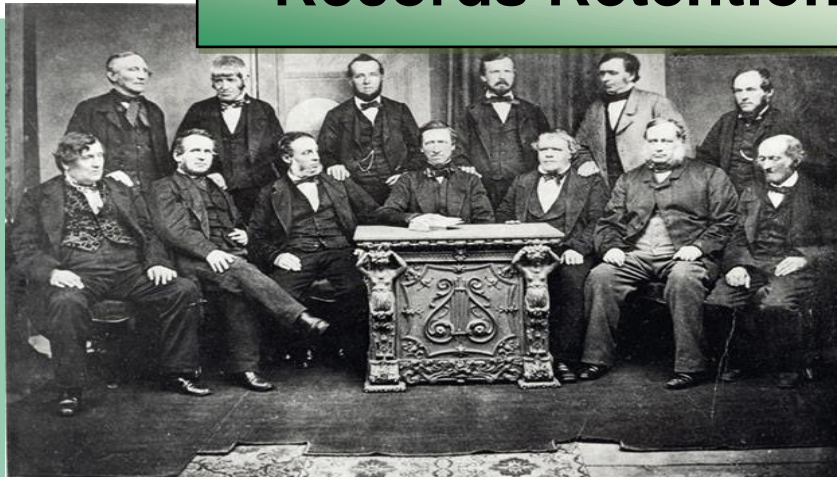




ROCHDALE
METROPOLITAN BOROUGH
COUNCIL



Rochdale Metropolitan Borough Council Records Retention and Disposal Schedule



Document Control

Version No	Date	Amended By	Reasons / Details of amendments(s)
0.1	10/09/2012	Gary Evans	Initial Draft
0.2	28/11/2012	Gary Evans	
1.0	11/10/2013	Anne Hopwood	Update of language and addition of new document types

Approval and Authorisation

	Name	Job Title	Signature	Date
Author:	Gary Evans / Anne Hopwood			
Approved by:				
Authorised by:				

What is a Retention Schedule?

A retention schedule is a corporate control document which lists the main types of records Rochdale Metropolitan Borough Council holds, how long they should be kept for and why. It promotes consistency across the Council in the way its records are managed.

The retention schedule is in keeping with the council's Corporate Records Management Policy and has been developed by the Records Management Team together with senior managers from across the council including Legal Services. The types of Records identified reflect the functions and day-to-day activities undertaken within the Unit.

Why do we need a Retention Schedule?

“Authorities should be able to define how long they need to keep particular records, should dispose of them when they are no longer needed and should be able to explain why records are no longer held.”

**Lord Chancellor's Code of Practice
Issued under section 46 of the Freedom of Information Act 2000**

Effective records management will protect the interests of Rochdale Borough Council by:

- Meeting operational needs for recording and accessing information
- Complying with statutory guidance or codes of practice including the Lord Chancellor's Code of practice
- Complying with legal and regulatory requirements including the Data Protection Act 1998, the Freedom of Information Act 2000, Health and Safety Work Act 1974
- Providing easy access to evidence of the work and decision making of the Council.

Implementing a retention schedule will help the council to effectively manage its records and make efficient use of storage space, keeping the costs down to a minimum.

Which Records are included?

The schedule refers to electronic records (word documents, excel spreadsheets, databases etc.), paper documents, digital or video recordings including CCTV footage and refer to original copies only

The retention schedule does not include records which have no significant, operational, informational or evidential value for the Council including duplicate records. These records should be destroyed and original copies retained.

Making Sense of the Retention Schedule

SECTION:					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
<i>EXAMPLE</i>	<i>Council Tax Benefit</i>	<i>Current +1 Year</i>	<i>From date of external audit certification</i>	<i>Destroy</i>	<i><u>RMBC Business Needs</u></i>

Type of record or document

Length of time the record / document should be kept

Event that triggers the start of the retention period

What to do with the record at the end of its retention period, destroy, archive or review

Relevant legislation, guidance or business need

What if I want to keep records for longer than the schedule allows?

Most retention periods have been developed through common practice and are not covered by legislation. If there is a good business reason for keeping the records longer than the schedule advises then it can be amended. The business reason should be supported by evidence to ensure the schedule is robust and will stand up to scrutiny.

If your records are electronic, it may be possible to anonymise them to remove any personal and identifiable information. This will allow the data to be retained for analysis. Again, there should be a good business reason for keeping the records and the anonymisation should be done in line with guidance from the Information Commissioners Office.

Closing Files

When file is closed it becomes semi-active and should be moved to off-site storage.

For guidance on sending records to off-site storage see. [i2 - Rochdale MBC's Intranet](#)

Disposal

This document gives authorisation to dispose of records when they no longer need to be saved.

You can dispose of records by

- Secure destruction
- Recycling
- Transfer to the council's archive.

It is important to keep a record what has been destroyed and how. Contact the Corporate Records Manager for more details.

If information is known to be the subject to impending litigation, a Freedom of Information request or Data Protection request then all disposal procedures must cease immediately.



Schedule Updates

The retention schedule will be updated regularly by the Corporate Records Manager to reflect changes in legislation and business practice and will be agreed by the relevant senior managers and Legal Services and endorsed by the Executive Leadership Team.

If you hold records that are not included in this schedule, please contact the Corporate Records Manager.

Related Documents

Records Management Policy

Hyperlinks

What is a Hyperlink

Hyperlinks can help you to find what you are looking for more easily. They are used within the contents page of the schedule to help you to find the sections relating to your service and within the schedule itself to point to any guidance or legislation that might exist.


Use the “**Return to Contents Page**” hyperlink



at the bottom of each page if you want to find another section of the schedule.

How to spot a Hyperlink

Hyperlinks are underlined in the text and if you hold the “**Ctrl**” key down and use the mouse to move over the page you will see a pointing

hand 

or a text box



when you pass over a hyperlink

To use the Hyperlink, hover over it and hold down the “**Ctrl**” key whilst clicking the left mouse button.

Retention Schedule

Contents

Page Number

CORPORATE

Customer Services

- *Benefits* 13
- *Revenues* 13
- *Council Tax and NNDR* 13
- *Welfare Benefit Advice Provision* 14
- *Grants & means Tested Benefits* 14
- *Customer Care* 15

Democratic and Registration Services

- *Democratic* 15 – 17
- *Registration Services* 17 – 20
- *Coroners* 20

Facilities Management

- *Facilities Management* 21 – 22

Finance Services

- *Cash Income* 22 – 23
- *Debtors* 23 – 24
- *Salaries and Wages* 24 – 25
- *Car Allowances* 26
- *Petty Cash* 26
- *Creditors* 26 – 27
- *DSO / DLO* 28
- *Assets Accounting* 28
- *Members Allowance* 29
- *Donation and Subscription Records* 29 – 30
- *Charities* 30
- *Internal Audit(s)* 30
- *External Audit(s)* 30

External Funding

- External Funding (Inc. European) 31 – 32

Health and Safety

- *Health and Safety* 33 – 34

Human Resources

- *Personnel Administration, Applications and Recruitment* 34 – 36
- *Retirement, Redundancy and Resignation* 36 – 37
- *Employment Careers and Training & Development* 37 – 38
- *Workforce Training and Development* 39 – 40

Information Communications Technology

- *ICT*
- *Information Security Management*

Legal Services

- *Legal*
- *Contract Documentation*
- *Income-General*
- *Insurance Claims*

Performance and Research

- *Performance and Research*

Projects

- *Project Work*

SOCIAL CARE AND LIFE – LONG LEARNING

Adult Care

- *Case Management*
- *Needs Assessment and Enquiry Referral Dispensation*
- *Care Homes / Domestic Care*
- *Protection*
- *Asylum Seekers*
- *Case Provision and Support*
- *Community Support*
- *Disability Support*

Children's Social Care

- *Adoption*
- *Fostering Including Private Fostering*
- *Special Guardianship / Residence Orders*
- *Residential Homes Including Respite Homes Including Homes For Children With Disabilities*
- *Safeguarding*
- *Children With Disabilities*
- *Children In Need*

Early Year's

- *Sure Start*
- *Childcare Sufficiency*
- *Family Learning*

Pupil and Student Support

- *Education Psychology and Welfare Service*
- *Special Educational Needs*

School Improvement

- *School Improvement*

Schools

- *Transport From Home to School and Fleet Management*
- *Employment Skills and Life-Long Learning*

Youth Offending Services

- *Youth Offending Records & Services*

Youth Service

- *Youth Service*

ENVIRONMENT, CULTURE & COMMUNITIES

Environment and Public Protection

- *Regulatory/Car Parks/ Trading Services*
- *Community Safety*
- *Transport*
- *Highways*
- *Traffic Management*

Leisure and Culture

- *Leisure Centres and Promotional Events*
- *Libraries*
- *Museums*
- *Heritage & Archives*
- *Parks and Allotments*

Planning & Building Control, Transport & Licensing

- *Planning & Building Control*
- *Licensing*

Regeneration

- *Regeneration and Community Development*

Strategic Housing

- *Housing – General*
- *Warden Services*
- *Homelessness and Services*

Crematorium & Cemeteries

- *Crematorium & Cemeteries*

CITATIONS / GUIDANCE / LEGISLATION

Corporate

Customer Services

SECTION: BENEFITS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Benefits Processing Including Appeal	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Recovery Processing	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Benefit Fraud Inspection	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58

SECTION: REVENUES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Revenues Processing Including Appeal	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Recovery Processing	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Revenue Fraud Inspection	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58

SECTION: COUNCIL TAX & NNDR					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Council Tax & NNDR Records	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	House Subsidy	Current +1 Year	<ul style="list-style-type: none"> From date of external audit certification 	Destroy	RMBC Business Needs
	Housing Benefit				
	Council Tax Benefit				

SECTION: WELFARE BENEFIT ADVICE PROVISION					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Benefit Application Support	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Entitlement Assessment				
	Advocacy				
	Benefit Tribunal Representation				

SECTION: GRANTS & MEANS TESTED BENEFITS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Means Test Enquiry Forms	6 Years	<ul style="list-style-type: none"> From end of financial year 	Destroy	RMBC Business Needs
	Application Forms	Current + 6 Years	<ul style="list-style-type: none"> From end of financial year 	Destroy	RMBC Business Needs
	Assessment Formula / Scales	Current + 2 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs

SECTION: CUSTOMER CARE					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Records / Documents in relation to Demands Not Met	6 Years	<ul style="list-style-type: none"> From date complaint closed 	Destroy	RMBC Business Needs
	Information Requests / Information Provided	3 Years	<ul style="list-style-type: none"> From date(s) requests dealt with 	Destroy	RMBC Business Needs
	Letters such as:- <ul style="list-style-type: none"> Queries; Complaints; Family Journey etc. 	3 Years <i>*or 6 Years if regarding a complaint</i>	<ul style="list-style-type: none"> From date(s) request /complaint dealt with 	Destroy	RMBC Business Needs
	Statistics such as:- <ul style="list-style-type: none"> Contact;; Written / Verbal Enquiries etc 	3 Years	<ul style="list-style-type: none"> From date(s) enquiry has been dealt with 	Destroy	RMBC Business Needs

Democratic and Registration Services

SECTION: DEMOCRATIC					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Electoral Register	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	1983 c.2
	Register of Electors	1 Year	<ul style="list-style-type: none"> • From date superseded 	Destroy	1983. c.2 s9 RMBC Business Needs
	Used Ballot Papers (Local Elections)	6 Months	<ul style="list-style-type: none"> • From date of election 	Destroy	1983 c.2
	Used Ballot Papers (Parliamentary)	1 Year	<ul style="list-style-type: none"> • From close of poll 		1983 c.2 s(55)
	Used Ballot Papers (Referendum)				1983 c.2
	Nomination Forms	6 Months	<ul style="list-style-type: none"> • From date(s) of election 	Destroy	1983 c.2
	Declaration of Results (Local Elections)	Permanent	<ul style="list-style-type: none"> • Until next election 	Archive	1983 c.2
	Current Absent Vote Applications	For the Duration of the Application <i>*To a maximum of 5 Years</i>	<ul style="list-style-type: none"> • From receipt of the application form 	Archive	RMBC Business Needs
	Cancelled or Time-Elapsed Absent Vote Application Forms	1 Year	<ul style="list-style-type: none"> • From date of cancellation or when time has elapsed 	Destroy	RMBC Business Needs
	Receipts for Election Expenses and Payments to Election and Registration Staff	6 years	<ul style="list-style-type: none"> • From issue of receipt 	Destroy	1980 c.58
	Verification of Electoral Expenses	2 Years	<ul style="list-style-type: none"> • Close records at date(s) of 	Destroy	1983 c.2

			election		
	Provision of Advice Concerning the Electoral Process of Elections	2 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1983 c.2
	Copy of Tax Return	2 years	<ul style="list-style-type: none"> From date of completion 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Meeting, Agendas and Minutes for Committee and Sub Committees	Permanent	<ul style="list-style-type: none"> Not applicable 	Transfer to archives after 6 years	1972 c.70 s100 1985 c.43 s1
	Councillors Declaration of Interest	18 months	<ul style="list-style-type: none"> For duration of office 	Destroy	RMBC Business Needs
	Partnership, Agency and External Meetings (Inc. Constitutional / Procedural Arrangements, Agendas & Reports and Background Papers)	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Declaration of Acceptance of Office (Individual acceptance forms)	4 Years on-Site then Retained in Archives	<ul style="list-style-type: none"> Not applicable 	Archive	1972 c.70 RMBC Business Needs
	Declaration of Acceptance of Office of Mayor and Deputy Mayor (Individual Acceptance Forms)				
	Written undertaking to comply with Code of Conduct (Separate form or declaration of acceptance of office incorporating written undertaking)				
	Register of Financial or other interests (Register / Individual Written Notifications)	18 Months	<ul style="list-style-type: none"> From end of duration of office 	Destroy	RMBC Business Needs

