

## Retention Schedule

These retention dates must be applied UNLESS the software system on which the data is held is too old to be able to run reports to delete information as shown in this schedule.

Class	Series	Records	Rationale	Recommended Retention
<b>Community safety and emergencies</b>				
. <b>Advice</b>				
. . Contingency planning				Destroy - 2 years after advice superseded
. . Fire safety planning				Destroy - 2 years after advice superseded
. . Home security				Destroy - 2 years after advice superseded
. <b>Community safety</b>				
. . CCTV surveillance	Hard drive of incidents			Destroy 30 days after taping
	CCTV tendering documents			Destroy 7 years
. . Crime reduction	Strategic Assessment			Destroy 5 years (electronically)
. <b>Emergency planning</b>				
. . Emergency agencies				Destroy when superseded
. . Emergency call-outs				Destroy when superseded
. . Emergency plan		Development		Permanent - offer to archivist
. . Emergency plan		Tests		Destroy - 10 years after closure
. . Emergency warnings				Destroy – 18 months from last action
. <b>Emergency service</b>				
. . Notifications				Destroy - 2 years after matter is concluded

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Special service provision				Destroy - 7 years from last action
<b>. Enforcement</b>				
. . Fire safety legislation				Destroy - 2 years after matter is concluded
. . Fire safety legislation		Prosecution	Police and Criminal Evidence Act.	Destroy - 7 years from last action
<b>. Fire prevention</b>				
. . Fire hydrants inspections				Destroy - 7 years from last action
. . Fire safety				Destroy - 2 years after advice superseded
. . Fire safety inspections				Destroy - 7 years from last action
. . Incident monitoring		Major incident		Permanent - offer to archivist
. . Incident monitoring		Minor incident		Destroy - 7 years after closure
. . Inspections				Destroy - 7 years from last action
. . Investigations				Destroy - 7 years from last action
<b>. Measures against vandalism</b>				
. . Fly posting				Destroy - 1 years from last action
. . Removal of graffiti				Destroy - 1 years from last action
<b>Consumer affairs</b>				
<b>. Enforcement</b>				
. . Prosecution of offences	Case files - organisation	Dangerous and wild animals	Police and Criminal Evidence Act	Destroy - 7 years from investigation complete
. . Prosecution of offences	Case files - organisation	Health and safety at work	Police and Criminal Evidence Act	Destroy - 7 years from investigation complete
. . Prosecution of offences	Case files - organisation	Inspections		
. . Prosecution of offences	Case files - organisation	Weights and measures	Police and Criminal Evidence Act	Destroy - 7 years from investigation complete
<b>. Environmental health</b>				
. . Animal control				Delete – 5 years from completion
<b>. Investigation, inspections and monitoring</b>	Case files - organisation			

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Inspections	Case files - organisation	Equipment inspection records		Destroy - 6 years after disposal of the equipment
. . Inspections	Case files - organisation	Food standards inspection forms		Destroy - 7 years after inspection
. . Investigations	Case files - organisation			Destroy - 7 years after inspection
. . Investigations	Case files - organisation	Nuisances		Destroy - 3 years from last action
. . Investigations	Case files - Audio files	Nuisances	Ombudsman complaints/Investigations	Destroy – 1 year from case closure
. . Monitoring	Case files - organisation			Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Air pollution		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Animal health		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Food hygiene		Destroy - 6 years from last action
. . Monitoring	Case files - organisation	Food hygiene, home care		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Food safety		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Food standards		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Hazardous substances		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Land pollution		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Pollution		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Private water suppliers		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	River pollution		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Swimming pools		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Product safety		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Infectious diseases		Destroy - 3 years from last action

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Monitoring	Case files - organisation	Responsive		Destroy - 3 years from last action
. . Monitoring	Case files - organisation	Nuisances	Environmental Protection Act 1990.	Destroy - 3 years from last action
. . Records		Housing/Empty homes		Destroy – 3 years after purchase of premises
. . Records		Housing/Disabled Facilities Grants (DFG's) loan documentation		Destroy – 2 years after repayment
. . Records		Housing/Disabled Facilities Grants (DFG's) over £ 50,000	Limitations Act 1980.	Destroy – 12 years after last payment or release of Council charge over property (whichever is greater)
. . Records		Housing/Disabled Facilities Grants (DFG's) under £ 50,000	Limitations Act 1980.	Destroy – 6 years after last payment or release of Council charge over property (whichever is greater)
. . Records		Housing inspections/Low Risk HMO's and caravan/tent sites		Destroy – 7 years after premises closed
<b>. Registration, certification and licensing</b>				
. . Entertainment and drinks		Register		Destroy - 2 years after registration lapses
. . Food premises		Register		Destroy - 2 years after registration lapses
. . Licence premises		Register		Destroy - 2 years after registration lapses
. . Licensing	Animal boarding licences		Animal Boarding Establishments Act 1963.	Destroy - 2 years after registration lapses
. . Licensing	Animal breeding licences		Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999.	Destroy - 2 years after registration lapses
. . Licensing	Auction premises licences			Destroy - 2 years after registration lapses
. . Licensing	Caravan and camp site licences		Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.	Destroy - 2 years after registration lapses
. . Licensing	Cooling towers		The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.	Destroy - 2 years after registration lapses
. . Licensing	Credit licensing			Destroy - 2 years after registration lapses

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Licensing	Dangerous wild animals licences		Dangerous Wild Animals Act 1976.	Destroy - 2 years after registration lapses
. . Licensing	Entertainment licences			Destroy - 2 years after registration lapses
. . Licensing	Food business licences		Food Safety Food Premises (Registration) Regulations 1991.	Destroy - 2 years after registration lapses
. . Licensing	Food licences		Food Safety Act 1990.	Destroy - 2 years after registration lapses
. . Licensing	Hackney licences	Complete history – drivers, vehicles	Local Government (Miscellaneous provisions) Act 1976.	Destroy - 11 years after licence lapses
. . Licensing	Highway projection licences			Destroy - 2 years after registration lapses
. . Licensing	Infectious diseases licensing and use			Destroy - 2 years after registration lapses
. . Licensing	Late hours catering licences			Destroy - 2 years after registration lapses
. . Licensing	Liquor licences			Destroy - 2 years after registration lapses
. . Licensing	Lottery registration			Destroy - 6 years after registration lapses
. . Licensing	Massage and special treatment licences			Destroy - 2 years after registration lapses
. . Licensing	Other hazardous substances			Permanent - offer to archivist
. . Licensing	Personal licences		Licensing Act 2003.	Destroy - 2 years after registration lapses
. . Licensing	Pet shop licences		Pet Animals Act 1951 (as amended by the 1983 Act).	Destroy - 2 years after registration lapses
. . Licensing	Petroleum		Petroleum (Regulation) Acts 1928 and 1936	Permanent - offer to archivist
. . Licensing	Premises licences		Licensing Act 2003.	Destroy - 2 years after registration lapses

