

West Berkshire Council Records Management Record Retention and Disposal Schedule



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Change History

| Version | Date | Description | Change ID |
|---------|------------|---|-----------|
| 1 | 30/09/05 | Original version service specific | |
| 2 | 13/12/05 | Revised to map to service specific model from RMS – sent for consultation | |
| 3 | 22/06/06 | Revised following additional input from Services | |
| 4 | 15/08/06 | Final version including Policy statement Approved by Corporate Board | |
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| 7 | 16/03/16 | Revised version with additions to timescales | |
| 8 | 24/10/16 | Revised version with additions to retention timescales on pages 33 & 34 | |
| 9 | 04/12/17 | Revised version made available to public as part of GDPR Prep. | |
| 10 | 18/05/2018 | Revised to include reference to Educational Psychology documentation | |
| 11 | 22/05/2018 | Revised to include reference to Proof of Life documentation (Legal) | |
| 12 | 26/06/2019 | Comprehensive revision to Human Resources Section (6) | |
| 13 | 12/07/2019 | Review of school appeals data | |
| 14 | 20/08/2019 | Review of Information Management retention practices | |
| 16 | 18/05/2023 | Minor revisions to formatting / move archaeology service into planning | |
| 17 | 23/11/2023 | Revised version with amendments to school transport and public transport | |
| 18 | 19/12/2023 | Revised version with West Berkshire Council Directory updates | |
| 19 | 12/06/2024 | Revised version with West Berkshire Council Directory updates | |

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|----|------------|---|--|
| 20 | 31/07/2024 | Revised version with Benefits Service information added | |
| 21 | 17/09/2024 | Revised version with Customer Service calls information added | |
| 22 | 19/08/2025 | Addition of Vehicle CCTV and Dashcams information (page 94) | |

This document is reviewed every two years, or as required.

WEST BERKSHIRE DISTRICT COUNCIL

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Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|---|----------------|
| 1 Democratic Processes | | | | |
| Elections | | | | |
| Summary certification of those eligible to vote | Permanent Destroy after 12 months (Common practice) | <ul style="list-style-type: none"> Register of Electors Annual Registration forms | Held manually and electronically in Elections. Out of date copies sent Reading Records Office as a public record. | |
| District Elections | Destroy after 2 years Destroy after 12 months (Statutory) | <ul style="list-style-type: none"> Returns and Declarations as to Election expenses All material except Declarations and Expenses | Held in Elections Sent to Reading Records Office | |
| Parliamentary elections | Destroy after 2 years Passed to Clerk of the Crown (Statutory) | <ul style="list-style-type: none"> Returns and Declarations as to Election expenses All material except Declarations and Expenses | Held in Elections Sent to the Clerk of the Crown | |
| European elections | Destroy after 12 months (Statutory) | <ul style="list-style-type: none"> All material that is not sent to the Local Returning Officer immediately following the election | Sent to Reading Record Office | |
| Results | Destroy 6 months from date of election (Statutory) | <ul style="list-style-type: none"> Declaration of results (local elections only) | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|---|----------------|
| Council & Committee Meetings | | | | |
| <p>Council & Committee papers The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.</p> | <p>Substantive records - permanent. Transfer to Berkshire Records Office after 5 years. Must be available for public inspection.</p> <p>Background papers - 5 years. Kept by relevant service area</p> | <ul style="list-style-type: none"> • Minutes • Agendas • Committee Papers(including Part II items) • Decision Record Notices • Background Papers | <p>Minutes -Hard & electronic copies – P&C Electronic copies: Pre-1996 – archived onto tape/CD – ITU. 1996 onwards - Minute Retrieval System in P&C. Agendas - Hard & electronic copies – P&C Electronic copies – global/infodesk/repread Archive onto CD every 3 years. C'ttee Papers - Hard & electronic copies – P&C Electronic copies: global/infodesk/repread Archive onto CD every 3 years. Decision record notices - Hard & electronic copies – P&C Electronic copies – global/committees Archive onto CD every 3 years Also available on internet</p> | |
| <p>Minute taking</p> | <p>Destroy after date of confirmation/approval of minutes</p> | <ul style="list-style-type: none"> • Draft/rough minute • Notes/audio tapes | | |
| <p>Register of Member's interests</p> | <p>Retain for six years.</p> | <ul style="list-style-type: none"> • Signed register or signed forms | <p>May be offered to Record Office as historical record</p> | |
| <p>Register of Disclosures and General Notices by Members</p> | <p>Retain for six years. Pass to Record Office for consideration</p> | <ul style="list-style-type: none"> • Formal Register of disclosures. Not memos or emails containing original information | | |
| <p>Declaration of Acceptance of Office</p> | <p>Retain for six years. Pass to Record Office for consideration</p> | <ul style="list-style-type: none"> • Formal signed Declarations | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|----------------|
| Partnership, Agency and External Meetings | | | | |
| <p>Partnership internal processes</p> <p>The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.</p> | <p>As for Council and Committee Meetings</p> <p>(Permanent for substantive record, 5 years for background papers)</p> | <ul style="list-style-type: none"> • Documents establishing the Committee • Agendas • Minutes • Council Reports • Recommendations • Supporting documents such as Council briefing and discussion papers | | |
| <p>Partnership external processes</p> <p>The process of preparing external committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record.</p> | <p>Owner of record to define</p> <p>(RMS recommended – 3years)</p> | <ul style="list-style-type: none"> • Local Strategic Partnership | | |
| <p>Countryside Management & Advisory Committee files</p> | <p>Permanent</p> | <p>Snelsmore Bucklebury Common Greenham Common Padworth and Wokefield meeting minutes/ Member contact details</p> | <p>Countryside and Environment, Faraday Rd</p> | |
| Honours Submissions | | | | |
| <p>Honours Submissions</p> <p>The process of preparing honours submissions</p> | <p>Destroy five years after last action</p> | <ul style="list-style-type: none"> • Honours nomination form • Covering letter • Covering submission | | |
| Political Parties Papers | | | | |
| <p>Political Parties Papers</p> <p>Process of undertaking representation</p> | <p>Destroy three years after last action</p> | <ul style="list-style-type: none"> • Leader of opposition papers • Leader of Council papers | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|--|----------------|
| 2 Management and Administration | | | | |
| Corporate Planning & Reporting | | | | |
| <p>Corporate Planning & Reporting</p> <p>The corporate planning and reporting activities of Local Authorities</p> | <ul style="list-style-type: none"> ▪ Permanent. Archive after 7 years ▪ Permanent. Archive after 2 years | <ul style="list-style-type: none"> ▪ Corporate Plans ▪ Strategy Plans ▪ Business Plans ▪ Service Plans ▪ Budget Plans | <p>Retain in Policy & Communication until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p> <p>Retain in Policy & Performance until archived at Berkshire Records Office</p> | |
| <p>Preparing Strategic Business</p> <p>The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions</p> | <ul style="list-style-type: none"> ▪ Permanent. ▪ Archive after 5 years. | <ul style="list-style-type: none"> ▪ Corporate Board ▪ Management Board ▪ Strategy Plans | <p>Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p> | |
| <p>Preparing departmental business</p> <p>The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions</p> | <ul style="list-style-type: none"> ▪ Permanent. ▪ Archive after 5 years | <ul style="list-style-type: none"> ▪ Task Groups ▪ Working Parties | <p>Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p> | |
| Statutory Returns | | | | |
| <p>Statutory returns</p> <p>The process of preparing information to be passed on to central government as part of statutory requirements</p> | <ul style="list-style-type: none"> ▪ Archive hard copy after 3 years. Destroy 7 years from closure. ▪ Retain electronic version | <ul style="list-style-type: none"> ▪ OFSTED reports ▪ Best Value Inspection Reports ▪ Performance Indicators ▪ SSI ▪ Best Value Performance Plan ▪ EU Procurement | <p>Retain in Policy & Performance until archived at Berkshire Records Office</p> <p>Local Government Act 1972: Sch 225 & 228 Dependent on statute under which information is collected</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|--|--|----------------|
| Policy, Procedures, Strategy and Structure | | | | |
| <p>Development processes</p> <p>Activities that develop policies, procedures, strategies and structures for the Local Authorities.</p> | <ul style="list-style-type: none"> ▪ Hard copy - permanent. Electronic – up-to-date version ▪ Retain for the lifetime of the Plan. Destroy 2 years after Plan was last updated. | <ul style="list-style-type: none"> ▪ Constitution ▪ Policy, Procedure, Precedent, Instructions ▪ Records relating to Policy Implementation and Development ▪ Education plan ▪ Asset management plan ▪ Children's Services Plan ▪ Community Safety ▪ Community Strategy ▪ Community Plan ▪ Community Safety Plan ▪ Local Agenda 21 ▪ Procurement Strategy | <p>Local Government Act 2000</p> <p>Common practice</p> | |
| Public Consultation | | | | |
| <p>Consultation processes</p> <p>The process of consulting the public and staff, where appropriate, in the development of significant or minor policies of the local authority</p> | <p>Destroy five years from closure Held electronically.</p> | <ul style="list-style-type: none"> • Annual Satisfaction Survey • Results of public consultation exercises • Results of employeeconsultation exercises | <p>Common practice</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|---|----------------|
| Information Management | | | | |
| <p>Information Management processes</p> <p>The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.</p> | <p>Permanent. Archive after 3 years to Berkshire Records Office</p> | <ul style="list-style-type: none"> • Classification Schemes • Registers • Indexes • Authorised Lists of File Headings | <p>Common practice</p> | |
| <p>Management of archived records</p> <p>The management of collections of records transferred to the archives</p> | <p>Current edition retained. Earlier versions archived for reference only (single copy)</p> <p>Permanent. Administrative use</p> | <ul style="list-style-type: none"> • Record Retention Policy • Accession registers and file indexes for records | <p>Common practice</p> | |
| <p>Record of disposal/destruction of records</p> <p>The process which records the disposal of records</p> | <p>Destroy 12 years after last action</p> | <ul style="list-style-type: none"> • Indexes • Disposal certificates | <p>Common practice based on Limitation Act</p> | |
| <p>Monitoring of access to information</p> | <p>Destroy three years after last action</p> <p>Destroy 6 years after administrative use is concluded</p> <p>Permanent. Administrative use</p> | <ul style="list-style-type: none"> • Data Protection requests • Freedom of Information Requests • Environmental Information Requests • FoI Internal Reviews • ICO Reviews (FoI complaints) • FoI requests log • Data Protection log | <p>Retain longer if any legal case or complaint in relation to individual making SAR is ongoing</p> <p>Delete personal data after 6 years</p> | |

Records Management Record Retention Schedule

| | | | | |
|---|---|---|--|--|
| <p>Management of call recordings from Customer Service calls</p> | <p>Securely stored for 30 days with automatic deletion set at 31 days with the exception of recordings forming part of investigation or complaint.</p> <p>Calls that fall under exception rule will be saved securely in alternative location for the duration of the investigation/complaint</p> | <ul style="list-style-type: none"> • Calls received into customer services until call ended or transferred to another team • Complaint or dispute | <p>Automatic deletion schedule set by IT.</p> <p>Calls that fall under the exception rule will be securely saved in alternative location to avoid deletion automatically.</p> | |
|---|---|---|--|--|

