

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**RECORDS RETENTION AND DISPOSAL POLICY**

**(As approved on 13 January 2004 and modified in January 2006,  
to comply with the  
Council's Electronic Document and Records Management System)**

**JB/JB**

## TABLE OF CONTENTS

<b><u>Part 1</u></b>	<b><u>Introduction and General Policy</u></b>	<b><u>Page</u></b>
1.	Definition of Records	5
2.	Sources	5
3.	Objectives of the Records Retention and Disposal Policy	6
4.	Scope of the Records Retention and Disposal Policy	6
5.	Available Options for Records	6
6.	Permanent Retention of Records and their Transfer to Archival Storage	6
7.	Active Records and/or those with a Limited Life	7
8.	Records for Destruction	7
9.	Review and Appraisal of Records	7
10.	Records Storage Requirements	7
11.	Matters outside the Scope of the Records Retention and Disposal Policy	8
12.	Disciplinary Action	8
13.	Review of the Policy	8
14.	Authority	8
<b><u>Part 2</u></b>	<b><u>Explanation of Headings and Glossary of Terms Used in the Records Retention and Disposal Schedule (Part 3)</u></b>	
1.	Explanation of Headings	9
2.	Glossary of Terms Used	9
<b><u>Part 3</u></b>	<b><u>The Records Retention and Disposal Schedule - Contents</u></b>	
1.	Civic and Ceremonial Matters	13
2.	Community Development	15
3.	Community Support	17
4.	Contracts, Quotations and Tenders	19

	<b><u>Page</u></b>
5. Democratic Services	23
6. Environmental Health and Licensing	27
7. Financial Services and Internal Audit	31
8. Housing Services	37
9. Information Services	39
10. Legal and Estates	41
11. Leisure and Facilities	45
12. Personnel; Training; and Health and Safety	47
13. Planning; Economic Development; Building Control; and Land Charges	53
14. Policy Support; Emergency Planning; and Public Relations	57
15. Revenues and Benefits	61

**Part 4 Records Appraisal System**

1. Introduction	63
2. Steps to be taken in appraising and reviewing files and records	63
Appendix A	65
Appendix B	66

## **Part 1 Introduction and General Policy**

### **1. Definition of Records**

#### 1.1 "Records" for the purposes of this policy means:-

any information created, received and maintained, including documents and files, which belong to or are in the custody of the Council or any of its officers.

They include:-

- records created by the Council and its predecessor authorities in the course of their business
- records given to or purchased by the Council or deposited with it normally on indefinite loan
- current administrative records
- archived or stored records
- records held in manuscript, typescript, printed form, ledgers, books, booklets, leaflets, photographs, slides, transparencies, digital images, presentation material (text, charts, illustrations etc), technical drawings (including CAD), film, videotape, sound recordings, microfilm, microfiche, CD-Roms, optical disks, magnetic tape and disks
- databases and records held in electronic form including e-mails, word processing, graphics and spreadsheet applications.

N.B.1 This list of possible record formats and media is not meant to be complete and comprehensive. It merely sets out some of the possible sources.

2 Individual Divisions (and not the Information Services Division) will be responsible for the secure maintenance of the integrity of their own electronic records and for cross-referencing their records to their paper counterparts.

### **2. Sources**

#### 2.1 The Council's Records Retention and Disposal Policy has been prepared after taking account of:-

- The Lord Chancellor's Code of Practice on the Management of Records published, in November 2002, under Section 46 of the Freedom of Information Act 2000
- The Model Action Plan for Local Government published by the National Archives (formerly the Public Record Office), in August 2002, for Developing Records Management compliant with the Lord Chancellor's Code of Practice referred to above
- Retention Guidelines for Local Authorities published in June 2003 by the Local Government Group of the Records Management Society of Great Britain
- The Records Management Standard - Disposal Scheduling: RMS 5.1 published by the Public Record Office
- Practical Guide to Freedom of Information published by the British Standards Institution
- The Model Action Plan for Preparation for the Implementation of the Freedom of Information Act 2000 published in December 2003 by the Department for Constitutional Affairs
- Existing documents and practices within North Warwickshire Borough Council
- The Council's Electronic Document and Records Management System

### **3. Objectives of the Council's Records Retention and Disposal Policy**

3.1 The objectives of the Records Retention and Disposal Policy are to:

- assist in identifying records that may be worthy of permanent preservation as part of the Council's records or archives
- prevent the premature destruction of records that need to be retained for specific periods to satisfy legal, financial, operational, research or administrative requirements
- provide a consistent and orderly approach towards the prompt and confidential destruction of records which are not required permanently after their respective retention periods have elapsed so as to avoid unnecessary costs in storage space, equipment and records handling
- ensure that records are disposed of as soon as possible and are not held any longer than the Council is permitted or obliged to retain them
- promote improved records management practices throughout the Council, which will also help when dealing with individual information requests, under the Freedom of Information Act 2000

3.2 In general, Council records will be retained for the period of time of their immediate use, unless retention is required for historical research, operational, contractual, legal, financial or regulatory purposes. Part 3 (The Retention and Disposal Schedule), sets out retention and destruction periods. Please also refer to the notes on electronic scanning and the 5 year rule which are both mentioned in the General Presumption paragraph at Paragraph A of each section of Part 3.

### **4. Scope of the Records Retention and Disposal Policy**

4.1 This policy, relates solely to records belonging to North Warwickshire Borough Council.

4.2 The policy is intended to cover records and information from their creation straight through to their destruction or retention - either indefinitely or for a limited period. Section 224 of the Local Government Act 1972, in fact, requires the Council to make proper arrangements for all documents which belong to it or are in its custody or in the custody of its officers.

### **5. Available Options for Records**

5.1 As can be seen, records can be retained indefinitely, preserved for a limited period or destroyed. Notes on these three options appear below.

### **6. Permanent Retention of Records and their Transfer to Archival Storage**

6.1 Contact has already been made with the County Record Office (**CRO**) at Warwick to ascertain what types of paper records it would be interested in receiving. These are specified in a letter to the Assistant Chief Executive dated 3 March 2003.

6.2 It is, of course, a matter for the Council to decide exactly what items it wishes to offer to the CRO for permanent preservation. The CRO will issue a detailed receipt for items lodged with that office.

6.3 Those paper records which are to be retained indefinitely and which the CRO does **not** wish to receive should be stored locally at the Sheepy Road depot or at some other approved repository.

6.4 Paper records no longer needed for administrative use may still contain some sensitive information. The CRO needs to be advised where this is the case so that an appropriate period can be agreed for when the items concerned can be released. The closure period should comply with the requirements of the Freedom of Information Act and any other relevant legislation

## **7. Active Records and/or those with a limited life**

7.1 Current records will be held in the office, including those stored electronically. Those no longer current will be kept at the depot or some other repository, pending decisions about their future retention or disposal.

