



HART DISTRICT COUNCIL
DATA RETENTION SCHEDULE

Version 1	December 2015	
Reviewed	February 2018	

BACKGROUND

The Council holds a significant amount of data to manage its functions. It also recognises that this data can be retained as either hard copy or electronic form and that data is held for a number of reasons:

- To comply with statutory or regulatory requirements
- To provide evidence of actions and decisions taken
- To maintain transparency
- To meet operational needs

However, the permanent retention of information is undesirable and appropriate disposal is encouraged. This is to ensure the Council complies with Freedom of Information and Data Protection Acts. It also needs to be recognised that there is not an infinite amount of storage space and that large volumes of data becomes more difficult to manage. Where data is to be disposed of consideration needs to be given to the content of the data, for example it is essential that any personal data is disposed of in a secure manner. The purpose of this schedule is provide an aide to managers when making a decision as to whether information or documents should either be:

- Retained and if so in what format and for what period of time
- Disposed of, if so when and by what method

Where data is retained it will be for valid reasons and retention periods must comply with this schedule, there will also be a requirement to review it at least annually to ensure it has not been retained for a longer period than the schedule states. When the disposal date has expired it must then be disposed of.

There are a number of options that are available for the disposal of data, the most common being:

- Confidential waste
- Physical destruction on site (shredding)
- Deletion of computer files
- Migration of data to an external body

1. AUDIT					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
1.1	Audit reports (Final Version)	3 Years	D	Annual	Local Authorities 2003:1 - 7.1 and 7.2 - Common Practice
1.2	Fraud Investigations	6 years	D	Annual	Local Practice
1.3	Annual External Audit Reports	6 years	D	Annual	Accounts and Audit Regulations 2011

2. HOUSING					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
2.1	Housing Register	2 Years	D	Annual	Local Practice
2.2	Unsuccessful Housing / Transfer of Tenancy Applications	Year	D	Annual	Local Practice
2.3	Records relating to money owing to HDC	Held until debt cleared	D	Annual	Local Practice
2.4	Homelessness Client files	2 Years	D	Annual	Local Practice
2.5	Published homeless strategy papers	3 Years	D	Annual	Local Practice
2.6	Statistical returns PIE	6 Years	D	Annual	Local Practice

3. CORPORATE COMMUNICATION					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
3.1	Formal Evidence of civic events including photographs	2 Years	D	Annual	Local Practice
3.2	Papers relating to organisation of Civic events	1 Year	D	Annual	Local Practice
3.3	Press Releases & Media Cuttings	3 Years	D	Annual	Local Practice
3.4	Public Notices	3 Years	D	Annual	Local Practice
3.5	Surveys online and Hard Copy	6 months	D	Annual	Local Practice
3.6	Photographs (consent forms)	Current year	D	Annual	Local Practice
3.7	Local Campaigns - publicity/information leaflets	While current	D	Annual	Local Practice
3.8	Hart News	3 Years	D	Annual	Local Practice
3.9	Parish Link	2 Years	D	Annual	Local Practice
3.10	LOGOS	Current version	D	Annual	Local Practice
3.11	Corporate Branding	Current version	D	Annual	Local Practice
3.12	Maps	Current version	D	Annual	Local Practice
3.13	Organisational Chart	Current version	D	Annual	Local Practice
3.14	Email Mailboxes	6 months	D	6 monthly	If retention required remove from mailbox via word or PDF.

4. DEVELOPMENT CONTROL					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
6.1	Planning Register	Permanent	R	Archive	Common Practice
6.2	Application Forms & Supporting Information	Permanent	R	Archive	Common Practice
6.3	Decision Notices & Conditions	Permanent	R	Archive	Common Practice
6.4	Officer Reports	Permanent	R	Archive	Common Practice
6.5	Application Plans	Permanent	R	Archive	Common Practice
6.6	Historic/Listed Buildings Records	Permanent	R	Archive	Common Practice
6.7	Ecology Site Records	Permanent	R	Archive	Common Practice
6.8	Tree Preservation Orders	Permanent	R	Archive	Common Practice
6.9	Planning Enforcement Register	Permanent	R	Archive	Common Practice
6.10	Planning Enforcement Cases Where Breach Established	10 Years	D	Annual	Local Practice
6.11	Planning Enforcement Cases Where no Breach	2 Years	D	Annual	Local Practice
6.12	Mapping Records	Current Version	Maintain	Annual	Local Practice