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|--|----------------|
| Enquiries and Complaints | | | | |
| <p>Management of enquiries and complaints</p> <p>The management in summary form of enquiries and complaints directed to council.</p> | <p>Permanent. Archive after 3 years to Berkshire Records Office.</p> | <ul style="list-style-type: none"> • Indexes • Registers | | |
| <p>Management of enquiries and complaints resulting in policy changes</p> <p>The management of enquiries, submissions and complaints which result in changes to Council policy or procedures</p> | <p>Permanent. Archive after 3 years to Berkshire Records Office.</p> | <ul style="list-style-type: none"> • Correspondence • Reports • Returns | | |
| <p>Management of detailed responses</p> <p>The management of detailed responses on Council actions, policy or procedures</p> | <p>Corporate Stage 1 complaints- Destroy 3 years after administrative use is concluded</p> <p>Children's complaints Minimum 10 years</p> <p>Corporate Stage 2, Ombudsman (LGO) and ICO complaints/ Enforcement - Destroy 6 years after administrative use is concluded</p> <p>Permanent administrative use</p> | <ul style="list-style-type: none"> • Correspondence • Complaints by Children • Ombudsman • Complaints logs | <p>Originals kept in client files in confidential section once case closed. Copy kept by complaints Officer.</p> <p>Original kept by Complaints Officer. Copy kept on file. Reviewed by complaints officer at end of retention period</p> <p>Persistent & Prolific complaints held for 10 years from last contact - review folders every two years</p> <p>Delete personal data after 6 years</p> | |
| <p>Management of routine responses</p> <p>The management of routine responses on Council actions, policy or procedures</p> | <p>Destroy 2 years after administrative use is concluded</p> | <ul style="list-style-type: none"> • Printed Material • Form Letters | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|-----------------------------------|---|---|----------------|
| General complaints / concerns | Review after 5 years | | Complaints section, transfer to Reading Records Bureau if appropriate. | |
| Review panel business meetings | 5 years after last entry | | Complaints section, Reading Records Bureau | |
| Publicity about complaints procedures | 5 years after last entry | <ul style="list-style-type: none"> Leaflets | | |
| Quality and Performance Management | | | | |
| Monitor or review process The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit. | Destroy 5 years from closure | <ul style="list-style-type: none"> Best Value Review Service Review Performance Indicators Public Service Agreement Plan Agreement (PSA) Comprehensive Performance Assessment Plan (CPA) Inspection Reports | Common practice. Retained in P&P or appropriate service | |
| Assessment of performance The process of assessing the quality, efficiency, or performance of a local authority service or unit | Destroy 2 years from closure | <ul style="list-style-type: none"> Assessment forms | Common practice | |
| Assessment of provider performance The process of assessing the quality, efficiency, or performance of an external provider | Destroy 3 years from next review | <ul style="list-style-type: none"> Service Review for Housing Service providers (Supporting People) | Working documents to be retained during review, only report and user interviews to be retained following creation of report | |
| Business Contingency Plans | | | | |
| Business Contingency Plans | Retain for seven years in archive | <ul style="list-style-type: none"> Contingency plans Minutes of meetings | Retain indefinitely until superceded, when these should be archived and retained for seven years | |
| Disaster Recovery Plans | Retain for seven years in archive | <ul style="list-style-type: none"> Recovery plans Minutes of meetings | Retain indefinitely until superceded, when these should be archived and retained for seven years | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|--|----------------|
| Public Relations | | | | |
| Design work The process of designing and setting information for publication | Destroy 3 years from last action | | Common practice | |
| Publications The published work of the local authority | Archived as pdf files onto CD every two months. Kept permanently | <ul style="list-style-type: none"> ▪ Leaflets/Posters/ Brochures ▪ Stationery | Kept by Print Unit | |
| Media Relations | | | | |
| Process of interaction with the media | Hard copies – destroy 3 years from closure. | <ul style="list-style-type: none"> ▪ Media enquiry record forms | Policy & Communication. | |
| Media publications concerning local authorities | 6 months (RMS recommended – permanent archive) | <ul style="list-style-type: none"> ▪ Local newspapers ▪ Press cuttings | Policy & Communication. | |
| Promotions | | | | |
| Campaigns and events The process of promoting the Council's achievements internally and externally | Hard copies 2 years, electronic copies, 5 years Hard copy 2 years Electronic copy 4 years (RMS recommended – permanent archive) | <ul style="list-style-type: none"> ▪ Press releases ▪ Staff newsletter ▪ Members Information Bulletin | Policy & Communication. | |
| Civic and Royal Events | | | | |
| Recording of ceremonial events and civic occasions | Retained until end of term of office of Chairman of Council | <ul style="list-style-type: none"> ▪ Photographs ▪ Newspaper Clippings ▪ Visitors Books ▪ Video and Audio tapes | Policy & Communication. Scrapbook presented to Chairman at end of term of office. | |
| Organisation of a ceremonial event or civic occasion | Destroy 2 years after administrative use is concluded | | Policy & Communication. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|--|----------------|
| General Staff Administration | | | | |
| <p>Departmental and team meetings Minutes & papers for internal meetings</p> | <p>Destroy 3 years from last action (earlier if agreed)</p> | <ul style="list-style-type: none"> • Minutes of departmental meetings • Minutes of minor departmental working groups • Minutes of Local/team meetings | <p>Retain and review after three years</p> | |
| <p>Administrative files</p> | <p>Retain two years and review</p> | <ul style="list-style-type: none"> • Day files • Timesheets | | |
| <p>Procedures</p> | <p>Retain until superceded by new procedures. Procedural files for childrens or community services retained permananetly</p> | <ul style="list-style-type: none"> • Procedures • Staff leaflets and guidance | | |
| <p>Postage books</p> | <p>Retain for six years and destroy</p> | <ul style="list-style-type: none"> • Postage books • Related paperwork | | |
| <p>Inventories</p> | <p>Retain until superceded by new book and new book audited</p> | <ul style="list-style-type: none"> • Inventory books | | |
| <p>VDU Assesmente</p> | <p>Retain for three years then destroy</p> | <ul style="list-style-type: none"> • | | |
| <p>General filing General filing not otherwise covered by Council policy or legislation</p> | <p>Retain for three years, review, and destroy unless otherwise advised</p> | <ul style="list-style-type: none"> • | | |
| <p>Vehicle management Process of management of vehicles used by staff</p> | <p>Destroy two years after sale or disposal of vehicle</p> | <ul style="list-style-type: none"> • Approvals as drivers • Maintenance logs • MOT certificates • DVLC log book • Vehicle usage report • Mileage records | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | LGC Classification |
|--|---|---|---|--------------------|
| 3 Client Services | | | | |
| Case Management Looked-after Children | | | | |
| <p>Management systems Systems, which manage children, looked after by the local authority, in summary form</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> Children's Home Register | Common practice. Closed for 50 years | |
| <p>Case management processes Process involving individual case management of children looked after by the local authority</p> | Destroy 75 yrs from 18 th birthday | <ul style="list-style-type: none"> Adopted via the local authority In children's home Fostered by local authority On custodianship orders On residence orders | Children Act 1989 Care Standards Act (2000) | |
| <p>Looked after children Includes all children (or care leavers) accommodated, or on care orders or children in care under pre 1989 legislation, and children on emergency orders such as emergency protection orders</p> | 75 years from DoB, or 15 years after death of child where child dies under the age of 18 | <ul style="list-style-type: none"> Looked after children's files Residential Care children's files Privately fostered children's files Guardian ad litem files Files of Children placed in Berkshire by other authorities who stay on to receive an aftercare service. | Within Team for a minimum of 2 years after closure, transfer to Reading Records Bureau for storage if appropriate. Can be micro-filmed | |
| <p>Looked after children other authorities Information on children placed in Berkshire by other authorities & held on register of looked after children</p> | Until child is 23 or 5 years after child's death if child dies before 23 years of age | <ul style="list-style-type: none"> Register of looked after children Looked after children's files | Held within team | |
| <p>Supervision Order records Children and young people subject to supervision orders</p> | 75 years from date of birth, or 15 years after death of child where child dies under the age of 18. | Files of children not looked after but subject to a legal order to the authority requiring supervision | Within Team for a minimum of 2 years after closure, then to Reading Records Bureau for storage. Can be micro-filmed | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|--|--|----------------|
| Case Management Looked-after Children | | | | |
| <p>Adoption records Files of children who have been adopted whether agency or non agency</p> | <p>75 years from DoB, or 15 years after death of child where child dies under the age of 18 <i>Adoption files must NOT be microfiched, and require special storage.</i></p> | | <p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption Agency regulations (1983) Regulation 14 Human Fertilisation & Embryology Act 1990) section 30 Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991 SI 1991 No 890 Regs 8,9,10</p> | |
| <p>Uncompleted/Unsuccessful adoptions</p> | <p>Review after 25 years</p> | <ul style="list-style-type: none"> • Uncompleted adoptive applicants • Unsuccessful adoptive applicants • Counselling of birth parents which did not lead to adoption | <p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption Agency Regulations (1983) Reg 14 Human Fertilisation & Embryology Act 1990 (section 30) Must NOT be microfiched.</p> | |
| <p>Adoptive and foster carer checks Process involved in checking the suitability of people to become adoptive parents or foster carers</p> | <p>Review after 75 years Adoption Agency Regulations (1991)</p> | | | |
| <p>Case management of fosterers Process involving individual case management of families or adults who have fostered children in their care</p> | <p>Review after 75 years Adoption Agency Regulations (1991)</p> | <ul style="list-style-type: none"> • Approved adopters • Adoption allowance files • All approved adopters • Counselling of adopted adult records | <p>Within Team for 2 years after closure, then to Reading Records Bureau for storage. Adoption files must NOT be microfiched, and requirespecial storage</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|--|----------------|
| Case Management Looked-after Children | | | | |
| Fostering Service Records | 15 years from date of last entry | <ul style="list-style-type: none"> • Register of placements • Details of each person working for foster service provider • Record of all accidents | Within team for 2 years after closure, then to Reading Records Management Unit for storage Fostering Regulations (2002) ~ Regulation 22 Schedule 2 | |
| Case records Case record for each approved Foster Carers / Supported Lodgings | Review after 10 years from date of closure / approval terminated | <ul style="list-style-type: none"> • Foster Carer Files • Supported lodging files | Within Team for 2 years after closure, then to Reading Records Bureau for storage Children Act 1989 Fostering Regulations (2002) Regulation 32 <i>Refer to regulations for details on what foster care record should contain.</i> | |
| Foster care enquiries Enquiries/applications to become foster parents which do not lead to approval or are withdrawn | Review after a minimum of 3 years from closure of the file | <ul style="list-style-type: none"> • Information obtained in connection with assessment • Reports submitted to foster panels & any recommendations • Any notification under Regulation 28 | Within Team Children Act 1989 Fostering Regulations (2002) Regulations 30(1) and (4) and Regulation 32 | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|--|--|----------------|
| Child Protection | | | | |
| <p>Child Protection Process involving summary case management of children under the protection of the local authority</p> | (RMS recommended permanent) | <ul style="list-style-type: none"> • Child Protection Register | (RMS recommended common practice closed for 70 years) | |
| <p>Child Protection Procedures</p> | Permanent | | Current procedure kept within team, send one copy of old procedures for storage at Reading Records Bureau. Berkshire Area CP Procedures | |
| <p>Schedule 1 Offences Case management of adults convicted of Schedule 1 offences</p> | Destroy after 75 years from offenders date of birth | <ul style="list-style-type: none"> • Schedule 1 Offenders | Within Team for 10 years of notification. (RMS recommended common practice Closed for 70 years) | |
| <p>Case Management Child Protection Case Management of children who have at any time been placed on the child protection register</p> | Destroy after 35 years | Case files which have <ul style="list-style-type: none"> • Conference minutes • Core assessment • Investigation • Registration | Within Team for 5 years after closure, then to Reading Records Bureau for storage. Can be microfiched. (RMS recommended common practice Closed for 70 years) | |
| <p>Case Management Support or Non-Registration under CP Files of children and families receiving advice , support and other non statutory work or where child protection investigations took place but did not lead to registration</p> | Review after 6 years | <ul style="list-style-type: none"> • Initial assessment • Advice | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|----------------|
| Case Management - Children's Services - General | | | | |
| <p>Children in need Children in Need (who have not been looked after, or have not been the subject of a child protection enquiry)</p> | <p>Review 6 years after closure or last contact. NB Where there is a complaint on file, file not to be destroyed without first referring to complaints officer</p> | | <p>Within Team for a minimum of 2 years after closure, transfer to Reading Records Bureau for storage IF appropriate</p> | |
| <p>Custodianship Files of children on Custodianship or residence order who have never been looked after</p> | <p>Until child's 18th birthday or 2 years after last contact whichever is the later.</p> | | <p>Within Team for a minimum of 2 years, then transferred to Reading Records Bureau</p> | |
| <p>Short Term Records Short Term Records not made into Files</p> | <p>Review 1 year after last contact, Team leader can agree to retain for one further year at a time</p> | | <p>Held within Team</p> | |
| <p>ACPC Meetings</p> | <p>Destroy after 2 years</p> | <ul style="list-style-type: none"> • Minutes • Agenda | <p>Within Team Working Together to Safeguard Children</p> | |
| <p>Missing children</p> | <p>2 years</p> | <ul style="list-style-type: none"> • Notification / letters from other authorities • Lists of those currently missing / found | <p>Within Team Berkshire Area CP Procedures.</p> | |
| <p>Children's Health Records</p> | <p>Until 25th or 26th birthday</p> | | <p>Destroy if no longer needed</p> | |
| <p>Joint Files with Health NB: joint clients only, not files of Social Services clients held within joint teams</p> | <p>Where services are run jointly with other agencies records of joint services to be retained in line with longest retention period operated by any of the partner agencies</p> | | <p>As above, could be sent to Reading Records Management Bureau for storage. Team manager to liaise with Health (or agency) counterpart to agree retention practice</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|--|--|----------------|
| Case Management - Children's Services - General | | | | |
| Support to unaccompanied minors | | | | |
| Services and support to youth: client personal case files Process involving individual case management of services or support to youth | | <ul style="list-style-type: none"> ▪ Youth Service client files ▪ Youth Offending Team client files | | |
| Reprimands & final warnings | Destroy 3 years after last action or when young person reaches 18 whichever sooner. Youth Justice Board Guidance | <ul style="list-style-type: none"> ▪ Case file ▪ Information on database. ▪ MG6A ▪ Final Warning monitoring sheets | Held in YOT | |
| Convictions | Weeded after 3 years to basic information. (Name; Date of birth; Gender Last case-worker; Record of offending & disposals). Destroyed after 5 years Youth Justice Board Guidance | <ul style="list-style-type: none"> ▪ Case file ▪ Information on database. ▪ MG6A ▪ Court outcome sheets ▪ Court monitoring ▪ Records ▪ PSRs | Held in YOT When age 18 record moves to York House for storage. | |
| Sexual offences Sexual Offences Schedule 1 Sex Offenders Act Section 91 Disposal | Retained for indefinite period | <ul style="list-style-type: none"> • Case file. | YOT: Youth Justice Board Guidance Sex Offenders Act 1997 | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|----------------|
| Case Management - Children's Services - General | | | | |
| Sexual offences on Sex Offenders Register | Subject to Length of Time on Register Youth Justice Board Guidance Sex Offenders Act 1997 | <ul style="list-style-type: none"> ▪ Case file | YOT | |
| Victim details | Personal victim Details to be Removed from client file at time of closure. Victim file Anonymised at time of closure of client file Common Practice Data Protection Act 1998 | <ul style="list-style-type: none"> ▪ Case file ▪ Victim file | YOT – Separate Storage | |
| Aggregated records for monitoring | Destroy after 3 years Common practice | Court Diary Unit Diary Outcome Monitoring | YOT | |
| Special Educational Needs | | | | |
| Support for individual children Process involving assessing and providing individual support for children who have need of special educational support | File destroyed 6 years after pupil leaves school/college or kept until child reaches 25 years old (see notes for Educational Psychology Records) Medical reports should still be held by Health and Social Services as appropriate | <ul style="list-style-type: none"> ▪ Records for children undergoing statutory assessments of special educational needs and for pupils placed at specialist colleges ▪ Medical reports ▪ Termly reports ▪ Social Services Reports ▪ Education Psychology reports ▪ Docs. involved in assessing and providing individual support for children who have need of special educational needs support | Common practice Statutory for SEN Records (guidance suggests 35 years as appropriate – eg. legal case) Educational Psychology Reports to be destroyed 7 years after 25th birthday. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|---|----------------|
| Family Support | | | | |
| <p>Support to Families Individual Case Management in the provision of support by the local authority to families</p> | Review 6 years after closure | <ul style="list-style-type: none"> • Parenting skills • Project files | Within Team while current, review 2 years after closure. Where appropriate transfer to Reading Records Bureau for storage | |
| <p>Family assessment Process involved in assessing a family's suitability in the care of children</p> | See 3.9, 3.10.2 | | | |
| Adult and Elderly Case Files | | | | |
| <p>Case management of services or support to adults</p> | 8 years after end of care or clients last seen. | Adult Social Care records | Review and if no longer needed, destroy. | |
| <p>Vulnerable Adults Files containing Vulnerable Adult registration</p> | 35 years or 10 years after death of client | Strategy Meeting minutes Case conferences | With Client file Client file could be sent to Reading Records Bureau for long term storage | |
| <p>Joint Files with Health NB: joint clients only, not files of Social Services clients held within joint teams</p> | Where services are run jointly with other agencies records of joint services to be retained in line with longest retention period operated by any of the partner agencies | | As above, could be sent to Reading Records Management Bureau for storage. Team manager to liaise with Health (or agency) counterpart to agree retention practice | |
| <p>Disabled driver (Blue Badge) records</p> | Destroy 6 months from expiry of last permit IF client does not receive any other services | | Within Team | |
| <p>Short term records Short term records not made into files which relate to one-off contacts or minor services</p> | Review one year after contact | | Within Team | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|---|----------------|
| Adult and Elderly Case Files | | | | |
| Summary case management of support to people with mental illnesses | (RMS recommended permanent) | | | |