## **8. Records for Destruction**

8.1 When records have been selected for destruction:-

- back up copies held in other media should generally be destroyed at the same time
- a detailed record of the information destroyed should be kept, including its date and method of destruction. The record should contain sufficient details to enable the content and period covered to be recognised. This is dealt with in Part 4 (Records Appraisal System).

## **9. Review and Appraisal of Records**

9.1 Part 4 of this document sets out procedures for undertaking reviews, deals with the frequency of these reviews and other related matters. Part 4 also contains specimen forms for completion and retention.

## **10. Records Storage Requirements**

10.1 Items for permanent preservation should be marked as such and, where they are transferred to the County Record Office for retention, a detailed receipt should be obtained from that office.

10.2 Where there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has passed or, if litigation actually takes place, until after its completion and any subsequent appeal.

10.3 Irrespective of whether records are in active use or in storage, they should be:-

- accommodated with adequate space for both current and future needs
- easily located and retrievable
- capable of being traced
- stored in a clean environment
- kept in a tidy and orderly manner
- properly referenced, titled and indexed

- kept safe from unauthorised access
- adequately protected from fire, flood, theft etc
- kept in conditions which meet Fire Regulations and Health and Safety requirements
- covered by a Contingency or Business Recovery Plan for those items which are necessary for the continued running of the Authority
- examined periodically to check on their physical condition
- kept in accordance with the Council's Information Security Policy

10.4. It should be borne in mind that the retention of too many unnecessary records uses up time and money in managing them; scarce space resources; and equipment for their storage. The Retention and Disposal Policy seeks to address these concerns, provided that the contents of the policy are complied with.

## **11. Matters outside the Scope of the Retention and Disposal Policy**

11.1 Some records do **not** need to be kept at all and can be destroyed routinely in the normal course of business. Such unimportant records include:

- compliments slips
- catalogues and trade journals
- trivial e-mails
- requests for basic information such as maps, plans etc.
- telephone message slips

**NB** These items, however, should not be destroyed where they might be needed as evidence as in 10.2 above.

## **12. Disciplinary Action**

12.1 Any employee found to have deliberately destroyed, altered or falsified any record or otherwise failed to have complied with the terms of this policy document may be the subject of disciplinary action.

## **13. Review of the Policy**

13.1 This policy should be reviewed at regular intervals (at least once every three years) and, if appropriate, amended to maintain its relevance.

## **14. Authority**

14.1 This policy was approved by the Council's Extended Management Team on 13 January 2004 and is issued under the authority of the Chief Executive, as indicated below.

14.2 Any future updates or variations to this policy will be issued under the Chief Executive's signature and the date of the amended version will be inserted under the document title on page 1.

Signed J Hutchinson  
**Chief Executive**

## **Part 2 - Explanation of Headings and Glossary of Terms Used in the Records Retention and Disposal Schedule (Part 3)**

### **1. Explanation of Headings**

1.1 The Records Retention and Disposal Schedule at Part 3 of this Policy contains the following details:-

- a. a **main heading** which will be the name of the Division, Service or subject concerned
- b. a **general presumption** about the destruction of records
- c. **Retention/Disposal Action** which details examples of records which are to be retained indefinitely, retained for a limited period, destroyed etc.
- d. **Notes** where, in a number of cases, further information is given

### **2. Glossary of Terms Used**

**Administrative Use** - when the purpose or use of a record or file has come to an end; or it has been closed e.g. "Destroy x years after administrative use is concluded"

**After Creation** – the date on which the record, file, document etc was created or received or the date on which an action or work was commenced e.g. "Destroy x years after creation"

**Last Action** - the date of the most recent amendment, addition or deletion of information on the file or record e.g. "Destroy x years after last action"

**Retain indefinitely** - Records which must be kept indefinitely or for at least 100 years:-

- for legal or administrative purposes
- because they are of enduring value for historical, research or reference purposes





### **Part 3 - The Records Retention and Disposal Schedule - Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>
1.	Civic and Ceremonial Matters
2.	Community Development
3.	Community Support
4.	Contracts, Quotations and Tenders
5.	Democratic Services
6.	Environmental Health and Licensing
7.	Financial Services and Internal Audit
8.	Housing Services
9.	Information Services
10.	Legal and Estates
11.	Leisure and Facilities
12.	Personnel; Training; and Health and Safety
13.	Planning; Economic Development; Building Control; and Land Charges
14.	Policy Support; Emergency Planning; and Public Relations
15.	Revenues and Benefits

N.B. The information in the centre column of the Schedule (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 1 - CIVIC AND CEREMONIAL MATTERS

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Ceremonial Events	<ul style="list-style-type: none"><li>• Royal Visits</li><li>• Freedom of the Borough Ceremonies</li><li>• HMS Atherstone events</li><li>• Video tapes</li><li>• Audio tapes</li><li>• Visitors' Books</li><li>• Photographs</li></ul>	

#### C. Destroy 4 YEARS after creation (originally "Destroy 3 years after administrative use is concluded)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Civic Occasions	<ul style="list-style-type: none"><li>• Mayoral Engagements</li><li>• Civic Receptions</li><li>• Civic Services</li><li>• Mayoral Correspondence</li><li>• Mayoral Activities</li></ul>	

## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 2 - COMMUNITY DEVELOPMENT

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Policies, Strategies and Plans	<ul style="list-style-type: none"><li>• North Warwickshire Leisure Strategy</li><li>• North Warwickshire Arts Plan</li><li>• North Warwickshire Leisure and Cultural Strategy</li></ul>	
2. Customer Charter	<ul style="list-style-type: none"><li>• Customer Charter for Leisure Facilities</li></ul>	

#### C. Destroy 4 YEARS after creation (originally "Destroy 3 years after administrative use is concluded")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Financial Assistance and guarantees against financial loss	<ul style="list-style-type: none"><li>• Correspondence</li><li>• Application forms</li></ul>	

D. Destroy 2 YEARS after creation (originally “Destroy 1 year after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Strategy Action Plans	<ul style="list-style-type: none"><li>• Annual Strategy Action Plans</li></ul>	
2. Leaflets, Newsletters and Directories	<ul style="list-style-type: none"><li>• Cycle Ride Leaflets</li><li>• Walks Leaflets</li><li>• Events and Activities Leaflets</li><li>• Sports Development newsletters</li><li>• Club Directory</li></ul>	Some of this information, in summary form, is held on the Council's website

# THE RECORDS RETENTION AND DISPOSAL SCHEDULE

## SECTION 3 - COMMUNITY SUPPORT

### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. CCTV	<ul style="list-style-type: none"><li>• CCTV Procedures Manual</li><li>• CCTV Code of Practice</li></ul>	