5. ENVIRONMENTAL HEALTH					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
7.1	Disease Monitoring and Control - Investigation	6 years	D	Annual	Local Practice
7.2	Animal Welfare Commercial / domestic Premises inspection and licencing files	2 years	D	Annual	RGLA 9.16 and Operational Requirements (B&D Schedule 2014)
7.3	Food Hygiene Inspection - Commercial Premises Files	Whilst business is current plus 1 year	D	Annual	Local Practice
7.4	Statutory Register of food premises	Retain while current	D	Annual	Statutory
7.5	Food Statutory Returns	6 years	D	Annual	Local Practice
7.6	Dog Strays	5 years	D	Annual	Local Practice
7.7	Dangerous Dogs	15 years	D	Annual	Local Practice
7.8	Dog Fouling Images	15 years from incident	D	Annual	Local Practice
7.9	Statutory nuisance (investigation letters, file notes, reports, diary sheets, photos, noise recordings)	Not retained unless enforcement action being taken	D	Annual	Environmental Protection Act 1990
7.10	Statutory nuisance (investigation letters, file notes, reports, diary sheets, photos, noise recordings)	6 years	D	Annual	(a) Environmental Permitting (E&W) Regulations 2010

7.11	Statutory Nuisance (Notices, prosecution & other enforcement)	6 years	D	Annual	Environmental Protection Act 1990
7.12	Permitted processes (processes which are not prescribed in public register of permitted processes (LA&EA - rge 46 para 1&2 or Schedule 9)	6 years	D	Annual	(a) Environmental Permitting (E&W) Regulations 2010
7.13	Contaminated land	Permanent	R	Archive	Local Practice
7.14	Air quality Management (monitoring information from tubes/real time monitors)	6 years	D	Annual	Local Practice
7.15	Emission of air pollutants	6 years	D	Annual	Local Practice
7.16	Control of pests (enforcement action including works in default)	6 years	D	Annual	Local Practice
7.17	Pest control treatment records	3 years	D	Annual	Local Practice

6. EH PRIVATE SECTOR HOUSING					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
8.1	DFG Property based files	5 years	D	Annual	Local Practice
8.2	DFG Finance Information	6 years	D	Annual	Local Practice
8.3	Caravan and Camping Sites - Licencing, Inspection and Investigation records	6 years	D	Annual	Local Practice
8.4	Service Requests relating to Overcrowding / Damp Mould etc	6 years	D	Annual	Local Practice
8.5	Minor Works Grants - property based files	5 years	D	Annual	Local Practice
8.6	Minor Works Grants - Finance information	1 year	D	Annual	Local Practice
8.7	Loan - property based files	Loan term	D	Annual	Local Practice
8.8	HMO - property based files	Current	D	Annual	Local Practice

7. PARKING					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
9.1	PCN data	3 years	D	Annual	Local Practice
9.2	Photographic evidence	3 years	D	Annual	Local Practice
9.3	CEO notebooks	3 years	D	Annual	Local Practice
9.4	Residents parking permit	1 year after expiry	D	Annual	Local Practice
9.5	Body worn video cameras images	Non essential evidence 30 days / Evidential evidence placed on to a disc and given to police - copy retained securely for 18 months	D	30 Days	Local Practice

8. ELECTIONS					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
10.1	Electoral Registers (Current)	1 Year	D	Annual	1983 RPA
10.2	Electoral Registers (older than current but less than 10 years old)	10 years	D	Annual	1983 RPA
10.3	Electoral Registers (over 10 years old)	P	A	Archive	1983 RPA
10.4	Applications to be Registered (HEF submitted on paper or in data format)	6 years	D	Annual	1983 RPA
10.5	Applications to be Registered - ITR submitted online or in paper format	6 years	D	Annual	1983 RPA
10.6	Absent Vote Applications	For duration of voter being absent	D	Annual	1983 RPA
10.7	Sealed Ballot Boxes, Corresponding number lists, and other associated items relating to each electoral event.	1 year	D	Annual	1983 RPA
10.8	Marked electoral Register, postal issue lists	1 year	D	Annual	1983 RPA
10.9	Nomination papers	1 year	D	Annual	1983 RPA
10.10	Evidence of eligibility to vote in UK	2 years	D	Annual	1983 RPA