| Case management where client has not been sectioned | 10 years after last contact / action If file is held jointly with other agencies, file must be retained in line with the longest retention period for other agency Common practice/ Departmental | | Remain in team (minimum of 2 years) ; transfer for storage if appropriate | |
| Case management where client has been sectioned | A minimum of 20 years from the date the doctor confirms no further treatment or care is considered necessary. 8 years after client has died. | Mental Health files | Within Team, (minimum of 6 years) transfer to Reading Records Management Bureau if appropriate Mental Health Act 1983. Destroy if no longer needed. | |
| Case management of services or support to all other people Process involved in assessing individual need and providing individual support or services for all other people | Review 6 years after case is closed / contact ceased. <i>NB : Where there is a complaint on file, file not to be destroyed without first referring to Complaints officer.</i> <i>Where services are run jointly with other agencies records to be retained in line with longest retention period</i> | Individual Case Files : <ul style="list-style-type: none"> • Elderly Case files • Learning Disabled case files • Physically Disabled files • Sensory disability <ul style="list-style-type: none"> • Drug & alcohol misuse • Occupational Therapy | Remain in teams where possible (minimum of at least 2 years) ; transfer to Readings Records Management Bureau if appropriate | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|---|-----------------------|
| Culture & Youth Services | | | | |
| Youth Activity Services Process involved in development of services or programmes for children | Annual – file all meetings | <ul style="list-style-type: none"> ▪ Centre Guidelines Meeting notes – annual staff training, Directors, Seneshall, Co-ordinators, Youth Activity Team, Award Committee, Award Field Officers Report | | |
| Annual statistics returns | Indefinite | <ul style="list-style-type: none"> ▪ Nos. A,B,S, G Part and completing of units etc. | Avonbank House | |
| Equipment Safety Check | | <ul style="list-style-type: none"> ▪ First Aid boxes | | |
| Risk Assessments | Annually reviewed | <ul style="list-style-type: none"> ▪ Activity building/security COSHH | AALA annual inspection Health and Safety | |
| Centre Guidelines | | | | |
| Access Organisations | Keep until ended | <ul style="list-style-type: none"> ▪ Organisation contact address,date, numbers | Avonbank | |
| Licences Operating Authority (D of E) | Annually Health and Safety Legislation | <ul style="list-style-type: none"> ▪ AALA/BCU Reports ▪ Public Entertainment ▪ Performing Rights Society | Centres covered Avonbank | |
| Attendance Records | 2 years | <ul style="list-style-type: none"> ▪ Y23 ▪ Youth Club records | | |
| Financial Records | See Accounts and Auditing Section 7 | <ul style="list-style-type: none"> ▪ Leases ▪ Accounts | In Centres | |
| Grant Applications | 7 years | <ul style="list-style-type: none"> ▪ Lottery Awards ▪ Awards for all ▪ New Opportunities Fund | At Centres | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|-----------------------|
| Culture & Youth Services | | | | |
| <i>Facility Inspection Records/Check Lists</i> | 2 years | <ul style="list-style-type: none"> ▪ Annual/monthly checks | At Centres | |
| <i>Fire equipment checks</i> | Until superceded | <ul style="list-style-type: none"> ▪ Annual | At Centres | |
| <i>Emergency lighting and portable electric appliances</i> | Until superceded | <ul style="list-style-type: none"> ▪ Annual | At Centres | |
| <i>Personnel protective equipment check list</i> | Until superceded | <ul style="list-style-type: none"> ▪ Annual | At Centres | |
| <i>Consent for Activities</i> | 2 years | <ul style="list-style-type: none"> ▪ Y23 | At Centres Used for reference in progression of training plans | |
| <i>Accident Report Forms/Reports</i> | In accident book and electronically to WBDC – Retained for 21 years | <ul style="list-style-type: none"> ▪ Y23 ▪ Friar 1 ▪ Written reports/letters | At Centres in accident books On WBDC system WBDC corporate H & S policy | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|---|----------------|
| Culture & Youth Services | | | | |
| <p>Provision of services: young people Process involved in the development of services or programmes for young people</p> | Retain for 7 years from closure | | | |
| <p>Duke of Edinburgh's Award Application forms/records</p> | Keep until after 26 th birthday | Application to join dates/details of Awards gained Attendance records Course reports | Avonbank House Scheme open to 14 – 25 year olds only closes after Award gained 25 th birthday is deadline for completion. | |
| <p>Application Forms for Courses</p> | Up to a maximum 12 months then destroyed | Course application | | |
| <p>Award – young people awaiting presentation</p> | Retained until action completed (when related record of presentation retained) | List of names | Avonbank | |
| <p>Award MV Participants</p> | Keep until after 26 birthday | Application, dates/completion | Avonbank | |
| <p>Individual Youth Centre Records</p> | | Membership, applications, course assessments, project reports Financial records – see finance | Theale Youth & Community Centre Waterside Centre Kennet Youth & Community Centre | |
| <p>Provision of services: adults Process involved in the development of services or programmes for adults</p> | Retain for 7 years from closure | | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|-----------------------------|---|----------------|
| Residential/Nursing Homes, Day Centres and Respite Homes | | | | |
| <p>Residential Homes: Management Summary management systems for management of children/adults housed by the local authority. Includes respite and day care facilities</p> | RMS guidance suggests these records should be kept permanently | | K | |
| <p>Residential Homes: Client files - children Record of each child accommodated in the home</p> | Children - until 75th anniversary of his / her DoB or 15 years after date of death if child died before reaching 18 | Client files | Within Home for duration of child's stay. Where appropriate records should move with child or be returned to relevant care management team. Children's Homes Regulations 2001. ~ Regulation 28 Schedule 3 | |
| <p>Residential Homes: Client files - adults Record of adults accommodated in the home</p> | Adults - minimum of 6 years from date of last entry (including notification of death, illness or accident) | Client files | Within home / day centre while current, then return to relevant team to be kept with client file Care Homes Regulations 2001. Regulation 17 (schedule 3 ~ details records to be kept in respect of each service user). | |
| <p>Residential Homes: Non-Client files Record of anyone else resident in the home, not accommodated there or an employee of the home</p> | <p>Destroy after 50 years</p> <p><i>NB : legislation requires records to be kept for 15 years but West Berkshire policy is to keep above & beyond this time.</i></p> | | Within home while current and for a minimum of 2 years, then to storage. Care Standards Act Children's Home Regulations 2001 ~ Regulation 29 Schedule 4 | |
| <p>Registration of the Unit</p> | Duration of Registration | Certificate of registration | Within Home | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|---|----------------|
| Residential/Nursing Homes, Day Centres and Respite Homes | | | | |
| Residential homes: Operation | <i>RMS guidance suggests these records should be kept for 25 years</i> | | | |
| Operational records /documents: children's homes Documents relating to the operation of the establishment | Destroy after 50 years of last entry <i>NB : legislation requires records to be kept for 15 years, but West Berkshire policy is to keep above & beyond this time.</i> | <ul style="list-style-type: none"> • Register detailing each child accommodated in the home • Accident books • Record of receipt, disposal and administration of any medicinal products to any child. • Record of all Money/Valuables deposited by children for safekeeping,. • Daily log of events • Visitors book • Complaints log • Secure unit records | Within home while current, for a minimum of 2 years then to storage. Care Standards Act ~ Children's Homes Regulations 2001 ~ Regulation 29 (schedule 4) | |
| Policies | Duration of the home Review – possibly to be kept for statute of limitations once home has closed | <ul style="list-style-type: none"> • Copies of Acts and Regulations • Complaints policy / procedure • Service provision manual • Current Health and Safety policy/ manual • Statement of purpose | Within home while current | |
| Menus | Destroy after one year | <ul style="list-style-type: none"> • Menus | Within home Children's Homes Regs 2001 Regulation 29 | |
| Financial Records Record of all accounts kept in a Children's Home | Destroy after 15 years | <ul style="list-style-type: none"> • Accounts | Within Team for minimum of 2 years, then to storage. Children's Homes Regs 2001 Regulation 29 – Schedule 4 | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|---|----------------|
| Residential/Nursing Homes, Day Centres and Respite Homes | | | | |
| <p>Operational records /documents: adults homes/day centres Documents relating to the operation of the establishment</p> | <p>Minimum of 6 years from date of last entry Review after 6 years</p> | <ul style="list-style-type: none"> • Accident / incident books • Record of all medicinal products kept / administration & disposal • Records on money/ valuables deposited by residents & date returned / or used at the request of resident (purpose documented) • Menus • Records of any food provided for residents and of any special diets • Daily log / Communications book • Visitors book • Daily register of all residents • Admissions / discharge registers • Residents meetings • Admission / discharge registers • Complaints log | <p>Within home/day centre Care Standards Act 2000 Care Homes Regulations 2001 Regulation 17(schedule 4)</p> | |
| <p>Exception statements</p> | <p>Destroy 1 year from end of exception</p> | | <p>Within Home</p> | |
| <p>Statement of purpose Aims/objectives of home/day centre</p> | <p>Duration of Home (adult homes - minimum of three years)</p> | <ul style="list-style-type: none"> ▪ Statement of purpose ▪ Statement of facilities provided by the home / centre for residents / users and arrangements made for visitors. ▪ Service user's guide | <p>Within Home Children's Homes Regulations 2001 ~ Schedule 1 Care Standards Act 2000 Care Homes Regulations 2001. Regulation 17 (schedule 4)</p> | |
| <p>Inspection records</p> | <p>Minimum of 3 years</p> | <ul style="list-style-type: none"> ▪ Inspection reports ▪ Record book of inspection visits ▪ Monitoring reports | | |
| <p>Charging</p> | <p>Minimum of 3 years</p> | <ul style="list-style-type: none"> ▪ Records of the scale of charges , including any extras for additional services and amounts by or in respect of each service user | <p>Within Home Care Standards Act 2000 Care Homes Regulations 2001. Regulation 17 (schedule 4)</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|---|----------------|
| Residential/Nursing Homes, Day Centres and Respite Homes | | | | |
| Missing persons | Review after 3 years | <ul style="list-style-type: none"> ▪ Statement of procedure to be followed in the event of a client becoming missing | Retain the statement if the client is still missing after 3 years. | |
| Policies and procedures | Duration of the home Review – possibly to be kept for statute of limitations once home has closed | <ul style="list-style-type: none"> • Acts and Regulations • Complaints policy • Service provision manual • Health and Safety policy | Within Home Departmental | |
| Domiciliary care: client records Care of clients within their own homes | Minimum of 6 years | <ul style="list-style-type: none"> • Service user's care plan • Detailed record of care provided • Contact Sheets | Within team whilst current & then returned to relevant care management team to be reunited with main client file. Care Standards Act 2000 Health & Social Care Act 2012 | |
| Domiciliary care: other records | Minimum of 6 years | <ul style="list-style-type: none"> • All info. provided to the Commission for the purposes of registration • Details of any allegations of abuse • Details of any physical restraint used • Carers observation sheets | Within Team for a minimum of 6 months before transferring to storage. Care Standards Act 2000 Health & Social Care Act 2012 | |
| Support with Confidence | Duration of membership of scheme plus one year See notes | <ul style="list-style-type: none"> • Registration details for scheme • Audit checks • Insurance details | In the event of a safeguarding concern, data will be retained indefinitely. Data retained for a year after scheme has been left in case of re-enrolment. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|---|----------------|
| 4 Legal and Contracts | | | | |
| Litigation | | | | |
| Litigation Managing, undertaking or defending for or against litigation on behalf of the local authority | Destroy 7 years after last action | <ul style="list-style-type: none"> Case files Prosecutions Appeals | Within Legal Services for 1 year, then to Reading Records Office for storage | |
| Prosecutions | | | | |
| Prosecution or sanction of an organisation or individual The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities | Destroy 7 years from last action | <ul style="list-style-type: none"> Prosecution/sanction files ASBOs | Common practice | |
| Advice | | | | |
| Advice The process of providing legal advice on a point of law | Destroy 3 years after last action | | As above | |
| Agreements | | | | |
| Agreements Process of agreeing terms between organisation (Not contractual agreements) | Destroy 6 years after agreement expires or is terminated | <ul style="list-style-type: none"> Concordat | Common practice – dependent on value of agreement. Mainly agreements between public bodies – not in regard to contracts | |
| S 38 Agreements | Destroy 6 months after last action | <ul style="list-style-type: none"> S.38 Agreements | In Legal Services In Property – copies retained 20 years | |
| S 106 Agreements | Destroy 1 yr after compliance | <ul style="list-style-type: none"> S 106 agreements re: compliance | In Legal Services in secure storage In Property – copies retained 20 years | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|---|----------------|
| Conveyance | | | | |
| See also Property Acquisition and Disposal (8) | | | | |
| Conveyance Process of changing ownership or land or property | Retain for 12 years after interest in property ceases, then destroy | <ul style="list-style-type: none"> Conveyancing files | Within Property for 2 years and then pass to Reading Records office | |
| Searches Searches carried out by Land Charges service | Destroy five years after closure Retain five years | <ul style="list-style-type: none"> Local searches for properties where the local authority is the client Local searches/property searches | | |
| Contracts and Tendering | | | | |
| Pre contract advice | | | | |
| Pre contract advice | Destroy 2 years after contract let or not preceded with | Expressions of interest | Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage | |
| Pre-Qualification of Suppliers | | | | |
| Supplier expressions of interest and pre-qualification questionnaire responses Process involved pre-qualification process for contracts | For approved suppliers – Retain as for <u>Ordinary Contracts</u> destroy after 6 from expiry or <u>Contracts under seal</u> destroy 12 years after terms of contract have expired For unapproved suppliers destroy after one year | Supplier expressions of interest Pre-qualification questionnaires Supporting supplier documents Pre-qualification questionnaire assessments | As above For contracts of £50,000 and above (Steve Duffin) | |
| Specification and contract development | | | | |
| Specification and contract development Process involved in the development and specification of a contract | <u>Ordinary Contracts</u> destroy after 6 from expiry <u>Contracts under seal</u> destroy 12 years after terms of contract have expired | Tender specification Tender Documents Quotations Signed contract | As above | |
| Tender issuing and return | | | | |
| Tender issuing and return Process involved in issuing and return of a contract | Destroy one year after start of contract | <ul style="list-style-type: none"> Opening notice Tender envelope | As above | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | LGC Classification |
|---|---|---|--|--------------------|
| Tender evaluation | | | | |
| <i>Tender evaluation</i> | Destroy 1 year after start of contract | <ul style="list-style-type: none"> Evaluation criteria | As above | |
| <i>Successful tender document</i> | <u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired | Tender documents Quotations | As above | |
| <i>Unsuccessful tender documents</i> | Destroy 2 years after contract not proceeded with | Tender documents Quotations | Within service unit | |
| Post tender negotiation | | | | |
| <i>Post tender negotiation</i> | <u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired | Clarification of contract Minutes | Within service unit (Steve Hounsell) | |
| Awarding of contract | | | | |
| <i>Awarding of contract</i> | <u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired | Signed contract | Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage. | |
| Contract management | | | | |
| <i>Contract operation & monitoring</i> | Destroy 2 years after terms of contract expired | SLA Compliance & performance reports | Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage. | |
| <i>Waste contracts</i> The process of monitoring the waste contract | Permanent | Inspection records Contract performance information | Countryside and Environment, Faraday Rd | |
| <i>Management and amendment of contract</i> | <u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired | Minutes Changes to requirements Variation forms Extension of contract Complaints Disputes on payment | Within Legal Services or relevant service unit if held on site for 1 year, then to Reading Records Office for storage | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | LGC Classification |
|--|---|--|--|--------------------|
| Tenancy agreements | | | | |
| <p>Welfare housing tenancies The process of awarding tenancies in welfare housing</p> | <p>Ordinary tenancy destroy 6 years after contract expired Tenancy under seal destroy 12 years after contract expired</p> | <p>Signed tenancy agreements Sealed tenancy agreements</p> | <p>Statutory</p> | |
| Legal Records & Documents | | | | |
| <p>Miscellaneous Legal Records</p> | <p>Destroy 20 years after last action Planning enforcements can only be destroyed after individual review and assessment.</p> | <ul style="list-style-type: none"> • Advertisements • Footpaths / diversions • Planning enforcements • CLUDs • Listed Buildings | <p>Within Legal Services for 1 year, then to Reading Records Office for storage Requirement to retain enforcement notices on a register while they remain in force (s188 and article 26)</p> | |
| <p>Original Legal Documents</p> | <p>Keep indefinitely</p> | <ul style="list-style-type: none"> • Legal Charge Agreements • S 106 Agreements • Original deeds • S.116 orders • Foothpath diversions andbridleways • Extinguishments • Modification Orders • Creation Agreements • Temporary Road Closures • Full Road orders • S.31(6) Highways Act matters (deposit statement and plan) | <p>Within Legal Services in secure storage</p> | |
| <p>Proof of Life documentation</p> | <p>1 year or until advised no longer necessary</p> | <ul style="list-style-type: none"> • Proof of Life document and supporting data | <p>To be deleted 1 year after last contact with requester.</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|--|----------------|
| 5. Statutory Services | | | | |
| Registrars of Births, Marriages and Deaths | | | | |
| Registration – summary process and certification | Permanent – transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Births Register • Marriage register • Deaths register • Certificates • Civil registration | Kept at Peake House Statutory 1837 Registration Act and related legislation | |
| Notices Process of notification in relation to birth, death or marriage | Destroy two years after last action | <ul style="list-style-type: none"> • Wedding banns • Notice of marriage | | |
| Coroners records Summary registration of reported deaths | Permanent – transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Reported deaths register | Kept at Thatcham Police station Set by Public Record Office Coroner's case work – refer to Home Office website www.homeoffice.gov.uk/circulars/a999/hoc9959.htm | |
| Inquiries into deaths – no inquest Process and actions of inquiring into deaths which do not proceed to inquest | Destroy 15 years after last action | <ul style="list-style-type: none"> • Coroner's case files | Set by PRO | |
| Inquiries into deaths –inquest Process and actions of inquiring into deaths which proceed to inquest | Permanent – transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Coroner's case files | Set by PRO May be sampled | |
| Treasure trove Process and actions of treasure trove | | <ul style="list-style-type: none"> • Destroy 2 years after last action | Set by PRO | |
| Magistrates | Refer to Lord Chancellor's publications | <ul style="list-style-type: none"> • | | |