### C. Destroy 7 YEARS after administrative use is concluded

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. CCTV	<ul style="list-style-type: none"><li>• Master tape log/book</li><li>• CCTV viewing authority</li><li>• CCTV record of tape extracts supplied</li><li>• CCTV incident log</li></ul>	

D. Destroy 5 YEARS after creation (originally “Destroy at the end of the Maintenance Contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. CCTV	<ul style="list-style-type: none"><li>• Camera Service Sheets</li><li>• Maintenance and repair call logs for cameras and equipment</li></ul>	

E. Destroy 3 YEARS after creation (originally “Destroy 1 year after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Borough Care Information	<ul style="list-style-type: none"><li>• Equipment information</li><li>• Emergency Incidents Sheets</li><li>• Falls log and reports</li></ul>	

F. Destroy 6 MONTHS after creation (originally “Destroy after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Out of Hours Emergency Response Service	<ul style="list-style-type: none"><li>• Out of hours work log</li><li>• Out of hours incident sheets</li></ul>	



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 4 – CONTRACTS, QUOTATIONS AND TENDERS

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Contract Payments Register	<ul style="list-style-type: none"><li>• Contracts Register held by the Finance and Personnel Division</li></ul>	

#### C. Destroy 60 YEARS after creation (originally "Destroy after the life of the property PLUS 12 YEARS")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Contracts under Seal (Building Contracts involving the construction of or major alterations to a building)	<ul style="list-style-type: none"><li>• Signed Contracts</li><li>• Plans</li><li>• Tender documents</li><li>• Tender specification</li><li>• Bills of Quantities</li><li>• Evaluation Criteria</li><li>• Contract Variation Orders</li><li>• Minutes of site and other meetings</li><li>• Complaints</li><li>• Disputes on payments</li><li>• Contract claims</li></ul>	

D. Destroy 20 YEARS after creation (originally “Destroy 15 years after the completion of the contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Contracts under Seal (Building and Civil Engineering Contracts other than those at C. above)	<ul style="list-style-type: none"> <li>• Signed Building and Civil Engineering Contracts</li> <li>• Plans</li> <li>• Tender documents</li> <li>• Tender specification</li> <li>• Bills of Quantities</li> <li>• Evaluation Criteria</li> <li>• Contract Variation Orders</li> <li>• Minutes of site and other meetings</li> <li>• Complaints</li> <li>• Disputes on payments</li> <li>• Contract claims</li> </ul>	

E. Destroy 15 YEARS after creation (originally “Destroy 12 years after the completion of the contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Contracts under Seal (Other Contracts)	<ul style="list-style-type: none"> <li>• Signed contracts other than those for Building or Civil Engineering works</li> <li>• Plans</li> <li>• Tender documents</li> <li>• Tender specification</li> <li>• Bills of Quantities</li> <li>• Evaluation Criteria</li> <li>• Contract Variation Orders</li> <li>• Minutes of site and other meetings</li> <li>• Complaints</li> <li>• Disputes on payments</li> <li>• Contract claims</li> </ul>	

F. Destroy 10 YEARS after creation (originally “Destroy 6 years after the completion of the contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Minor Contracts	<ul style="list-style-type: none"> <li>• Signed contract</li> <li>• Quotations</li> <li>• Tender documents</li> <li>• Tender specification</li> <li>• Plans</li> <li>• Evaluation Criteria</li> <li>• Contract Variation Orders</li> <li>• Minutes of site and other meetings</li> <li>• Complaints</li> <li>• Disputes on payments</li> <li>• Contract claims</li> </ul>	

G. Destroy 4 YEARS after creation (originally “Destroy 2 years after the completion of the contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Contract Management for minor contracts	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Performance Reports</li> </ul>	The corresponding periods for other contracts are set out in C, D and E above.

H. Destroy 2 YEARS after creation (originally “Destroy 2 years after the contract has been let”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Pre-contract advice	<ul style="list-style-type: none"> <li>• Expressions of interest</li> </ul>	

I. Destroy 2 YEARS after creation (originally “Destroy 1 year after the start of the contract”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Unsuccessful tender documents	<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Quotations</li> </ul>	



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 5 – DEMOCRATIC SERVICES

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Meetings of the Council, Boards, Committees and Area Forums	<ul style="list-style-type: none"><li>• Minutes</li><li>• Agendas</li><li>• Reports</li><li>• Statement of Delegated Powers</li><li>• Register of Members' Interests</li></ul>	
2. Partnership and External Meetings	<ul style="list-style-type: none"><li>• Documents establishing the Committees etc</li><li>• Minutes</li><li>• Agendas</li><li>• Reports</li></ul>	These only apply to those items where the Council legally <u>owns</u> the record. Where the Council does <u>not</u> own the record, the destruction period is 3 YEARS
3. Constitutional documents	<ul style="list-style-type: none"><li>• Council Constitution</li><li>• Standing Orders</li></ul>	
4. Standards of Conduct	<ul style="list-style-type: none"><li>• Codes of Conduct</li><li>• Member/Officer Protocol</li></ul>	
5. Boundaries	<ul style="list-style-type: none"><li>• Boundary Review papers and Maps</li><li>• Warding Orders</li></ul>	

- |    |                                  |   |
|----|----------------------------------|---|
| 6. | Elections/Electoral Registration | <ul style="list-style-type: none"> <li>• Register of Declarations of Acceptance of Office</li> <li>• Reviews of Electoral Arrangements</li> </ul> |
|----|----------------------------------|---|

C. Destroy 15 YEARS after creation (originally “Destroy 15 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Electoral Registration	<ul style="list-style-type: none"> <li>• Electoral Register</li> </ul>	

D. Destroy 5 YEARS after creation (originally “Destroy 5 years after the date of the election”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Elections	<ul style="list-style-type: none"> <li>• Election files for Parliamentary, Borough and Parish Elections</li> </ul>	This period is linked to the use of the file for precedent purposes

E. Destroy 5 YEARS after creation (originally “Destroy 5 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Honours Submissions	<ul style="list-style-type: none"> <li>• Honours nomination form</li> <li>• Covering letters etc</li> <li>• Letters of support</li> <li>• Referral for comment from the Lord Lieutenant</li> </ul>	

F. Destroy 5 YEARS after creation (originally “Destroy 4 years after the election”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Elections	<ul style="list-style-type: none"> <li>• Nomination papers</li> <li>• Candidates consent to nomination</li> <li>• Appointment of Agent form</li> <li>• Registration of political party</li> <li>• Expenses forms</li> </ul>	

G. Destroy after 2 YEARS after creation (originally “Destroy after 1 year or on the renewal of the application”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
----------------	------------------------	--------------

- |   |  |  |
|---|--|--|
| 1. Elections – voting application forms | <ul style="list-style-type: none"> <li>• Service voter applications</li> <li>• Overseas electors applications</li> <li>• E.U. citizens applications</li> </ul> |  |
|---|--|--|