	Register of Gifts or Hospitality (Register / Individual Written Notifications)	4 Years	<ul style="list-style-type: none"> From acceptance date(s) 	Destroy	SI 2003/1021 as amended by SI 2003/1692 RBC Business Needs
	Register of Members Allowances (Register / Details of Payments from Payroll)				

SECTION: REGISTRATION SERVICES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Registers of Births, Deaths & Marriages	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1949 c.76 1953 c.20 1994 c.34 SI 1987/2088
	Notice of Marriage & Civil Partnership	5 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1949 c.76 1994 c.34 RMBC Business Needs
	Registers of Still Births (50 Entries – On-going)	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1953. c20 SI 1987/2088
	Indexes to Registers	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Transfer of Registers to General Register Office	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1949 c.76 1953 c.20 1994 c.34 SI 1987/2088
	Naming Ceremonies	2 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Reaffirmation Ceremonies				
	Citizenship Ceremonies				
	Approval for Venue(s) of Civil	Permanent	<ul style="list-style-type: none"> Not applicable 	Permanent	

	Ceremonies				
	Name Deeds	Permanent	• Not applicable	Permanent	RMBC Business Needs
	Recording of Ceremonial Events and Civic Occasions such as: • Visitor's Book; • Photograph's; • Weekly Engagement List	Permanent	• Not applicable	Archive	RMBC Business Needs
	Diaries in relation to The Process of Organising a Ceremonial Event or Civic Occasions	2 Years	• From date of last use	Destroy	RMBC Business Needs
	Appointment Form(s) of Registration Officers	1 Year	• From retirement	Destroy	1953 c.20
	Form(s) of Appointment of Authorised Persons	2 Years	• From vacation of office	Destroy	1949 c.76
	Registrar General's Authorities for Registration after 12 months	2 Years	• From vacation of office	Destroy	1953 c.20 (Sections 7 & 21)
	Books Recording Issue of Books and Forms of Medical Certificates (Form 17)	5 Years	• From date of last entry	Destroy	1953 c.20
	Form(s) of Consent to Marriages of Minors	1 Year	• From date of notice	Destroy	1949 c.76
	Caveats Against the Grant of a Superintendent Registrar's Certificate and Licence or Registrar General's Licence for Marriage	2 Years	• From date of notice	Destroy	1949 c.76 2004 c.33
	Superintendent Registrar's Certificates and Licences for Marriage				

	Notifications of the Issue of the Registrar General's Licence for Marriage and Registrar General's Licences for Marriage / Civil Partnership	2 Years	<ul style="list-style-type: none"> From date of marriage 	Destroy	1949 c.76 2004 c.33
	Counterfoils of Certificates and Forms such as:- <ul style="list-style-type: none"> Standard Certificates of Birth, Marriage, Death & Still Birth; Certificates of Registration of Birth and Still Births 	2 Years	<ul style="list-style-type: none"> From date of issue 	Destroy	1953 c.20
	Certificates for Disposal such as:- <ul style="list-style-type: none"> Requisitions to Persons Liable to Register who have Failed to; Report of Death to coroner by Registrar 	1 Year <i>*Certificates of No Liability to register is 5 Years</i>			
ROUTINE CORRESPONDENCE					
	Appointment and Conduct of Officers	2 Years	<ul style="list-style-type: none"> From appointed date 	Destroy	1953 c.37
	Relating to Accounting Transactions		<ul style="list-style-type: none"> From close of transaction 		1953 c.37
	Relating to Registration of Births, Marriages Correction of Errors, Birth Re-Registrations not made, Issue of Certificates	3 Years	<ul style="list-style-type: none"> From date of issue 	Destroy	1949 c.76 and 1994 c.34 1953 c.20 SI 1987 /2088
	Relating to False Information given to Registration Officers, Falsification and Forgery of Certificates of Birth, Marriage or Death or Civil Partnerships, Marriage of Foreigners and		<ul style="list-style-type: none"> From resolved date 		

	Persons Divorced Abroad				
--	-------------------------	--	--	--	--

SECTION: CORONERS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Application Forms for Cremation	15 Years	<ul style="list-style-type: none"> From date of cremation 	Destroy	SI 2000/58 as amended 1952 c.31
	Coroners Forms				
	Application Burial Forms	5 Years	<ul style="list-style-type: none"> From time of last action 	Destroy	RMBC Business Need
	'A' Files and Related Documents such as: <ul style="list-style-type: none"> Notes/Reports; Summary Sheet; Release Note (if applicable) 	15 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	TNA Retention and Disposal Guidance (13) RGLA 5.6 RGLA 5.7
	'B' Files and Related Documents such as: <ul style="list-style-type: none"> All "A" Files/ Documents; Post Mortem Sheet; A& E Notes; Ambulance Notes; Police Reports; 				
	Inquest Files and Related Documents such as: <ul style="list-style-type: none"> All "A" & "B" Files/ Documents; Photographs; CCTV Discs; GP Notes; Correspondence; Reports; Police Statements; 				

	General Correspondence Files	2 Years	<ul style="list-style-type: none"> From end of current year 	Destroy	RMBC Business Needs
	Treasure Trove	2 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	TNA Retention Scheduling (13)

- **Greater Manchester County Records Office will select certain records to preserve as Public Records (Public Records Act 1958)**

Facilities Management

SECTION: FACILITIES MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Current Records – Records which Relate to Open Cases and are Referred to on a Daily Basis	Until they become semi active or dormant then 7 years	<ul style="list-style-type: none"> Current record 	None	RMBC Business Needs
	Semi-Active Records – Records which are No Longer Referred to on a Daily Basis but are Still Required for Business or Statutory Purposes.	7 Years	<ul style="list-style-type: none"> Current record becomes semi active 	To be transferred to the records management storage facility.	RMBC Business Needs
	Historical – Records that have Reached the End of their Operational / Statutory Retention Period and Should be Offered to the Historical Archive for Permanent Preservation.	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs

	Redundant – Records that have Reached the End of their Operational / Statutory Retention Period and Should be Safely Destroyed.			Destroy	
--	--	--	--	---------	--

Finance Services

SECTION: CASH INCOME					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Receipt Books	6 Years	<ul style="list-style-type: none"> From end of financial year 	Destroy	1970 c.9 s12B SI 2003/533 RMBC Business Needs
	Cash Receipting Machine Rolls				
	Sales Records	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Ticket & Receipt Book Controls	6 Years	<ul style="list-style-type: none"> From date of last entry 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Remittances Received Listings	3 Years	<ul style="list-style-type: none"> From production of list(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Daily/Weekly/Monthly Cash Sheets and Reconciliations	Current +2 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Annual Cash Sheets and Reconciliations	6 Years	<ul style="list-style-type: none"> From close date(s) 	Archive	1970 c.9 1980 c.58 1994 c.23
	Treasurer's Deposit Slips (TDS)	3 Years	<ul style="list-style-type: none"> From date of last entry 	Destroy	1970 c.9 1980 c.58 1994 c.23

	Accounting Officer Cash Book	4 Years	<ul style="list-style-type: none"> From date of last entry 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Shorts & Over's Records	3 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Bank / Credit Card Statements and Paying in Slips	6 Years	<ul style="list-style-type: none"> From the conclusion of the financial transaction that the record supports 	Destroy	1970 c.9 1980 c.58 1994 c.23
	Cash Income Control Accounts	6 Years	<ul style="list-style-type: none"> From close of account(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23 RMBC Business Needs
	Cash Income Monitoring and Reports	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23 RMBC Business Needs

SECTION: DEBTORS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Prime Documentation Supporting Debtor Accounts	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 RMBC Business Needs
	Debtors Accounts Control Report	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 RMBC Business Needs
	Arrears Schedule	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 RMBC Business Needs
	Individual Debtor Accounts	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1869 c.62 1980 c.58 RMBC Business Needs
	Listing of Wages Deductions	3 Years	<ul style="list-style-type: none"> From final deduction 	Destroy	1980 c.58 RMBC Business Needs

	Authorities for Debts Written Off	18 months * if debt paid 6 Years *if debt has not yet been written off.	<ul style="list-style-type: none"> From end of financial year. 	Destroy	1980 c.58 RBC Business Needs
	Credit Notes	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Schedule of Outstanding Accounts	6 Years	<ul style="list-style-type: none"> From close of account(s) 	Destroy	RMBC Business Needs
	Statement of Overdue Accounts (Letter to Debtor)	Until Paid	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs

SECTION: SALARIES & WAGES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Notification of Salaries and Wages Payable	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58 1988 c.1
	Bonus Claims	6 Years	<ul style="list-style-type: none"> From end of tax year 	Destroy	Finance Act 1998 sch.18 par.21 (amended 2011 c.11 sch.19 p.6) RMBC Business Needs
	P45	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58 1988 c.1
	P46				
	P58				
	P6				
	P60				
	Income Tax Notice of Code Change and / or Pay & Tax	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58

	Details				1988 c.1
	Annual Return of Taxable Pay & Tax Paid	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9 1980 c.58 1988 c.1
	Reconciliation of Contributions Credited to Fund (Superannuation Scheme)	10 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Monthly Return of Contributions (Superannuation Scheme)	10 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Return of Contributions for Year (Superannuation Scheme)	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Cumulative Superannuation Contributions	6 Years	<ul style="list-style-type: none"> From date(s) of contribution 	Destroy	RMBC Business Needs
	Analysis of National Insurance Contributions	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9
	Schedule of Deductions	6 Years	<ul style="list-style-type: none"> From conclusion of the transaction that the financial record supports 	Destroy	1998 c.18 1970 c.9 1994 c.23 1980 c.58
	Payroll & Payroll Control	Current +6 Years	<ul style="list-style-type: none"> From creations date(s) 	Destroy	RMBC Business Needs
	Jury Service Loss of Earnings Form	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58
	Annual Earnings Summary	Current +12 Years	<ul style="list-style-type: none"> From completion of summary 	Destroy	RMBC Business Needs
	Copy Payslips	2 Years	<ul style="list-style-type: none"> From last issue date(s) 	Destroy	RMBC Business Needs
	Income Tax Returns	Current +3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	SI 1983/311
	Payroll Details	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs

	Organisation Charts	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Salary Registers	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Expense Accounts	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9
	Labour Agreements	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Staff Overtime	Current +3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1970 c.9

SECTION: CAR ALLOWANCES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Car Allowance Log Sheet	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1994 c.23 Sch 11, Par 6(3)
	Expenses Claims				
	Travel Warrants	Current +6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58

SECTION: PETTY CASH					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Petty Cash Records	Current +2 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs

SECTION: CREDITORS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Cheques	Current +6 Years	<ul style="list-style-type: none"> From last issue date(s) 	Destroy	RMBC Business Needs
	Cost Control Ledger Analysis	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 RMBC Business Needs
	Invoices	6 Years <i>*In relation to Grant Funding Invoices check grant paperwork to see if any specified time retentions apply</i>	<ul style="list-style-type: none"> From the conclusion of the financial transaction that the record supports 	Destroy	RMBC Business Needs
	Periodic Payments Records	Current +6 Years	<ul style="list-style-type: none"> From end of financial year 	Destroy	1980 c.58
	Credit / Debit Notes	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Delivery Notes	3 Years	<ul style="list-style-type: none"> From date(s) of delivery 	Destroy	RMBC Business Needs
	Goods Received Notes	Current +3 Years	<ul style="list-style-type: none"> From date(s) received 	Destroy	1970 c.9 1980 c.58 1994 c.23 1998 c18
	Inwards Invoice Register	6 Years	<ul style="list-style-type: none"> From invoice date(s) 	Destroy	RMBC Business Needs
	Goods Inwards & Outwards Records	Current +6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23 1998 c18
	Annual Accounts & Working Paper(s) such as:- <ul style="list-style-type: none"> Stock Adjustment Sheets; Stores Issue Note(s) Stores Requisition(s) 	<ul style="list-style-type: none"> Current + 2 years 3 Years (6 Years if rechargeable) Current + 2 years 	<ul style="list-style-type: none"> From creation date(s) From creation date(s) From completion of order 	<ul style="list-style-type: none"> Destroy Destroy Destroy 	RMBC Business Needs