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Licensing	Premises licences	Club premises certificates	Licensing Act 2003.	Destroy - 2 years after registration lapses
. . Licensing	Premises licences	Temporary event notices.	Licensing Act 2003.	Destroy - 2 years after registration lapses
. . Licensing	Private hire licences	Complete history – drivers, vehicles, operators	Local Government (Miscellaneous provisions) Act 1976.	Destroy - 11 years after licence lapses
. . Licensing	Public entertainment licences		Licensing Act 2003.	Destroy - 2 years after registration lapses
. . Licensing	Riding establishment licences		Riding Establishments Act 1964 and 1970.	Destroy - 2 years after registration lapses
. . Licensing	Sale of explosives licences		Manufacture and Storage of Explosives Regulations 2005.	Destroy - 2 years after registration lapses
. . Licensing	Scrap metal licences		Scrap Metal Dealers Act 1964.	Destroy - 2 years after registration lapses
. . Licensing	Sex establishments			Destroy - 2 years after registration lapses
. . Licensing	Shops			Destroy - 2 years after registration lapses
. . Licensing	Street collections and lotteries licences		House To House Collections Act 1939 Lotteries and Amusements Act 1976.	Destroy – 6 years after registration lapses
. . Licensing	Street trading licences		Local Government (Miscellaneous Provisions) Act 1982.	Destroy - 2 years after registration lapses
. . Licensing	Zoo licences		The Zoo Licensing Act 1981.	Destroy - 2 years after registration lapses
. . Records	CRB /DBS Disclosure			Destroy - 2 years after registration lapses
<b>. Markets</b>				
. . Markets	All trader records			Destroy - 2 years after registration lapses
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Council property</b>				
<b>. Common land</b>				
. . Grazing		Grazing permits		Destroy - 7 years after last action
. . Registration		Register		Permanent - offer to archivist

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Maintenance of council property</b>				
. . Maintenance		Instruction manuals		Destroy - 7 years after last action
. . Planned maintenance	Case files - property			Destroy - 7 years after last action
. . Refurbishment	Case files - property	Tenders and contracts		Destroy - 7 years after conclusion of transaction
. . Responsive maintenance	Case files - property			Destroy - 7 years after last action
<b>. Property acquisition and disposal</b>				
. . Acquisitions	Case files - property	Assets over £ 50000	Limitations Act 1980.	Destroy - 12 years after all obligations/entitlements concluded
. . Acquisitions	Case files - property	Assets under £ 50000	Limitations Act 1980.	Destroy - 6 years after all obligations/entitlements concluded
. . Deeds	Case files - property			Permanent - offer to archivist
. . Disposal	Case files - property	Assets over £ 50000	Limitations Act 1980.	Destroy - 12 years after all obligations/entitlements concluded
. . Disposal	Case files - property	Assets under £ 50000	Limitations Act 1980.	Destroy - 6 years after all obligations/entitlements concluded
. . Disposal	Case files - property	Sale or write-off of property		Destroy - 15 years after obligations or entitlements are concluded
<b>. Property and land management</b>				
. . Accessibility	Case files - property			Destroy - 7 years from closure
. . Building surveys		Surveys		Destroy 7 years after last action
. . Certification	Case files - property			Destroy 7 years after last action
. . Distribution and allocation of properties				Destroy 7 years after last action
. . Energy management				Destroy 7 years after last action
. . Energy management	Case files - property			Destroy 7 years after last action
. . Equipment disposal				Destroy 7 years after last action

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Facilities management				Destroy 7 years after last action
. . Farm management				Destroy 12 years after disposal
. . Feasibility		Feasibility studies		Destroy 7 years after last action
. . Fleet management		Allocation and maintenance of vehicles		Destroy - 7 years after final disposal of the vehicle
. . Fleet management		Recording drivers usage		Destroy - 7 years after closure
. . Fleet management		Recording vehicle usage		Destroy - 3 years after disposal of the vehicle
. . Fleet management		Vehicle records, lease or purchase		Destroy - 7 years after final disposal of the vehicle
. . Health and safety	Case files - property	System processes		Destroy - 1 year after process ceases or is superseded
. . Land and property history	Case files - property			Destroy - 12 years from life of property
. . Leasing	Case files - property	Managing leased property		Destroy - 15 years after expiry of the lease
. . Leasing	Case files - property	Managing the occupancy of property		Destroy - 7 years after conclusion of transaction
. . Management		Estates of special interest		Permanent - offer to archivist
. . Management		Other buildings and estates		Retain for life of the building
. . Maps and directions	Case files - property			Destroy - 1 year after last action
. . Property services	Case files - property			Destroy - 7 year after last addition
. . Property strategy				Destroy - 7 years after last action
. . Replacement programme				Destroy - 7 years after last action
. . Scheduling		Inventories		Destroy - 7 years after last action
. . Security	Case files - property			Destroy - 7 years after last action
. . Usage statistics	Case files - property			Destroy - 7 years after last action
. . Valuations	Case files - property	Valuations on disposal		Destroy - 6 years from end of financial year after disposal of property
<b>. Property use and development</b>				

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Car parking	Case files - property			Destroy - 7 years after completion
. . Design and construction	Case files - property			Destroy - 7 years after completion
. . Traveller sites				Destroy - 3 years after closure
Class	Series	Records	Rationale	Recommended Retention
<b>Crematoria and cemeteries</b>				
<b>. Burial identity and location</b>				
. . Registration		Cemetery plans, burial plot layout		Permanent - offer to archivist
. . Registration		Summary management systems, registers		Permanent - offer to archivist
. . Bookings		Applications		Destroy - 5 year after last action
. . Burial Grants				Destroy – 30 years from event
. . Exhumations				Permanent - offer to archivist
. . Interment Service		Regulation of burials and cremations		Destroy - 5 year after last action
. . Licensing		Permits		Destroy - 5 year after last action
. . Memorial management				Destroy – 30 years from event
<b>. Maintenance of burial grounds</b>				
. . Planned Maintenance				Destroy - 7 years after maintenance completed
. . Redundant Churchyards				Destroy - 7 years after maintenance completed
. . Responsive Maintenance				Destroy - 7 years after maintenance completed
Class	Series	Records	Rationale	Recommended Retention
<b>Democracy</b>				
<b>. Decision making</b>				
. . Council and committee meetings		Minutes		Permanent - offer to archivist
. . Council and committee meetings		Committee Clerks Notebooks		Destroy after date of confirmation of the minutes
. . Delegations				Destroy - 10 Years from completion
. . Independent Remuneration Panel				Destroy - 10 years from last action