Records Management Record Retention Schedule

| 6. Human Resources | | | | |
|--|---|---|---|--|
| Human Resources and Payroll administration | | | | |
| <p><i>HR and Payroll individual employee records -electronic</i> (all Corporate employees)</p> | <p>For staff working who have ever worked for WBC in regulated activity (i.e. with children or vulnerable adults) records are retained indefinitely.</p> <p>Records of staff in the pension scheme who have not worked in regulated activity are retained for 7 years after the Council is notified of the last pension payment.</p> <p>For staff not in regulated activity or in the pension scheme, records can be deleted on request 7 years after the end of employment, with the exception of health and safety training records which will be kept for a minimum of 50 years from the date of the course.</p> | <ul style="list-style-type: none"> • Name • Address • Date of birth • Gender • Equalities data • National insurance number • Confirmation of right to work in the UK • Payroll number • Exit interviews • Contracts of employment • Employment history with WBC • Remuneration history with WBC • Pension contribution history • Disciplinary warning dates and duration • Grievance dates • Resignation letters • Redundancy at risk notification letters • Tupe letters • Termination of employment letters • Casual request form | <p>Records for staff who have worked in regulated activity are kept indefinitely to enable the Council to respond to allegations of abuse.</p> <p>Records of those in pension scheme, who have not worked in regulated activity with WBC, retained for 7 years after notification of last pension payment on advice of pension scheme to enable response to pension queries.</p> <p>Records for staff in neither regulated activity nor pension scheme must be retained for 7 years after the end of employment to comply with HMRC requirements.</p> | |
| <p><i>HR and payroll individual employee records - paper</i> (all Corporate employees employed before 01/10/17)</p> | <p>For staff working who have ever worked for WBC in regulated activity (i.e. with children or vulnerable adults) records are retained indefinitely.</p> <p>Records of staff in the pension scheme who have not worked in regulated activity are retained for 7 years after the Council is notified of the last pension payment.</p> <p>For staff not in regulated activity or in the pension scheme, records can be deleted on request 7 years after</p> | <ul style="list-style-type: none"> • As above | <p>Paper based HR record files have not been created since 01/10/17. They will exist for employees and for information collected before this date.</p> <p>Files are held within a locked area that only HR and Payroll staff have access to, during duration of employment, then indexed and filed in archive.</p> <p>Records for staff who have worked in regulated activity are kept indefinitely to enable the Council to respond to allegations of abuse.</p> | |

Records Management Record Retention Schedule

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|--|------------------------|--|--|--|
| | the end of employment. | | <p>Records of those in pension scheme who have not worked in regulated activity at WBC will be retained for 7 years after notification of last pension payment on advice of pension scheme to enable response to pension queries.</p> <p>Records for staff in neither regulated activity nor pension scheme must be retained for 7 years after the end of employment to comply with HMRC requirements.</p> | |
|--|------------------------|--|--|--|

Records Management Record Retention Schedule

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|---|--|---|--|--|
| <p>Records held for payment of election staff not otherwise employed by WBC</p> | <p>Records to enable payment of election staff who are not employed by WBC in another capacity will be retained for 7 years after the end of the employment to comply with HMRC requirements</p> | <ul style="list-style-type: none"> • Name • Address • Date of birth • National insurance number • Gender • Email address • Bank details • Payrecords | | |
| <p>Records held by the employee's line manager to facilitate day to day management</p> | <p>Records to be kept in accordance with the service's retention schedule for employee data and requirements of any regulatory bodies or legislation relevant to the employee's role.</p> <p>As a minimum the employee's service will hold the following information for the periods specified below or longer where there is specific service/regulatory body/legislative requirement:</p> <p>Rotas and records of hours worked (e.g. timesheets, flexi time records) – keep for four years from the end of the year in question.</p> <p>Annual leave records – keep for four years from the end of the leave year in question</p> <p>Sickness absence self-certificates held electronically for a period of three years after the end of the tax year they relate to.</p> <p>GP Fit Notes/hospital certificates copied and held electronically for a period of three years from the end of the tax year they relate to. The original certificate will be returned to</p> | <ul style="list-style-type: none"> • Appraisals, one to one supervision notes • Leave requests • Risk assessments • Rotas and records of hours worked • Probation forms • Records of training completed outside the Council's training programme • Annual leave record • Requests for paid leave under additional leave procedure • Sickness certificates • Records of parental leave taken and request forms • References provided for current and ex-employees | <p>Under the National Minimum Wage (Amendment) Regulations 2021 (SI 2021/329) records of hours worked must be kept for 6 years from the date the record is made to show compliance with Working Time Regulations 1998. For HMRC purposes managers are advised keeping this for a minimum of 7 years and one pay period after the end of the pay period to which they apply.</p> | |

Records Management Record Retention Schedule

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| | <p>the employee once it has been copied.</p> <p>Parental leave request forms and records of parental leave taken – kept by the service for 18 years from the birth of the employee’s child</p> <p>Appraisal and one to one supervision forms – keep for a minimum of five years from the date of the appraisal/supervision meeting</p> | | | |
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Records Management Record Retention Schedule

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|---------------------------------|--|--|--|--|
| <p>Volunteer records</p> | <p>All records held within the service and kept in accordance with the service's retention schedule for volunteer data and requirements of any regulatory bodies or legislation relevant to the volunteer's role.</p> <p>Training records: Volunteer e-learning account and record of attendance at face to face training (except H&S) deleted within one month of being notified by the service engaging them that they are no longer a volunteer.</p> <p>Records of H&S training attended/ completed will be retained for 50 years from the date of completion.</p> <p>Records of attendance at training not listed in the Council's training programme kept in the volunteer's service in line with the service's retention schedule, and any legislative or regulatory body requirements. Any relating to Health and Safety should be kept for a minimum of 50 years from the date of the course.</p> <p>Course attendance sheets are retained electronically by HR for a period of 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run</p> | <ul style="list-style-type: none"> • Application Forms • Pre-engagement checks • Registration Forms • Training Records • Course signing in sheets • Record of dates worked • Special requirement details for training courses | | |
|---------------------------------|--|--|--|--|

Records Management Record Retention Schedule

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|---|---|---|--|--|
| <p>School employee data</p> | <p>All data relating to school employees is retained within the school according to their retention schedule.</p> <p>WBC HR and Payroll retain some data regarding school employees to enable provision of services to schools. This data will be retained as set out in the HR and Payroll individual records at the top of this section of the retention schedule.</p> <p>DFE returns – deleted 12 months after the return is completed.</p> | <ul style="list-style-type: none"> • Confirmation of right to work in the UK • Data to allow processing of pay • Information to facilitate provision of HR advice on matters such as discipline, capability and grievance. • DBS data where provided to the HR by the school and positive disclosure forms where the DBS check contains content • Data required to process DFE returns e.g. strike information, Schools Workforce Census. | | |
| <p>Recruitment records (successful applicants)</p> | <p>Records placed on the employee's HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule.</p> <p>ALL EMPLOYEES – recruiting managers will ensure that all paper and/or electronic records used during the recruitment process are kept securely, and are destroyed using a secure process as soon as a scanned/electronic copy has been sent to HR for retention as described above.</p> | <ul style="list-style-type: none"> • Application forms • Shortlisting information • Tests • Interview and assessment notes • Medical clearance • Letter of appointment • Educational qualification documentation • Employment contracts • Copies of right to work in the UK and identity documentation • References • Evidence of relevant professional memberships • Evidence of verbal verification of references | | |
| <p>Recruitment records (unsuccessful applicants)</p> | <p>All unsuccessful applicants – Information held electronically on the jobs go public recruitment system is kept for 12 months from the end of the recruitment process. Recruiting managers ensure that any paper/and or electronic records they use during the recruitment process are kept securely, and are</p> | <ul style="list-style-type: none"> • Application forms • Shortlisting information • Interview questions • Tests • Interview and assessment notes • Educational qualification documentation • Copies of right to work in the UK and | | |

Records Management Record Retention Schedule

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|--|---|--|--|--|
| | destroyed using a secure process 6 months after the recruitment decision has been made. | identity documentation <ul style="list-style-type: none">• References• Evidence of relevant professional memberships• Evidence of verbal verification of references• Medical clearance where held | | |
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Records Management Record Retention Schedule

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|--|--|--|--|--|
| <p><i>Non-starters (Applicants offered and accepting a post who do not commence employment)</i></p> | <p>Where an applicant accepts an offer of employment but does not commence employment, recruitment records will be kept as for unsuccessful applicants.</p> <p>Electronic employment records generated before HR is informed that the individual has not commenced employment will be deleted as soon as HR is informed that the applicant has not started work.</p> | <ul style="list-style-type: none"> • Application forms • Interview questions • Tests • Interview and assessment notes • Medical clearance • Letter of appointment • Job description • Educational qualification documentation • Employment contracts • Copies of right to work in the UK and identity documentation • References • Evidence of verbal verification of references • Recruitment records • Contract of employment • Evidence of relevant professional memberships | | |
| <p><i>Disclosure and Baring Service (DBS) Checks (Corporate staff only – see schools’ employee data section for DBS data for school staff)</i></p> | <p>Copies of DBS certificates are not normally made. Where they are made they are securely destroyed within 6 months.</p> <p>Certificate number and positive disclosure forms retained electronically/ in paper files as set out in the HR and Payroll individual employee records as described at the top of this section of the retention schedule.</p> | <ul style="list-style-type: none"> • DBS certificate number • Certificate issue date • Level of DBS check • Positive disclosure form where the DBS check contains content | | |
| <p><i>Probationary review meetings and confirmation in employment</i></p> | <p>Records placed on the employee’s HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule.</p> <p>Hearing bundles kept the same as for disciplinary/capability case work</p> | <ul style="list-style-type: none"> • 1, 3 and 5 month probationary review meeting forms • Forms for 3, 6, 9, 12 month reviews for those on ASYE • Extension letters where required • Hearing bundle where required | | |

Records Management Record Retention Schedule

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|---|---|---|--|--|
| <p><i>HR retention of MyView forms</i></p> <p>Electronic forms completed by managers/employees and sent to HR to request/authorise particular actions (Note – data gathered from these forms will be held as specified under individual employee data in the first two sections of this section of the retention schedule and the pay, salary and overtime section below)</p> | <p>Data input into the HR and Payroll individual employee record and retained as set out at top of this section of the retention schedule.</p> <p>Request forms deleted on an annual basis after the following timescales: Training requests - 12 months Appraisal date - 12 months Casual worker request 12 months Probation form 12 months Additional payments/Honorariums– retain indefinitely Exit interviews 12 months Manager recruitment feedback – 12 months Leaving lease car scheme -12 months My Team personal forms (Bank, contact, EC details) – 12 months Sickness forms – 3 years Expense claims - 7 years Time sheets and overtime claim forms – 7 years</p> | <ul style="list-style-type: none"> • Training request forms • Appraisal dateform • Expense claim form • Time sheets and overtime claim forms • Casual letter request • Probation forms • Honorarium forms • Exit interviews • Lease car opt out form | | |
| <p><i>Sickness absence records</i></p> | <p>Sickness absence records: Certificates copied and held electronically by service for a period of three years after the end of the tax year they relate to. The original certificate will be returned to the employee once it has been copied.</p> <p>Dates and reason for absence recorded on the HR/Payroll system and retained as specified in the HR and Payroll individual staff records at the top of this section of the retention schedule</p> | <ul style="list-style-type: none"> • Self-certification forms • Fitness to work certificates • Hospital certificates • Dates of absence • Reasons for absence | | |

Records Management Record Retention Schedule

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| <i>Pay; salary and overtime</i> | Payments and deductions recorded on individual employee record and retained on the HR/Payroll system for the period listed under HR and Payroll individual staff record at the top of this section of the retention schedule | <ul style="list-style-type: none"> Record of salary paid Record of overtime paid Honoraria payments Occupational pay (sick,maternity, paternity, adoption) Tax and NI deducted Other deductions | Required for potential pensions queries | |
| <i>Timesheets and overtime claims (retention within HR to facilitate payment of salary – also see section on data held by the employee’s line manager above)</i> | Deleted once payment details input. Copies of original timesheets kept in the service as set out in ‘records kept by employees’ line manager’ above. | <ul style="list-style-type: none"> Timesheets Overtime sheets | | |
| <i>Statutory payments for:</i> Statutory maternity pay Statutory adoption pay Shared parental leave pay Paternity pay Bereavement leave | Original certificates/scanned certificate retained in HR against employee’s individual records. Retained as specified in the HR/Payroll individual staff records at the top of this section of the retention schedule. | <ul style="list-style-type: none"> Dates of leave Proof of entitlement to leave e.g. original MATB1 forms, matching certificates Notification forms | HMRC requires certificates kept for 7 years. | |
| <i>Records of Jury Service payments</i> | Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | <ul style="list-style-type: none"> Court payments claim forms | | |
| <i>Other unpaid leave</i> | Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | <ul style="list-style-type: none"> Request forms | | |
| <i>Additional financial reward</i> | Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | <ul style="list-style-type: none"> Letters or supporting documents for one off honoraria | | |

Records Management Record Retention Schedule

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| <i>Auto enrolment and Pension information</i> | Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | <ul style="list-style-type: none"> • Dates admitted to pension scheme. • Dates left pension scheme • Periods of unpaid leave • Contributions made to pension • Pension scheme opt out requests | | |
| <i>HMRC returns information</i> | Provided to HMRC monthly via secure electronic file transfer - Full Payment Summary (FPS) report. Stored on HR and Payroll System for 7 years after it is sent to HMRC | <ul style="list-style-type: none"> • Details of employee tax codes all pay and deductions made per employee | Statutory requirement | |
| <i>Lease Car Driver information</i> | <p>Pre October 2017 documents – paper file within HR offices separate from other employee data, held for a year after the end of the lease period, then archived</p> <p>Post October 2017 documents – held on employees record on HR/Payroll system via document storage then retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule</p> | <ul style="list-style-type: none"> • Lease agreement • Order form and quote • Copy of driving licence • Insurance declaration • Contributions towards private use • Details of fines; speeding, parking | | |
| <i>Deductions for trade union subscriptions</i> | <p>Requirement to deduct subscriptions and amount deducted retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Paper request forms destroyed 6 months after receipt. Requests received electronically stored electronically and destroyed 6 years after the last deduction</p> | <ul style="list-style-type: none"> • Employee's request for trade union subscriptions to be paid • Details of subscriptions paid | Retained solely for the deduction of union subscriptions at the request of the employee. Data accessed by Payroll only. | |

Records Management Record Retention Schedule

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| <p><i>Court order deductions</i></p> | <p>Pre September 2018 court orders retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Payments for post September 2018 court orders kept as a separate record against the main employee record. Employees can request deletion of this record after the final court order payment has been made.</p> | <ul style="list-style-type: none"> • Deductions from pay due to a court order | <p>Data accessed by Payroll only.</p> | |
| <p><i>Expenses claims</i></p> | <p>Amount of expenses paid retained as set out in individual employee record at the top of this section of the retention schedule.</p> <p>Expense claims submitted on paper forms - archived annually, post September 2018 records to be destroyed after 7 years</p> | <ul style="list-style-type: none"> • Details of expenses claimed; such as mileage, train journeys | | |
| <p>Training and Development</p> | | | | |
| <p>Corporate employee training records</p> | <p>Employees: Records for completion of e-learning and classroom courses listed in the Council's training programme retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule.</p> <p>Employees' e-learning account deleted within one month of the end of employment.</p> <p>Records of Health and Safety training will be kept for a minimum</p> | <ul style="list-style-type: none"> • Attendance at classroom courses and completion of e-learning recorded on electronic HR System • Electronic record of completion of WBC e-learning on LMS • Course attendance ('signing in' sheets) • Requests for reasonable adjustments for those with disabilities • Special dietary requirement requests | <p>Keeping Health and Safety training records for a minimum of 50 years from the date of the course is best practice recommended by the insurer.</p> | |