H. Destroy 12 MONTHS after creation (originally “Destroy 6 months after the end of a specified period”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
----------------	------------------------	--------------

- |   |   |  |
|---|---|--|
| 1. Elections – voting application forms | <ul style="list-style-type: none"> <li>• Postal voting application forms for a definite period</li> </ul> |  |
|---|---|--|

I. Destroy 12 MONTHS after creation (originally “Destroy 6 months after the election”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
----------------	------------------------	--------------

- |              |  |  |
|--------------|--|--|
| 1. Elections | <ul style="list-style-type: none"> <li>• Ballot Papers and associated forms</li> <li>• Declaration of results and associated forms</li> <li>• Postal voting application forms for a particular election</li> <li>• Proxy voting forms for a particular election</li> </ul> |  |
|--------------|--|--|

J. Destroy 9 MONTHS after creation (originally “Destroy on 1 September every year following the publication of the register on 1 December in the previous year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
----------------	------------------------	--------------

- |  |  |  |
|--|--|--|
| 1. Electoral Registration – Rolling Registration process (1 December to 31 August each year) | <ul style="list-style-type: none"> <li>• Forms A</li> <li>• Claim forms</li> <li>• Correspondence</li> </ul> |  |
|--|--|--|

K. Destroy 3 MONTHS after creation (originally “Destroy after the date of confirmation of the minutes”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
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1. Minute taking

- Draft minutes and notes
- Audio tapes – wipe clean



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 6 – ENVIRONMENTAL HEALTH AND LICENSING

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Strategies and Policies	<ul style="list-style-type: none"><li>• Contaminated Land Inspection Strategy</li><li>• Food Safety Enforcement Policy</li><li>• Health and Safety Policy</li></ul>	
2. Licences and Registrations – Registers	<ul style="list-style-type: none"><li>• Hackney Carriage Register</li><li>• Street and House to House Collections Register</li><li>• Contaminated Land Register</li></ul>	
3. Disposal of Waste	<ul style="list-style-type: none"><li>• Records including contaminated sites, methane gas etc</li><li>• Hazardous substances</li></ul>	Refuse disposal sites currently in use are the responsibility of Warwickshire County Council

C. Destroy 8 YEARS after creation (originally “Destroy 7 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Investigation, Inspection and Monitoring	<ul style="list-style-type: none"><li>• Records of samples and inspections</li><li>• Compliance inspections</li><li>• Air quality monitoring</li></ul>	
2. Prosecution of offences	<ul style="list-style-type: none"><li>• Prosecution files</li></ul>	

D. Destroy 7 YEARS after creation (originally “Destroy 6 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Home Improvement Grants	<ul style="list-style-type: none"><li>• Payment details</li><li>• Application forms</li><li>• Correspondence</li></ul>	

E. Destroy 6 YEARS after creation (originally “Destroy 5 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Disposal of Waste	<ul style="list-style-type: none"><li>• Weight Tickets for household refuse, trade waste and the amounts of recycled material collected</li><li>• Records relating to recycling centres and bring sites</li></ul>	Excel spreadsheet will be updated as necessary and be retained indefinitely

F. Destroy 3 YEARS after creation (originally “Destroy 3 years after publication”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Food Safety	<ul style="list-style-type: none"><li>• Hazard Warning Notices</li><li>• Food Product Recalls</li><li>• Annual Reports on Food Safety produced by the Environmental Health Division</li></ul>	

G. Destroy 3 YEARS after creation (originally “Destroy 2 years after the licence or registration lapses”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Licences and Registrations	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Registrations</li> <li>• Licences</li> </ul>	Electronic records are also held

H. Destroy 3 YEARS after creation (originally “Destroy 2 years after the matter is concluded or after last action, whichever is the later”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Notices	<ul style="list-style-type: none"> <li>• Statutory Notices</li> <li>• Objections to notices</li> <li>• Appeals against notices</li> </ul>	
2. Disposal of waste	<ul style="list-style-type: none"> <li>• Tickets for collection of bulky waste</li> <li>• Complaints about the service</li> <li>• Collection Rounds</li> </ul>	An electronic database from 1998 will be updated, as necessary, and retained indefinitely
3. Burials/Cremations under National Assistance Acts	<ul style="list-style-type: none"> <li>• Correspondence</li> </ul>	



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 7 – FINANCIAL SERVICES AND INTERNAL AUDIT

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"><li>• Annual Reports</li><li>• Financial Statements</li><li>• Financial Ledgers</li><li>• Capital Accounts</li></ul>	
2. Insurance	<ul style="list-style-type: none"><li>• Policies</li><li>• Insurance Claims Register</li><li>• Employers' Liability Certificate</li></ul>	
3. Internal Audit	<ul style="list-style-type: none"><li>• Professional Guidance from the Audit Commission and other sources</li><li>• Strategies and Policies</li></ul>	
4. Budget and Estimates	<ul style="list-style-type: none"><li>• Annual Budget</li></ul>	

C. Destroy 8 YEARS after creation (originally “Destroy 7 years after the expiry of the insurance policy”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Insurance	<ul style="list-style-type: none"> <li>Insurance Claims, including all correspondence</li> </ul>	This excludes (i) injury claims; and (ii) claims in respect of a minor, which may be submitted up to 3 years after the person’s 18 <sup>th</sup> birthday

D. Destroy 8 YEARS after creation (originally “Destroy 7 years after the end of the financial year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"> <li>Audit Investigation</li> <li>Tender arrangements</li> </ul>	
2. Payroll	<ul style="list-style-type: none"> <li>Authority to make deductions from pay</li> <li>Employee pay records</li> <li>Employee tax records</li> <li>Superannuation records</li> </ul>	
3. Asset Management	<ul style="list-style-type: none"> <li>Asset Register</li> <li>Revaluation records</li> <li>Sale of Council house information</li> <li>Acquisition and disposal – reports and proposals</li> </ul>	

E. Destroy 8 YEARS after creation (originally “Destroy 7 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Statutory Returns	<ul style="list-style-type: none"> <li>Tax Returns</li> <li>Returns to Government Departments</li> </ul>	

F. Destroy 8 YEARS after creation (originally “Destroy 7 years after the loan has been repaid”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Loans	<ul style="list-style-type: none"> <li>Loan record, confirmation and files</li> </ul>	

G. Destroy 7 YEARS after creation (originally “Destroy 6 years after the end of the financial year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"> <li>• Write off debt</li> <li>• Journals</li> <li>• Creditor invoices</li> <li>• Debtor invoices</li> </ul>	
2. Banking	<ul style="list-style-type: none"> <li>• Cash books</li> <li>• Bank paying in books</li> <li>• Cashiers audit rolls</li> <li>• Credit Card Statements</li> <li>• Receipts</li> <li>• Cheque counterfoils</li> <li>• Bank statements</li> <li>• Journal</li> </ul>	
3. VAT	<ul style="list-style-type: none"> <li>• VAT claims</li> <li>• Partial exemption calculation</li> </ul>	