	<ul style="list-style-type: none"> • Stores Transfer & Sales • Stock Inventories & Stock Sheets • Working Papers Max / Min Store Levels 	Current +6 years	<ul style="list-style-type: none"> • From completion date(s) 	Destroy	
		Current + 6 years (TNA Guidance 2 years)	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	
		3 Years	<ul style="list-style-type: none"> • From creation date(s) 	Archive	
	Details of Invoices for where No Official Order has been Issued	Current +6 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	RMBC Business Needs
	Inwards Advice Notes (Inc. Delivery Notes, Consignment Notes and Packing Notes)				
	Copy Purchase Order				
	Year End Stock Tab (Print)	Current +3 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	RMBC Business Needs

SECTION:	DIRECT SERVICE ORGANISATION / DIRECT LABOUR ORGANISATION (DSO /DLO)				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Statutory DSO / DLO Accounting Records	6 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	RMBC Business Needs

SECTION: ASSETS ACCOUNTING					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Capital Grants etc.	Current +1 Year	<ul style="list-style-type: none"> From date of external audit certification 	Destroy	RMBC Business Needs
	Ledger Sheet – Capital & Revenue	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Consolidated Accounts – Analysis of Fixed Assets & Provision for Depreciation	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Disposal of Assets – Present Value				
	Register of Fixed Assets				
	Balance Sheet / Revenue Accounts				
	Annual Accounts (Inc. Working Papers)	7 Years	<ul style="list-style-type: none"> From close of account date(s) 	Destroy	RMBC Business Needs
	The VAT Account	6 Years			1994 c.23
	Financial Returns to Government Departments	3 Years	<ul style="list-style-type: none"> From close of account date(s) 	Destroy	RMBC Business Needs
	Bank Reconciliations such as: <ul style="list-style-type: none"> Files/Sheets; Daily List of Paid Cheques; Unpaid Cheque Records 	2 years	<ul style="list-style-type: none"> From last date(s) 	Destroy	RMBC Business Needs TNA – Accounting Records(3)
	Statutory Returns	7 years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Capital Schemes – Proposals & Approvals	Until completed +3 years	<ul style="list-style-type: none"> From approval date(s) 	Destroy	RMBC Business Needs

	Costing Records	3 Years, final tab to be kept 6 years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Car Loan Accounts	6 Years	<ul style="list-style-type: none"> From end of loan 	Destroy	RMBC Business Needs
	Statement of Loan Accounts (e.g. Mortgages)				

***Correspondence relating to any of the above documents to be kept for the same period as the document itself.**

SECTION:		MEMBERS ALLOWANCE			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Members Allowances Records	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs

SECTION:		DONATION & SUBSCRIPTION RECORDS			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Index of Donations Granted	6 Years	<ul style="list-style-type: none"> From date granted 	Destroy	RMBC Business Needs
	Deeds of Covenant	12 Years	<ul style="list-style-type: none"> From after final payment 	Destroy	RMBC Business Needs
	Correspondence re: Donations Granted (not covenanted)	1 Year	<ul style="list-style-type: none"> From date(s) granted 	Destroy	RMBC Business Needs
	Correspondence re: Donations Refused	3 Months	<ul style="list-style-type: none"> From refusal date(s) 	Destroy	RMBC Business Needs
	Subscription Records	3 years	<ul style="list-style-type: none"> From after membership has ceased 	Destroy	RMBC Business Needs

[RETURN TO CONTENTS PAGE](#)

SECTION: CHARITIES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Charities Income & Expenditure Records	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs

SECTION: INTERNAL AUDIT(S)					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Audit Working Papers inclusive of Documents that Support an Audit from Planning to Final Report	6 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23 1998 c18

SECTION: EXTERNAL AUDIT(S) – awaiting response from Tony Brown					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Audit Working Papers inclusive of Documents that Support an Audit from Planning to Final Report	6 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1970 c.9 1980 c.58 1994 c.23 1998 c18

RETURN TO
CONTENTS PAGE

External Funding

SECTION:	EXTERNAL FUNDING (Inc. EUROPEAN)				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Housing Market Renewal	6 Years	<ul style="list-style-type: none"> From the date the terms of the agreement have expired 	Destroy	RMBC Business Needs
	Neighbourhood Renewal Fund	7 Years	<ul style="list-style-type: none"> From 31st March 2006 	Destroy	Regulations Imposed by the Funding Body
	Children's Fund		<ul style="list-style-type: none"> From 31st March 2008 	Destroy	
	Local Area Agreement		Destroy		
	Area Based Grant (including PVE) ending up to 31 March 2011	7 Years <i>*with document regarding buildings until 31 March 2027</i>	<ul style="list-style-type: none"> From 31st March 2011 	Destroy	
	ORESA	7 Years	<ul style="list-style-type: none"> From 31st March 2011 <i>*with exceptions see SRB Guidance 1</i> 	Destroy	
	SRB 1 Canalside	10 Years	<ul style="list-style-type: none"> From 31st March 2004 <i>*with exceptions see SRB Guidance 1</i> 	Destroy	
	SRB 2 Middleton				
	SRB 5 Inner Rochdale	7 Years	<ul style="list-style-type: none"> From 31st March 2011 <i>*with exceptions see SRB Guidance 1</i> 	Destroy	
	LPSA Grant – Pump Priming				
	Housing Market Renewal Funding (HMRF) Documents				
	Heywood New Deal for Communities	7 Years	<ul style="list-style-type: none"> From a minimum of 31st March 2018 <i>*with exceptions see Guidance 2</i> 	Destroy	

	ERDF Project Documentation including Financial Records such as: <ul style="list-style-type: none"> • Project Bids; • Project Briefs & Business Cases; • Project Logs, Risk Logs; • Invoices / bank Statements; • Bank Reconciliation Documents; • Salary Allocation etc <i>*Paper Records MUST be original(s)</i>	3 Years Minimum	<ul style="list-style-type: none"> • From when the Final Payment of the programme is made to UK Government.) <i>*Closure of programme is currently estimated to be 31st December 2025 or until a different destruction date is advised.</i> 	Archive To be reviewed	Regulation (EC) No. 1083/2006
	ERDF Records and Documents such as: <ul style="list-style-type: none"> • General Records and File(s); • Partner Organisation Records & Documents; • Public Funding records <i>*Paper Records MUST be original(s)</i>	3 Years Minimum	<ul style="list-style-type: none"> • From when the Final Payment of the programme is made to UK Government. <i>*Closure of programme is currently estimated to be 31st December 2025 or until a different destruction date is advised.</i> 	Archive To be reviewed	Regulation (EC) No. 1083/2006

***Note: In relation to any ERDF Records / Documents:**

DO NOT destroy without first receiving confirmation from The North West Development Agency (or any successor body or CLG) that the 2007-2013 Programme has officially closed.

Any, or all, accounting records (including invoices) can be in electronic form as long as they are reasonably accessible to anyone when we want to look at them i.e., as long as the storage media (e.g. magnetic tape, disc, hard drive etc.) can readily be converted in a "legible form" on request.

Need to keep originals of all documents where an original signature is required

Health and Safety

SECTION: HEALTH & SAFETY					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Details of Medical Schemes	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	2006 c.41
	Medical Officers Periodic Reports				
	Reporting of Injuries, Diseases and Dangerous Occurrences Forms /Accident Books / Records	3 Years	<ul style="list-style-type: none"> From date(s) of accident 	Destroy	SI 1995/3163 s7(3)
	Medical Records / Details of biological tests under the Control of Lead at Work Regulations	40 Years	<ul style="list-style-type: none"> From date(s) of last entry 	Destroy	SI 2002/2676 Reg 10(5)
	Medical Records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 Years	<ul style="list-style-type: none"> From date(s) of last entry 	Destroy	SI 2002/2677 Reg 11(3)
	Medical Records under the Control of Asbestos at Work Regulations				SI 2012/632 Reg 22(1) (b)
	Medical Examination Certificates of Employees Exposed to Asbestos	4 Years	<ul style="list-style-type: none"> From date(s) of issue 	Destroy	SI 2012/632 Reg 22(4)
	Medical Records under the Ionising Radiations Regulations 1999	Minimum 50 Years	<ul style="list-style-type: none"> From date(s) of last entry 	Destroy	SI 1999/3232 Part V Reg 24(3)
		75 Years	<ul style="list-style-type: none"> From date of birth, or whichever is later 		

RETURN TO CONTENTS PAGE

RETURN TO CONTENTS PAGE

	Record of Monitoring Employees Exposed to Substances Hazardous to Health	40 Years For identifiable employees *5 years for all other cases	<ul style="list-style-type: none"> From date(s) of last entry 	Destroy	SI 2002/2677 Reg 10(5)
	Records of Tests and Examinations of control systems and protective of Substances Hazardous to Health	5 Years	<ul style="list-style-type: none"> From the date(s) the tests were carried out 	Destroy	SI 2002/2676 Reg 8(4) SI 2002/2677 Reg 9(4) SI 2012/632 Reg 13(3)
	Fire Record Book(s), Drills, Incidents and Training	3 Years	<ul style="list-style-type: none"> From date(s) of entry 	Destroy	1974 c.37
	Legionaries Water Testing Log Book(s)	3 Years	<ul style="list-style-type: none"> From completion of book 	Destroy	1974 c.37
	Pension Scheme Investment Policies	12 Years	<ul style="list-style-type: none"> From the end of any benefit payable under the policy 	Destroy	1993 c.48 SI 2012/1989 RMBC Business Need

Human Resources

SECTION:	PERSONNEL ADMINISTRATION , APPLICATIONS & RECRUITMENT				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Application Forms / Interview Notes – Unsuccessful Candidates	6 Months	<ul style="list-style-type: none"> From close of Job date / Interview date 	Destroy	2010 c.15 Part 9 s118. S123 2011 - CIPD
	Job Advertisement(s)	6 Months	<ul style="list-style-type: none"> From date(s) of appointment 	Destroy	RMBC Business Needs
	Job Description(s) or Person Specification(s)	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs
	Short listing Details	6 Months	<ul style="list-style-type: none"> From date(S) of 	Destroy	RMBC Business Needs

			appointment		
	Personnel and Training Records such as: <ul style="list-style-type: none"> • Application Forms; • References; • Appraisals/Performance Development; • Termination; • Disciplinary Matters etc. 	6 Years <i>*However if worked with Children or vulnerable Adults, retain for 75 years or for 10 years if that is longer</i>	<ul style="list-style-type: none"> • From end of employment 	Destroy	1980 c.58 2011 – CIPD 2010 c.15 Warner Reports Working Together to Safeguard Children HM Government Guidance
	Contract of Employment – Signed by Employee	6 Years	<ul style="list-style-type: none"> • From end of employment 	Destroy	1980 c.58
	Starter Packs / Forms				
	Statutory Sick Pay Records including Self Certification/Doctors Sick Note(s)	Current +3 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	SI 1982/894 Reg. 13
	Clock Cards / Timesheets (Not Pay Related)	2 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	SI 1998/1833 Reg. 9
	Working Time Opt-Out Form(s)	2 Years	<ul style="list-style-type: none"> • From after opt-out has been rescinded/ceased to apply 	Destroy	SI 1998/1833 Reg. 5 and Reg. 9
	Investigations Under the Public Disclosure Act 1998 (Whistle Blowing)	6 Years	<ul style="list-style-type: none"> • From end of investigation 	Destroy	RMBC Business Needs
	Staff Files – Where Staff have left	6 Years	<ul style="list-style-type: none"> • From start of leave date(s) 	Destroy	RMBC Business Needs
	Staff Leave For: <ul style="list-style-type: none"> • Jury Service; • Annual & Study Leave; • Special & Personal Leave; • Attendance Books; • Compassionate etc. 	Current +2 Years	<ul style="list-style-type: none"> • From start of leave date(s) 	Destroy	RMBC Business Needs
	Disciplinary Procedure(s)				

RETURN TO CONTENTS PAGE

	Formal Written Warning(s)	6 Years	<ul style="list-style-type: none"> From end of contract 	Destroy	1980 c.58
	Formal Employee Disciplinary Record				
	Investigation Documents / Details / Records				
	Equal Opportunities Form(s)	1 Year	<ul style="list-style-type: none"> From registration date(s) 	Destroy	RMBC Business Needs
	Work Permit(s)	6 Years	<ul style="list-style-type: none"> From end of contract 	Destroy	RMBC Business Needs
	CRB Administration (Criminal Record Bureau)	6 months	<ul style="list-style-type: none"> From creation date(s) 	Destroy	2009 - CRB RMBC Business Needs
	Statutory Maternity Pay Records, Calculations, Certificates (Mat B1s) or other Medical Evidence	3 Years	<ul style="list-style-type: none"> From the end of the tax year in which the maternity period ends 	Destroy	SI 1986/1960 Reg. 26
	Statutory Sick Pay Records / Calculations	6 Years	<ul style="list-style-type: none"> From the end of the tax year to which they relate 	Destroy	SI 1982/894
	Self-Certificates / Sick Notes				
	Parental Leave	5 Years	<ul style="list-style-type: none"> From birth / adoption of the child or 18 Years if the child receives a disability allowance 	Destroy	RMBC Business Needs guided by SI 1999/3312