Records Management Record Retention Schedule

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| | <p>of 50 years after the date of the course</p> <p>Records of attendance attaining not listed in the Council's training programme kept in the employee's service in line with the service's retention schedule, and any legislative or regulatory body requirements. Any relating to Health and Safety should be kept for a minimum of 50 years from the date of the course.</p> <p>Course attendance sheets are retained electronically by HR for a period of 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run</p> | | | |
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Records Management Record Retention Schedule

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| <p>Training records for external delegates e.g. attendees from PVI's</p> | <p>Electronic records held on Resourcelink of course attendance. Deleted on request by the PVI/individual.</p> <p>Course attendance sheets retained for 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p> | <ul style="list-style-type: none"> • Name • Employer • Contact email and/or email • Address and billing information where the individual is paying for their own training | | |
| <p>Training records of Foster Carers attending training arranged by HR</p> | <p>Held electronically until asked to delete by the Foster Care Service.</p> <p>Course attendance sheets are retained electronically by HR for a period 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p> | <ul style="list-style-type: none"> • Name • Training records • Reasonable adjustment requests | | |
| <p>Delegates for schools courses e.g. employees of WBC schools, independent schools, child minders</p> | <p>Course attendance sheets are retained electronically by HR for a period 12 months</p> <p>Reasonable adjustment and special dietary requirement requests retained electronically by HR for a period of one week after the course has run.</p> | <ul style="list-style-type: none"> • Name • Date of birth • Job title • Course completion history • Email address • Dietary requirements • Reasonable adjustment requests | <p>Retention of data held on the Education SLA system relating to training booked/attended is covered by an Education Services privacy note.</p> | |
| <p>Town Council employees</p> | <p>Records retained on the e-Learning system. The Town Council is asked</p> | <ul style="list-style-type: none"> • E-learning records • Name | | |

Records Management Record Retention Schedule

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| | to provide details of leavers annually. Records of leavers are deleted. | <ul style="list-style-type: none">• Email address | | |
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Records Management Record Retention Schedule

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| <p>Records of training providers</p> | <p>Commissioning details kept electronically in HR. Deleted one year after the end of the training agreement.</p> <p>Details to enable payment forwarded to Finance (retained in accordance with Finance' retention schedule). Bank details deleted from HR records once sent to Finance.</p> <p>Tutor details will be deleted via a manual task annually following commissioning for the next training programme.</p> | <ul style="list-style-type: none"> • Name • Email • Phone number • Bank details for payment • Commissioning agreement including C.V.(where provided), insurance details | | |
| <p>Employee Relations</p> | | | | |
| <p>Formal correspondence regarding disciplinary/grievance/capability – performance or sickness absence/probationary hearings</p> | <p>Placed on the employee's HR record and retained as specified in the HR and Payroll records at the top of this section of the retention schedule</p> | <ul style="list-style-type: none"> • Acknowledgement of grievance letters • Letters informing employees of the start of a formal procedure • Letters informing employees about an investigation • Formal meeting and hearing outcome letters • Management advice letters • Extension of probation letters | <p>To facilitate response to appeals, tribunal claims and to respond to historic abuse cases (employees who have worked in regulated activity).</p> | |
| <p>Disciplinary/ grievance/capability – performance or ill health cases/sickness absence/probationary hearings</p> | <p>Electronic record kept with access limited to Human Resources, kept indefinitely.</p> <p>One paper bundle used for hearings archived after six months (retained indefinitely), all other copies shredded following the hearing.</p> | <ul style="list-style-type: none"> • Case notes • Meeting minutes • Investigation notes and reports • Hearing bundles | <p>To facilitate response to appeals, tribunal claims and to respond to historic abuse cases (employees who have worked in regulated activity).</p> | |
| <p>Documentation related to</p> | <p>Placed on the employee's HR record and retained as specified in</p> | <ul style="list-style-type: none"> • Settlement agreement • Agreed reference | <p>To facilitate response to any future legal challenge and to be able to provide</p> | |

Records Management Record Retention Schedule

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| settlement agreements | the HR and Payroll records at the top of this section of the retention schedule | | agreed reference. | |
| Employment tribunal case documentation | One paper bundle used for tribunal hearings archived after six months (retained indefinitely), all other copies shredded following the hearing. One copy retained by Legal Services in line with their retention schedule. | <ul style="list-style-type: none"> • Full evidence disclosure pack • Copies of correspondence from the tribunal and to and from legal advisers | To facilitate response to further legal action. | |
| Occupational health records | Retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | <ul style="list-style-type: none"> • Pre- employment medical assessment stating fit/not fit/fit with adjustments • Occupational health reports • Adjustment to workplace • Restrictions • Recommendations | | |
| Restructures | Correspondence to individual employees retained on their HR record as specified in the HR and Payroll records section at the top of this section of the retention schedule. Service wide information relating to restructures retained in a separate electronic record retained indefinitely accessible only by Human Resources. | <ul style="list-style-type: none"> • At risk of redundancy letters • Redundancy estimates • Redundancy notice letters • Redundancy appeal letters • Restructure proposals • Redundancy pay • Consultation details • Redundancy estimate spreadsheet | | |
| References provided for employees/ex -employees References given/information to enable reference to be provided | Where sent to HR by manager providing the reference - retained as specified in HR and Payroll individual staff records sections at the top of this section of the retention schedule. | | | |

Records Management Record Retention Schedule

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| Information regarding ex-Berkshire County Council Employees | Records kept indefinitely, password protected with restricted access. | <ul style="list-style-type: none"> Name Address Employment history | Retained to enable answering queries from past BCC employees e.g. pensions queries. Database cannot be amended by WBC. | |