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Meeting – executive/cabinet		Minutes		Permanent - offer to archivist
. . Member panels				Permanent - offer to archivist
. . Referenda				Destroy - 10 Years from referenda
. . Scrutiny Panel				Permanent - offer to archivist
<b>. Executive</b>				
. . Statutory appointments		Appointment files		Permanent - offer to archivist
. . Statutory appointments		Vacancy files		Destroy - 2 years after date of appointment
<b>. Governance</b>				
. . Constitution		Constitution		Permanent - offer to archivist
. . Code of Conduct Complaints				Destroy – 6 years from end of hearing
<b>. Honours and awards</b>				
. . Honours submissions				Destroy - 5 years after last action
. . Lord Lieutenancy				10 Years
<b>. Member support</b>				
. . Gifts and hospitality		Register		Destroy - 18 months after member leaves office
. . Register of Interests		Register		Destroy - 18 months after member leaves office
<b>. Planning</b>				
. . Cross departmental consideration				Destroy - 3 years from closure
. . Forward Plan				Destroy when new plan issued
. . Strategic Plan		Minutes		Permanent - offer to archivist
. . Strategic Plan		Reviews		Destroy - 5 years from closure
<b>. Representation</b>				
. . Constituencies				Destroy – 10 years from review
. . Elections		Ballot papers - European elections	European Parliamentary Elections Regulations 1999	Destroy 1 year after election
. . Elections		Ballot papers - local elections		Destroy 1 year from close of poll
. . Elections		Consolidated returns of votes received	RGLA 1.3	Destroy 1 year from close of poll

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Elections		Summary certification of those eligible to vote e.g. Electoral Register	Representation of the People Regulations 1986.	Permanent - offer to archivist
. . Elections		Nomination papers, Parish Expenses, Marked registers, Absent voters lists, CNL lists, Polling station declarations and forms, Ballot papers and ballot paper accounts, cert of employments, postal voting statements, postal voting documents,		Destroy 1 year after the election
. . Elections		Home form		Must be destroyed on the next working day after 21 calendar days following the return of the writ.
. . Elections		Parli, Local, referendum expenses,		Destroy 2 years after the election
. . Electoral Registration	Scanned and paper	Household enquiry form, household notification letter, invitation to register, queried application, other electors, change of name, absent vote applications and refreshers,	Representation of the peoples regulations 2013 Reg 14	Document must be retained until the application has been determined.
. . Electoral Registration	Scanned and paper	Electoral register		Full registers for the past 15 years to be kept to allow checking of overseas applicants
. . Electoral Registration		Opt out form		Form needs to be destroyed once it has been scanned onto the system
. . Emparishment				
. . Lists of councillors		Council diaries,		Destroy – 5 years from event
. . Lists of councillors		Members details		Name and year of service – Permanent Destroy - other details when no longer in post
. . Lists of meetings				Destroy – 3 years from meeting
. . Nominations				Destroy – 3 years from filling of post
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Economic development</b>				
<b>. Business intelligence</b>				
. . Business listing		Business directory		Destroy - 5 years

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Marketing		Economic data	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.	Destroy - 20 years from collection
<b>. . Advice to business</b>				
. . Business awards		Grants		Destroy - 7 years after scheme to which grant relates is completed
. . Business development		Fairs		Destroy - 5 years from fair
. . Business development		Business associations		Destroy - 7 years
. . List of properties				Updated as required
. . Markets				Destroy - 5 years
. . Voluntary sector development				Destroy - 5 years
<b>. Regeneration</b>				
. . Community development				Destroy - 5 years
. . Regional development				Destroy - 5 years
. . Strategy				Destroy - 5 years
. . Town centre management				Destroy - 5 years
<b>. Sustainability</b>				
. . Sustainable development				Destroy – 2 years after end of program
<b>. Tourism</b>				
. . Tourism development				Destroy - 5 years
<b>. Training</b>				
. . Workforce support				Destroy - 7 years
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Environmental protection</b>				
<b>. Monitoring</b>				
. . Coastal erosion				Permanent, offer to archivist after administrative use

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Environmental impact assessment				Permanent, offer to archivist after administrative use
. . Environmentally sensitive areas				Permanent, offer to archivist after administrative use
<b>Finance</b>				
<b>. Accounts and audit</b>				
. . Internal auditing	Audit management -	relating to management of work with partners, including audit plans, progress reports, charters, annual opinions		3 years from end of current financial year
. . Internal auditing	Audit management -	relating to SIAP service delivery documentation		3 years from end of current financial year
. . Internal auditing	Audit management -	contract documentation	Limitations Act 1980; Employers Liability Insurance	7 years from date of declaration
. . Internal auditing	Audit reviews,	including proactive fraud reviews	Audit reviews now held in MKI	3 years from end of current financial year
. . Internal auditing	Grant reviews		Certain grant terms may require retention for up to 25 years	3 years from end of current financial year OR as required under terms of grant, whichever is the longest
. . Internal auditing	Reactive fraud investigations		Limitations Act 1980	7 years from date of declaration
. . Internal auditing	National Fraud Initiative files		Limitations Act 1980	7 years from date of declaration
. . Internal auditing	Team meeting and cross-team focus group minutes			3 years from date of declaration
. . Internal auditing	Audit guidance			Retain until superseded
. . Internal auditing	Audit standard templates			Retain until superseded
. . Internal auditing	Public Sector Internal Audit Standards (PSIAS) documentation			7 years from date of declaration

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Reporting		Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.	Permanent - offer to archivist
. . Reporting		Periodic financial reports: Monthly and quarterly reports		Destroy when administrative use is concluded
<b>. Asset management</b>				
. . Maintaining assets		Asset registers		Destroy 6 years from end of Financial Year of Register
. . Maintaining assets		Maintaining plant and equipment		Destroy 6 years from end of Financial Year of Register
. . Maintaining assets		Maintenance		Destroy 6 years from end of Financial Year of last action
. . Maintaining assets		Overall assets		Permanent - offer to archivist
. . Maintaining assets		Reporting and reviewing asset status		Destroy 2 years from end of Financial Year when use is concluded
. . Maintaining assets		Summary reports		Destroy 6 years from end of Financial Year when transaction was concluded
<b>. Financial provisions management</b>				
<b>. . Borrowing</b>				Destroy 6 years from end of Financial Year loan repaid
. . Borrowing		Loan register		Permanent - offer to archivist
. . Budget		Annual budget		Permanent - offer to archivist
. . Budget		Developing annual budget: Draft budgets, departmental estimates		Destroy 2 years from end of Financial Year budget adopted
. . Budget		Reporting actual vs. planned revenue and expenditure		Destroy 2 years from end of Financial Year budget adopted
. . Debt management				Destroy 6 years from end of Financial Year of debt management
. . Donations				Destroy 6 years from end of Financial Year from donation
. . Funding bids				Destroy 6 years from end of Financial Year from funding bid
. . Strategy and planning				Destroy 2 years from end of Financial Year budget adopted