H. Destroy 6 YEARS after creation (originally “Destroy after 6 years unless next cyclical review has not been completed”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Internal Audit	Audits of <ul style="list-style-type: none"> <li>• Disabled Adaptations</li> <li>• Housing Waiting lists</li> <li>• Improvement grants</li> </ul>	

I. Destroy 6 YEARS after creation (originally “Destroy 5 years after the insurance policy has been renewed”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Insurance	<ul style="list-style-type: none"> <li>• Insurance policy renewal procedures</li> </ul>	

J. Destroy 4 YEARS after creation (originally “Destroy 3 years after the end of the financial year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Payroll	<ul style="list-style-type: none"><li>• Payroll gross to net</li><li>• Time Sheets</li><li>• Travel Claims</li><li>• BACS reports</li></ul>	

K. Destroy 3 YEARS after creation (originally “Destroy 3 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Financial Assistance	<ul style="list-style-type: none"><li>• Applications</li></ul>	

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
2. Internal Audit	<ul style="list-style-type: none"><li>• Systems audit</li><li>• Payroll</li><li>• Benefit System</li><li>• Council Tax</li><li>• Creditors</li><li>• IT Systems</li></ul>	

L. Destroy 3 YEARS after creation (originally “Destroy 2 years after the end of the financial year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"><li>• Copy Orders</li><li>• CIN forms</li></ul>	

M. Destroy 3 YEARS after creation (originally “Destroy 2 years after audit”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"><li>• Final Account Working Papers</li><li>• Reconciliations</li></ul>	



N. Destroy 3 YEARS after creation (originally “Destroy 2 years after annual budget is adopted”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Budgets and Estimates	<ul style="list-style-type: none"><li>Budget Working Papers</li></ul>	

O. Destroy 3 YEARS after creation (originally “Destroy 2 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Asset Management	<ul style="list-style-type: none"><li>Routine reports and returns on asset status</li></ul>	

P. Destroy 2 YEARS after creation (originally “Destroy when accounts have been signed off”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"><li>Creditor listings</li><li>Debtor listings</li><li>Financial Ledger batch reports</li></ul>	

Q. Destroy 2 YEARS after creation (originally “Destroy after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Accounts	<ul style="list-style-type: none"><li>Working Papers</li></ul>	
2. Payroll	<ul style="list-style-type: none"><li>Non-accountable pay records</li></ul>	



# THE RECORDS RETENTION AND DISPOSAL SCHEDULE

## SECTION 8 – HOUSING SERVICES

### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Customer Charter	<ul style="list-style-type: none"><li>Housing Division Customer Charter</li></ul>	
2. Housing Management	<ul style="list-style-type: none"><li>Stock Monitoring Records</li></ul>	
3. Development and Renovation Schemes	<ul style="list-style-type: none"><li>Work Specification</li><li>Plans</li></ul>	

### C. Destroy 12 YEARS after creation (originally "Destroy 7 years after the disposal of the plant/equipment")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Housing Maintenance	<ul style="list-style-type: none"><li>Service Records</li><li>Plant files</li></ul>	

D. Destroy 9 YEARS after creation (originally “Destroy 7 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Housing Maintenance	<ul style="list-style-type: none"><li>• Maintenance Records</li></ul>	

E. Destroy 6 YEARS after creation (originally “Destroy 3 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Housing Applications and Tenancies	<ul style="list-style-type: none"><li>• Housing Register</li><li>• Tenancy Application forms</li><li>• Tenancy Transfer applications</li></ul>	Electronic copies are retained indefinitely on the ISE system

## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 9 – INFORMATION SERVICES

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Strategies, Policies and Plans	<ul style="list-style-type: none"><li>• I.T Strategy</li><li>• Computer Use Policy (also known as the Internet Use Policy)</li><li>• Procurement Policy</li><li>• I.T Security Policy</li><li>• Printing Policy</li><li>• Computer Development Plan</li><li>• Service Plan</li></ul>	
2. E.Government	<ul style="list-style-type: none"><li>• IEG 2 Statement and succeeding statements</li></ul>	

C. Destroy 10 YEARS after creation (originally “Destroy 6 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. I.T Assets	<ul style="list-style-type: none"><li>• Inventory of Assets</li><li>• Other related records</li></ul>	
2. Project Files	<ul style="list-style-type: none"><li>• Plans</li><li>• Quotations</li><li>• Documentation</li></ul>	

D. Destroy 4 YEARS after creation (originally “Destroy 2 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Performance Management Information including Performance Indicators	<ul style="list-style-type: none"><li>• Working Papers</li><li>• Supporting Information</li><li>• Reports</li></ul>	

# THE RECORDS RETENTION AND DISPOSAL SCHEDULE

## SECTION 10 – LEGAL AND ESTATES

### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Conveyancing	<ul style="list-style-type: none"><li>• Title Deeds</li><li>• Compulsory Purchase Orders</li></ul>	
2. Agreements	<ul style="list-style-type: none"><li>• Planning Obligation Agreements</li></ul>	
3. Leases	<ul style="list-style-type: none"><li>• Long Term Use</li></ul>	
4. Byelaws and Orders – actual documents	<ul style="list-style-type: none"><li>• Byelaws</li><li>• Public Footpath and Bridleway Orders</li><li>• Submissions to Secretary of State</li></ul>	

C. Destroy 60 YEARS after creation (originally “Retain for the life of the property plus 12 years”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Property Acquisition and Disposal	<ul style="list-style-type: none"> <li>• Plans</li> <li>• Contracts</li> <li>• Sales Particulars</li> <li>• Leases</li> <li>• Files</li> </ul>	

D. Destroy 25 YEARS after creation (originally “Destroy 20 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Land and Property Management	<ul style="list-style-type: none"> <li>• Periodic Condition reports</li> <li>• Summary of leased property</li> </ul>	

E. Destroy 18 YEARS after creation (originally “Destroy 15 years after the expiry of the lease”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Leases/Tenancy Agreements	<ul style="list-style-type: none"> <li>• Lease Agreements</li> <li>• Valuations</li> <li>• Rent Reviews</li> </ul>	

F. Destroy 15 YEARS after creation (originally “Destroy 12 years after administrative use is concluded or sale of the property, whichever is the later”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Conveyancing	<ul style="list-style-type: none"> <li>• Conveyancing files</li> </ul>	Excludes Title Documents
2. Right to Buy Sales	<ul style="list-style-type: none"> <li>• Sale documents</li> <li>• Correspondence</li> </ul>	