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|-----------------------------|----------------|
| 7. Accounts and Auditing | | | | |
| Reporting | | | | |
| <p>Consolidated annual financial reports</p> <p>The process that consolidates financial transactions on an annual basis for corporate reporting purposes</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements General ledger | | |
| <p>Consolidated periodic financial reports</p> <p>The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Excludes journals and subsidiary ledgers and cash books.</p> | Destroy when administrative use is concluded | <ul style="list-style-type: none"> Consolidated monthly and quarterly reports Consolidated monthly and quarterly statements Working papers to prepare the above Monthly accrual statements Cashflow statements Creditor listings and reports Debtor listings and reports | | |
| Financial Transactions Management | | | | |
| <p>Approvals management</p> <p>Management of the approvals process for purchase, including investigations</p> | Destroy 7 years after the end of the financial year in which the records were created | <ul style="list-style-type: none"> Appointments and delegations Audit investigations Arrangements for the provision of goods and/or services | Statutory (Limitations Act) | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|---|----------------|
| Financial Transactions Management | | | | |
| <p>Receipt, expenditure and write-off of public monies Identification of the receipt, expenditure and write-offs of public monies. Includes ordering and stock documentation. Inclusive of:</p> | <p>Destroy 6 years after conclusion of financial transaction that the record supports</p> | <ul style="list-style-type: none"> • Property adaptations • Official order books • Delivery notes • Stock inventories • Inventory books • Allowances • Work orders • Invoices • Vouchers • Annual subsidiary ledgers & journals • Imprest paying in book • Unpresented cheque lists | <p>Statutory. Period may be reduced with agreement of Custom and Excise and/or the Inland Revenue</p> | |
| <p>Financial records for domiciliary care</p> | <p>All financial records need to be kept for 6 years plus the current year</p> <p>Destroy 6 years after last transaction or 7 years after death</p> | <p>Domiciliary care:</p> <ul style="list-style-type: none"> • Records of all business transactions by the care agency • Copies of all receipts issued • Details of charges payable • Home Care assistant timesheets (for salary payments) <p>Community care client files containing 'prime' financial documentation</p> | <p>Domiciliary care: Within Community Care Team for a minimum of 6 months before transferring to Reading Records Centre for storage if appropriate. Care Standards Act 2000 Health & Social Care Act 2012 With client file in appropriate team.</p> | |
| <p>Journal Transfers Community Care</p> | <p>Destroy after 3 years</p> | | <p>Within Team for a minimum of 2 year, transfer to Readings Records Management Bureau if appropriate . Audit, Tax , VAT, Statute of Limitations Departmental</p> | |
| <p>Midas Statement</p> | <p>Retain until 31st March of the following year, then destroy</p> | | <p>Within Team Audit, Tax , VAT, Statute of Limitations Departmental</p> | |
| <p>Children's Home accounts (refer to section on Children's Homes)</p> | <p>Destroy after 15 years</p> | | <p>Within Team for minimum of 2 years, transfer to Reading Records Management Bureau if appropriate. Children's Homes Regs 2001 (Reg 29) schedule 4</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|----------------|
| Financial Transactions Management | | | | |
| Receivership records Community Servicea | Destroy 6 years after death | <ul style="list-style-type: none"> • Receivership records • Care of property | Within Team while current, transfer to Readings Records Management Bureau if appropriate. Audit, Tax , VAT, Statute of Limitations Departmental | |
| Appointeeship records Community Care | Destroy 6 years after death | | Within Team while current, transfer to Readings Records Management Bureau if appropriate . Audit, Tax , VAT, Statute of Limitations Departmental | |
| Children's Trust Fund Files | Review after 70 years | | Within Team while current, transfer to Readings Records Management Bureau if appropriate. Audit, Tax , VAT, Statute of Limitations Departmental | |
| Public transport transactions Process involving the provision and support for individuals using public transport | Retain for current year plus 6 years after conclusion of financial transaction that the record supports | <ul style="list-style-type: none"> • Issue of bus season tickets, concessionary fares, passes | Statutory | |
| Balance and reconciliation of financial accounts | Destroy 2 years after administrative use is concluded | <ul style="list-style-type: none"> • Reconciliation • Summaries of accounts | Common practice | |
| Taxation records | Destroy 5 years after the end of the financial year in which the records were created. | <ul style="list-style-type: none"> • Taxation records • Motor vehicle logs • Fringe benefits tax records • Group certificates | Statutory | |
| National Insurance Number – process for collection | Destroy 2 years after employee ceases employment | <ul style="list-style-type: none"> • Notification and input records | Common practice | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|--|----------------|
| Payroll | | | | |
| Accountable processes relating to payment of employees | Destroy 7 years after conclusion of financial transaction that record supports | <ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records • Travel forms • Overtime sheets • Timesheets • Expenses | Statutory Within Team for 1 year, transfer to Readings Records Management Bureau if appropriate | |
| Non-accountable processes relating to payment of employees | Destroy after administrative use is completed | <ul style="list-style-type: none"> • Summary employee pay reports | Common practice | |
| List of Authorised Signatories | Destroy 1 year after audit | | Within Team | |
| Financial Provisions: Budgets and Estimates | | | | |
| Finalisation of annual budget The process of finalising local authorities' annual budget | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Annual budget | Common practice Only the final version of the annual budget needs to be kept | |
| Development process for annual budget The process of developing local authorities' annual budget | Destroy 2 years after annual budget adopted by local authority | <ul style="list-style-type: none"> • Draft budgets • Departmental budgets • Draft estimates | Common practice | |
| Reporting process of annual budget The process of reporting which examines the budget in relation to actual revenue and expenditure | Destroy after following year's annual budget has been adopted by local authority | <ul style="list-style-type: none"> • Quarterly statements | Common practice | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|---|----------------|
| Financial Provisions: Loans | | | | |
| Borrowings The activity of borrowing money to enable a local authority to perform its functions and exercise its powers | Destroy 7 years after loan has been repaid in full | <ul style="list-style-type: none"> Loan files | Statutory | |
| Summary management of loans | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> Loans register | Common practice | |
| Financial Provisions: Housing | | | | |
| The process of offering financial help with welfare housing provision and maintenance | | <ul style="list-style-type: none"> . | | |
| Mortgages | Last payment + 6 years if signed Last payment + 12 years if sealed | <ul style="list-style-type: none"> Mortgage agreements Correspondence | Statutory | |
| “Right to Buy” | Destroy 12 years after sale of house | <ul style="list-style-type: none"> Sale documents Agreements concerning sale | Common practice | |
| Rent payments | Destroy 7 years after end of financial year in which created. | <ul style="list-style-type: none"> Correspondence and requests concerning payment Client Files Re the tenancy Rents/Rent books Tenancy Condition TSO Reports | Tenancy General File to be retained in Housing Services as long as WBC own the temporary accommodation. Personal file keep for 2 years and then to Reading Records Office for storage. Statutory | |
| Home Improvement Grants | Destroy 6 years after last payment for grants under £50,000. Destroy 12 years after last payment for grants over £50,000 Where plans and detailed drawings included offer to archive. | <ul style="list-style-type: none"> Agreement to pay loan Details of payment Correspondence relating to loan | Statutory | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|------------------------|----------------|
| Council Tax Valuation | | | | |
| <p>Council Tax Valuation The valuation of rateable land within a municipal district for the purpose of the making of the rate</p> | <p>Valuation lists – permanent - offer to archivist Destroy 10 years after the year in which valuation was made</p> | <ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections • Reports | <p>Common practice</p> | |
| Property History | | | | |
| <p>Property History The recording of information for rateable properties identifying the person or company rated, and value of the property. (Excludes accounting information)</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • Rate books • Rate cards • Register of rateable properties | <p>Common practice</p> | |
| Rates and Local Authorities Tax Correspondence | | | | |
| <p>Rates and Local Authorities Tax Correspondence</p> | <p>Destroy 7 years after last action</p> | <ul style="list-style-type: none"> • Objections • Notices • Applications • Correspondence • Rate certificates • Notices of acquisition and disposition • Rate property files | <p>Common practice</p> | |
| Summary Assets Management | | | | |
| <p>Summary Assets Management</p> | <p>See Property Management for real property assets See Transport management for vehicle assets</p> | | | |
| <p>Summary management reporting Summary management reporting on overall assets of the local authority</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • Schedules of acquisitions • Consolidated current asset reports • Annual reports • Summary of current assets • Asset registers | <p>Common practice</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|------------------------|----------------|
| Asset Monitoring and Maintenance | | | | |
| <p>Management systems for summary monitoring and management</p> <p>Management systems which allow the monitoring and management of assets in summary form</p> | <p>Destroy 7 years after conclusion of financial transaction that the record supports</p> | <ul style="list-style-type: none"> • Subsidiary asset registers | <p>Common practice</p> | |
| <p>Process of reporting and reviewing asset status</p> | <p>Destroy 2 years after administrative use if concluded</p> | <ul style="list-style-type: none"> • Routine returns and reports on asset status • Inventories • Stocktaking • Surveys of usage • Acquisition and disposal reports and proposals | <p>Common practice</p> | |
| <p>Process of maintaining assets</p> | <p>Destroy 7 years after last action</p> | <ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting | <p>Common practice</p> | |
| Asset Acquisition and Disposal | | | | |
| <p>Management and disposal of the asset</p> <p>Management of the asset (by financial lease or purchase) and disposal (by sale or write of) process for assets</p> | <p>Destroy 6 years, if under £50,000 or 12 years, if over £50,000, after all obligations/entitlements are concluded</p> | <ul style="list-style-type: none"> • Legal documents relating to the purchase/sale • Particulars of sale documents • Board of survey • Leases • Applications for leases, licences and rental revision • Tender documents • Conditions of contracts • Certificates of approval | <p>Statutory</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|--|--|----------------|
| 8. Property and Land Management | | | | |
| Property and Land Management | | | | |
| Reports Reports to management on overall property of the local authority | Permanent –Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Consolidated property & buildings annual reports | | |
| Building and maintenance files | Retain for 12 years, then destroy | | Within Property for 2 years and then pass to Reading Records office Common practice | |
| Establishment building maintenance | Retain for 6 years, then destroy | | Within Property for 2 years and then pass to Reading Records office. Common practice | |
| Establishment working files | Retain for 12 years, then destroy | | Within Property for 2 years and then pass to Reading Records office. Common practice | |
| Process of maintaining plant and equipment | Destroy 7 years after sale or disposal of asset | <ul style="list-style-type: none"> • Service records • Plant files | Common practice | |
| Building control permission | Retain for 12 years after interest in property ceases, then destroy | | Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations | |
| Client related | Retain for 5 years or life of involvement with client, whichever is longer | | Within Property for 2 years ad then pass to Reading Records office. Review need for information after 5 years. Commercial / statute of limitations | |
| Abstracts of title | Retain for 12 years after interest in the property ceases, then destroy | | Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations | |
| Agreements with architects and builders | Retain for 6 years after interest in property ceases, then destroy | | Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|--|----------------|
| Property Acquisition and Disposal | | | | |
| See also Conveyance (4) | | | | |
| <p>Management of the acquisition (real property) Management of the acquisition (by financial lease or purchase) process for real property</p> | Retain for 12 years after interest in property ceases, then destroy RMS advisory – offer significant material to archivist for review | <ul style="list-style-type: none"> Leases Plans | Within Property for 2 years and then pass to Reading Records office. Commercial / statute of limitations | |
| <p>Management of the disposal (real property) Management of the disposal (by sale or write off) process for real property</p> | Destroy 15 years after all obligations/entitlements are concluded RMS advisory – offer material re significant/major properties to archivist for review | <ul style="list-style-type: none"> Legal documents relating to the sale Particulars of sale documents Board of Survey Tender documents Conditions of contract | Common practice | |
| Property Development and Renovation | | | | |
| <p>Property development and renovation Process of managing and undertaking renovations and development of property</p> | | | | |
| <p>Management of buildings and estates of 'special interest'</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> Project specifications Plans Installation manuals Certificates of approval | | |
| <p>Management of all other buildings and estates</p> | RMS advisory – retain for life of property or building | <ul style="list-style-type: none"> Project specifications Plans Installation manuals Certificates of approval | | |
| <p>Abstracts of title</p> | 12 years after interest in property ceases | | Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|--|----------------|
| Property Development and Renovation | | | | |
| Agreements with architects and builders | 6 years after interest in property ceases | | Within Property for 2years and then pass to Reading Records office. Destroy after 6yrs. Commercial/statute of limitations | |
| Renovation or development process | Destroy seven years after the conclusion of the transaction that the record supports | <ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts | See also: Legal and Contracts Section 4 | |
| Industrial development certificates | 12 years after interest in property ceases | | Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations | |
| Land certificates | 12 years after interest in property ceases | | Within Property for 2years and then pass to Reading Records office. Destroy after 12yrs. Commercial/statute of limitations | |
| Leasing and Occupancy | | | | |
| Management of leased property The process of managing leased property | | • | | |
| Management of occupied property The process of managing the occupancy of property | | • | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|------------------------------------|--|--|----------------|
| Housing Provision | | | | |
| <p>Management of local authority welfare housing</p> <p>The process of managing local authority welfare housing</p> | Destroy 4 years after last action | <ul style="list-style-type: none"> Stock monitoring records | | |
| <p>Temporary housing</p> <p>The process of the allocation of temporary accommodation/& permanent housing, registering clients applying for housing, managing tenancies and monitoring Rent Accounts</p> | Destroy 7 years after last action. | <p>Client Files</p> <p>Homelessness</p> <p>Housing Register</p> <p>Medical Information</p> <p>Appeal details</p> <p>Correspondence from other Agencies</p> | Within Housing Services for 2 years, then to Reading Records Office for storage. Common Practice | |
| <p>Provision of housing advice</p> | Destroy 7 years after last action. | <ul style="list-style-type: none"> Impending homelessness Tenancies Benefits Finance Low level legal advice. Client Files Re all the Advice given. Supporting material. | Within Housing Services for 2 years then to Reading Records Office for storage. Common Practice | |
| <p>Housing information from other agencies</p> <ul style="list-style-type: none"> CAB Probation Service Social Services (Social Workers) Newbury Mental Health Two Saints Other Housing providers | Destroy 7 years after last action. | <ul style="list-style-type: none"> Client files re homelessness Client files re Housing Register Applications | Files to be kept within Housing Services for 2 years and then to Reading Records Office for storage. Common Practice | |
| <p>Property adaptation: joint files with health</p> | Destroy after six years | <ul style="list-style-type: none"> Aids order book Aids request form | Retained as live file 1 year then in storage | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|-------|----------------|
| Systems Management | | | | |
| <p><i>Development process for systems management</i> Internal process to develop or extend the capabilities of a system used to support the activities of the local authority</p> | <p>Retain for life of system then destroy</p> | <ul style="list-style-type: none"> • | | |
| <p><i>Implementation process for systems management</i> Internal process to implement a system used to support the activities of the local authority</p> | <p>Destroy 7 years after last action</p> | <ul style="list-style-type: none"> • | | |
| <p><i>Support and administration process for systems management</i> Internal process to support and administer a system used to support the activities of the local authority</p> | <p>Destroy 5 years after last action</p> | <ul style="list-style-type: none"> • Implementation plan | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|-------|----------------|
| Transport Management | | | | |
| <p>Acquisition and disposal Process of acquisition and disposal of vehicles through lease or purchase</p> | Destroy 7 years after the disposal of the vehicle | <ul style="list-style-type: none"> Leases Contracts Quotes Approvals Fleet authorisation numbers | | |
| <p>Management Process of managing allocation and maintenance of vehicles</p> | Destroy 7 years after the sale of disposal of the vehicle | <ul style="list-style-type: none"> Approvals as drivers Allocations and authorisations for vehicles Maintenance | | |
| <p>Vehicle usage The process of recording vehicle usage</p> | Destroy 3 years after the sale or disposal of the vehicle | <ul style="list-style-type: none"> Vehicle usage reports | | |
| <p>Driver usage The process of recording vehicle usage</p> | Destroy 7 years after closure | <ul style="list-style-type: none"> Vehicle log books | | |
| Insurance: Policy Management | | | | |
| <p>Management of insurance arrangements Summary management of insurance arrangements</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> Insurance register | | |
| <p>Insurance process Process of insuring local authority officers, property, vehicles, equipment against negligence, loss or damage</p> | Destroy 7 years after terms of the policy have expired | <ul style="list-style-type: none"> Insurance policies Correspondence | | |
| <p>Renewal process Process of renewing insurance policies</p> | Destroy 5 years after the insurance policy has been renewed | <ul style="list-style-type: none"> Insurance policy renewal records Correspondence | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|-------|----------------|
| Insurance: Claims Management | | | | |
| <p>Recording claims The process that records claims against the local authority or local authority officers</p> | <p>Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)</p> | <ul style="list-style-type: none"> • Claims records • Correspondence | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|--|----------------|
| 9. General Public Services | | | | |
| Health and Safety | | | | |
| H&S Inspections and Assessments | | | | |
| <p>Inspection Process of inspecting equipment to ensure it is safe</p> | Destroy 6 years from destruction of equipment | <ul style="list-style-type: none"> Equipment inspection records Fire equipment maintenance | Statutory | |
| <p>Quarry assessment Processing the geo-technical assessments of a quarry</p> | When quarry is no longer in use, refer to Health and Safety Executive (HSE) | <ul style="list-style-type: none"> | Statutory | |
| <p>Monitoring Process of carrying out monitoring to ensure that the process is safe</p> | Destroy 3 years from last action In case of care homes and day centre review after 3 years. | <ul style="list-style-type: none"> Monitoring results Care home and day centre fire safety checks Fire alarm tests Fire drills / practice Statement of procedure to be followed in the event of a fire | Statutory See also Registration, Certification and Licensing in (9) Care Standards Act Care Homes Regulations 2001 Regulation 17. (Schedule 4) | |
| <p>Environmental Inspections Process of carrying out inspections of environmental aspects of day centre and care home provision. Inspections or monitoring in residential premises</p> | Review after 3 years | <ul style="list-style-type: none"> H & S checks Hot water / Food hygiene Health questionnaires following food poisoning outbreaks | Within home / day centre | |
| <p>Asbestos monitoring Process of carrying out monitoring of areas where employees and persons are likely to have come into contact with asbestos</p> | Destroy 40 years from last action | <ul style="list-style-type: none"> Property asbestos files | Common practice based on Statutory | |
| <p>Radiation monitoring Process of monitoring of areas where employees and persons are likely to have come in contact with radiation</p> | Destroy 50 years from last action or at age 75 years whichever is the greater | <ul style="list-style-type: none"> Radon monitoring | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|--|----------------|
| H&S Inspections and Assessments | | | | |
| Safe systems Process to ensure safe systems of work | Retain until superseded or process ceases plus 1 year | <ul style="list-style-type: none"> • Health and Safety procedures and guidance • Memos | Common practice | |
| Risk assessment Process to assess the level of risk | Destroy 3 years from last assessment | <ul style="list-style-type: none"> • Risk assessment | Statutory | |
| Procedures Processes that permit work | Destroy 1 year from last action | <ul style="list-style-type: none"> • | Common practice | |
| Injury records: adults Process that records injuries to adults | Destroy 3 years from closure | <ul style="list-style-type: none"> • Accident books | Statutory | |
| Injury records: children Process that records injuries to children | Destroy 25 years from closure | <ul style="list-style-type: none"> • Accident books | Based on Statutory | |
| Fire Safety Records for Children's Homes | Destroy 15 years from last action | <ul style="list-style-type: none"> • Fire drill / fire alarm test • Fire equipment maintenance (including details of any deficiency & steps taken to remedy it) | Within home while current, then to Reading Records Bureau for storage Children's Homes Regs 2001 Regulation 29 – Schedule 4 | |
| Construction Design & Management Health & Safety records for Highways construction | Indefinitely | <ul style="list-style-type: none"> • Health & Safety Records | Health & Safety at Work Act CDM Regulations | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|--|----------------|
| Emergency Planning | | | | |
| <p>Emergency/Disaster Plan Process to develop the Emergency/Disaster Plan for the local community</p> | Permanent - Transfer to place of deposit after superseded | <ul style="list-style-type: none"> • Major Incident Plan • Recovery/contingency plans • Individual service plans | Contingency/disaster plans should be destroyed/archived when superseded by a new version, after it has been published and acknowledged by the organisation. | |
| <p>Emergency/Disaster Plan Test Records Process of recording the results of the test of the Emergency/Disaster Plan for the local community</p> | Destroy 10 years after closure | <ul style="list-style-type: none"> • Annual joint authority exercise reports | | |
| Major Incident | | | | |
| <p>Major incident reports Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Reports to Corporate Board or Executive • Leaflets • Newspaper cuttings • External reports • Minutes of meetings | Preserve all related documents on the incident as a single unit permanently. Include current Disaster Plan at the time of the incident as relevant document | |
| <p>Minor incident reports Activities that report on all minor incidents in the local community</p> | Destroy 7 years after closure | <ul style="list-style-type: none"> • Reports (internal or external) • Minutes of meetings | Preserve all related documents on the incident as a single unit for seven years. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|--|----------------|
| Enforcement Certification | | | | |
| Registration, Certification and Licensing | | | | |
| <p>Management and monitoring Summary management systems that allow the monitoring and management of registration, certification and licenses registration requirements in summary form</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • Visual impairment register | <p>Common practice</p> | |
| <p>Administration The administration of applications, registration, certification and licences in relation to local authorities' registration requirements</p> | <p>Destroy 2 years after registration or entitlement lapses</p> <p>In case of BD8 destroy 2 years after clients death (if client file is to be destroyed prior to this, BD8 should be removed first) If client transfers to another authority BD8 should be transferred with client and record kept of transfer for 1 year</p> | <ul style="list-style-type: none"> • Applications for animal registration • Applications for registration of a business premises • Applications for release of animals impounded • Registers • Certificates of registration of ;door supervisors; taxi drivers; beauty therapists • Animal movement licences • Gaming • Fire certification • Disabled Parking permits • Blue Badge • Registration to sell poison • BD8 form for registration of blindness or partial sight | <p>Statutory: May want archival review in cases of licensing of children in entertainment.</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|--|------------------------|----------------|
| Enforcement Certification | | | | |
| Registration, Certification and Licensing | | | | |
| <p>Site licensing</p> <p>The process involved in licensing of the site for the holding or use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)</p> | <p>Transfer to place of deposit after administrative use is concluded, destroy 60 years after the registration or entitlement lapses</p> | <ul style="list-style-type: none"> • Diesel licenses • Petroleum licenses • Health and safety licensing • Hazardous substances • Contaminated land register/pollution | | |
| <p>Registration for homes and carers</p> <p>The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • | | |
| Notification | | | | |
| <p>Notices to citizens</p> <p>The process of offering notices to citizens with respect to particular responsibilities</p> | <p>Destroy 2 years after matter is concluded</p> | <ul style="list-style-type: none"> • Fire prevention notices • Fire prevention infringement notices • Objections to notices • Appeals against notices • Registration of premises • Infringement notices • Animal impounding notices | <p>Common practice</p> | |
| Investigation, Inspection and Monitoring | | | | |
| <p>Investigation, monitoring or inspection according to law</p> <p>The process of investigation, monitoring or inspection laws in the responsibility of the local authority</p> | <p>Destroy 7 years from last action Trading standards records held for five years from date of creation</p> | <ul style="list-style-type: none"> • Trading standards sample and inspections records • Fire certificate compliance inspections | <p>Common practice</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|--|----------------|
| Enforcement Certification | | | | |
| Bye-Laws | | | | |
| Enactment | | | | |
| <p>Creation of bye- laws The process of making local laws</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • Master set of byelaws • Policy development documents • Correspondence • Submissions • Consultations | <p>Common practice</p> | |
| Administration and Enforcement | | | | |
| <p>Administration and enforcement of bye-laws</p> | <p>Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased</p> | <ul style="list-style-type: none"> • Application and certificates • Permits • Licences • Infringement notices (parking) • Correspondence | | |
| Cemeteries and Crematoria | | | | |
| <p>Management of burials Summary management systems that record the location of burials and identity of deceased individuals</p> | <p>Permanent - Transfer to place of deposit after administrative use is concluded</p> | <ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans • Green burials registers | <p>Cemeteries and Crematoria run by Town Councils Green burial sites may apply</p> | |
| <p>Regulation of burials and cremations Process of regulation of burials and cremations</p> | <p>Destroy 5 years after last action</p> | <ul style="list-style-type: none"> • Permits • Applications Orders | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|-------|----------------|
| Waste Management | | | | |
| <p>Waste management Provision of hard waste removal, destruction and waste reduction services by the local authority to rate payers</p> | | <ul style="list-style-type: none"> • | | |
| Collection | | | | |
| <p>Collection of household waste The process of arranging collection or transportation of household waste</p> | Destroy 6 years after last action | <ul style="list-style-type: none"> • Bulky household wastecollection records • Missed collections • Complaints | | |
| <p>Collection of controlled waste The process of arranging collection or transportation of controlled waste, flytipped waste etc.</p> | Destroy 6 years after last action | Bulky household waste collection records Missed collections Complaints | | |
| Disposal of Waste | | | | |
| <p>Management of waste disposal sites The summary management of sites used for waste disposal within the local authority</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Landfill, • Civic Amenity Sites • Transfer Sites • Bring Bank Centres | | |
| <p>Short-term storage of household waste The process of the short-term storage of household waste</p> | Destroy 10 years after site closure | <ul style="list-style-type: none"> • Transfer sites | | |
| <p>Waste disposal management The process involved in managing the use, type and amount of waste to be disposed at a specific site</p> | WBC - Destroy 6 years after last action | Environment agency Consignment notes Waste Site Plans Weigh bridge tickets Correspondence | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|------------------|---|-----------------|----------------|
| Waste Management Other records | | | | |
| Waste Statistics (PI's) | Permanent | <ul style="list-style-type: none"> • Tonnages to Landfill • Recycling/ composting tonnages • Cipfa/ Defra Statistics | | |
| Abandoned Vehicle Related Records | Permanent | <ul style="list-style-type: none"> • Removal request • Destruction confirmation • Inspection forms | | |
| General Correspondence and Management Operational Files | Destroy | <ul style="list-style-type: none"> • Day to day correspondence | Defined locally | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|--|--|----------------|
| 10. Planning and Land Use | | | | |
| Planning Scheme Development and Amendment | | | | |
| <p>Development process for plans</p> <p>The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure implementation of the Structure plan</p> | <p>RMS advisory- permanent – offer to Archivist when plan superseded</p> | <ul style="list-style-type: none"> • Structure plan • Local plan • Town Centre plans • Unitary development plans | | |
| <p>Consultation</p> <p>The activity of consultation to gain approval for the Structure Plan (Unitary Development plans) or Local Plans</p> | <p>Permanent – offer to Archivist after 3 years</p> | <ul style="list-style-type: none"> • Consultation documents and relies • Inquiries and objections made by members of the public • Public Inquiry documents | | |
| <p>Development control</p> <p>The process of controlling development of areas through applications for planning permission</p> | <p>Retain as live file for five years then pass to archive Retain permanently</p> | <ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers • Planning application register | <p>Town & Country Planning Act 1990 (Article 25)</p> | |
| <p>Countryside and open space amenity development</p> <p>The process of maintaining the countryside and developing open spaces for public amenity</p> | <p>Tree preservation orders – permanently or until revoked – transfer to Tree Officer (Countryside & Environment) if Order revoked</p> <p>All other documents - permanent</p> | <ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves development plans and correspondence, land purchase agreements • Site files • Countryside Stewardship files • Countryside management files- archive | <p>Tree preservation orders - permanently or until TPO revoked Must be available for inspection</p> <p>Transfer to Tree Officer (Countryside and Environment) if Order is revoked.</p> <p>Town and Country Planning Act 1990</p> <p>Town and Country Planning (Trees) Regns 1999 Reg 3</p> | |
| <p>Parish paths Initiative</p> | <p>Destroy after ten years</p> | <ul style="list-style-type: none"> • Parish records relating to work proposed and completed. | <p>Common practice</p> | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|--|-----------------------|
| Countryside and Open Space Amenity Development | | | | |
| <p><i>Countryside and open space amenity development</i> The process of maintaining the countryside and developing open spaces for public amenity</p> | <p>Permanent – transfer to place of deposit after administrative use concluded</p> <p>Tree preservation orders – permanently or until revoked – transfer to Tree Officer (Countryside & Waste Management) if Order revoked</p> | <ul style="list-style-type: none"> • Tree preservation orders • Country parks and naturereserves development plans and correspondence, land purchase agreements • Site files • Countryside Stewardship files • Countryside management files – archive • Play areas and sports grounds | <p>Tree preservation orders - permanently or until TPO revoked Must be available for inspection</p> <p>Transfer to Tree Officer (Countryside and Environment) if Order is revoked.</p> <p>Town and Country Planning Act 1990</p> <p>Town and Country Planning (Trees) Regns 1999 Reg 3</p> | |
| <p><i>Greenham/Crookham Common Restoration files</i></p> | Permanent (historical interest) | <ul style="list-style-type: none"> • Restoration file • Bio-remediation files • Restoration Contacts | | |
| <p><i>Greenham Restoration</i></p> | Permanent (historical interest) | <ul style="list-style-type: none"> • Bio-remediation files • Restoration fiels | | |
| <p><i>Parish paths Initiative</i></p> | Destroy after ten years | <ul style="list-style-type: none"> • Parish records relating to work proposed and completed. | Common practice | |
| <p><i>Rights of Way</i></p> | See Infrastructure and transport | • | | |
| <p><i>Tree surveys</i></p> | Destroy after ten years | <ul style="list-style-type: none"> • Highway trees • School trees | | |
| Description | Retention Action | Examples of Records | Notes | Classification |