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Financial transactions management</b>				
. . Authorisation				
. . Expenditure		Identification of the receipt, expenditure and write offs of public monies	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC.	Destroy 6 years after the conclusion of the transaction
. . Expenditure		Travel expenses	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.	Destroy 6 years after the conclusion of the transaction
. . Fraud				Delete 1 year from closure of case
. . Funding applications				Destroy 2 years from end of Financial Year from application
. . Income				Destroy 6 years from end of Financial Year of income
. . Internal recharging				Destroy 6 years from end of Financial Year of internal recharge
. . Investments				
. . National insurance numbers		Notification and input records		Destroy 2 years after the employee ceases employment
. . Reconciliation		Balance and reconcile financial accounts		Destroy 2 years after administrative use is concluded
. . Refunds				Destroy 6 years from end of Financial Year of refund
<b>. Local taxation</b>				
. . Benefits	Council tax support and housing benefit files			Destroy – 7 years from end of financial year in which transaction occurred.
. . Subsidies				Destroy – 7 years from end of financial year in which transaction occurred.
. . Business rates	Account files			Destroy – 7 years from end of financial year in which transaction occurred.
. . Council tax	Account files			Destroy – 7 years from end of financial year in which transaction occurred.
. . Property valuation		Other valuation information		Destroy - 10 years after valuation was made

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Property valuation		Rateable property information		Permanent – offer to Archivist
. . Property valuation		Valuation lists		Permanent – offer to Archivist
. . Business Grants (COVID-19)	Applications and Account files	Grant application and supporting evidence	Government guidance	10 years from end of financial year in which the application was assessed and paid.
<b>. National taxation</b>				
. . Tax payments		Tax correspondence		Destroy - 7 years after last action
. . Tax payments		Taxation records	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.	Destroy 5 years after the end of the financial year
<b>. Payroll and pensions</b>				
. . Pay		Payment of employees	Taxes Management Act 1970, Audit Commission Act 1998.	Destroy 7 years after the conclusion of the transaction
. . Pay	PAYE, N1 and CIS related records			Destroy – 3 years from end of financial year
. . Pay		Summary pay reports		Destroy after administrative use is concluded
. . Pensions				for the greater of: <ul style="list-style-type: none"> <li>• Such a period as the Member (or any Beneficiary who receives benefits after the Member's death) are entitled to benefits and for a period of 15 years after those benefits stop being paid</li> <li>• 100 years from the Member's date of birth</li> <li>• 100 years from the date of birth of any Beneficiary who received benefits from the Fund after the Member's death.</li> </ul>
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Health and safety</b>				
<b>. Community safety</b>				
<b>. Compliance</b>				
. . Strategy and planning		System processes		Destroy - 1 year after process ceases or is superseded
. . Strategy and planning		Health and Safety Policy		Permanent – offer to archive

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Training				Delete – 6 years from termination of employment
<b>. Monitoring</b>				
. . Accidents and incident reporting				Destroy – 3 years from incident
. . Accidents and incident reporting		Accident books - adult	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	Destroy - 3 years from closure
. . Accidents and incident reporting		Accident books - children	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Destroy -25 years from closure
. . Asbestos inspections			Control of Asbestos at Work Regulations 1987.	Destroy - 50 years from last action or age 75 years from date of birth (greater)
. . Equipment		Safety inspections		Destroy - 6 years after equipment is de-commissioned
. . Hazardous substances		COSSH inspections	Control of Substances Hazardous to Health Regulations 2002	Permanent - offer to archivist
. . Health and safety inspections				Delete – 25 years from inspection
. . Radiation		Radon Monitoring	The Ionising Radiations Regulations 1985.	Destroy - 40 years from last action
<b>. Risk management</b>				
. . Risk assessments			Management of Health and Safety at Work Regulations 1992.	Destroy - 3 years after last assessment
Class	Series	Records	Rationale	Revised Recommended Retention
<b>. Housing provision</b>				
. . Allocations				Destroy - 7 years from closure
. . Assessment - housing needs				Destroy - 7 years from closure
. . Homelessness				Destroy - 7 years from closure
. . Hostel providers				Destroy - 7 years from closure
. . Housing applications				Destroy - 7 years from closure
. . Housing applications		Unsuccessful applications		Destroy - 7 years from closure
<b>. Housing stock</b>				

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Housing grants	Property file	Housing/Disabled Facilities Grants (DFG's) over £ 50,000	Limitations Act 1980.	Destroy – 12 years after last payment or release of Council charge over property (whichever is greater)
. . Housing grants	Property file	Housing/Disabled Facilities Grants (DFG's) under £ 50,000	Limitations Act 1980.	Destroy – 6 years after last payment or release of Council charge over property (whichever is greater)
. . Private housing grants	Property file			
. . Property adaptations	Property file			
. . Repairs and renovation	Property file			
. . Risk assessment		Asbestos Register	Control of Asbestos at Work Regulations 1987.	
. . Unauthorised occupants				
Class	Series	Records	Rationale	Recommended Retention
<b>Human resources</b>				
<b>. Administering employees</b>				
. . Absence monitoring	Employee files			Destroy - 3 years from end of current tax year
. . Discipline	Employee files			Destroy 6 years after employment ceases
. . Discipline	Employee files	Final warnings		Destroy after relevant warning is 'spent'
. . Discipline	Employee files	No warning given		Destroy immediately
. . Discipline	Employee files	Warnings involving children		Keep on personnel file permanently
. . Discipline	Employee files	Written warnings		Destroy after relevant warning is 'spent'
. . Disclosure of interest				Delete
. . Employee details	Employee files			Destroy 6 years after employment ceases
. . Employment conditions	Employee files			Destroy 6 years after employment ceases
. . Grievances	Employee files			Destroy 6 years after employment ceases
. . Individual training records	Employee files			Destroy 6 years after employment ceases
. . Individual training records	Employee files	Proof of completion		Destroy 6 years after employment ceases
. . Induction				Retain as part of employment record during employment
. . Job evaluation				Retain as part of employment record during employment
. . Leave	Employee files			Destroy - 2 years after action completed
. . Medical assessments	Employee files			Destroy 6 years after employment ceases