SECTION:	RETIREMENT , REDUNDANCY RESIGNATION				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Retirement / Redundancy / Resignation Correspondence	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs

	Redundancy details, calculations of payments, refunds, notification to the Secretary of State		<ul style="list-style-type: none"> From date of redundancy 		
	Redundancy Quotes with Preliminary Letter	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs
	Pension Quotes				
	Acceptance Letter(s)				
	Retirement & Redundancy Correspondence				
	Retirement Benefits Schemes – Records of Notifiable Events e.g. Relating to Incapacity	6 Years	<ul style="list-style-type: none"> From the end of the scheme year in which the event took place 	Destroy	SI 1995/3103
	Pension Records	6 years	<ul style="list-style-type: none"> From last pension payment 	Destroy	RMBC Business Needs
	Trade Union Time Off Requests	1 Year	<ul style="list-style-type: none"> From creation date(s) 	Destroy	Record of time off for Trade Union Activities / Duties RBC Business Needs
	Trade Union Training Requests				
	Factual Information in relation to Redundancies Fewer than 20	3 Years	<ul style="list-style-type: none"> From registered date(s) 	Destroy	1980 c.58
	Factual Information in relation to Redundancies Exceeding 20	12 Years			
	Resignation / Leave Letter(s)	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs
	Exit Interview Documents	6 Months			

SECTION: EMPLOYMENT CAREER AND TRAINING & DEVELOPMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Information on NVQ Assessors, Candidates and Verifiers	3 Years	<ul style="list-style-type: none"> From completion date(s) 	Copy of certificate placed in Personnel File	RMBC Business Needs
	Training Resources	1 Year	<ul style="list-style-type: none"> From date course has been superseded 	Destroy	RMBC Business Needs
	Records of Independent Training carried out within teams		<ul style="list-style-type: none"> From date(s) of training 		
	Course Nominations and Applications	1 Year	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Qualification / Confirmation/ Awards and Exam Results	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs
	Official Training Record				
	Personal Development Reviews PDR's				
	Records Documenting Job Specific Statutory / Regulatory Training Requirements and the training provided to meet these needs	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	1980 c.58
	Training in Relation to Children	35 Years	<ul style="list-style-type: none"> From completion of training 	Destroy	RMBC Business Needs
	Occupational Health & Safety Training	6 Years	<ul style="list-style-type: none"> From date(s) of training 	Destroy	RMBC Business Needs

	Particulars of Employment	6 Years	<ul style="list-style-type: none"> From end of employment 	Destroy	RMBC Business Needs
	Contracts				
	Changes to Terms and Conditions				
	Career / Job History (Consolidated Records)	6 Years	<ul style="list-style-type: none"> From leave date(s) 	Destroy	RMBC Business Needs
	Internal Job Application(s)	6 Years	<ul style="list-style-type: none"> From end of employment 		RMBC Business Needs
	Recruitment / Appointment				

SECTION: WORKFORCE TRAINING AND DEVELOPMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Training & Workforce Development Strategy	Not applicable	<ul style="list-style-type: none"> Until superseded 	Destroy	RMBC Business Needs
	Training Observation Template (Course Observation)	Not Applicable	<ul style="list-style-type: none"> Until superseded 	Destroy	RMBC Business Needs
	Letters / Emails for:- <ul style="list-style-type: none"> Providers; Delegates; Course Reservations etc. 	6 Months	<ul style="list-style-type: none"> From date superseded by following terms booklet 	Destroy	RMBC Business Needs
	Sure Start Application Form for Qualification Funding	6 Years	<ul style="list-style-type: none"> From completion of course 	Destroy	RMBC Business Needs
	Graduate Leader Fund Records / Documents	6 Years	<ul style="list-style-type: none"> From completion of contract 	Destroy	RMBC Business Needs

	Sure Start Staff Training Records / Reports (Training Policy Annex A, B & C)	6 Years	<ul style="list-style-type: none"> From leave date(s) 	Destroy	RMBC Business Needs
	Sure Start Staff Training Database (Report Purposes)	6 Years <i>*Remove from database</i>	<ul style="list-style-type: none"> From leave date(s) (On-going document) 	Archive	RMBC Business Needs
	Delegate Attendance Register	6 Months	<ul style="list-style-type: none"> From date of course delivery 	Destroy	RMBC Business Needs
	Evaluation Records such as:- <ul style="list-style-type: none"> Form from Tutor / Delegate; Evaluation Report etc. 	6 Months	<ul style="list-style-type: none"> From received date (Details entered onto Evince Database) 	Destroy	RMBC Business Needs
	Course Cancellation Document	6 Months	<ul style="list-style-type: none"> From course date(s) 	Destroy	RMBC Business Needs
	Pre-Registration Booking Form	1 Year	<ul style="list-style-type: none"> From expiry of course 	Destroy	RMBC Business Needs
	ICP Training / Booking Forms Inc. Terms and Conditions	6 Years	<ul style="list-style-type: none"> From close of training 	Destroy	RMBC Business Needs
	Course Registration Forms (Where Delegates have Not Pre-Booked)	6 Months	<ul style="list-style-type: none"> From date superseded by following terms booklet 	Destroy	RMBC Business Needs
	Childminder Confirmation Letter				

ICT

SECTION: ICT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Emails in Archive Manager	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1998 c.29
	Back Up of Archive Manager				
	Recorded Telephone Calls	2 Months	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1998 c.29 Government Connect V4.1 Requirement 13.3
	General IT Logs	6 Months			
	Protective monitoring audit logs	12 months	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Analysis of protective monitoring audit logs	3 years	<ul style="list-style-type: none"> From creation date(s) 		RMBC Business Needs
	Software Licenses	For duration of license +1 Year	<ul style="list-style-type: none"> From expiry date(s) 	Destroy	SI 1992/3233
	Security Reports and Access Violations	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Application Support Documentation	Full duration of application +2 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Internet Hit Count in relation to RMBC Website	1 Year	<ul style="list-style-type: none"> From end of current year 	Destroy	RMBC Business Needs
	Incident Logs – Reported to ICT Helpdesk	1 Year	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Records / Documents in relation to the maintenance and support of the network	2 Years	<ul style="list-style-type: none"> From date system is no longer used 	Destroy	RMBC Business Needs

	Records / Documentation in relation to System Servers and their maintenance	N/A	<ul style="list-style-type: none"> From superseded date 	Destroy	RMBC Business Needs
	Records / Documentation in relation to ICT Strategies				
	Records / Documentation in relation to Website Development	3 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Records / Documentation in relation to Intranet Development				
	Records / Documentation in relation to planned changes to a specific system.	2 Years	<ul style="list-style-type: none"> From date(s) software is no longer in use 	Destroy	RMBC Business Needs
	Records / Documentation in relation to the configuration of the system.				
	Records / Documentation in relation to the management of specific systems data which includes back ups, mirroring, and systems interfaces.				
	Records / Documentation in relation to the disposal of both hardware and software Under £50,000	6 Years	<ul style="list-style-type: none"> From date obligations / entitlements concluded 	Destroy	1980 c.58
	Records / Documentation in relation to the disposal of both hardware and software Under £50,000	12 Years			
	Public Fault Reporting (Council Services)	1 Year	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs

	Manual and User Information in relation to a specific piece of software	2 Years	<ul style="list-style-type: none"> From date(s) software is no longer in use 	Destroy	RMBC Business Needs
	Records / Documentation in relation to the maintenance or support of systems				
	Documentation in relation to data conversion, data matching, data mapping and system interfacing.				
	System Implementation Records				
	Internet Surfing Monitoring Purposes - High Levels (Individual Staff Experiences)	1 Year	<ul style="list-style-type: none"> From end of current calendar year 	Destroy	RMBC Business Needs
	Internet Surfing Investigation Purposes (Staff Members)		<ul style="list-style-type: none"> From end of investigation 		

SECTION: INFORMATION SECURITY MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Information Security Compliance Audit	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	1998 c.29
	Incident Response and Investigation	3 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1990 c.a18 s11

Legal Services

SECTION: LEGAL					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Purchase	6 Years	<ul style="list-style-type: none"> From close of premises 	Destroy	RMBC Business Needs
	Mortgages	12 Years	<ul style="list-style-type: none"> From after redemption 	Destroy	RMBC Business Needs
	Common Law	6 Years	<ul style="list-style-type: none"> From last action 	Destroy	RMBC Business Needs
	Company Formation (Contracts) or Similar Matter (Contracts)	12 Years	<ul style="list-style-type: none"> From last action 	Destroy	RMBC Business Needs
	Councillor Case Work File(s)	3 Years	<ul style="list-style-type: none"> From last action 		RMBC Business Needs
	Worksheets		<ul style="list-style-type: none"> 		RMBC Business Needs
	Courier Log – Children’s Social Services	2 Year	<ul style="list-style-type: none"> 	Destroy	RMBC Business Needs
	School Admission Appeals	3 Years	<ul style="list-style-type: none"> From date of decision 	Destroy	SSFA 1998, Schools Admissions Code
	Councillor Surgery		<ul style="list-style-type: none"> 		RMBC Business Needs
	Leader / Deputy Leader Diaries	25Years	<ul style="list-style-type: none"> From end date of diary 	Destroy	RMBC Business Needs
	Deed Files	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Closed Property Files		<ul style="list-style-type: none"> 		RMBC Business Needs
	Closed Traffic Orders		<ul style="list-style-type: none"> 		RMBC Business Needs
	Closed Stair Lift Agreements		<ul style="list-style-type: none"> 		RMBC Business Needs

	Canvas Forms		•		
	Closed Social Services, Community Charges, & deferred Payments	6 Years	•		RMBC Business Needs
	Marked Copies of Register	1 Year	•		RMBC Business Needs
	Litigation Files	7 Years <i>*if major litigation offer to archivist for review</i>	• From last action	Destroy	RGLA 4.1
	Conveyancing (Deeds - Conveyance)	12 Years	• From close date(s)	Destroy	Limitation Act 1980 RGLA 4.4
	Conveyancing (Deeds – Easements and Tenancy Agreements)		• From termination of contract		RGLA 3.28
	Housing – Case Files	6 Years *except for exceptional circumstances, whereby the file may be kept for a longer period	• From completion date(s)	Destroy	Limitation Act 1980
	Planning and Enforcement Files	6 Years	• From close date(s)	Destroy	Limitation Act 1980
	Prosecution Files	6 Years *except for exceptional circumstances, whereby the file may be kept for a longer period	• From end of appeal period	Destroy	Limitation Act 1980
	Employment Appeal Files	6 Years	• From close or settlement date(s)	Destroy	Limitation Act 1980
	Care Orders		•		RMBC Business Needs
	Supervision Orders	See Trigger	• On date of 21 st Birthday	Destroy	RMBC Business Needs

	Freeing Papers and Order		•		RMBC Business Needs
	Advice Provided To The Public	6 Years	• From date of last action <i>*Unless a major precedent – offer to Archives</i>	Destroy	1980 c.58 RGLA 4.2 RMBC Business Needs
	Provision of Legal Advice				
	Statements of the Social Workers and Final Care Plans		•		RMBC Business Needs
	Parties' Statements		•		RMBC Business Needs
	Reports of the Guardian		•		RMBC Business Needs
	Legal Case Files	6 Years Minimum	• From	Destroy	RMBC Business Needs
	Experts Reports		•		RMBC Business Needs
	Chronology		•		RMBC Business Needs
	Note of any Judgement		•		RMBC Business Needs
	Efficiency Records		•		RMBC Business Needs
	Appeal Panel Papers		•		RMBC Business Needs
	Local Government Ombudsman Complaints	6 Years	• After completion of resolution	Destroy	Limitation Act 1980

SECTION: CONTRACT MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
Contracts (Not Under Seal)					
	Simple Contracts	6 Years	<ul style="list-style-type: none"> From end of contract 	Destroy	1980 c.58
Contracts (Under Seal)					
	Variation Orders	12 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1980 c.58
	Clerical Works Diaries				
	Contract Correspondence				
Other Contracts					
	Major Agreements of Significance	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1980 c.58
	Royalty Payments	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1980 c.58 RMBC Business Needs
	Royalty Agreements	Term +1 Year	<ul style="list-style-type: none"> From expiry date(s) 	Destroy	1980 c.58
	Supply of Goods	Until supply ceases & no claims are o/s	<ul style="list-style-type: none"> Not applicable 	Destroy	1980 c.58
	Works of a Minor Nature (e.g. glass replacement)	3 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1980 c.58
	Works of a More Complex Nature (e.g. roof replacement)	6 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1980 c.58

	Major Structural Works	12 Years	<ul style="list-style-type: none"> From completion date(s) 	Destroy	1980 c.58 RBC Business Needs
	Scheduled lists of Contractors & Supporting correspondence	Current +2 Years	<ul style="list-style-type: none"> Active document 	Destroy	1980 c.58
	Record of Quotations and Tenders Received including relating documentation (Successful)	6 Years <i>*12 years if Under Seal</i>	<ul style="list-style-type: none"> From end of contract 	Archive	1980 c.58
	Record of Quotations and Tenders Received – (Unsuccessful)	6 Years	<ul style="list-style-type: none"> From award of contract 	Destroy	RMBC Business Needs
	Copy Payments Certificate (Other than final certificate)	12 Years	<ul style="list-style-type: none"> After agreement of final account From date of enquiry After expiry of contract After completion of contract 	Destroy	1980 c.58 RMBC Business Needs
	Cost Statements				
	Other Contract Correspondence				
	Measuring Records				
	Interim & Final Accounts				
	Enquiries				
	Estimates and Quotations				
	Property Receipts – Agreements with Architects and Builders				