II. HUMAN RESOURCES

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
11.1	Payroll (Electronic or Manual)	7 Years	D	Annual	Statutory - Taxes Management Act 1970
11.2	Claim forms and timesheets (overtime expenses etc)	7 years	D	Annual	Statutory - Taxes Management Act 1970 / Income and Corporation Taxes 1988
11.3	All records relating to tax and National Insurance returns	7 years	D	Annual	Statutory - Taxes Management Act 1970.
11.4	Copy Pay advice (pay slips)	7 years	D	Annual	Statutory - Taxes Management Act 1970.
11.5	Individual Pay Files	P	A	Archive	Statutory - Taxes Management Act 1970
11.6	Year and payroll tabulations/totals	7 years	D	Annual	Statutory - Taxes Management Act 1970
11.7	Statutory maternity pay records, calculations, certificates (Mat B 1's)	3 years	D	Annual	Statutory - The Statutory Maternity Pay (General Regulations 1986)
11.8	Statutory sick pay records, calculations, certificates (Mat B 1's)	4 years	D	Annual	Statutory - The Sick Pay (General) Regs 1982
11.9	Redundancy details, calculation of payments, refunds, notification to Secretary of state	6 years	D	Annual	Statutory - Taxes Management Act 1970

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
11.10	Parental Leave	5 years	D	Annual	Statutory - Taxes Management Act 1970
11.11	Termination	7 years	D	Annual	Statutory - Taxes Management Act 1970
11.12	Financial Reward	7 years	D	Annual	Statutory - Taxes Management Act 1970
11.13	Retirement benefit scheme to allow retirement due to incapacity	7 years	D	Annual	The retirements Benefits Schemes (Information Powers) Regulations 1995
11.14	Superannuation records / Superannuation history cards	10 years	D	Annual	Local Practice
11.15	Personal files including References, Letter of appointment, Letter of acceptance, Employment contract, Medical clearance, Job description, probation reports, sickness records, political restriction	Period of employment plus 6 years	D	Annual	Statutory - Limitation Act 1980
11.16	Recruitment details (unsuccessful), Interview notes, advertisements, applications	6 months after the recruitment has been finalised	D	Annual	Local Practice
11.17	DBS Checks	Record of disclosure number and date on personal file only	D	Annual	DRB disclosure documents should not be kept on personal file - Section 124 of Police Act 1997
11.18	Exit Questionnaires/ Leavers checklist/ Exit Interview Forms	6 months	D	Annual	Local Practice

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
11.19	Disciplinary outcome letters (when proven) Oral Warning Written Warning, Final Warning	To be removed from the personal file after the following times spent... Oral Warning 6 Months - Other warning 12 Months	D	Annual	Local Practice
11.20	Disciplinary / Grievance investigation case file (when proven)	Period of employment	D	Annual	Local Practice
11.21	Disciplinary / Grievance case files involving allegations of safeguarding	To be retained until the employee has retired or for a period of 10 years from the date of allegation, if longer	D	Annual	Department for education - Safeguarding Children
11.22	Trade Union Agreements	Current	D	Annual	Local Practice
11.23	Performance development Interviews	Period of employment	D	Annual	Local Practice
11.24	Performance and Capability processes case file	Period of employment	D	Annual	Local Practice
11.25	Training records (NOT relating to working with Children)	Period of employment	D	Annual	Local Practice
11.26	Training records - Where working with Children	6 years after employment ceases	D	Annual	Local Practice
11.27	Occupational Health Records - questionnaires, adjustments, recommendations	Period of employment plus 5 years	D	Annual	Local Practice

12 REVENUES AND BENEFITS					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
12.1	Documents and Records (Paper and Electronic)	6 years	D	Annual	Local Practice
12.2	Outstanding Council Tax debts of more than £50 or more	Whilst current	D	Annual	Local Practice
12.3	Housing Benefit Claim data	6 years	D	Annual	

13. FRAUD					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
13.1	Fraud referrals forwarded to DWP	2 year	D	Annual	Local Practice
13.2	Closed fraud files where fraud not established	6 months	D	Annual	Local Practice
13.3	Closed prosecution file	2 years	D	Annual	Local Practice