Records Management Record Retention Schedule

| Planning Scheme Regulation | | | | |
|--|--|--|--|--|
| <p>Planning scheme regulation The summary management of planning scheme regulation</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Building Control Registers | | |
| <p>Regulation of land or building use The process of regulating the planned use of land or buildings</p> | Retain for 12 years after closure then destroy | <ul style="list-style-type: none"> • Industrial development certificates | Commercial/statute of limitations | |
| <p>Listed building planning approvals The process of approving building applications in relation to listed or other significant buildings</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates | Commercial/statute of limitations | |
| <p>Building planning approvals The process of approving building applications for all other buildings</p> | Retain for 12 years after construction completed then destroy | <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • Objections | Commercial/statute of limitations | |
| <p>Building compliance inspection The process of inspecting building work for the purpose of insuring compliance</p> | Retain for 12 years after issue of certificate of final inspection then destroy | <ul style="list-style-type: none"> • Certificate of final inspection • Building inspection records • Diaries | Commercial/statute of limitations | |
| <p>Enforcing building or land regulations The process of enforcing building or land regulations</p> | Destroy after 20 years and only after individual assessment and review | <ul style="list-style-type: none"> • Enforcement notices | Requirement to retain enforcement notices on a register while they remain in force (s188 and article 26) | |
| <p>Self-build and Custom Housebuilding Register The process of registering interest in</p> | Indefinite – remove entries at point housing need is met, or within 28 days upon request from registered party | <ul style="list-style-type: none"> • Register entries • Supporting documents • Payment details (if introduced) | The Self-build and Custom Housebuilding (Register) Regulations 2016 | |

Records Management Record Retention Schedule

| | | | | |
|---|--|---|---|--|
| land for self-build/custom housebuilding | | | | |
| Brownfield Land Register The process for registering brownfield land suitable for residential development | Indefinite – remove entries when sites no longer meet criteria for inclusion (as defined in Act). | <ul style="list-style-type: none"> Register entries | Town and Country Planning (Brownfield Land Register) Regulations 2017 | |
| Archaeology Service | | | | |
| Scheduled Monument Records | | | | |
| SMR Monument Files | Permanent | Information explaining the nature and location of historic buildings landscapes, archaeological monuments, features and finds | West Berkshire SMR (Archaeology), West Berkshire Museum | |
| SMR Consultation Files | 5 years unless case still current Prior to disposal case to be logged on SMR Consultations database | Paperwork relating to consultations on planning applications, forestry and stewardship proposals | West Berkshire SMR (Consultations), West Berkshire Museum Pink files Member of staff responsible for disposal – Archaeological Officer | |
| SMR Monument History Files | Permanent | Paperwork relating to the scheduling of monuments | West Berkshire SMR (Consultations), West Berkshire Museum Brown files | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|-----------------------------------|--|---|--|----------------|
| Scheduled Monument Records | | | | |
| Monument Management Files | 10 years unless still current Prior to disposal skeleton information should be added to SMR History files | Record of grant aided projects to manage monuments | West Berkshire SMR (Consultations), West Berkshire Museum Yellow files Member of staff responsible for disposal – Archaeological Officer | |
| SMR History Files | Permanent | Records relating to establishment of SMR and subsequent changes on lead authority, organisation and content | West Berkshire Museum Box files | |
| Archaeology Project Files | 5 years unless case still current Prior to disposal skeleton information should be added to SMR History files | Paperwork relating to projects such as Lambourn Downs Mapping Project. | West Berkshire Museum Green files Member of staff responsible for disposal – Archaeological Officer | |
| SMR Enquiries Files | 2 years These files should not contain any new info as this should already have been extracted for the SMR | Paperwork relating to SMR enquiries from the public and developers | West Berkshire Museum Ring binders Member of staff responsible for disposal – SMR Officer | |

| Description | Retention Action | Examples of Records | Notes | Classification |
|-----------------------------------|------------------|---------------------|-------|----------------|
| Planning Scheme Regulation | | | | |

Records Management Record Retention Schedule

| | | | | |
|--|-----------------------------------|--|-----------------------------------|--|
| <p>Planning permission The process of permitting development</p> | Retain for 12 years then destroy | <ul style="list-style-type: none"> • Planning permission • Permission for office development | Commercial/statute of limitations | |
| <p>Development certification The process of certification of development</p> | Retain for 12 years then destroy | <ul style="list-style-type: none"> • Industrial development certificates • Land certificates | Commercial/statute of limitations | |
| <p>Establishments</p> | Retain for 12 years then destroy | • | Commercial/statute of limitations | |
| <p>List of suppliers & supplies file</p> | Retain for six years then destroy | <ul style="list-style-type: none"> • List of suppliers • Supplies file | | |
| <p>Demolition Notices Notices served on the council by organisations/individuals intending to carry out demolition work</p> | Retain for 16 years | <ul style="list-style-type: none"> • Notices • Council notices | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|---|----------------|
| 11. Infrastructure and Transport | | | | |
| Planning and Development | | | | |
| <p>Development process for transport The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Local Authority</p> | Permanent - Transfer to place of deposit after administrative use concluded | <ul style="list-style-type: none"> • Structure Plane • Local transport plan | Local Transport Plan documents (LTP report) – retain 5 years under Transport Act 2000 | |
| <p>Rights of way, highways and bridle paths The activity of recording location of highways, bridle paths and rights of way</p> | Permanent - Transfer to place of deposit after administrative use concluded | <ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes | | |
| <p>Transport planning scheme controls The activity of establishing planning scheme controls and providing for them to be amended and modified</p> | Permanent - Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Amendments to definitive map • Road adoption | | |
| <p>Transport planning scheme submissions and objections The process of receiving, considering and responding to submissions and objections to planning schemes and amendments</p> | Permanent - Keep five years as live file then transfer to place of deposit | <ul style="list-style-type: none"> • Enquiries, • Consultation documents, • Objections and correspondence | Town & Country Planning Act 1990 | |
| <p>Enforcement of regulations The process of enforcing infrastructure and transport regulations</p> | Destroy 3 years after compliance with enforcement notice | <ul style="list-style-type: none"> • Parking enforcement • Traffic violations | F | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---------------------------------------|---|--|---|----------------|
| Planning and Development | | | | |
| <i>Transport Schemes Thatcham NDR</i> | Destroy eight years after 'relevant date' | <ul style="list-style-type: none"> • Names & Addresses of those eligible to entitlement | Land Compensation Act 1973 Noise Insulation Regulations 1975 | |
| <i>Structures Register</i> | Indefinitely (On microfiche) | <ul style="list-style-type: none"> • Landowners • Contractors • Individuals who have pursued an insurance claim | Highways Act 1980 | |
| <i>Transport Assessments</i> | Keep as live files for five years then to archive | <ul style="list-style-type: none"> • Report • Travel Plans | | |
| <i>Parish Roads Files</i> | 21 years | <ul style="list-style-type: none"> • Correspondence • General Enquiries | | |
| <i>TRO Scheme files</i> | Keep as live files for three year then to archive | <ul style="list-style-type: none"> • Comments & objections to TRO's | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|--|----------------|
| Traffic Management | | | | |
| <p>Traffic management</p> <p>The activity of planning, and programming the continued flow, diversion or reduction of traffic</p> | Destroy 7 years after action completed | <ul style="list-style-type: none"> Traffic orders Temporary traffic signals apps | | |
| <p>Parking</p> <p>The activity of planning and consulting on parking</p> | Permanent - Transfer to place of deposit after administrative use concluded | <ul style="list-style-type: none"> Parking Studies | | |
| Design and Construction | | | | |
| <p>Transport infrastructure design and construction</p> <p>The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels</p> | Permanent - Transfer to place of deposit after administrative use concluded | <ul style="list-style-type: none"> S38 agreements S177 licences Naming and numbering of new developments | | |
| Infrastructure Management and Maintenance | | | | |
| <p>Provision of municipal services</p> <p>The activity of providing municipal services in relation to infrastructure within the local authority</p> | Indefinitely Review administrative issues after seven years from action taken (RMS advisory) | <ul style="list-style-type: none"> Street files Street records Street name changes, numbering Postal address queries Vehicle access crossings <p>Other administrative issues (see Notes)</p> | Hedge clipping, tree planting, naming of streets, numbering of houses, street load limits, street signs, bus shelters, applications to dig up pavements, HGV applications, Advice/comment, level crossings, Roundabouts, Traffic calming measures, Street lighting | |
| <p>Utilities</p> <p>Process of utilities management by utility plans & notices</p> | Indefinitely | <ul style="list-style-type: none"> Sewer plans Section 58 notices | New Roads & Streetworks Act 1991 | |
| <p>Highway Records</p> | Indefinitely | <ul style="list-style-type: none"> Inspection Reports Adoption Plans | Highways Act 1980 | |
| <p>Land Drainage Records</p> | Indefinitely | <ul style="list-style-type: none"> Maps Plans | Land Drainage Act 1984 | |
| <p>Permits</p> | Seven years | <ul style="list-style-type: none"> Skip & Scaffold permits—applications and licences | Highways Act 1980 | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|--|----------------|
| Infrastructure Management and Maintenance | | | | |
| <i>Highway Records</i> | Indefinitely | <ul style="list-style-type: none"> • Inspection Reports • Adoption Plans | Highways Act 1980 | |
| <i>Land Drainage Records</i> | Indefinitely | <ul style="list-style-type: none"> • Maps • Plans | Land Drainage Act 1984 | |
| <i>Permits</i> | Seven years | <ul style="list-style-type: none"> • Skip & Scaffold permits– applications and licences | Highways Act 1980 | |
| Road Maintenance | | | | |
| <p><i>Road maintenance and repair</i></p> <p>The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels</p> | Destroy 12 years after action completed | <ul style="list-style-type: none"> • Maintenance records and reports | | |
| <i>Traffic Regulation & other orders</i> | Indefinitely | <ul style="list-style-type: none"> • Road closures • S427 orders or S116 orders | Road Traffic Regulation Act 1984 T&CP Act, Highways Act | |
| Public Transport | | | | |
| <i>Services</i> | | | | |
| <p><i>Management and provision of public transport</i></p> <p>The activities involved in the management and provision of public transport</p> | Destroy 3 years after superseded or last action | <ul style="list-style-type: none"> • Customer and industry liaison • Correspondence • Complaints and customer care | | |
| <i>Applications for concessionary fares</i> | Destroy 5 years after initial application | <ul style="list-style-type: none"> • Application forms | | |