SECTION: INCOME - GENERAL					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Legal Agreements	Current +3 Years	<ul style="list-style-type: none"> After completion of contract 	Archive	RMBC Business Needs
	Scales of Charges	3 Years	<ul style="list-style-type: none"> After completion of contract 	Archive	RMBC Business Needs

SECTION: INSURANCE CLAIMS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Insurance Policies	12 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Details of Insurance Claims	Current +12 Years	<ul style="list-style-type: none"> From close of claim date 	Destroy	RMBC Business Needs
	Employer Liability Insurance Policies	40 Years	<ul style="list-style-type: none"> End of policy 	Destroy	1969 c.57 SI 1998/2573 Reg(4)

Performance and research

SECTION:					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Quality and Performance Management. The process of monitoring or reviewing the quality, efficiency, or	5 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs

	performance of a local authority service or unit				
	Quality and Performance Management. The process of assessing the quality efficiency or performance of a local authority service or unit	3 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Statutory Returns. The process of preparing information to be passed on to central government as part of statutory requirements (Report to Central Government)	7 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Research Governance. Research Data collected in the course of research not required for auditing or inspection purposes or to inform future projects such as: <ul style="list-style-type: none"> Notes; Data Entry Instructions; Data Manipulation; Survey Instructions; Questionnaires; Any other material which informs the use of data 	Permanent	<ul style="list-style-type: none"> From completion date(s) 	Offer to Archivist before destruction	Research Governance Framework for Health and Social Care RMBC Business Needs
	Research Governance. Research Data collected in the course of research, relevant for auditing, inspections or future projects such as: <ul style="list-style-type: none"> Notes; Data Entry Instructions; Data Manipulation; Research Reports; Survey Instructions; Questionnaires Any other material which informs the use of data 	3 Years	<ul style="list-style-type: none"> From completion date(s) 	Offer to Archivist before destruction	Research Governance Framework for Health and Social Care RMBC Business Needs

	<p>Policy, Procedures, Strategy and Structure. Activities that develop policies, procedures, strategies and structures for the local authorities.</p> <ul style="list-style-type: none"> • Policy, Procedure, Precedent, Instructions; • Organisation Charts; • Records Relating to Policy Implementation & Development; • Education Plan; • Asset Management Plan; • Children's Services Plan; • Community Strategy; • Community Plan; • Community Safety Plan; 	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RMBC Business Needs
	The Process of Monitoring & Reviewing Strategic Plans, Policies or Procedure to Assess their Compliance with Guidelines	5 Years	<ul style="list-style-type: none"> • From closure 	Destroy	RMBC Business Needs
	Public Consultation. The Process of Consulting the Public and Staff in the Development of Significant Policies of the Local Authority	5 Years	<ul style="list-style-type: none"> • From closure 	Destroy	RMBC Business Needs
	Public Consultation. The process of consulting the public and staff in the development of minor policies of the local authority	1 Year	<ul style="list-style-type: none"> • From closure 	Destroy	RMBC Business Needs

Projects

SECTION: PROJECT WORK					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Project Proposals (Approved)	10 Years	<ul style="list-style-type: none"> From completion of project 	Destroy	<p>TNA: Records Management Retention Schedule (6) Projects http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf</p>
	Project Proposals (Rejected / Deferred)	5 Years		Destroy	
	Project Initiation Documents (PIDs) and supporting documentation (including business cases)	10 Years <i>*Records relating to major projects maybe kept for second review (25 years)</i>		Destroy	
	Feasibility Studies such as: <ul style="list-style-type: none"> Reports; Draft Reports; Working Papers; Correspondence 	10 Years 2 Years 2 Years 5 Years 10 Years <i>*Records relating to major projects maybe kept for second review (25 years)</i>	<ul style="list-style-type: none"> From Issued date From date of last paper From date of last paper From date of last paper 	Destroy	
	Plans and Specifications including Statements of Requirements, Operational Requirements, Technical Plans, Resource Plans such as: <ul style="list-style-type: none"> Provisional / Proposed; Final; Variations 	5 Years 10 Years 10 Years	<ul style="list-style-type: none"> From completion of project From completion of project From completion of project 	Destroy	

	Contractors <ul style="list-style-type: none"> • Approved /Rejected Nominations; • Approved List; • Removals / Suspensions 	1 Year	<ul style="list-style-type: none"> • From date of last paper 	Destroy	<p>TNA: Records Management Retention Schedule (6) Projects http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf</p> <p>TNA: Records Management Retention Schedule (6) Projects http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf</p>
	Tender Boards such as: <ul style="list-style-type: none"> • Record Set of papers; • Other Copies 	Not Applicable	<ul style="list-style-type: none"> • From completion of project 	Destroy	
		1 Year	<ul style="list-style-type: none"> • From date of last paper 		
	Equipment and Supplies	6 Years	<ul style="list-style-type: none"> • From completion of project 	Destroy	
	Land Records such as: <ul style="list-style-type: none"> • Allocation • Procurement 	Not Applicable 12 Years	<ul style="list-style-type: none"> • From release of land • From date of disposal 	Destroy	
	Project Boards / Assessment Meetings such as: <ul style="list-style-type: none"> • Minutes / Correspondence 	5 Years	<ul style="list-style-type: none"> • From date of last paper 	Destroy	
	Reports / Assessments / Quality Reviews / Highlight Reports such as: <ul style="list-style-type: none"> • Interim; • Final; • Evaluation; • Draft 	5 Years Maintain Maintain Not applicable	<ul style="list-style-type: none"> • From issue date • For second review • For second review • From completion of project 	Destroy Review Review Destroy	
	Product Descriptions	5 Years	<ul style="list-style-type: none"> • From completion of project 	Destroy	
	Project Operating Manuals			Destroy	

	Miscellaneous Records including Copies of documentation from other projects; information on products, equipment or machinery; training courses and correspondence	2 Years	<ul style="list-style-type: none"> • From completion of project 	Destroy	
--	--	---------	--	---------	--

Social Care and Lifelong Learning

Adult Care

SECTION: NEEDS ASSESSMENTS & ENQUIRY REFERRAL DISPENSATION					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Needs Assessments	6 Years	<ul style="list-style-type: none"> From date(s) of no further contact, receipt of services or death 	Destroy	1980 c.58
	Enquiry and Referral Dispensation				

SECTION: CASE MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Case and Support Planning	6 Years	<ul style="list-style-type: none"> From date(s) of no further contact, receipt of services or death 	Destroy	1980 c.58
	Case Administration				
	Transitional Care Planning				
	Basic Information Recording				
	Legal Status Recording				
	Outcome Recording				
	Service Summary Recording				

SECTION: CARE HOMES / DOMESTIC CARE					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Accommodation Panel Administration	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58
	Care Home Correspondence File	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58
	Home Care Provider File	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Incident Forms (Staff & Tennant)	6 Years	<ul style="list-style-type: none"> From incident log date(s) 	Destroy	1974 c.37
	Records / Documents of Residential Homes Activities	25 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	SI 2002/3214 SI 2001/3965
	Records / Documents of Residential Homes Diaries				
	Residential Homes Roster Form / Sheets				
	Records / Documents in relation to Residential Homes Licensing	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RGLA 3.24
	Placement Planning	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Residential Accommodation Provision				
	Residential Nursing Care Provision				
	Supported Accommodation Provision				

	Supported and Unsupported Lodgings Provision				
--	--	--	--	--	--

SECTION: PROTECTION					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Adult Protection Committee Administration	6 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58
	Court Order Application Administration	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Guardianship Administration	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 1983 c.20
	Legal Status Determination	10 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1983 c.20
	Receivership Administration	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58 1985 c.29 1983 c.20

SECTION: ASYLUM SEEKERS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Asylum Seekers Support	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Asylum Seeker Client Records				1980 c.58 2002 c.41
	Details – Home Office Claims	6 Years	<ul style="list-style-type: none"> From date of claim submission 	Destroy	1980 c.58
	Interpreter Request				

	Asylum Seeker Arrival and Cancellation Sheets	1 Year	<ul style="list-style-type: none"> From end of year 	Destroy	RMBC Business Needs
--	---	--------	--	---------	-------------------------------------

SECTION: CARE PROVISION & SUPPORT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Care Provider Recruitment	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Care Provider Supervision and Support				1980 c.58
	Carer Support				1980 c.58 1970 c.44 1990 c.19 1995 c.12 SI 1990/2511
	Disability Register	5 Years	<ul style="list-style-type: none"> From date received 	Destroy	1970 c.44

SECTION: COMMUNITY SUPPORT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Day Care	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1980 c.58
	Meals Provision				1980 c.58 1968 c.46

SECTION: DISABILITY SUPPORT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Disability Registration Support	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.58
	House Adaption Support				
	Housing Needs Support				
	Learning Disabilities Support				
	Occupational Therapy Support				
	Personal Care Support				
	Rehabilitation Support				
	Blue Badge Scheme (Successful Applications)	1 Year	<ul style="list-style-type: none"> From badge expiry date(s) 	Destroy	SI 2000/322
	Blue Badge Scheme (Unsuccessful Applications)	1 Year	<ul style="list-style-type: none"> From application date(s) 	Destroy	SI 2000/322

Children's Social Care

SECTION: ADOPTION					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Register of Adopted Children	Permanent	<ul style="list-style-type: none"> From date of adoption order 	Transfer to historical Archives after 2 years	2002 c.38

	Record of Children Adopted whether Agency or Non-Agency including Inter-Country Adoptions	100 Years	<ul style="list-style-type: none"> From date of adoption order 	<p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	1999 c.18 2002 c.38 SI 2005/389 SI 2005/392 SI 2005/888
	Approved Adopters	100 Years	<ul style="list-style-type: none"> From date of adoption order 	<p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	2002 c.38 SI 2005/389 Part 7
	Unapproved Adoptive Parent/Withdrawn before Approval	6 Years	<ul style="list-style-type: none"> From refusal/withdrawn 	<p>Send to off-site storage 12 months after closure</p> <p>Destroy</p>	1980 c.58 2002 c.38 SI 2005/389 RMBC Business Needs
	Adoption Panel Minutes	Permanent	<ul style="list-style-type: none"> From date of adoption order 	<p>Transfer to Historical Archives after 2 years</p>	SI 2005/389 RMBC Business Needs

SECTION: FOSTERING INCLUDING PRIVATE FOSTERING					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Records of Children Placed in Foster Care	75 Years or if die before attaining the age of 18, 15 Years	<ul style="list-style-type: none"> From date of birth or date of death 	<p>If Adopted, move to adoption retention</p> <p>Transfer to off-site storage 12 months after closure.</p> <p>Destroy</p>	SI 1991/890 s9 (1) SI 2011/581 SI 2010/959 Part 9 s49-50

	Records of Children Placed in Private Foster Arrangements	25 Years	<ul style="list-style-type: none"> From date of birth 	Transfer to off-site storage 12 months after closure.	1980 c.58 SI 2005/1533
	Approved Foster Carers including Multi-link Carers for Children with Disabilities		<ul style="list-style-type: none"> From termination of approval 	Destroy	SI 2011/581 Part 5 s32 RMBC Business Needs
	Unapproved Foster Carers / Withdrawn before Approval	3 Years	<ul style="list-style-type: none"> From refusal / withdrawal 	Transfer to off-site storage 12 months after closure.	SI 2011/581 Part 5 s32 (3)
	Fostering Panel Administration	Permanent	<ul style="list-style-type: none"> From creation date 	Transfer to historical Archives after 2 years	SI 2011/581 RMBC Business Needs

*** Minimum legal requirement as outlined by the Fostering Services Regulations 2011 is 10 years from termination. Rochdale Council has decided to maintain this record series for 25 years from termination based on business needs.**

SECTION: SPECIAL GUARDIANSHIP & RESIDENCE ORDERS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Special Guardianship and Residence Orders of Children (Who have never been looked after)	25 Years	<ul style="list-style-type: none"> From date of birth 	Send to off-site storage 12 months after closure. Destroy	1980 c.58 1989 c.41 2002 c.38 SI 2005/1109 SI 2010/959 Part 9 s49-50