14. BUILDING CONTROL

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
14.1	Building Control Register	15 years rolling	D	Annual	Common Practice
14.2	Building Control Application Records	15 years rolling	D	Annual	Common Practice
14.3	Certificate of final inspection	15 years rolling	D	Annual	Common Practice
14.4	Building Control Enforcement Notices	3 years	D	Annual	Common Practice

15. WASTE					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
15.1	Waste Management Cleansing public toilets - Service monitoring papers including inspection reports	2 years	D	Annual	Local Practice
15.2	Arranging and collection or transportation of controlled waste	Destroy 2 years after last action	D	Annual	Local Practice
15.3	Arranging the collection or transportation of controlled waste	Destroy 6 years after last action	D	Annual	Local Practice
15.4	Management of sites used for disposal of waste	Permanent	R	Archive	Local Practice
15.5	Short Term Storage of Waste	10 years	D	Annual	Local Practice

16. HIGHWAYS					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
16.1	Transportation Project Files / Traffic Management / Traffic Calming Street Lighting Project Files Major	5 years	D	Annual	Local Practice
16.2	Transportation Project Files / Traffic Management / Traffic Calming Street Lighting - Permanent TRO	Permanent	R	Archive	Road Traffic Act
16.3	Transportation Project Files / Traffic Management / Traffic Calming Street Lighting - Agreements / Licenses	2 years	D	Annual	Local Practice
16.4	Transportation Project Files / Traffic Management / Traffic Calming Street Lighting - Temporary TRO	2 years	D	Annual	Local Practice
16.5	Infrastructure & Transport - correspondence, consultations and action plans	2 years	D	Annual	Local Practice

17. FINANCE

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
17.1	Statutory Accounts - Published Final Accounts	Permanent	R	Archive	Accounts and Audit Regs 2011
17.2	Prepared Budget	Permanent	R	Archive	Accounts and Audit Regs 2011
17.3	Budget Working Papers	3 years	D	Annual	Local Practice
17.4	Income - Primary Documents	6 years	D	Annual	Stature of Limitations Act
17.5	Invoices issued by the council	2 years unless balance on account	D	Annual	Local Practice
17.6	Record of unpaid invoices	6 years	D	Annual	Statute of Limitations
17.7	Proofs of payments made by the council	2 years	D	Annual	Local Practice
17.8	Invoices Paid by the Council	3 years	D	Annual	Local Practice
17.9	Purchase Orders	2 years	D	Annual	Local Practice
17.10	Cheque Registers	6 years	D	Annual	Local Practice
17.11	Loan Files	While loan is current plus 1 year	D	Annual	Local Practice
17.12	Fees and Charges Book	2 years	D	Annual	Local Practice
17.13	External Audit Reports	6 years	D	Annual	Local Practice
17.14	Medium Term Financial Strategy	6 years	D	Annual	Local Practice
17.15	Budget Virements	2 years	D	Annual	Local Practice
Ref	Record	Retention Period	Action	Review	Source

			D - Dispose R - Retain		
17.16	Financial Vetting	2 years	D	Annual	Local Practice
17.17	Bank References	2 years	D	Annual	Local Practice
17.18	Treasury Management Investments	2 years	D	Annual	Local Practice
17.19	VAT Records	6 years	D	Annual	Local Practice
17.20	Contracts Register	Current Version	Maintain	Annual	Local Practice

18. LEGAL					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
18.1	Litigation Files	6 years from closure	D	Annual	Local Practice
18.2	Legal Advice on a Point of Law	6 years	D	Annual	Local Practice
18.3	Agreements	Permanent	D	Annual	Local Practice
18.4	Land and Property Conveyancing	12 years	D	Annual	Limitations Act 1980
18.5	Leasing	While Current	D	Annual	Local Practice
18.6	Advice relating to Sealed Contracts	12 years after end of contract	D	Annual	Law of property act 1989
18.7	Planning Inquiries/Appeals/Decisions	1 year	D	Annual	Local Practice
18.8	Contracts	5 years after end of contract	D	Annual	Local Practice
19. COMMUNITY SAFETY					