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Maternity/paternity	Employee files			Destroy 2 years after action completed
. . Redundancy	Over 20 staff			Destroy 6 years after last payment of pension / action
. . Termination				Destroy - 6 years from termination of employment
<b>. Employee relations</b>				
. . Disciplinary matters reporting				Destroy – 2 years after action completed
. . Trade union liaison		Strategy		Permanent - offer to archivist
. . Trade union liaison		Routine matters		Destroy - 2 years after use is concluded
<b>. Equal opportunities</b>				
. . Equalities and diversity		Investigations		Destroy - 5 years after action completed
<b>. Monitoring employees</b>				
. . Performance appraisal		Probationary reports and performance plans		Retain as part of employment record during employment
. . Reporting				Destroy 6 years after employment ceases
. . Staff directory				Only live directory maintained
<b>. Occupational health</b>				
. . Absence reporting				Destroy - 3 years after action completed
. . Occupational health		Staff health records		Destroy - 6 years after employment ceases
. . Occupational health	Employee files	Training		Destroy 6 years after employment ceases
. . Personal risk assessments	Employee files			Retain as part of employment record during employment
. . Sickness monitoring	Employee files			Destroy 6 years after employment ceases
. . Major injuries			Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980	Destroy 6 years after employment ceases

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Recruitment</b>				
. . Authorisation				Destroy 6 years after employment ceases
. . Job descriptions				Retain as part of employment record during employment
. . Recruitment				Destroy 6 years after employment ceases
. . Recruitment	Position	Unsuccessful candidates		Destroy – 6 months after recruitment finalised
. . Recruitment	Position			Retain as part of employment record during employment
. . Recruitment process				Destroy once updated
. . Secondment	Secondment files			Destroy - 6 years from termination of secondment
. . Volunteers	Volunteer files			Destroy - 6 years from termination of volunteering
<b>. Terms and conditions of employment</b>				
. . Staff benefits				Archive
. . Staff facilities				Archive
. . Staff recognition				Archive
. . Terms and conditions				Archive
<b>. Training</b>				
. . Driver training				Retain as part of employment record during employment
. . Reporting				No action
. . Training courses	Training course files	Course administration		Retain as part of employment record during employment
. . Training courses	Training course files	Courses concerning children		Destroy - 35 years after course completed, or last entry
<b>. Training course files</b>				
. . Training courses	Training course files	Training materials		Destroy in line with the retention for the course subject matter
. . Training plan		Corporate training plan		Destroy - 2 years after action completed
<b>. Workforce planning</b>				
. . Workforce development planning		Financial rewards		Destroy - 7 years after action completed
. . Workforce development planning		Strategy		Archive
<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Rationale</b>	<b>Revised Recommended Retention</b>

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>Information and communication technology</b>				
<b>. Infrastructure</b>				
. . Hardware asset disposal		Assets under £ 50,000 - This relates to all documentation regarding: Business case, procurement process, implementation and change projects. Includes asset management, maintenance, upgrades and disposal	Limitations Act 1980.	Destroy - 6 years after all obligations/entitlements concluded and disposal of asset
. . Hardware asset disposal		Assets over £ 50,000 – see above	Limitations Act 1980.	Destroy - 12 years after all obligations/entitlements concluded and disposal of asset
. . Software asset disposal		Assets under £ 50,000 - This relates to all documentation regarding: Business case, procurement process, implementation, changes, upgrades, additional modules. Includes lifetime asset management and maintenance and end of life disposal		Destroy - 6 years after all obligations/entitlements concluded and disposal of asset
. . Software asset disposal		Assets over £ 50,000 – See above		Destroy - 12 years after all obligations/entitlements concluded and disposal of asset
Policies and Administrative Documentation (non system specific)		All documentation pertaining to non system specific ICT processes and contracts – eg strategy, action plans, administrative, disaster recovery, consumables		Destroy 5 years after new policy or strategy adopted
<b>Information management</b>				
<b>. Access to information</b>				
. . Data protection		Personal Request under GDPR (e.g. Subject Access Requests) includes 'DP2' requests.	Business Need	Destroy - 2 years + current year

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Data protection		Data controller notification documentation	Business Need	Destroy - once expired
. . Data protection		Reports of potential data breaches and details of investigations and action taken	Business Need	Destroy - 2 years + current year
. . Environmental information	Information requests	Request Tracker	Business Need	Destroy - 2 years + current year
. . Environmental information	Information requests	Individual transaction records		Destroy - 2 years + current year
. . Environmental Information	Internal Reviews	Individual transaction records		Destroy - 2 years + current year
. . Freedom of information	Information requests	Request Tracker	Business Need	Destroy - 2 years + current year
. . Freedom of information	Information requests	Individual transaction records		Destroy - 2 years + current year
. . Freedom of information	Internal Reviews	Individual transaction records		Destroy - 2 years + current year
. . ICO Complaints		Complaint Record		Destroy - 2 years + current year
<b>. Knowledge management</b>				
. . Information asset management		Information asset register		Destroy – 5 years from last update
. . Information asset management		Record surveys		Destroy – 1 year from receipt of new update
<b>. Records management</b>				
. . Compliance		Classification schemes		Destroy – only keep updated copies
. . Retention scheduling		Disposal certificates		Destroy - 10 years after last action
<b>. Registration</b>				
. . Statutory registers		Register	Limitations Act 1980	Permanent - offer to archivist unless specific legislation requires otherwise
<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Rationale</b>	<b>Revised Recommended Retention</b>
<b>Legal services</b>				
<b>. Advice</b>				
. . Provision of legal advice			Limitations Act 1980.	Destroy - 6 years after last action, major precedent - offer to archivist for review
<b>. Bylaws</b>				
. . Enactment				Permanent - offer to archivist
. . Enforcement				Destroy - 2 years after matter is concluded