SECTION: RESENDENTIAL HOMES INCLUDING RESPITE HOMES FOR CHILDREN WITH DISABILITIES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Records of Children Placed in Residential Homes	75 Years or 15 Years	<ul style="list-style-type: none"> From date of birth or date of death if die before attaining age of 18 If adopted move to Adoption Retention. 	<p>Amalgamate LAC and residential files on closure</p> <p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	1989 c.41 SI 1991/890 s9 (1) SI 2001/3967 Reg 28 + Sch 3 SI 2010/959 Part 9 s49-50
	Register of Children Placed in Children's Home	15 Years	<ul style="list-style-type: none"> From date of last entry 	Transfer to historical Archives 2 years after closure	SI 2001/3967 Reg 29 + Sch 4
	Registration of the Unit		<ul style="list-style-type: none"> Duration of Registration 		
	A Record of Anyone who Resides or Works in the Home who is not an Employee or Looked After	15 Years			
	Record of all Accidents Occurring in the Home or to Children whilst Accommodated there				
	Record of the Receipt, Disposal and Administration of any Medication to any Child				
	Record of any Fire Drill, Fire Alarm Test, Together with any Deficiencies and Steps taken to Remedy Deficiency				
			<ul style="list-style-type: none"> From date of last entry 	Send to off-site storage 12 months after closure.	SI 2001/3967 Reg 29 + Sch 4

	Record of all Money Deposited by a Child together with Date Money is withdrawn and Date Returned			Destroy	
	Record of all Valuables and the Date of their Return				
	Records of all Accounts kept in Children's Home				
	Staff Duty Roster and Record of Actual Rosters Worked				
	Record of all Visitors to Home and Children				
	Complaints Log			Send to off-site storage 12 months after closure.	SI 2001/3967 Reg 4 Sch 1
	Record of any Sanctions Imposed	15 Years	<ul style="list-style-type: none"> From date of last entry 	Destroy	SI 2001/3967 Reg 34 Sch 6
	Record of Every Physical Intervention Undertaken				
	Copy of Statement of Purpose and Function and Children's Guide	15 Years	<ul style="list-style-type: none"> Duration of registration 	Transfer to historical Archives 2 years after being superseded	SI 2001/3967
	Risk Assessments	15 Years	<ul style="list-style-type: none"> From date of last entry 	Send to off-site storage 12 months after closure.	SI 2001/3967
				Destroy	
	Records of Children placed in Residential Homes	75 Years or 15 Years	<ul style="list-style-type: none"> From date of birth or date of death if die before attaining age of 18 	At point of closure LAC and residential files to be amalgamated	1989 c.41 SI 1991/890 s9 (1) SI 2001/3967 Reg 28 + Sch 3 SI 2010/959 Part 9 s49-50

				<p>If Adopted move to Adoption Retention.</p> <p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	
--	--	--	--	---	--

SECTION: SAFEGUARDING					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Local Safeguarding Children's Board – Minutes, Reports, Reviews, Policies + Procedures	Permanent	<ul style="list-style-type: none"> From closure 	<p>Transfer to historical Archives after 2 years</p>	<p>SI 2006/90 2010 – Department for Children's Schools and Families</p>
	Child Protection Case Files including: <i>Conference Minutes;</i> <i>Core Assessments;</i> <i>Investigations;</i> <i>Involvements;</i> <i>Child Protection Plan</i>	25 Years	<ul style="list-style-type: none"> From date of birth 	<p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	<p>1980 c.58 1989 c.41 2004 c.31 2007 - NSPCC 2010 – Department for Children's Schools and Families</p>
	Allegations Made Against People Who Work with Children including Strategy Meetings	70 or 10 Years if that is longer	<ul style="list-style-type: none"> From date of birth or date of allegation 	<p>Send to off-site storage 12 months after closure.</p> <p>Destroy</p>	<p>2010 – Department for Children's Schools and Families</p>

SECTION:		CHILDREN WITH DISABILITIES			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Records Relating to Children with Disabilities who are <u>not</u> in Residential Care	25 Years	<ul style="list-style-type: none"> From date of birth 	Send to off-site storage 12 months after closure. Destroy	1980 c.58
	Befriender Files	6 Years	<ul style="list-style-type: none"> From date of last contact 	Send to off-site storage 12 months after closure. Destroy	1980 c.58
	Day Carer Files				
	Link Up - Register of Children with Special Needs	19 Years *entries can remain on the register if a parent wishes the information to be retained	<ul style="list-style-type: none"> From date of birth 	Send to off-site storage 12 months after closure. Destroy	1989 c.41 2005 c.13 2010 c.15 RMBC Business Needs

SECTION:		CHILDREN IN NEED			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Referral and Assessment but <u>no</u> Further Action	25 Years	<ul style="list-style-type: none"> From date of birth 	Send to off-site storage 12 months after closure. Destroy	1980 c.58
	Child in Need File where Services <u>have</u> been Provided	25 Years *if admitted to care transfer to relevant			

		case file			
	Child in Need File – Closed on Referral	3 Years	<ul style="list-style-type: none"> From closure of file 	Send to off-site storage 12 months after closure. Destroy	RMBC Business Needs
	Support for Unaccompanied Asylum Seekers	25 years	<ul style="list-style-type: none"> From date of birth 	Send to off-site storage 12 months after closure. Review	1980 c.58 1989 c.41 1999 c.33 2002 c.41 RMBC Business Needs
	Support for Homeless and Vulnerable Young People				1980 c.58 1989 c.41 RMBC Business Needs
	Records Relating to Sexual Exploitation of Children and Young People				1980 c.58 1989 c.41 2003 c. 42 2004 c.31 2009 – Department for Children Schools and Families

Early Years

SECTION: SURE START					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Information / Registration Forms	3 Years	<ul style="list-style-type: none"> Until the date of their 21st birthday 	Destroy	RMBC Business Needs
	Session Monitoring Forms	12 Months	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Risk Assessment	Until Next Ofsted	<ul style="list-style-type: none"> Until superseded 	Destroy	RMBC Business Needs

		Assessment			
	Records of Administering Medication	3 Years	<ul style="list-style-type: none"> Until the date of their 21st birthday 	Destroy	RMBC Business Needs
	Records of Physical Restraint (Written)	Current +3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Centre Development Plan	3 Years	<ul style="list-style-type: none"> From superseded date(s) 	Destroy	RMBC Business Needs
	Session Planning	3 Years	<ul style="list-style-type: none"> From date of session(s) 	Destroy	RMBC Business Needs
	Referral Forms	25 Years	<ul style="list-style-type: none"> From date of birth 	Destroy	RMBC Business Needs
	Evidence of Sessions	3 Years	<ul style="list-style-type: none"> From date of session(s) 	Destroy	RMBC Business Needs
	Centre Profile which includes: <i>CRB's – Renewal Dates;</i> <i>Qualifications Required;</i> <i>Address;</i> <i>Right to work in the UK forms</i>	6 Years	<ul style="list-style-type: none"> From leave date(s) 	Destroy	RMBC Business Needs
	Daily Indoor & Outdoor Equipment Safety Checks	21 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1980 c.58
	Ofsted Records such as:- <i>Certificates;</i> <i>Inspection Reports;</i> <i>SEFs;</i> <i>Record of Notification to Ofsted of any changes;</i> <i>Evidence of Staff CPD / Training Plan;</i>	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy *Sample may be taken for Archives	RMBC Business Needs
	User Satisfaction Surveys	1 Year	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Visitors Book	2 Years	<ul style="list-style-type: none"> From date of last entry 	Destroy	RMBC Business Needs

	Consent Forms such as: <ul style="list-style-type: none"> • Photo Consent; • Crèche Consent; • Learning Journey; • Outings etc 	3 Years	<ul style="list-style-type: none"> • Until the date of their 21st birthday 	Destroy	RMBC Business Needs
	Accredited Childminder List <i>*List of Childminder's that are accredited to be able to provide a brokerage service for people who need sponsored or subsidised day or Early Year's Education Grant</i>	Until superseded	<ul style="list-style-type: none"> • Until superseded 	N/A	RMBC Business Needs

SECTION: CHILDCARE SUFFICIENCY					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Early Years & Childcare Safeguard Audit	10 Years	<ul style="list-style-type: none"> • Until person reached 65 years or for 10 years if that is longer 		RMBC Business Needs
	Summary of PDM Per Setting		<ul style="list-style-type: none"> • 		RMBC Business Needs
	Every Child a Talker Summary Sheets – Action Plan		<ul style="list-style-type: none"> • 		RMBC Business Needs
	Parent Liaison – Action Plan		<ul style="list-style-type: none"> • 		RMBC Business Needs
	Personal, Social & Emotional Development Lead – Action Plan		<ul style="list-style-type: none"> • 		RMBC Business Needs
	English as an Additional Language Support – Action Plan	6 Years	<ul style="list-style-type: none"> • 		RMBC Business Needs
	PDM Cohort Checks – Per Term		<ul style="list-style-type: none"> • 		RMBC Business Needs
	Childminder Cluster – Annual Plan		<ul style="list-style-type: none"> • 		RMBC Business Needs

	Childminder Cluster – Access Audit		•		RMBC Business Needs
	Childminder Cluster - Self Evaluation		•		RMBC Business Needs
	Childminder Cluster – EYFS Lesson Observation Sheets for Monitoring in Setting		•		RMBC Business Needs
	Note of Visit (Carbonated)	1 Year???	•		RMBC Business Needs
	Note of Visit (Typed)	3 Years???	•		RMBC Business Needs
	Certificate of Achievement		•		RMBC Business Needs
	Verification Visit Sheet		•		RMBC Business Needs
	Assessment Verification Sheets by Section		•		RMBC Business Needs
	Assessment Verification Visit Records Sheets		•		RMBC Business Needs
	Criteria for Level of Support for Playgroups and Nurseries		•		RMBC Business Needs
	Quality Sub-Group Minutes		•		RMBC Business Needs
	Training Update (Team)	6 Years	•		RMBC Business Needs
	Quality Trackers		•		RMBC Business Needs
	Provider Management Committee List		•		RMBC Business Needs

SECTION: FAMILY LEARNING					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Enrolment Forms	3 Years	<ul style="list-style-type: none"> From end of academic year 	Destroy	Hopwood Hall College/FLS
	Statistical Data	3 Years	<ul style="list-style-type: none"> From end of academic year 	Destroy	Hopwood Hall College/FLS
	Ascentis Correspondence	1 Year	<ul style="list-style-type: none"> From end of academic year 	Destroy	Ascentis/FLS
	Rarpa Learners	1 Year	<ul style="list-style-type: none"> From end of academic year 	Destroy	Hopwood Hall College/FLS
	Ascentis Curriculum	2 Years <i>*subject to review</i>	<ul style="list-style-type: none"> From date of change due to review 	Destroy	RMBC Business Needs
	Adult Curriculum	Current +6Years	<ul style="list-style-type: none"> From date of change due to review 	Destroy	Dfes Guidance RMBC Business Needs
	Child Curriculum	Current +6 Years	<ul style="list-style-type: none"> From date of change due to review 	Destroy	Dfes Guidance RMBC Business Needs
	Teaching Resources / Student Modules	Minimum 2 Years <i>*subject to review</i>	<ul style="list-style-type: none"> From date of change due to review 	Destroy	Subject to changes in Dfes/Ascentis Curriculum/Guidance

RETURN TO CONTENTS PAGE

Pupil and Student Support

SECTION: EDUCATION PSYCHOLOGY AND WELFARE SERVICE					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Educational Psychology	Until Individual	<ul style="list-style-type: none"> File closed on leaving 	Destroy	1996 c.56

RETURN TO CONTENTS PAGE

	Records	Reaches 25 Years	school		
	Pupil Attendance File(s)	25 Years	<ul style="list-style-type: none"> From date of birth 	Destroy	1980 c.58
	Exclusion Case Files	Until Individual Reaches 25 Years	<ul style="list-style-type: none"> From last date of contact 	Destroy	RMBC Business Needs
	Elective Home Education Supervision & Support	Until Individual Reaches 25 Years	<ul style="list-style-type: none"> From date of birth 	Destroy	1980 c.58 RMBC Business Needs
	Extended School Audits	3 Years	<ul style="list-style-type: none"> From close of academic year 	Destroy	RMBC Business Needs
	Extended School Plans & Strategies	3 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	Partner Information such as: <ul style="list-style-type: none"> Function; Areas of Joint Working etc. 	Review Every 3 Years	<ul style="list-style-type: none"> From superseded date 	Destroy	RMBC Business Needs
	Reports on Educational Provision	Until Child Reaches 17 Years	<ul style="list-style-type: none"> Not applicable 	Destroy	RMBC Business Needs

SECTION: SPECIAL EDUCATIONAL NEEDS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Process Involved in Assessing and Providing Individual Support for Children inclusive of: <ul style="list-style-type: none"> Learning Support; SEN Statements/Files; Non-Statemented Pupil Files; 	35 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RGLA 3.13 RMBC Business Needs

School Improvement

SECTION:					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	<i>Awaiting response</i>				

Schools

SECTION: TRANSPORT FROM HOME TO SCHOOL & FLEET MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Application Forms	1 Year	<ul style="list-style-type: none"> From time pupil no longer uses transport 	Destroy	RMBC Business Needs
	Appeal Documentation	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	1996 c.56 s.509
	Record of Transport Provided	1 Year	<ul style="list-style-type: none"> From time pupil no longer uses transport 	Destroy	RMBC Business Needs
	Pupil Files	1 Year *For as long as pupil is receiving transport plus the above timeline.	<ul style="list-style-type: none"> For as long as pupil is receiving transport plus the above timeline 	Destroy	RMBC Business Needs