G. Destroy 10 YEARS after creation (originally “Destroy 7 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Litigation	<ul style="list-style-type: none"> <li>• Case files</li> <li>• Correspondence</li> </ul>	
2. Leases/Tenancy Agreements	<ul style="list-style-type: none"> <li>• Requests for works</li> </ul>	



H. Destroy 5 YEARS after creation (originally “Destroy 3 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Advice	<ul style="list-style-type: none"><li>• Written legal advice</li></ul>	
2. Protection from Eviction (Private property)	<ul style="list-style-type: none"><li>• Harassment Case papers</li></ul>	

I. Destroy 4 YEARS after creation (originally “Destroy 2 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Byelaws and Orders – Administration and Enforcement	<ul style="list-style-type: none"><li>• Parking infringement notices</li><li>• Correspondence</li></ul>	



# THE RECORDS RETENTION AND DISPOSAL SCHEDULE

## SECTION 11 – LEISURE AND FACILITIES

### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Car Parking	<ul style="list-style-type: none"><li>• Parking Places Orders</li></ul>	

### C. Destroy 25 YEARS after creation (originally "Destroy 7 years after the inspection (allowing, where necessary, for any claimant to reach the age of 25)")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Landscape Management	<ul style="list-style-type: none"><li>• Play Equipment Inspection records</li><li>• Footpath Inspection records for paths in play areas etc</li><li>• Tree Inspection records</li></ul>	

D. Destroy 14 YEARS after creation (originally “Destroy 7 years after the sale or disposal of the vehicle”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Transport Management	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Leases</li> <li>• Quotations</li> <li>• Vehicle documents</li> </ul>	
2. Transport Maintenance	<ul style="list-style-type: none"> <li>• Maintenance Records</li> <li>• Allocations and authorisations for vehicles</li> </ul>	

E. Destroy 10 YEARS after creation (originally “Destroy 7 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Car Parking	<ul style="list-style-type: none"> <li>• Maintenance Records</li> </ul>	
2. Street Furniture	<ul style="list-style-type: none"> <li>• Requests for street signs, street nameplates and bus shelters</li> </ul>	
3. Highway Schemes	<ul style="list-style-type: none"> <li>• Correspondence and consultations on new highway schemes</li> </ul>	

F. Destroy 10 YEARS after creation (originally “Destroy 6 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Sports and Leisure Facilities – Buildings	<ul style="list-style-type: none"> <li>• Files</li> </ul>	

G. Destroy 10 YEARS after creation (originally “Destroy 3 years after the sale or disposal of the vehicle”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Transport Management	<ul style="list-style-type: none"> <li>• Vehicle Usage reports</li> </ul>	

H. Destroy 3 YEARS after creation (originally “Destroy 1 year after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Leisure Facilities	<ul style="list-style-type: none"> <li>• Activity leaflets</li> </ul>	

## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 12 – PERSONNEL; TRAINING; AND HEALTH AND SAFETY

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel records	<ul style="list-style-type: none"><li>• Warnings involving children and young people</li></ul>	
2. Personnel – Local Agreements	<ul style="list-style-type: none"><li>• Pay under Single Status</li><li>• Working hours for Horticultural workforce</li><li>• Holiday arrangements</li></ul>	
3. Personnel – Employee Policies	<ul style="list-style-type: none"><li>• Recruitment and Selection Policy</li><li>• Smoking Policy</li><li>• Disciplinary and Grievance Policy</li><li>• Job Share Policy</li></ul>	

C. Destroy 75 YEARS after creation (originally “Destroy 25 years after termination of employment”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel records	<ul style="list-style-type: none"> <li>Record and files relating to employees working with children and young people</li> </ul>	
2. Injuries to children and adults	<ul style="list-style-type: none"> <li>Accident books</li> </ul>	

D. Destroy 56 YEARS after creation (originally “Destroy 6 years after the termination of employment”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel records	<ul style="list-style-type: none"> <li>Individual employee files and records</li> </ul>	But see other “Personnel Records” entries

E. Destroy 60 YEARS after creation (originally “Destroy 75 years after employee’s date of birth”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel records	<ul style="list-style-type: none"> <li>Correspondence and advice from Occupational Health</li> </ul>	

F. Destroy 55 YEARS after creation (originally “Destroy 50 years after completion of training”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Occupational health and safety training	<ul style="list-style-type: none"> <li>Training Register</li> <li>Records</li> </ul>	Individual course assessment records should be destroyed once the training has been renewed

G. Destroy 50 YEARS after creation (originally “Destroy 40 years after last action”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Health and Safety inspections and assessments	<ul style="list-style-type: none"> <li>Property asbestos files</li> </ul>	This applies to employees and others who are likely to have come into contact with asbestos

H. Destroy 40 YEARS after creation (originally “Destroy 35 years after completion of training or last entry”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Training related to children and young people	<ul style="list-style-type: none"><li>• Individual course assessments</li><li>• Training Register</li></ul>	

I. Destroy 15 YEARS after creation (originally “Destroy 6 years after destruction of the equipment”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Health and Safety inspections and assessments	<ul style="list-style-type: none"><li>• Equipment</li><li>• Inspection records</li></ul>	

J. Destroy 10 YEARS after creation (originally “Destroy 7 years after training completed”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Training records	<ul style="list-style-type: none"><li>• Certificates</li><li>• Awards</li><li>• Examination results</li></ul>	

K. Destroy 6 YEARS after creation (originally “Destroy 3 years from last inspection”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Health and Safety inspections and assessments	<ul style="list-style-type: none"><li>• Monitoring results</li></ul>	

L. Destroy 6 YEARS after creation (originally “Destroy 3 years from last assessment”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Health and Safety inspections and assessments	<ul style="list-style-type: none"><li>• Risk Assessments</li></ul>	

M. Destroy 6 YEARS after creation (originally “Destroy 3 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Injuries to adults	<ul style="list-style-type: none"> <li>• Accidents Books</li> </ul>	

N. Destroy 5 YEARS after creation (originally “Destroy 2 years after training completed”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Training and Development	<ul style="list-style-type: none"> <li>• Course Records</li> <li>• Assessments</li> </ul>	Records of training undertaken are also held electronically

O. Destroy 3 YEARS after creation (originally “Retain until superseded or process ceases PLUS 1 YEAR”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Health and Safety inspections and assessments	<ul style="list-style-type: none"> <li>• Records and processes to ensure safe system of work</li> </ul>	

P. Destroy 18 MONTHS after creation (originally “Destroy after 18 months”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel Records	<ul style="list-style-type: none"> <li>• Final warning under Disciplinary and Grievance proceedings</li> </ul>	

Q. Destroy 1 YEAR after creation (originally “Destroy after 1 year”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel Records	<ul style="list-style-type: none"> <li>• Written warning under Disciplinary and Grievance proceedings</li> </ul>	
2. Job applications – unsuccessful candidates	<ul style="list-style-type: none"> <li>• Interview notes</li> </ul>	
3. Training and development	<ul style="list-style-type: none"> <li>• Training materials</li> </ul>	Destroy after the course is superseded
4. Health and Safety inspections and assessments	<ul style="list-style-type: none"> <li>• Work permits and authorities</li> </ul>	