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
19.1	Anti-Social Behaviour, crime data spreadsheet, e-mails, intelligence reports and 101 messages	3 years	D	Annual	Local Practice

20. ESTATE MANAGEMENT					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
20.1	Asset Register and Property Terrier	Permanent	R	Archive	Local Practice
20.2	Monitoring of Assets	7 years after conclusion of financial transaction that the record supports	D	Annual	Local Practice
20.3	Asset acquisition and disposal	6 years if under 50 K / 12 years if over 50K after all obligations/ entitlements are s concluded	D	Annual	Local Practice
20.4	Leased Assets	6 years after lease expires	D	Annual	Local Practice
20.5	Asset acquisition and disposal	5 years	D	Annual	Local Practice
21. LICENCING					

Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
21.1	Applications for Animal Welfare licences, Taxi and Private Hire drivers vehicles and operators	2 years	D	Annual	RGLA 9.16 and Operational Requirements
21.2	Street trading - Applications for consents	2 years	D	Annual	Local Practice
21.3	Tables and Chairs Licences - Application for Licences	2 years	D	Annual	Operational Requirement - Highways Act Sec 115 (e)
21.4	Street Collection and House to House Permits - Application for permits	2 years	D	Annual	Local Practice
21.5	Scrap Metal Dealers and collectors - Applications for licenses	2 years	D	Annual	Local Practice
21.6	Sex establishments Applications for licenses	2 years	D	Annual	Local Practice
21.7	Licensing Files – personal licences (publican), premises and club (alcohol), venue licenses, Lottery and Gambling	3 years	D	Annual	Licensing Act 2003 Section 5
21.8	DBS certificate information				Not to be retained, DBS should only be checked.

22. COUNTRYSIDE					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
22.1	Register of Common Land and Village Greens	10 years	D	Annual	Countryside and Rights of Way Act 2000
22.2	SANGS	10 years	D	Annual	Town and Country Planning Act 1990
22.3	Spraying application	7 years	D	Annual	Control of pesticides Regs 1986 + Plant protection products Regs 2012, etc
22.4	Buildings maintenance records	2 years	D	Annual	Local Practice
22.5	Vehicle / equipment' servicing / maintenance records	3 years	D	Annual	Local Practice

23. PLANNING POLICY					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
23.1	Superseded Local Plans, SPDs and non-statutory guidance	Permanent - one electronic copy	R	Archive	Local Practice

23.2	Consultation documents (except for Draft Local Plans and associated Inspector's Reports)	Retain one electronic copy until the final adopted version has been adopted	D	Annual	Local Practice
23.3	Draft Local Plans and associated Inspector's Reports	Permanent - one electronic copy	R	Archive	Local Practice
23.4	Consultee contact details	Retain until they become out of date or consultees ask to be taken off the database	D	Annual	Local Practice
23.5	Responses to planning policy and guidance consultations	Retain until the relevant document has been adopted and any period for legal challenge has passed. If a legal challenge is made, retain for as long as necessary, then delete.	D	Annual	Local Practice
23.6	Evidence base (e.g. background studies to the local plan and other information relevant to planning policy formulation and implementation of planning policies)	Retain unless it is unlikely to serve a useful purpose	D	Annual	Local Decision
23.7	Annual Monitoring Reports	Permanent - one electronic copy	R	Archive	Local Decision
24. LAND CHARGES					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
24.1	Land Charges Registers	Permanent	R	Archive	Local Practice

24.2	Cancelled Register Entries	10 Years	D	Annual	Local Practice
24.3	Cartographic indexes and other finding aids	Permanent	R	Archive	Local Practice
24.4	Copy Search Forms Completed	6 years	D	Annual	Local Practice

25. HEALTH & SAFETY					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
25.1	Equipment Inspections	6 years	D	Annual	Health & Safety at Work Act 1974
25.2	Safety Monitoring Records	3 years	D	Annual	Health & Safety at Work Act 1974
25.3	Risk Assessment Records Working Place)	Current Assessment	D	Annual	Health & Safety at Work Act 1974
25.4	Accidents at work records	3 years	D	Annual	Health & Safety at Work Act 1974
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
25.4	Accidents involving Children	25 years	D	Annual	Health & Safety at Work Act 1974
25.5	Fire Evacuation Records	3 years	D	Annual	Health & Safety at Work Act 1974