	Vehicle Records over 3.5 tonnes	0 Years	<ul style="list-style-type: none"> From end of Vehicle lifespan +18 months 	Destroy	1995 c.23
--	---------------------------------	---------	---	---------	---------------------------

Youth Offending Team

SECTION: EMPLOYMENT SKILLS AND LIFE LONG LEARNING					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Practice Placements and Work Experience Details / Records	6 Years	<ul style="list-style-type: none"> From termination of placement 	Destroy	RMBC Business Needs

SECTION: YOUTH OFFENDING RECORDS AND SERVICES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Pre-Court Decisions – Reprimands and Final warnings	18 th Birthday <i>or</i> 3 Years whichever is sooner	<ul style="list-style-type: none"> From date of last action 	Review	2011 – Youth Justice Board
	Convictions – Referral Orders and Sentences	3 Years	<ul style="list-style-type: none"> From date of last action 	Reduce and Retain Information down to basic Information (e.g. date of birth, gender last case worker)	2011 – Youth Justice Board
	Victim Details	Maintain	<ul style="list-style-type: none"> From closure 	Archive	2011 – Youth Justice Board

		anonymised data for research purposes			
--	--	---------------------------------------	--	--	--

YouthService

SECTION: YOUTH SERVICE					
Ref Number	Record / Document	Retention Period	Trigger (Event which prompts start of Retention Period)	Action (Destroy, Archive or Review)	Legislation / Guidance
	Activity and Scheme Development	6 Years	<ul style="list-style-type: none"> Once superseded 	Destroy	RMBC Business Needs
	Activity & Scheme Accreditation	6 Years	<ul style="list-style-type: none"> Once superseded 	Destroy	RMBC Business Needs
	High Risk Activity Risk Assessment	20 Years	<ul style="list-style-type: none"> Once superseded 	Destroy	1980 c.58 Health & Safety of Pupils on Educational Visit DfES 1998
	Application Administration	25 Years	<ul style="list-style-type: none"> From date of birth 	Destroy	1980 c.58
	Visit Consent Administration	6 Years	<ul style="list-style-type: none"> Until 21st birthday 	Destroy	1980 c.58
	MyPas Registrations	3 Years *however if young person has attended a project that is externally funded the documents have to be kept in line with the funding agreement.	<ul style="list-style-type: none"> From creation date(s) 	Destroy	1998 c.29

Environment, Culture and Communities

Environment and Public Protection

SECTION:	REGULATORY , CAR PARKS & TRADING SERVICES				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Applications for Food Registration	1 Year	<ul style="list-style-type: none"> From date of application 	Destroy	RMBC Business Needs
	(In relation to court cases) such as: <ul style="list-style-type: none"> Complaints; Investigations; 	6 Years	<ul style="list-style-type: none"> From end of current year 	Destroy	RMBC Business Needs
	Record of Each Private Water Supply	30 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	SI 2009/3101 Sch 4
	Private Water Supply – Risk Assessment		<ul style="list-style-type: none"> From date of assessment 		
	Record of Sampling and Analysis of Private Water Supply		<ul style="list-style-type: none"> From date of analysis 		
	Additional Records Relating to Private Water Supply	5 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	SI 2009/3101 Sch 4
	Emergency Plans	Permanent	<ul style="list-style-type: none"> Not applicable 	Destroy	RMBC Business Needs
	Food Control Inspections	6 Years	<ul style="list-style-type: none"> From end of current year 	Destroy	RMBC Business Needs 1980 c.58 1990 c.16
	Sampling Results		<ul style="list-style-type: none"> From sample date(s) 		

	Infectious Diseases Case Records (Sporadic & Outbreaks)	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Infectious Diseases Notifications				
	Premises Complaints	6 Years	<ul style="list-style-type: none"> From complaint resolved date(s) 	Destroy	RMBC Business Needs 1980 c.58

SECTION: COMMUNITY SAFETY					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Community Safety Strategy	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	2011 c.13 (Pt 1. Chap. 7) 1998 c.37
	Strategic Assessment	6 Years	<ul style="list-style-type: none"> From close date(s) 	Destroy	RMBC Business Needs
	CCTV Footage	3 Months	<ul style="list-style-type: none"> From creation date(s) 	Destroy	CCTV Code of Practice 2008 1998 c.29
	Anti-Social Behaviour Case Records	3 Years	<ul style="list-style-type: none"> From date of last action 	Destroy	RMBC Business Need following 1998 c.37
	Anti-Social Behaviour Orders	6 Months	<ul style="list-style-type: none"> From date decision has been made not to proceed 	Destroy	RMBC Business Need following 1998 c.37
	Anti-Social Behaviour Order Data Base	Not applicable	<ul style="list-style-type: none"> From time of closure 	Destroy	RMBC Business Need following 1998 c.37

SECTION: TRANSPORT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Concessionary Fares Applications	2 Years	<ul style="list-style-type: none"> From date of application 	Destroy	1985 c.67 2000 c.38
	Local Transport Plan	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	2000 c.38
	Records of areas of Public Highway	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1980 c.66
	Construction, Design and Management - (Safety Areas)	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1974 C.37
	Traffic Regulation Orders	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1984 c.27
	Car Park Statistics	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Season Ticket Data	1 Year (Hard Copies)	<ul style="list-style-type: none"> From expiry date(s) 	Destroy	RMBC Business Needs
	Penalty Enforcement Notices	1 Year (Hard Copies)	<ul style="list-style-type: none"> From conclusion of any appeal or payment process 	Destroy	1984 c.27
	Correspondence Files	6 Years	<ul style="list-style-type: none"> From date of last action 	Destroy	RMBC Business Needs

SECTION: HIGHWAYS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Construction Design and Management	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1970 c.37
	Records of Electrical and Other Mains Services	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1991 c.22 1980 c.66 1985 c.62
	Land Drainage Records	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1994 c.25
	Vehicle Access Crossings	3 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1980 c.66
	Confirm Service Enquiries	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	RMBC Business Needs
	Structures	For Life of Structure	<ul style="list-style-type: none"> Not applicable 	Destroy	RMBC Business Needs
	Bridges / Landfill Sites	For Life of Structure	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	New Road Development & Existing Road Modification Agreement File(s) / Records such as:	Permanent	<ul style="list-style-type: none"> Not applicable 	Transfer to Archive after 5 Years	RMBC Business Needs
	<ul style="list-style-type: none"> Section 38 (Ref D34 & S38); Section 278 (Ref D36 & S278); Related Emails/Letters & Drawings within these file(s) 				
	Searches/Land Charges Register: Electronic/Paper Records in Relation to the Councils Obligation of Providing Information for Land Charge Searches	7 Years	<ul style="list-style-type: none"> From date of last action 	Destroy	1975 c.76

	<p>The Activity of Providing Municipal Services in Relation to Infrastructure within the Local Authority such as Street Files & Records Inclusive of:</p> <ul style="list-style-type: none"> • 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 Crossing; • Right of Ways; • Roundabouts; • Traffic Claiming Measures; • Street Lighting etc. 	7 Years	<ul style="list-style-type: none"> • From completion date(s) 	Archive	RMBC Business Needs
--	---	---------	---	---------	-------------------------------------

SECTION: TRAFFIC MANAGEMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Skip Permit(s)	7 Years	<ul style="list-style-type: none"> • From creation date 	Destroy	1991 c.22
	Street Works Licenses	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	1991 c.22
	Street Works Inspection(s)				
	Street Works Evidential Photographs	25 Years	<ul style="list-style-type: none"> • From creation date(s) 	Destroy	1991 c.22
	Advertising Board Permit(s)	Permanent		Archive	1980 c.66

	Tables / Chairs Permit(s)		• Not applicable		
--	---------------------------	--	------------------	--	--

Leisure and Culture

SECTION: LEISURE CENTRES & PROMOTIONAL EVENTS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Sports Application Forms	2 Years	<ul style="list-style-type: none"> From date signed 	Destroy	RMBC Business Needs
	Parental Consent Form(s) Ages 4 to 19 years old	3 Years <i>*or if a minor until 21st birthday</i>	<ul style="list-style-type: none"> From leave date date(s) 	Destroy	RMBC Business Needs
	PAR-Q (Physical Activity Readiness Questionnaires)				
	Courses and Event Application Forms	6 Months	<ul style="list-style-type: none"> From end of event 	Destroy	RMBC Business Needs
	Daily Pool Water Testing Records	3 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Microbiological Pool Water Testing Results	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Staff Shift Exchange Rosters	2 Years	<ul style="list-style-type: none"> From creation date(s) 		
	Facility Inspection Records Including Daily Checklists	3 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	Fire Extinguisher Checklists				
	Emergency Lighting Checklists				

	Personal Protective Equipment Checklists	2 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Equipment Safety Checklists				
	Cleaning Schedule Checklists	2 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	Workplace Health and Safety Group Meeting Minutes	3 Years	<ul style="list-style-type: none"> From minutes being agreed date 	Destroy	RMBC Business Needs
	Leisure Management Team Minutes	3 Years	<ul style="list-style-type: none"> From minutes being agreed date 	Destroy	RMBC Business Needs
	Risk Assessments	3 Years	<ul style="list-style-type: none"> From superseded 	Destroy	1974 c.37
	Risk Assessment Action Plans	6 Years	<ul style="list-style-type: none"> From superseded 	Destroy	1974 c.37
	Verbal / Physical Abuse Reporting Form	2 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Accident / Incident Trend Analysis Reports and Records	6 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Planned Preventative Maintenance Checklists	3 Years			
	COSSH Documentation / Procedures / Safety Sheets	Until a product is no longer in use	<ul style="list-style-type: none"> Not applicable 	Destroy	1974 c.37
	Fitness Room Inductions Health Check Records	3 Years	<ul style="list-style-type: none"> From last date of contact 	Destroy	1974 c.37
	Fitness Room Equipment Checklists		<ul style="list-style-type: none"> From creation date 		
	Catering Checklists for Fridge / Freezer Temperatures & Product Delivery	1 Year	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Safety Checklists for Outdoor Play Areas	3 Years			

	Safety Audit Reports	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1974 c.37
	First Aid Checklists	1 Year	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Other Site Users Health and Safety Checklists (i.e. Franchises)				
	Vending Machines Reconciliation Forms	6 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	Lost Property Records / Documents	2 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	External Visitors Signing in Books / Sheets / Records		<ul style="list-style-type: none"> From last signing in date 		
	Fire Alarm Checklists	3 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1974 c.37
	Step Ladder Safety Checks				
	Electrical Test Certificates (Building)	3 Years	<ul style="list-style-type: none"> From expiry date 	Destroy	1974 c.37
	Portable Appliance Test Inventory		<ul style="list-style-type: none"> From test date 		
	Equipment / Furniture Inventory (Building)	3 Years	<ul style="list-style-type: none"> From date of update 	Destroy	RMBC Business Needs
	Risk Assessment Document for Legionella	For building life span	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Legionella Water Management Records	6 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	Leisure Card Discounts	1 Year	<ul style="list-style-type: none"> From lapse of membership 	Destroy	RMBC Business Needs
	Christmas Lights Switch On	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.66 s178 RMBC Business Needs
	Event Safety Management Plans	6 Years			

	Event Booking Application Forms and Letters	3 Years	<ul style="list-style-type: none"> From end of financial Year 	Destroy	Audit Purposes RMBC Business Needs
	Event Booking Copies of Public Liability Insurance for Outdoor Events	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Records / Documents for all Events and Dates	12 Years	<ul style="list-style-type: none"> From event date 	Destroy	RMBC Business Needs
	Documents in Relation to Fairgrounds (i.e. Insurance, Times and Dates)	15 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs

SECTION:	LIBRARIES				
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Book Ordering (Electronic)	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive <i>*As part of the Library Catalogue</i>	RMBC Business Needs
	Library Catalogue(s)	Not Applicable	<ul style="list-style-type: none"> Until superseded 	Destroy	RMBC Business Needs
	Library User Details	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive <i>*Stored Electronically</i>	RMBC Business Needs
	Unpaid Fines	6 Years	<ul style="list-style-type: none"> From end of recovery action 	Destroy	RMBC Business Needs

SECTION:	MUSEUMS				
-----------------	----------------	--	--	--	--

Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Museum Accession Registers	Permanent	• Not applicable	Archive	RMBC Business Need following The Accreditation Scheme for Museums in the United Kingdom
	Museum Entry Files	Permanent	• Not applicable	Archive	
	Museum Exit Files	Permanent	• Not applicable	Archive	
	Museum Object History Files	Permanent	• Not applicable	Archive	
	Museum Object Catalogue Records	Permanent	• Not Applicable	Archive	
	Events and Exhibition Records and Documents	Permanent	• Not applicable	Archive	RMBC Business Need following The Accreditation Scheme for Museums in the United Kingdom
	Museum Loan Records in relation to Signed Loan Agreements Inc. Lender / Contact Details / Numbers and Descriptions of Objects	Permanent	• Not applicable	Archive	
	Booking Forms in relation to Schools and their attendance	3 Years	• From end of financial year	Destroy	
	Sites and Monuments Records	Permanent	Not applicable	Archive	