Records Management Record Retention Schedule

| | | | | |
|---|---|--|--|--|
| <p>Concessionary fares customer records</p> | <p>Destroyed 7 years after pass becomes inactive</p> | <ul style="list-style-type: none"> Customer personal details retained on concessionary fares database | | |
| <p>Management and provision of Community Connect DRT (Demand Responsive Transport)</p> | <p>Destroyed 7 years after account becomes inactive</p> | <ul style="list-style-type: none"> Customer personal details retained on Demand Responsive Transport Software | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|--|---|--|----------------|
| School Transport | | | | |
| Records for pupils receiving transport, including those undergoing statutory SEN assessments | Retained either until individual reaches 25 years of age, or 6 years after last action (whichever is later) | <ul style="list-style-type: none"> • Pupil personal details held on school transport management system • Applications for school transport • Medical records (where appropriate for transport) • Customer care, complaints etc • Accident report forms | Education (Pupil Information) (England) Regulations 2000. S408 + S563 The School Standards + Framework Act 1998. | |
| Customer bank details | Retained in the Council's payments system – see Financial Transactions Management section | Used to pay personal budgets and mileage claims where appropriate, and to issue refunds | | |
| Pupil injury reports | Retained for 25 years after closure | Details of injuries sustained whilst using Home to School Transport | Health + Safety Act 1974 | |
| Risk assessments for pupils | Retained either until individual reaches 25 years of age, or 6 years after last action (whichever is later) | Pupil risk assessments, including action plans | Health + Safety Act 1974 | |
| Contract management | <p>Ordinary contracts retained for 6 years after expiry</p> <p>Contracts under seal retained for 12 years after expiry</p> | <ul style="list-style-type: none"> • Contract agreements • Variations and changes to requirements • Correspondence with operator, including complaints and disputes | | |
| Route information | Indefinitely | Route, timetable & fare information | | |
| DBS checks | <p>Certificates to be returned to individuals and any copies destroyed once recruitment decision has been made.</p> <p>Basic information to be retained indefinitely: name, date and type of check, disclosure number, recruitment decision.</p> | <ul style="list-style-type: none"> • School driver and passenger assistant records. • Includes both West Berkshire Council in-house drivers and drivers and passenger assistants employed by transport contractors. | In line with DBS policy | |

Records Management Record Retention Schedule

| | | | | |
|---|---------------------------|---|--|--|
| <i>Systems management processes to support and administer a system</i> | 5 years after last action | Home to School Transport database management system | | |
|---|---------------------------|---|--|--|

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|---|---|-------|----------------|
| School Transport | | | | |
| <p>Vehicle acquisition and disposal The process of acquisition and disposal of vehicles through lease or purchase</p> | 15 months after the disposal of the vehicle | <ul style="list-style-type: none"> Leases, contracts, quotes, approvals, fleet authorisation numbers | | |
| <p>Allocation and Maintenance The process of managing allocation and maintenance of vehicles</p> | 15 months after the sale or disposal of the vehicle | <ul style="list-style-type: none"> Approvals as drivers, allocations and authorisations for vehicles | | |
| <p>Vehicle usage The process of recording vehicle usage</p> | 15 months after the sale or disposal of the vehicle | <ul style="list-style-type: none"> Maintenance, DVLC logbooks, vehicle usage reports | | |
| <p>Driver usage The process of recording drivers usage</p> | 15 months after closure | <ul style="list-style-type: none"> Vehicle log book | | |
| <p>Vehicle CCTV and dashcams Footage recorded on outward-facing cameras installed on West Berkshire Council's in-house passenger vehicles</p> | <p>Footage will be automatically deleted when the memory card is full, or manually deleted after 3 months (whichever is sooner)</p> <p>Footage may be retained for longer if being used to investigate a specific incident. In this case, it will be deleted 6 months after the incident is fully resolved, in the case of legal action this will be where no further appeal is possible.</p> | <ul style="list-style-type: none"> Camera footage collected whilst the vehicle is in use | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|------------------------------------|---|---|------------------------|----------------|
| 12 . Education | | | | |
| General Education Files | | | | |
| Students | Destroy 6 years after the pupil has left school | <ul style="list-style-type: none"> • Student files | | |
| Consent for Activities | 2 years Unless any legal action ongoing (eg accident) | <ul style="list-style-type: none"> ▪ Consent forms | At School | |
| School Administration | Retain Indefinitely Updated on a termly basis Retain indefinitely (Until superseded) (Until superseded) 1 copy archived from initial print run immediately (Until superseded or no longer of historical interest) | <ul style="list-style-type: none"> • Property (school) files • School contact details • Reference copies of documents including legislation • Pamphlets, guidance, advice, research, training materials • Maps and plans • Services/Products provided e.g training notes, newsletters | Common practice | |
| Meetings and Projects | Destroy after 3 years but systematic review – all but what is absolutely necessary to retain to be destroyed Destroy after 3 years or until no longer of historical interest | <ul style="list-style-type: none"> • Meetings files • Topic/Project files • Liaison with external agencies • Planning processes and service management | Common practice | |
| PI's and Service Monitoring | Destroyed after 10 years Destroyed after 7 years | <ul style="list-style-type: none"> • Complaints/praise, Parents Helpline etc. • Data / Stats/ Service monitoring • Docs produced in the process of preparing information to be passed on to central govt. as part of statutory requirements e.g. OFSTED forms | Some Best Value PIs | |
| Grant Applications | Destroyed after 7 years | <ul style="list-style-type: none"> • Voluntary groups – grant applications and approvals | Statute of Limitations | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|--|----------------|
| Education Policies | | | | |
| Policy Development - general | Archive after administrative use concluded | <ul style="list-style-type: none"> • Activities that develop policies, procedures, strategies and structures e.g. all plans, organisation charts, instructions etc. | | |
| Policy development – major policies | Destroyed 5 years from closure | <ul style="list-style-type: none"> • Monitoring/review strategic plans, policies and procedure to assess their compliance with guidelines • Consulting of public and staff in the development of significant policies in the LEA • Performance Indicator information | | |
| Policy Development – minor policies | Destroy 1 year from closure | <ul style="list-style-type: none"> • Consulting of public and staff in the development of minor policies of the LEA | | |
| Community Learning Documents | 6 years from the end of the financial year in which the last payment is made. | <ul style="list-style-type: none"> • original invoices • management information returns • enrolment forms • evaluation statements • individual learning plans | According to contract | |
| School Admissions and Exclusions | | | | |
| School Appeals | Destroy 3 years after last action. Retain until individual reaches 25 years of age. Archive after 4 years to Berkshire Records Office. Retain until individual reaches 25 years of age. Archive after 4 years to Berkshire Records Office. | School Admission Appeal Papers School Exclusion Appeal Papers Home to School Transport Appeal Papers | School Admissions Guidance * <i>minimum</i> 2 years, WBC practice is to retain for 3 years Education Act 2002; | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|---|----------------|
| Student Support Services | | | | |
| Student Information | Kept for duration of course + 7 years | <ul style="list-style-type: none"> • Application form • Documentary evidence of income • Birth certificates • Passports • Confirmation of address documents • University notice of student suspending, withdrawing or transferring course | Common practice | |
| Universities (financial) | Main cheque runs- originals retained for 7 years. Originals of individual payments to finance 7 years on instructions of auditors | <ul style="list-style-type: none"> • Fee invoices • University Annual Statement reports | Common practice Statute of Limitations | |
| Universities (general) | Destroyed after 2 years Kept for duration of course + 7 years | <ul style="list-style-type: none"> • Term dates • General correspondence with HE and FE institutions | Common practice | |
| Universities (management information) | Indefinitely | Management Information & performance indicator returns for DfES | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--------------------------------------|--|---|-------|----------------|
| Education Welfare Service | | | | |
| <i>EWS Case Files</i> | File destroyed 6 years after pupil leaves school/college | <ul style="list-style-type: none"> • EWS case files | | |
| <i>EWS Employment Records</i> | Destroy 3 years after employment ceases | <ul style="list-style-type: none"> • Child employment record | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|--|--|----------------|
| 13 . Heritage, Tourism and Museum Services | | | | |
| Collections Management | | | | |
| Accession Register | Permanent Registers must be copied before being placed on deposit in the BRO | Record of acquisitions. | (a) WBM: Current and most recent. (b) BRO: Previous. | |
| Index Cards | Permanent Retrospective documentation transfer details to MODES. | Pre-MODES catalogue. | Documentation Centre, WBM. | |
| Museum Object Entry Form [D Form] | Permanent | Record of objects entering West Berkshire Museum - including their status (eg loan or donation) | (a) White copy: WBM. (b) Blue copy: History File, WBM. | |
| Transfer of Title Form | Permanent | Record of transfer of title to object/item to West Berkshire Museum | (a) White copy: WBM. (b) Blue copy: History File, WBM. | |
| Exit Form | Permanent | Record of objects leaving West Berkshire Museum, including the reason (eg conservation, end of loan, exhibition) | (a) White copy: WBM. (b) Blue copy: History File, WBM. | |
| Conservation Treatment Form | Destroy after transferring details to MODES. | | Documentation Centre, WBM. | |
| Deposit of Oral History Form | Permanent Recordings are placed on deposit in Wessex Film & Sound Archive | Transfers title and copyright to WBHS of oral recordings. | History File, WBM. | |
| Enquiry Form [A Form] | (a) 5 yrs Data to be analysed prior to destruction (b) Permanent When object is donated. | Record of enquirer, type of enquiry and object(s). | (a) General Office, WBM. (b) History File, WBM. Data Protection Act 1998 | |
| Information Request Form [E Form] | (a) 12 months (FY) Data to be analysed prior to destruction (b) Permanent unless transferred to MODES. Data to be analysed at least annually | (a) Routine enquiries requiring little effort. (b) Specific enquiries requiring research; usually generating information. | (a) General Office, WBM. (b) WBM. Data Protection Act 1998 | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|--|---|----------------|
| Collections Management | | | | |
| <i>Loan Form</i> | 12 months, unless still current Data to be analysed prior to destruction. | Record of items loaned by WBHS (eg furniture, equipment). | General Office, WBM. | |
| <i>Photocopy Form</i> | 12 months (FY) Data to be analysed prior to destruction. | Record of person receiving photocopied material, with conditions. | General Office, WBM Data Protection Act 1998 | |
| <i>Photograph Reproduction Form [Should be an order form]</i> | 12 mths (FY) Data to be analysed prior to destruction. | Record of person receiving copy print, with conditions. | General Office, WBM Data Protection Act 1998. | |
| <i>Licence to Film Form</i> | 5 yrs Data to be analysed prior to destruction. | Record of person/people and place/object. Details of objects filmed to be transferred to MODES. | General Office, WBM. Data Protection Act 1998. | |
| <i>Licence to Photograph Form</i> | 5 yrs Data to be analysed prior to destruction | Record of person/people and place/object. Details of objects filmed to be transferred to MODES | General Office, WBM. Data Protection Act 1998. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|------------------------------------|--|---|----------------|
| Tourism Service | | | | |
| <i>Accommodation Booking Forms</i> | Permanent | Name, address of person requesting accommodation plus details of accommodation booked. These booking forms are numbered. If unable to find suitable accommodation a line is put through form and it is kept with other forms. | Up to two years, storage cupboard upstairs. After two years Museum Attic Legal contract between guests and establishment | |
| <i>Advertising Application Forms – Welcome to West Berkshire</i> | Permanent | All details relating to accommodation, attraction, eating out establishment, events which has been provided by themselves for current publication. | Back office TIC Legal document between TIC and providers. Quality Rating confirmation with Visitbritain, AA and RAC which is the criteria required to go into accommodation section. | |
| <i>Directions to Accommodation Providers</i> | While establishment is on TIC list | Proprietors name and location with directions once booking has been made through TIC. | Kept on computer, back office, also at front office to give out when bookings are made from TIC Data Protection Act | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|------------------------------------|---|---|----------------|
| Tourism Service | | | | |
| <p>Applications for Accommodation provision Applications for new providers of B&B, Guest Houses, Hotels, Self Catering, Camping/Caravanning</p> | 2 years | Name, address, tel. no. for starting up information to be sent out. For application form to be sent when appropriate. | Front office TIC and Computer Data Protection Act | |
| <p>Mailing Lists</p> | 1 year | Letters requesting a copy of each years 'Welcome to West Berkshire Guide' to be sent for reference. | Front office TIC Data Protection Act | |
| <p>Visitors Book</p> | Permanent | Visitors comments regarding their experience when visiting Tourist Information Centre. | Front office TIC | |
| <p>Accommodation providers Availability List</p> | Not retained after current year | Establishments phone in if they have availability to be given out, booked and displayed on our after hours display in window (unless otherwise stated). | Front office TIC | |
| <p>Correspondence</p> | One year | Recorded in the InComing Mail Record Book' for monthly stats | Kept on file in Front Office for 6 months then back office for 6 months then destroyed, confidential waste | |
| <p>Complaints</p> | While establishment is on TIC list | Complaints, from visitors, regarding dissatisfaction of service or facilities whilst staying at establishment promoted in Welcome to West Berkshire. | Establishments are required to be Quality Rated with either Visitbritain, AA or RAC. Any complaints are forwarded to the relevant organisation. | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|--|--|---|---|----------------|
| West Berkshire Council Directory | | | | |
| <p>West Berkshire Directory Records</p> <p>Organisations/Providers – Live records</p> | <p>Indefinitely or maximum 25 years</p> | <p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils & the Disabled Children’s Register</p> | <p>Our obligations for including and retaining records for Adult Social Care and the Local Offer can be viewed here: LO - https://www.legislation.gov.uk/ukpga/2017/16/section/2/enacted</p> <p>ASC - Care Act 2014 (legislation.gov.uk)</p> <p>Records held on the Disabled Children’s Register will be deleted permanently upon the child’s 25th birthday.</p> | |
| <p>Archived records</p> | <p>Review every 12 months and move to live or delete</p> | <p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils</p> | | |
| <p>Deleted records</p> | <p>1 year</p> | <p>Directory listings for organisations, schools, childminders, events, advice, businesses, and services both within West Berkshire and in neighbouring Councils</p> | | |

Records Management Record Retention Schedule

| Description | Retention Action | Examples of Records | Notes | Classification |
|---|---|---|---|--|
| Benefits Service | | | | |
| <p>Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. The process of assessing entitlement to benefit and/or discounts</p> | <p>Personal information deleted from claims records 6 years after whichever is the later of final claim amendment or resolution of all financial transactions.</p> | <p>Names, addresses & National Insurance numbers of claimant and household members deleted from Revenues and Benefits processing software</p> | | |
| <p>Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Documentation held for the purposes of assessing entitlement to benefit and or discounts.</p> | <p>Documentation provided and held in support of claims, deleted 6 years after whichever is the later of final claim amendment or resolution of all financial transactions.</p> | <p>Copies of claim forms and supporting evidence to be deleted from Revenues and Benefits Document Management software.</p> | | |
| <p>Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Email correspondence.</p> | <p>Emails received by and sent from benefits@westberks.gov.uk deleted from email server 6 years following receipt</p> | <p>Email correspondence received and sent in relation to a proposed, existing or terminated claim</p> | <p>Correspondence also held in Document Management system but retained on email server for a limited period in the event of any query arising over receipt.</p> | |
| <p>Housing Benefit, Council Tax Reduction and Exceptional Hardship claims. Electronic file data provided by DWP to the Benefits service</p> | <p>File record is deleted immediately once the record has been loaded and processed within a claim assessment</p> | <p>Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member which matches to an existing claim and incorporated within an assessment of entitlement.</p> | | <p>https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter#:~:text=DWP%20may%20share%20information%20with,security%20organisations%20in%20other%20co</p> |
| | <p>File record deleted after 6 years if matched to a claim but not processed within a claim assessment</p> | <p>Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member which matches to an existing claim but not incorporated within an</p> | <p>Data not relevant to determining current or existing entitlement but may be relevant to resolving a financial assessment or query</p> | |

Records Management Record Retention Schedule

| | | | | |
|--|---|--|---|---------|
| | File record deleted after 3 months if data does not match to existing claim records | assessment of entitlement. Information relating to welfare benefits claimed from DWP or records of income held by HMRC by any household member where there is no current claim registered for Housing Benefit, Council Tax Reduction or Exceptional Hardship. | arising in the future. Held for three months only in the event of a new claim being submitted within that time period. | untries |
|--|---|--|---|---------|

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