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Land and highways</b>				
. . Acquisition		Road adoptions		Permanent – offer to archivist
. . Disposal				Destroy – 10 years from disposal
<b>. Land registration</b>				
. . Land charges		Searches	Land Charges Act 1974 Land Charges Rules 1977	7 years – will weed out and destroy paper copies after confirming all details have been scanned in
. . Land charges		Registers	Land Charges Act 1974 Land Charges Rules 1977	Permanent
<b>. Litigation</b>				
. . Civil	Case files			Destroy - 6 years after last action, major litigation offer to archivist for review
. . Civil	Property files			Destroy - 13 years after last action, major litigation offer to archivist for review
. . Commercial	Case files			Destroy - 7 years after last action, major litigation offer to archivist for review
. . Criminal	Case files			Destroy - 7 years after last action, major litigation offer to archivist for review
. . Debt recovery	Case files			Destroy - 6 years after last action, major litigation offer to archivist for review
. . Precedent cases				Destroy - 7 years after last action, major litigation offer to archivist for review
<b>. Management of legal activities</b>				
. . Archive deposits		Agreements		Permanent – offer to archivist
. . Agreements		Agreements		Destroy - 6 years after agreement ends
. . Conveyancing	Deeds	Conveyance	Limitations Act 1980.	Destroy - 12 years after closure
. . Conveyancing	Deeds	Easements		Destroy - 12 years from cessation of easement
. . Conveyancing		Tenancy Agreements		Destroy - 12 years from termination of tenancy
. . Copyright		Intellectual Property Rights		Destroy - 7 years from last action, OR if a significant body of work, permanent offer to archivist
. . Drafting		Pro-forma agreements		Destroy once use concluded or updated
. . Trusts		Setting up trusts		Destroy – 12 years from dissolution of trust or pass to archivist
		Other documentation		Destroy – 12 years from event
<b>. Planning controls</b>				
. . Certificate of Lawful Use or Development		Certificate	Town and Country Planning Act 1990	Permanent - offer to archivist

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Certificate of Lawful Use or Development		Other documentation	Limitations Act 1980	Destroy - 12 years from date of agreement
. . Section 106 agreements		Agreement	Town and Country Planning Act 1990	Permanent - offer to archivist
. . Section 106 agreements		Other documentation	Limitations Act 1980	Destroy - 12 years from date of agreement
<b>. RIPA</b>				
. . RIPA		Register		Destroy entry – 3 years from completion of investigation.
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Leisure and culture</b>				
<b>. Allotments</b>				
. . Allotments		Maintenance		Destroy - 7 years from last action
. . Allotments		None maintenance		Destroy – 3 years from last action
<b>. Arts</b>				
. . Arts development		Courses – personal info		Destroy - 7 years from last action
<b>. Leisure promotion</b>				
. . Countryside events		Programmes and events		Destroy after event
. . Exhibitions		Programmes and events		Destroy after event
<b>. Parks and open spaces</b>				
. . Maintenance				Destroy - 7 years from last action
. . Playgrounds				Destroy - 20 years from last action
<b>. Sports facilities</b>				
. . Bookings				Destroy - 1 year from closure
. . Bookings		Facilities		Destroy - 1 year from closure
<b>. Sports</b>				
. . Sports development				Destroy - 7 years from last action
. . Clubs and societies				Destroy - 7 years from last action
. . Bookings		Courses		Destroy - 7 years from last action
<b>. Community development</b>				
. . Events		Personal details, prize winners		Destroy - 7 years from last action
		Stall Holders & Contractors		Destroy – 6 years after event

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
Grants		Applicants details & Form		Destroy 6 years after award
Community Right To Bid		Applicants & details		Destroy after 7 years
Woodlands Hall		Children's Club attendees data		Destroy – after 25 years or when child reaches age of 21
		Pre-School attendees data		Destroy – after 25 years of when child reaches age of 21
		Headley Down Community Association data		Destroy after 6 year = 2022
		Hirers & Keyholders agreements		Destroy at end of agreement
New Development sites		Personal details of residents		Destroy after exist strategy from site.
Wheels to Work		Personal details of hirers		Archive
Public Consultations		Personal details		Destroy after 6 years.
Rural Areas Play Project X		CRM Records – data on children attending, next of kin.		Scheme closed in 2020 – Data deleted from the CRM system straight away
<b>. Tourism</b>				
. . Tourist accommodation		Visitor Guide		Destroy - 5 years after publication
. . Visitor information		Visitor Guide		Destroy - 5 years after publication
. . Visitor information		Maps and directions		Destroy - 5 years after publication
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Management</b>				
<b>. Ceremonial</b>				
. . Civic and royal events		Visitors book, tapes, photographs		Permanent – passed to archive
. . Civic and royal events		Planning and organising an event		Destroy – 1 year from event, 7 years for significant material
. . Corporate gifts				Destroy after 7 years
<b>. Communication support</b>				
. . Interpreting and translation		Translation		Destroy - use subject matter retention
. . Mail processing				Scanned mail destroyed after 3 days unless returned to individual teams at their request.
. . Publication		Publications		Destroy once superseded

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Publications received		Publications		Destroy once superseded
. . Staff communications				Destroy - 3 years from publication
<b>. Corporate communication</b>				
. . Campaigns		Vehicle branding		Destroy on completion of campaign
. . Corporate branding		Corporate standards		Destroy when branding changes
. . Corporate publicity		Corporate strategy		Destroy - 3 years then one copy to be kept for archive
. . Graphic design		Designing setting information		Destroy – 3 years from last action.
. . Marketing		Marketing planning and campaigns		Destroy – 1 year from end of campaign then one copy to be kept for archive.
. . Media cuttings		Media cuttings “In the Media”		Destroy - 3 years from publication
. . Media liaison		Interaction with Media		Destroy - 2 years from event
. . Media releases				Destroy - 6 years from publication
. . Public relations		Published work		Destroy after use is concluded - one copy to archive
. . Public relations		Statistics, trends and customer satisfaction data		Delete – 5 years from data entry
<b>. Enquiries and complaints</b>				
. . Appeals				Destroy – 3 years from date of resolution
. . Complaints		Correspondence		Destroy – 5 years from end of calendar year entered
. . Complaints		Registers		Destroy – 7 years from end of calendar year entered
. . Complaints		Reports		Destroy – 3 years from end of calendar year entered
. . Complaints to Ombudsman	Complaint files			Destroy – 3 years from date of resolution
. . Compliments				Destroy – 3 years from date of resolution
. . Customer profiling		Customer profile statistics		Destroy – in line with census dates (10 yearly)
. . Customer satisfaction		Customer satisfaction surveys		Retain current plus previous year
. . Stage 1 complaints	Complaint files			Destroy - 2 years after use is concluded
. . Stage 2 complaints	Complaint files			Destroy - 4 years after use is concluded
<b>. External audits</b>				
. . Audits				Destroy - 3 years from end of report
. . Audits				Destroy - 20 from end of financial year