25.6	Swimming Pool Testing Records	6 years	D	Annual	Health & Safety at Work Act 1974
25.7	Occupational Health Records	6 years	D	Annual	Health & Safety at Work Act 1974

26. EMERGENCY PLANNING					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
26.1	Process to develop the emergency/disaster plan for the local community	Permanent	R	Archive	Civil Contingencies Act
26.2	Records of tests of the emergency/disaster plan for the local community	10 years	D	Annual	Local Practice
26.3	Records of emergency/disaster incidents (incident logs and all supporting docs pertaining to them)	Permanent	R	Archive	Civil Contingencies Act
26.4	Disaster Recovery and Business Continuity	Current version	D	Annual	Local Practice
27 INSURANCE					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
27.1	Policy - Insurance Register	Permanent	R	Archive	Local Practice

27.2	Insurance Policies and Correspondence	7 Years	D	Annual	Local Practice
27.3	Claims	7 years	D	Annual	Local Practice

28 PROCUREMENT					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
28.1	sufficient documentation to justify decisions taken in all stages of the procurement process, such as:	3 Years	D	R	Public Contracts Regulations 2015
28.2	Contract Copies	Length of contract	D	R	Public Contracts Regulations 2015

29. IT					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
29.1	Hart DC Network Infrastructure landscape	Retain while current	D	Annual	Local Practice

29.2	Network infrastructure configuration details plus supporting information	Retain while current	D	Annual	Local Practice
29.3	Helpdesk register of calls	Current year	D	Annual	Local Practice
29.4	Key Policies	Retain while current	D	Annual	Local Practice

30. CORPORATE AND COMMITTEE SERVICES					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
30.1	Ombudsman Complaints	2 Years	D	Annual	Local Practice
30.2	Ombudsman Decisions	3 years	D	Annual	Local Practice
30.3	Complaints against Councillors	Retain while in office	D	Annual	Local Practice
30.4	Statutory Reports to Central Government	6 years	D	Annual	Local Practice
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
30.5	Statutory Meetings - signed minute books	Permanent	R	Archive	Local Government Act

30.6	Reports considered by Council and Committees	Permanent	R	Archive	Local Government Act
30.7	Agenda Papers	6 years	D	Annual	Local Practice
30.8	Background Papers	6 years	D	Annual	Local Practice
30.9	Informal Meetings between Officers and Members (e.g. working parties) - Minutes and Notes	6 years	D	Annual	Local Practice
30.10	Members Registers, Financial and other interests	Term of Office	D	Annual	Localism Act 2011
30.11	Members Interests declared at meetings	Permanent	R	Archive	Localism Act 2011
30.12	Member Allowances	6 years	D	Annual	FOIA 2000
30.13	Correspondence relating to FOI and EIR	3 years	D	Annual	National Archive Guidance
30.14	RIPA – Part 2 Directed Surveillance	3 years	D	Annual	RIPA Advice and Guidance
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
30.15	Data controller notification documentation	On Expiry	D	Annual	Local Practice

30.16	Personal Request under DPA (Subject Access Requests)	3 years	D	Annual	Local Practice
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31. STREET NAMING AND NUMBERING					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
31.1	Notifications to Royal Mail of new developments	2 years	D	Annual	RGLA 11.8
31.2	Development Plans	2 years	D	Annual	Local Practice
31.3	House name and new property lists	2 years	D	Annual	Local Practice
31.4	SNN Development Folders	2 years	D	Annual	Local Practice
31.5	LLPG and SNN Convention Document	Current Version	D	Annual	Local Practice
31.6	SNN Legal Reference	3 years	D	Annual	Local Practice
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
31.7	SNN Specification Document	Current Version	D	Annual	Local Practice
31.8	Road Name consultations	3 years	D	Annual	Local Practice

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32. LAND CHARGES					
Ref	Record	Retention Period	Action D - Dispose R - Retain	Review	Source
32.1	Land Charges Registers	Permanent	R	Archive	Local Practice
32.2	Cancelled Register Entries	10 years	D	Annual	Local Practice
32.3	Cartographic indexes and other finding aids	Permanent	R	Archive	Local Practice
32.4	Copy Search Forms Completed	6 years	D	Annual	Local Practice