196					
197	<b>HIGHWAY SERVICES</b>				
198	Crossover Applications	7 years after last action	Highway Services	Y	0
199	White Line Entrance Markings	7 years after last action	Highway Services	Y	0
200	Staff Time Recording Data	7 years after last action	Highway Services	Y	0
201	Project Recharging	7 years after last action	Highway Services	Y	0
202					
203	<b>HOUSING</b>				
204	Housing improvement grants over £5000	12 years after last payment	Service	Y	0
205	Housing register	Permanent	Service	Y	0
206	Rent payments	6 years plus current financial year	Service	Y	0
207	Right to buy documents	12 years after sale	Service	Y	0
208	Stock monitoring records	4 years after last action	Service	Y	0
209	Tenancy agreements	Ordinary tenancy: 6 years after expiry or tenancy under seal - 12 years after expiry	Service	Y	0
210	Tenancy files, correspondence and applications (successful)	15 years after termination of tenancy	Service	Y	0
211	Unsuccessful applications	7 years from closure	Service	Y	0
212					
213	<b>HR</b>				
214	Accountable employee pay and tax records	7 years	Payroll - SAP system	Y	0
215	Appointment diaries	2 years	Service	Y	0
216	Disciplinary warning	Remain on Personnel File for duration of LBE employment	HR	Y	0
217	Disciplinary warnings	Duration of employment	HR-on SAP/IClipse	Y	0
218	Disciplinary warnings involving children	Permanent	HR-on SAP/IClipse	Y	0
219	Disciplinary/grievance investigations - unfounded	Destroy immediately after appeal	HR	Y	0
220	Grievance investigations - founded	Outcome to remain on Personnel File for duration of LBE employment - Iclipse	HR	Y	0
221	Medical Assessments and Records	75 years after date of birth	HR	Y	0
222	Other Proceedings - founded	Destroy immediately if unfound	HR	Y	0
223	PAR's	3 Years from the date of completion	Service	Y	0
224	Records of staff with enhanced CRB	35 years	HR	Y	0
225	Recruitment - Unsuccessful	1 year (unsuccessful application)	HR	Y	0
226	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
227	Restructuring and Redundancy Reports	1 year following restructure	HR	Y	0



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

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11					
279	Planning application register	Permanent	Service	Y	0
280	Planning applications - Cabinet Member meetings - agenda/minutes/papers	4 years	Service	Y	0
281	Planning applications and plans	Permanent	Service	Y	0
282	Planning objections and enquiries	7 years after decision	Service	Y	0
283	Tree preservation orders	7 years	Service	Y	0
284					
285	<b>PLANNING STRATEGIC DEVELOPMENT</b>				
286	Consultation responses and public inquiry documents	Permanent	Service	Y	0
287	Information on historical buildings, monuments and ecology	Permanent	Service	Y	0
288	Objections to planning schemes and amendments	Highly controversial-permanent, otherwise 15 years after decision	Service	Y	0
289	Planning scheme controls - waste planning, mineral register, archeological etc	Permanent	Service	Y	0
290	Policy documents re: countryside and open spaces	Permanent	Service	Y	0
291	Strategic planning plans and documents	Permanent	Service	Y	0
292					
293	<b>PROJECT MANAGEMENT</b>				
294	Project documentation - PID, project plans, risk and issues logs etc	2 years after end of project	Service	Y	0
295					
296	<b>PROPERTY SERVICES</b>				
297	Allotments	Lease period + 6 years	Service	Y	0
298	Asset acquisition and disposal	Ordinary contract-6 years after use/obligations concluded. Contracts under seal-12 years after use/obligations concluded	Property	Y	0
299	Council Property Land Registration	Permanent	Property	Y	0
300	Inventories, stocktaking, utilisation surveys	2 years	Property	Y	0
301	Leases	15 years after expiry of lease	Property	Y	0
302	Maintenance of assets - cleaning, painting, servicing	Ordinary contract-6 years after contract expires. Contracts under seal-12 years after contract expires	Property	Y	0
303	Management of heritage properties	Permanent	Property	Y	0
304	Management of other buildings - improvement projects	Retain for life of property-except where over £100k	Property	Y	0
305	Summary reports on total assets and leased properties	Permanent	Property	Y	0
306					
307	<b>PUBLIC HEALTH</b>				
308	Case Information	7 years from end of service	Service	Y	0
309	Data and reports	Permanent	Service	Y	0
310					
311	<b>REGISTRARS &amp; CORONERS</b>				
312	Citizenship ceremony lists	2 years after ceremony	Service	Y	0
313	Coroners inquests	Permanent	Service	Y	0
314	Notices	2 years after last action	Service	Y	0
315	Register of approved service places	2 years after end of registration	Service	Y	0
316	Register of births, deaths and marriages	Permanent	Service	Y	0
317	Treasure trove	2 years after last action	Service	Y	0
318	Wedding service plans	2 years after wedding service	Service	Y	0
319					
320	<b>REVENUES AND BENEFITS</b>				
321	(Council Tax and NNDR collection, discounts etc)	7 years	Service	Y	0
322	Council Tax valuations, registers and lists	7 years	Service	Y	0
323	Court papers	Permanent	Service	Y	0
324	Fraud and investigations	Destroy physical court papers 1 month after hearing	Service	Y	0
325	R&B correspondence	7 years	Service	Y	0
326	Records relating to benefit processing	7 years	Service	Y	0
327	Records relating to revenue processing	7 years	Service	Y	0

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11					
328					
329	<b>TRANSPORT</b>				
330	Acquisition and disposal of vehicles (purchase or lease)	7 years after disposal	Service	Y	0
331	Address details on paid Penalty Charge Notices	3 years	Service	Y	0
332	Driver approvals, checks and usage	7 years after disposal	Service	Y	0
333					
334	<b>WASTE MANAGEMENT</b>				
335	Abandoned vehicles	4 years	Service	Y	0
336	Approved waste disposal sites	Permanent	Service	Y	0
337	Controlled waste collection	7 years	Service	Y	0
338	Household waste collection	2 years	Service	Y	0
339	Transfer sites	10 years	Service	Y	0
340	Waste site plans	Permanent	Service	Y	0
341					
342	KEY = ADDITION FROM PREVIOUS ISSUE (standard colour GREEN)				
343	NEW ADDITION (Standard Colour YELLOW)				
344	EXISTING (No Fill)				
345	HEADING/TITLES/VERSION (Standard Colour ORANGE)				
346					
347					
348					
349	Author: Stuart Simper	Classification: OFFICIAL	Date of First Issue: 2000		
350	Owner: IGB	Review Date: 12/03/2019	Date of Latest Re-Issue: 26/03/2019		
351	Reviewer: Steve Durbin	Next Review Due: 26/03/2020	IGB Approval: 25/03/2019		