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Preparing business</b>				
. . Meetings		Externally led meetings		Destroy - 3 years after last action completed
		HBC led meetings		Destroy - 5 years after last action completed
		Strategic management meetings		Permanent
		Team meetings		Destroy - 2 years after last action completed
. . Officer representation				In line with above
. . Partnership and agency working		Business for partnership and agencies where local authority owns the record		Permanent - offer to archivist
. . Partnership and agency working		Business for partnership and agencies where local authority does not own the record		Destroy - 3 years after last action
<b>. Project management</b>				
. . Closure		Lessons learned		Destroy – 10 years after completion of project
. . Governance		Project initiation document		Destroy – 10 years after completion of project – Records for Major Projects may be kept for 25 years
. . Governance		Unit or team plans		Destroy – 5 years after completion of project
		Feasibility study/report		Destroy – 10 years after completion of project
		Working papers correspondence		Destroy – 2 years after completion of project
		Project board assessment meeting papers		Destroy – 5 years after completion of project – Records for Major Projects may be kept for 25 years
		Reports		Destroy – Interim 5 from issue – Final for 10 years or 25 for major projects
		Product descriptions or project operating manuals		Destroy 5 years from completion
		Misc		Destroy – 2 years from completion
. . Initiation and delivery	Project files	Issues log		Destroy – Interim 5 from issue – Final for 10 years or 25 for major projects
. . Start up	Project files	Business case		Destroy – 10 years after completion of project or 5 years after completion if project rejected or deferred
<b>. Quality and performance</b>				
. . Assessments				Destroy - 2 years from closure
. . Best value reviews				Destroy - 5 years from closure

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Inspections				Destroy – 6 years from inspection
. . Process mapping		Process maps		Destroy – once superseded
. . Performance Data	Corporate health check	Corporate health check		Destroy – 5 years from completion
<b>. Statutory returns</b>				
. . Reports to government				Destroy - 7 years from closure
<b>. Strategic planning</b>				
. . Business cases				
. . Corporate initiatives				
. . Organisational structure				Only keep up-to-date copies
. . Policies and procedures				Policies are removed whenever they are superseded (updated)
. . Public consultation		Questionnaires		Destroy - 3 years from completion
. . Public consultation		Customer Insight		Destroy on completion
. . Service level agreements				
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Planning and building control</b>				
<b>. Building control</b>				
. . Application processing	Application files	Plans Specifications Correspondence Certificate of final inspection Consultations	Building Act 1984	All cases deemed live (without a completion) will be retained permanently.  For all cases that have been completed the Council will retain basic application data permanently for all records from 2001.  All other information will be retained for 15 years from completion.
. . Pre-Application processing and general correspondence		Pre application discussions and advice		Retain for 3 years

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Registration (the keeping of a register)	Initial Notices	Building control register		Retain permanently
. . Unauthorised works	Files			Retain permanently
. . . Demolition notices	Files			Retain for 3 years
. . . Dangerous Structures	Files			Retain until signed off as no longer dangerous – thereafter retain for 3 years
<b>. Development control</b>				
. . Application processing	Appeals files	Paper files destroyed after decision made	Development Management Procedure Order 2015 Article 40	Retain decision permanently in electronic form
. . Application processing	Application files	Post decision - Paper files destroyed after 6 months	Development Management Procedure Order 2015 Article 40	Retain decision, a copy of the application and of plans and drawings submitted in relation thereto and any accompanying design and access statement permanently in electronic form
. . Application processing	Application files	Post decision - Decision notices	Development Management Procedure Order 2015 Article 40	Retain decision permanently in electronic form
. . Application processing		Pre application discussion – paper copies destroyed once scanned in		Retain for 12 years from receipt in electronic form – valuable information in the event of applications for Certificate of Lawfulness (10 years evidence needed)
. . Planning obligations		A copy of any planning obligation and S278 agreements and particulars of any modification to or discharge of any planning obligation or section 278 agreement	Development Management Procedure Order 2015 Article 40	Retain permanently in electronic form
. . Conservation areas		Sites and Monuments Register		Permanent
. . Enforcement		Enforcement notices	Development Management Procedure Order 2015 Article 43	Permanent
. . Registration		Planning Register of current applications	Development Management Procedure Order 2015 Article 40	Permanent
. . Tree				Permanent
. . Tree		Tree preservation orders		Permanent

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
<b>. Forward planning</b>				
. . Economic regeneration				Delete once decision made or destroy 15 years from application
. . Heritage listing				Permanent
. . Housing development				Permanent – offer to archivist
. . Local plan				Permanent – offer to archivist
. . Planning – Local Development Framework				Permanent – offer to archivist
. . Planning Local Plans				Permanent – offer to archivist
. . National planning policy				Destroy - 7 years after administrative use concluded
. . Natural environment		Policies		Permanent – offer to archivist
. . Parks and Open spaces -landscaping				Destroy - 7 years after administrative use concluded
. . Planning – landscape character assessments				Destroy - 7 years after administrative use concluded
. . Planning-policies – environmental policies		Policies		Permanent – offer to archivist
. . Natural environment				Destroy - 7 years after administrative use concluded
. . Planning policy				Permanent – offer to archivist
. . Planning – building and landscape design services				Destroy - 7 years after administrative use concluded
. . Planning - consultation		Consultation		Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist
. . Planning – land use proposals				Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist
. . Planning policy				Permanent – offer to archivist
. . Planning schemes		Consultation		Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist
. . Regional plan		Mineral Plan		Permanent - offer to archivist

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Regional plan		Waste Plan		Permanent - offer to archivist
. . Regional plan		Structure Plan		Permanent - offer to archivist
. . Sustainable development				Destroy - 7 years after administrative use concluded
. . Urban centre planning				Destroy - 7 years after administrative use concluded
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Procurement</b>				
<b>. Contracting</b>				
. . Approved suppliers				Keep up to date listings only
. . Contract awards			Limitations Act 1980.	Destroy - 6 years after the term of the contract has expired
. . Contract awards	Contract files	Ordinary contracts	Limitations Act 1980.	Destroy - 6 years after the term of the contract has expired
. . Contract awards	Contract files	Contracts under seal	Limitations Act 1980.	Destroy - 12 years after the term of the contract has expired
. . Contract awards	Contract files	Post tender negotiation	Limitations Act 1980.	Destroy - 6 years after the term of the contract has expired
. . Contract awards	Contract files	Service level agreements, compliance reports, performance reports	Limitations Act 1980.	Destroy - 6 years after the term of the contract has expired
. . Contract management		Contract monitoring		Destroy – 2 years past current year
. . Requisition		Purchase orders		Destroy - 7 years after the end of the financial year
<b>. Market information</b>				
. . Product evaluation				> £50k see contracts > £1k destroy – 7 years from purchase < £1k destroy – once evaluation over
. . Product information				Destroy – when product no longer used
<b>. Tendering</b>				
. . Tenders	Tender files	Opening notice, tender envelope	Public Contracts (Amendment) Regulations 2009	Destroy - 3 months beginning with the date when grounds for starting the proceedings first arose.
. . Tenders	Tender files	Ordinary tender	Limitations Act 1980.	Destroy – 6 years from date of contract
. . Tenders	Tender files	Pre-tender advice		
. . Tenders	Tender files	Tender for contract under seal	Limitations Act 1980.	Destroy - 12 years after the term of the contract has expired
. . Tenders	Tender files	Unsuccessful tenders	Public Contracts (Amendment) Regulations 2009	Destroy - 3 months beginning with the date when grounds for starting the proceedings first arose.