R. Destroy 6 MONTHS after creation (originally “Destroy after 6 months”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel Records	<ul style="list-style-type: none"><li>• Oral warning under Disciplinary and Grievance proceedings</li></ul>	
2. Job Applications – unsuccessful candidates	<ul style="list-style-type: none"><li>• Job application forms</li></ul>	

S. Destroy 6 MONTHS after creation (originally “Destroy once the recruitment process is completed”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel Records	<ul style="list-style-type: none"><li>• Police checks/ Criminal Records Bureau checks</li></ul>	

T. Destroy 6 MONTHS after creation (originally “Destroy immediately or after any appeal”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Personnel Records	<ul style="list-style-type: none"><li>• Cases where investigations demonstrated the case to be unfounded in relation to Disciplinary and Grievance proceedings</li></ul>	



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 13 – PLANNING; ECONOMIC DEVELOPMENT; BUILDING CONTROL; AND LAND CHARGES

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Forward Planning – Development Plan/Local Development Framework	<ul style="list-style-type: none"><li>• Local Plan</li><li>• Local Development Plans</li><li>• Formal objections made by members of the public</li><li>• Public Inquiry documents</li></ul>	
2. Planning Control	<ul style="list-style-type: none"><li>• List of Buildings of Special Architectural or Historic interest</li><li>• Conservation Area documents</li><li>• Planning Application files</li><li>• Plans</li><li>• Planning Register</li><li>• Tree Preservation Orders</li><li>• Enforcement Notices</li><li>• Breach of Conditions Notices</li></ul>	

- 3. Economic Development
  - North Warwickshire Economic Development Strategy 2003-2008 and subsequent years
  - Action Plan 2003-2004 and subsequent years
  
- 4. Building Control
  - Building Control Registers
  - Building files
  - Plans
  - Specifications
  - Correspondence
  - Applications
  - Permits
  - Certificates
  
- 5. Land Charges
  - Register of Searches made Also stored electronically
  - Property Index Cards
  - Kalamazoo Metal Registers
  - Compensation Notices
  - Records from former Atherstone RDC, Meriden RDC and Tamworth RDC
  - Ordnance Survey sheets and other plans with information plotted on them
  - Planning Decision notices from the Borough Council and Warwickshire County Council
  - Tree Preservation Orders
  - Public Footpath and Bridleway Orders
  - Planning Obligation Agreements
  - Improvement grants paid
  - Compulsory Purchase Orders
  - Street Naming and numbering
  - Highway Adoption Agreements

C. Destroy 30 YEARS after creation (originally “Destroy 25 years after the issue of a Certificate of Final Inspection”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Building Control	<ul style="list-style-type: none"><li>• Certificates of Final Inspection</li><li>• Building Inspection records</li><li>• Diaries</li></ul>	

D. Destroy 10 YEARS after creation (originally “Destroy after 10 years”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Planning Control	<ul style="list-style-type: none"><li>• Planning Inquiries and hearing papers</li></ul>	

E. Destroy 7 YEARS after creation (originally “Destroy after 7 years”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Forward Planning – Major Planning Schemes of other bodies	<ul style="list-style-type: none"><li>• Enquiries, consultation documents, objections and correspondence on such schemes as airport expansion, new roads, railways etc</li><li>• Plans</li></ul>	
2. Land Charges	<ul style="list-style-type: none"><li>• Completed Land Charges searches and associated correspondence</li></ul>	

F. Destroy 6 YEARS after creation (originally “Destroy after 6 years”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Land Charges	<ul style="list-style-type: none"><li>• Register of Personal Searches made</li><li>• Register of Searches returned (incorrect fee, wrong authority, missing documents etc)</li></ul>	

G. Destroy 5 YEARS after creation (originally “Destroy after 5 years”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Economic Development	• Best Value Service Improvement Plan for Economic Development	Period starts with the document's publication date
2. Building Control	• Records relating to successful enforcement of Building Regulations	Period starts with the date of compliance

H. Destroy 5 YEARS after creation (originally "Destroy 3 years after the relevant Plan/document has been approved or adopted")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Forward Planning – Development Plan/Local Development Framework	• Consultation documents, general enquiries and replies	

I. Destroy 5 YEARS after creation (originally "Destroy 2 years after the replacement documents are produced")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Economic Development	• North Warwickshire Business Directory	
2. Tourism	• Places to visit accommodation list	

J. Destroy 1 YEAR after creation (originally "Destroy after 1 year")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Land Charges	• Daily tally sheet of searches and fees received	

## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 14 – POLICY SUPPORT; EMERGENCY PLANNING; AND PUBLIC RELATIONS

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Corporate Policies and Plans	<ul style="list-style-type: none"><li>• Corporate Plans</li><li>• Strategy Plans</li><li>• Business Plans</li><li>• Community Safety Plan</li><li>• Community Strategy</li><li>• Other Policies</li><li>• Records relating to policy implementation and development</li></ul>	
2. Management Team and Extended Management Team	<ul style="list-style-type: none"><li>• Minutes of Management Team (both strategic and ordinary meetings)</li><li>• Minutes of Extended Management Team</li></ul>	
3. Public Relations	<ul style="list-style-type: none"><li>• Historic or important press cuttings and media reports</li></ul>	If not within the "historic or important" categories, destroy 10 years after the event

- 4. Emergency Planning
  - Major Incident Plan
  - Reports on all **major** incidents in the Borough regardless of whether the Emergency Plan has been invoked or not

C. Destroy 12 YEARS after creation (originally “Destroy 10 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Emergency Planning	<ul style="list-style-type: none"> <li>• Records from the results of tests of the Emergency Plan</li> </ul>	

D. Destroy 8 YEARS after creation (originally “Destroy 7 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Emergency Planning	<ul style="list-style-type: none"> <li>• Reports on all <b>minor</b> incidents in the Borough regardless of whether the Emergency Plan has been involved or not</li> </ul>	

E. Destroy 6 YEARS after creation (originally “Destroy 6 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Enquiries and complaints	<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Registers</li> <li>• Reports</li> <li>• Returns</li> <li>• Correspondence</li> <li>• Ombudsman references</li> </ul>	A permanent electronic record of complaints received and the action taken on them is held in a database



F. Destroy 7 YEARS after creation (originally “Destroy 5 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Management Team and Extended Management Team	<ul style="list-style-type: none"> <li>Agendas and reports for meetings</li> </ul>	
2. Public consultation	<ul style="list-style-type: none"> <li>Results and reports on consultations with the public on <b>significant Council policies or proposals</b></li> </ul>	
3. Quality and Performance Management	<ul style="list-style-type: none"> <li>Best Value Reviews</li> </ul>	