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Tendering policies				Destroy – 7 years from change
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Risk management and insurance</b>				
<b>. Claims</b>				
. . Claims processing		Claims records	Limitations Act 1980.	Destroy - 7 years after all obligations and entitlements are concluded
<b>. Insuring against loss</b>				
. . Insurance		Insurance policies		Destroy - 7 years after the terms of the policy have expired
. . Insurance		Renewals		Destroy - 5 years after the policy has been renewed
. . Insurance		Summary arrangements		Permanent - offer to archivist
<b>. Risk management</b>				
. . Business continuity planning				Retain until superseded then archive for 7 years.
. . Education		Campaigns		Retain until superseded then archive for 7 years.
. . Risk assessment		Risk register		Retain until superseded then archive for 7 years.
. . Risk assessment		Valuations		Retain until superseded then archive for 7 years.
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Civil Engineering &amp; Landscape</b>				
<b>. Infrastructure, Design and construction</b>	Tender Documents	Ordinary tender	Limitations Act 1980	Destroy – 6 years from date of contract
	Tender Documents	Tender for contract under seal	Limitations Act 1980	Destroy - 12 years after the term of the contract has expired
	Contract Document	On site records, photo's, site diary, measurements, accounts, emails and letters, SI's and variation orders etc.		Destroy - 12 years after the term of the contract has expired

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
	Health & Safety File (CDM)	Construction details, implementation details, site details, RSA Reports, as built plans, safety certificates, licences, Suppliers and material details etc.		Retain - Under the Construction Design Management Regulations (CDM) the H & S file needs to be retained until the construction / building is dismantled / removed. This is to aid the demolition of the construction. Therefore the H & S file needs to be retained the full life of the construction until it is removed 10 yrs / +150 yrs.
. . Traffic management schemes		TRO Consultation Plans		Destroy - 7 Years after action completed
<b>. Highway enforcement</b>				
. . Parking		Audit tickets from machines	In line with financial retention	Destroy - 6 years after the conclusion of the transaction
. . Parking fines		Payment history all stored electronically	In line with financial retention	Destroy - 6 years after the conclusion of the transaction
. . . Parking fines		Name, Address, contact details		Anonymised 6 months after case closed
. . Weight limits				Indefinitely
<b>. Infrastructure management</b>				
. . Public conveniences				Delete – 3 months from last action
. . Street furniture				Destroy – 7 years after last action
. . Street naming and numbering				Permanent – offer to archivist
. . Surveys				Destroy – 7 years from survey
. . Taxi ranks				Destroy – 7 years after action completed
<b>. Public transport</b>				
. . Public transport plan				Destroy – 3 years after superseded or last action
<b>. Road safety</b>				
. . Accident investigations				Destroy – 7 years after use.
. . Safety audits				Destroy – 12 years after use.
. . Parking		Permits all electronically stored	In line with financial management	Archive - 6 years after transaction concluded
Parking		Resident Schemes	Same as orders	Destroy - 7 years after action completed
. . Parking sites				Destroy - 7 years after action completed
. . . Disabled Bays		Contact Details		Destroy – When bay no longer required
. . Street lighting				Destroy - 7 years after action completed
. . Traffic calming			Same as orders	Destroy - 7 years after action completed

## EHDC Classification Scheme - Complete Listing with Retention Guidance

Last Updated: 03/07/2023

Class	Series	Records	Rationale	Recommended Retention
. . Traffic reduction				Destroy - 7 years after action completed
. . Traffic orders		Approval		Destroy - 7 years after action completed
. . Traffic orders		Implementation		Destroy - 7 years after action completed
. . Traffic orders		Planning and Investigation		Destroy - 7 years after action completed
. . Access Protection Lines (APL)		Address		Retained for the 'life' of the APL
. . Weather forecasting		Weather data		Permanent – offer to archivist
<b>. Transport planning</b>				
. . Strategy and planning		Local transport plan		Permanent - offer to archivist
. . Transport modelling		Traffic counts		Destroy - 2 years after last use
. . Travel plans		Employer travel plans		Destroy - 5 years after use
. . Travel plans		School travel plans		Destroy - 5 years after use
Class	Series	Records	Rationale	Revised Recommended Retention
<b>Waste management</b>				
<b>. Fly tipping</b>				
. . Fly tipping				Destroy - 2 years after last action
<b>. Street cleaning</b>				
. . Pest control				Destroy - 2 years after last action
. . Road cleansing				Destroy - 1 years after event
<b>. Waste collection</b>				
. . Abandoned vehicles			The Hazardous Waste (England and Wales) Regulations 2005 No. 894	Destroy - 3 years after last action
. . Bulk			The Hazardous Waste (England and Wales) Regulations 2005 No. 894	Destroy - 3 years after last action
. . Controlled			The Hazardous Waste (England and Wales) Regulations 2005 No. 894	Destroy - 3 years after last action
. . Domestic			The Hazardous Waste (England and Wales) Regulations 2005 No. 894	Destroy - 3 years after last action
. . Trade			The Hazardous Waste (England and Wales) Regulations 2005 No. 894	Destroy - 3 years after last action

**EHDC Classification Scheme - Complete Listing with Retention Guidance**

**Last Updated: 03/07/2023**

<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Rationale</b>	<b>Recommended Retention</b>
<b>. Waste disposal</b>				
. . Waste sites		Management of sites		Permanent - offer to archivist
. . Waste sites		Short term storage		Destroy - 10 years after site closure
. . Waste sites		Equipment		Destroy - 6 years after use
. . Waste sites		Inspections		Destroy - 6 years after inspection
. . Waste sites		Permits		Destroy - 7 years after permit expires
. . Waste sites development		Waste site plans		Permanent - offer to archivist
<b>. Waste reduction</b>				
. . Composting				
. . Recycling			The Environmental Protection (Duty of Care) Regulations 1991 No. 2839	Destroy – 2 years after use