G. Destroy 5 YEARS after creation (originally “Destroy 3 years after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Quality and Performance Management	<ul style="list-style-type: none"> <li>Assessment forms for assessing the quality, efficiency or performance of a service or unit</li> </ul>	
2. Public Relations	<ul style="list-style-type: none"> <li>Drafts for the design of new publications</li> <li>Press Releases issued by the Council</li> </ul>	

H. Destroy 2 YEARS after creation (originally “Destroy 1 year after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Public Consultation	Results and reports on consultations with the public on <b>minor Council policies</b>	

I. Destroy 1 YEAR after creation (originally “Destroy after administrative use is concluded”)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Public Relations	<ul style="list-style-type: none"> <li>Publications produced by or on behalf of the Council</li> </ul>	One copy from the initial print run should be retained in the Council’s archives



## THE RECORDS RETENTION AND DISPOSAL SCHEDULE

### SECTION 15 – REVENUES AND BENEFITS

#### A. General Presumption

The Council's aim over the next few years is to get all incoming mail, records and files electronically scanned. This process has been commenced and will be progressively rolled out to all Divisions of the Council. As soon as incoming mail, records and files have been scanned, paper copies of them must be destroyed.

It is, of course, impossible to include every single record or type of record that the Council holds, so there will be a general presumption that, where an item is not specifically listed below with a retention or destruction period and it is still in paper form, it will be destroyed 5 years after its administrative use has been concluded or on the date of its scanning, whichever occurs first. A Records Management Officer may extend the 5 year period under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper is listed below, it will be retained or destroyed at the prescribed time or on the date of its scanning whichever occurs first.

NB. The information in the centre column below (Record Examples) lists typical examples of records. It is not meant to be a complete and comprehensive list.

#### B. Retain INDEFINITELY

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Council Tax and Business Rates	<ul style="list-style-type: none"><li>• Valuation Lists</li><li>• Rate Books</li><li>• Rate Cards</li><li>• Register of Rateable Properties</li></ul>	

#### C. Destroy 6 YEARS after creation (originally "Destroy after 6 years")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Mortgages	<ul style="list-style-type: none"><li>• Correspondence</li><li>• Payment records</li></ul>	Period starts with date of final payment
2. Rent Payments	<ul style="list-style-type: none"><li>• Correspondence</li><li>• Rent Cards</li></ul>	Period starts after the end of the financial year in which the paper record was created (NB Rent Payments are retained indefinitely through the Document Imaging system)

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
3. Council Tax and Business Rates	<ul style="list-style-type: none"> <li>• Notices</li> <li>• Objections</li> <li>• Applications</li> <li>• Correspondence</li> <li>• Rate Certificates</li> <li>• Rate property files</li> <li>• Reports</li> </ul>	Most of this information is retained indefinitely through the Document Imaging System

3. Destroy 4 YEARS after creation (originally "Destroy 3 years after the termination of the bus/travel concession")

<u>Subject</u>	<u>Record Examples</u>	<u>Notes</u>
1. Concessionary Travel	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Issue records</li> </ul>	

## **Part 4 – Records Appraisal System**

### **1. Introduction**

- 1.1 To enable the Council's Records Retention and Disposal Policy to work effectively and to ensure that individual information requests, under the Freedom of Information Act, are handled efficiently, it is essential that the Council has in place a proper system for regularly reviewing and appraising records, including files
- 1.2 A properly documented appraisal system will help to ensure that decisions on the retention and disposal of records (paper and electronic) are made in a systematic and consistent manner.
- 1.3 It will show, among other things, what records have been selected for destruction, under whose authority they are to be destroyed and the date and method of their destruction.
- 1.4 The appraisal system will also provide similar information for items to be retained whether permanently or for a limited period.
- 1.5 A pre-requisite to all of this is, of course, the existence of up to date lists of all files and records held – both current and archived.

### **2. Steps to be taken in appraising and reviewing files and records**

- 2.1 Records Management Officers will need to take the undermentioned steps when appraising and reviewing items. In appropriate cases, they will consult other officers in their Division and, for more general or specific advice, will consult the Assistant Chief Executive or the Corporate Services Officer
  - a First of all, please read the General Presumption paragraph which is to be found at paragraph A in each section of the Records Retention and Disposal Schedule. This sets out the general 5 YEAR RULE for items which are not separately listed in the Retention and Disposal Policy. Please also note the provisions about electronic scanning.
  - b Then in the case of those records and files, which are not separately listed in Part 3 of this Policy
    - i Action their transfer and archiving, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix A
    - ii Action their destruction, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix B
    - iii Carry out these reviews at least annually.

N.B. When the Electronic Document and Records Management System is operational, a list of records and files due for review will be sent once a month to Divisional Records Management Officers.
  - c Finally in the case of those records and files which are actually listed in Part 3
    - i Action their destruction, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix B
    - ii Carry out these reviews at least annually.

N.B. When the Electronic Document and Records Management System is operational, a list of records and files due for review will be sent once a month to Divisional Records Management Officers.

N.B. 1 Where a Records Management Officer is of the opinion that a record should be retained for a longer period than that set down in Part 3, he or she may mark that record for later review and should make a note of it on the Schedule. Likewise, a record may be destroyed before its due date, in appropriate circumstances, subject to the Records Management Officer obtaining his or her Assistant Director's agreement and to a relevant note being made on the schedule.

2 Old archived paper records should be checked periodically to ascertain their physical condition.

**RECORDS APPRAISAL SYSTEM**  
**TRANSFER/ARCHIVING OF RECORDS**

**PART 4 – PARAGRAPH 2.1. b.i.**

Date of Appraisal/ Review	Record/File No.	Record/File Name	Period of Coverage	Type of File (1)	Authority (2)	Reason/ Justification	Transfer/ Archiving Date	Location (3)

(1) Paper or electronic (Generally paper, as electronic documents etc will usually be dealt with through the Electronic Document and Records Management System)

(2) Name of officer who authorised the transfer/archiving of the file

(3) Sheepy Road Depot, County Record Office etc

N.B. Where a paper record has been electronically scanned, its paper version must be destroyed at the time of scanning.

**RECORDS APPRAISAL SYSTEM**

**DESTRUCTION OF RECORDS**

**PART 4 – PARAGRAPH 2.1. b.ii and ci**

Date of Appraisal/ Review	Record/File Number	Record/File Name	Period of coverage	Type of Record (1)	Authority (2)	Reason/ Justification	Destruction date	Method of Destruction	If a paper record, whether it has been scanned prior to destruction

(1) Paper or electronic (Generally paper, as electronic documents etc will usually be dealt with through the Electronic Document and Records Management System)

(2) Name of officer who authorised the destruction of the record