SECTION: HERITAGE & ARCHIVES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Archives and Local Studies Collections such as: <ul style="list-style-type: none"> • Records/Publications documenting the history of Rochdale; • Districts; • Organisations; • Communities etc 	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RMBC Business Needs
	Accession Register	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RMBC Business Needs
	Collection Files in relation to Information regarding individual collections / Types of collections.	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RMBC Business Needs
	Depositors Correspondence	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RMBC Business Needs
	Archive Request Documents / Forms	2 Years	<ul style="list-style-type: none"> • From creation date 	Destroy	RMBC Business Needs
	Visitor Signing in Forms	3 Years	<ul style="list-style-type: none"> • From creation date 	Destroy	RMBC Business Needs
	Records / Documents detailing specific archives and local studies collections (Catalogues)	Not applicable	<ul style="list-style-type: none"> • From date superseded 	Destroy	RMBC Business Needs

SECTION: PARKS & ALLOTMENTS					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Area projects & Plans	Permanent	<ul style="list-style-type: none"> • Until superseded 	Archive	RMBC Business Needs
	Country Parks Declarations of Land as Local Nature Reserves	Permanent	<ul style="list-style-type: none"> • Not Applicable 	Archive	1949 c.97
	Landscape Projects	6 Years	<ul style="list-style-type: none"> • From close date 	Destroy	1980 c.58
	Maps and Plans	Not applicable	<ul style="list-style-type: none"> • From date superseded 	Archive	RMBC Business Needs
	Playground Maintenance Reports	21 Years	<ul style="list-style-type: none"> • From inspection report 	Destroy	RMBC Business Needs
	Service and Maintenance Records				
	Playground Inspections	21 Years	<ul style="list-style-type: none"> • From inspection report 	Destroy	1980 c.58
	Allotment Site Information	Not applicable	<ul style="list-style-type: none"> • From date superseded 	Destroy	RMBC Business Needs
	Allotment Tenancy and Details	12 Years	<ul style="list-style-type: none"> • From close date 	Destroy	1980 c.58

Planning, Building Control and Transport

SECTION:		PLANNING & BUILDING CONTROL			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Consultation Processing	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	1990 c.8 RMBC Business Needs
	Developer Agreement Negotiation & Engrossment	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.66 s.278, 1990 c.8 s.106
	Developer Funding Expenditure Monitoring	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	1990 c.8 1980 c.58
	Development Impact Assessment	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.66 s.278, 1990 c.8 s.106
	Obligation Compliance Monitoring	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.66 s.278, 1990 c.8 s.106
	Common Land Registration	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	2006 c.26
	Contaminated Land Registration	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RGLA 9.17 ESD Standards RMBC Business Needs
	Gated Highways Registration	5 Years	<ul style="list-style-type: none"> From close date 	Destroy	RMBC Business Needs
	Dangerous Buildings and Demolitions	6 Years	<ul style="list-style-type: none"> From time of last action 	Destroy	RMBC Business Needs following 1984 c.55 s77 1980 c.58
	Pre-Application Discussion(s)	15 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs
	Planning Applications	15 Years	<ul style="list-style-type: none"> From expiry of planning permission 	Destroy	RMBC Business Needs following 1984 c.55 SI 2000/2532 Reg(30)

	Planning Applications concerning Waste Disposal and Mineral Extract	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs following 1990 c.8 1990 c.9 1990 c.10
	Planning Register	Permanent	<ul style="list-style-type: none"> Not Applicable 	Archive	RMBC Business Needs
	Application Administration	Not Applicable	<ul style="list-style-type: none"> Close records when RBC no longer responsible for function 	N/A	1990 c.8
	Permitted Development Processing	Not Applicable	<ul style="list-style-type: none"> Close records when RBC no longer responsible for function 	N/A	RMBC Business Needs
	Certificates of Lawful Use / Development	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	1990 c.8
	Scaffolding Permits	7 Years	<ul style="list-style-type: none"> From expiry date 	Destroy	1980 c.66
	Building Control Register	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Approved Inspector Register	1 Year	<ul style="list-style-type: none"> From removal of approved inspector 	Destroy	
	Application Decision Making	Not Applicable	<ul style="list-style-type: none"> Close records when RBC no longer responsible for function 	N/A	1990 c.8
	Appeal Administration	Not Applicable	<ul style="list-style-type: none"> Close records when RBC no longer responsible for function 	N/A	1990 c.8
	Records / Documents in relation to any work that has been carried out without Building Regulation approval	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.58
	Complaint Investigation				
	Formal Notification				

		10 Years	<ul style="list-style-type: none"> From close date 	Destroy	1995 c.25
	Prosecution				
	Site Monitoring and Inspection	12 Years	<ul style="list-style-type: none"> From close date 	Destroy	1995 c.25
	Post Planning Application Advice Provision	12 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1990 c.8 1980 c.58
	Common Land Registration Search Processing	12 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1990 c.8 1980 c.58 2006 c.26
	Highway Land Search Processing	12 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1980 c.58
	Local Land Charge Searches Processing				
	Mineral and Waste Site Search Processing				
	Petroleum Storage Site Search Processing				
	Sites and Monuments Register	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RGLA 10.3
	Rights of Way Search Processing	12 Years	<ul style="list-style-type: none"> From creation date 	Destroy	1980 c.66 s.119 1981 c.69, s. 53, 1984 c.27 (As amended). 1991 c.26

SECTION:		LICENSING			
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Application Records / Documents if Successful (inclusive of temporary applications)	7 Years	<ul style="list-style-type: none"> From approval date 	Destroy	RMBC Business Needs
	Application Records / Documents if Unsuccessful (inclusive of temporary applications)	2 Years	<ul style="list-style-type: none"> From refusal date 	Destroy	RMBC Business Needs
	Vehicle Licensing Records	7 Years	<ul style="list-style-type: none"> From expiry of licence 	Destroy	RMBC Business Needs
	Invitation for Licence to Interview (including Inspection Process)	7 Years	<ul style="list-style-type: none"> From interview date(s) 	Destroy	RMBC Business Needs
	Records / Documents in relation to Panels & Appeals (Taxis)	2 Years	<ul style="list-style-type: none"> From close of appeal date 	Destroy	RMBC Business Needs
	Records / Documents in relation to Licensing Committee / Hearing – Personal & Gambling	2 Years	<ul style="list-style-type: none"> From hearing date(s) 	Destroy	RMBC Business Needs
	Records / Documents in relation to Court Prosecution & Formal Cautions	2 Years	<ul style="list-style-type: none"> From date of prosecution / caution 	Destroy	RMBC Business Needs

	Applications for Licenses / Consents/ Permits and Registrations	3 Years	<ul style="list-style-type: none"> From end of license 	Destroy	RMBC Business Needs
	Adventure Activity License Applications	20 Years	<ul style="list-style-type: none"> Once superseded 	Destroy	1980 c.58 Health & Safety of Pupils on Educational Visit DfES 1998

Regeneration

SECTION: REGENERATION & COMMUNITY DEVELOPMENT					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Development Agreements, Variations and Notices	12 Years	<ul style="list-style-type: none"> From expiry of contract 	Destroy	1980 c.58
	Valuations	12 Years	<ul style="list-style-type: none"> From date of valuation 	Destroy	RMBC Business Needs
	Compulsory Purchase Orders	12 Years	<ul style="list-style-type: none"> From notices served 	Destroy	2004 c.5
	Community Associated Committee Meetings	Current +1 Year	<ul style="list-style-type: none"> From agreed date(s) 	Destroy	RMBC Business Needs
	Community Association Minutes and Annual Accounts	7 Years	<ul style="list-style-type: none"> From agreed date(s) 	Destroy	RMBC Business Needs
	Community Centre Building and Capital Matters	6 Years	<ul style="list-style-type: none"> From agreed date(s) 	Destroy	RMBC Business Needs
	Community Centre and Lease Documents Correspondence	6 Years	<ul style="list-style-type: none"> From end of lease 	Destroy	RMBC Business Needs

Strategic Housing

SECTION: HOUSING - GENREAL					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Records / Documents in relation to Development	3 Years	<ul style="list-style-type: none"> From last action date 	Destroy	RMBC Business Needs
	Records / Documents in relation to Tenancy	12 Years	<ul style="list-style-type: none"> From end of tenancy 	Destroy	RGLA 3.28
	Records / Documents in relation to Direct Debit	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Rent Account Records such as: <ul style="list-style-type: none"> <i>Period End Reports;</i> <i>Refunds or Write Offs;</i> <i>Adjustments;</i> <i>Element Changes;</i> 	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Records / Documents in relation to Property Repair	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Right to Buy Records / Files	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Leaseholder Records / Files				
	Housing Register Applications				
	Housing Multiple Occupation Licensing	6 Years	<ul style="list-style-type: none"> From end of Licence 	Destroy	2004 c.34, SI 2006/373

	Private Tenants Complaints – Enforcement	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	RMBC Business Needs
	Records Relating to Traveller Sites	3 Years	<ul style="list-style-type: none"> From time of closure 	Destroy	2004 c.34 RMBC Business Needs
	Empty Property Files / Records	3 Years	<ul style="list-style-type: none"> From close date 	Destroy	RMBC Business Needs
	Landlord Accreditation Files	6 Years	<ul style="list-style-type: none"> From end of accreditation 	Destroy	RMBC Business Needs
	Statutory Notices	6 Years	<ul style="list-style-type: none"> From date of notice 	Destroy	RMBC Business Needs

SECTION: HOMELESSNESS & SERVICES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Register of Individuals Housing Applicants i.e. Housing Register	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs
	Homeless Mediation Referrals such as: <ul style="list-style-type: none"> Young Person's Name, Address & Phone No. Parents/Guardians Details; Personal Log Sheets etc. 	5 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	Homeless Case Files	6 Years	<ul style="list-style-type: none"> From close date 	Destroy	1980 c.58 1996 c.52, 2002 c.7
	Homelessness Prevention Fund	6 Years <i>*Retention Period could differ depending upon grants own specifications</i>	<ul style="list-style-type: none"> From end of funding period 	Destroy	Regulations Imposed by Funding Body RMBC Business Needs
	Priority Homeless Applicants Case Files	7 Years	<ul style="list-style-type: none"> From last action 	Archive Review	RMBC Business Needs

	Advice for Non Priority Homeless Applicants Inc. Applicants not Threatened with Homelessness within 28 Days Case Sheets	3 Years	<ul style="list-style-type: none"> From creation date(s) 	Destroy	RMBC Business Needs
	General / Standard Correspondence	2 Years	<ul style="list-style-type: none"> From creation date 	Destroy	RMBC Business Needs

Crematorium and Cemeteries

SECTION: CREMATORIUM AND CEMETARIES					
Ref Number	Record / Document	Retention Period	Trigger	Action	Legislation / Guidance
	Application Form for Cremation	15 Years	<ul style="list-style-type: none"> From date of cremation 	Destroy	SI 2008/2841 Regulation 20 of Statutory Rules and Orders, 1930 No. 1016 - Cremation , England and Wales, 1930
	Coroners Forms				
	Application Burial Forms	5 Years	<ul style="list-style-type: none"> From time of last action 	Destroy	RMBC Business Needs
	Memorial Application and Inscription Forms				
	Register of Burials	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs following SI 1977/ 204
	Register of Graves Purchased				
	Registrars Disposal Forms	7 Years	<ul style="list-style-type: none"> From date of last action 	Destroy	RMBC Business Needs
	Grave Deeds	Permanent	<ul style="list-style-type: none"> Not applicable 	Archive	RMBC Business Needs following SI 1977/ 204

	Cemetery Plans	Permanent	<ul style="list-style-type: none"> • Not applicable 	Archive	RGLA 9.24
	Cemetery Plans, Burial Plots and Layouts				

RETURN TO
CONTENTS PAGE

Citations, Guidance and Legislation

Primary Legislation

1869

c.62 (Debtors Act 1869)

1949

c.76 (Marriage Act 1949)

c.97 (National Parks and Access to the Countryside Act 1949)

1952

c.31 (Cremation Act 1952)

1953

c.20 (Births and Deaths Registration Act 1953)

c.37 (Registration Act 1953)

1968

c.46 (Health Services and Public Health Act 1968)

1969

c.57 (Employers Liability-Compulsory Insurance Act 1969)

1970

c.9 (Taxes Management Act 1970)

c.37 (Land Drainage Act 1970)

c.44 (Chronically Sick and Disabled Persons Act 1970)

1972

c.70 (Local Government Act 1972)

1974

c.37 (Health and Safety at Work etc. Act 1974)

1976

c.74 (Race Relations Act 1976)

1980

c.58 (Limitation Act 1980)

c.66 (Highways Act 1980)

1981

c.69 (Wildlife and Countryside Act 1981)

1983

c.2 (Representation of the People's Act 1983)

c.20 (Mental Health Act 1983)

1984

c.27 (Road Traffic Regulation Act 1984)

c.55 (Building Act 1984)

1985

c.6 (Companies Act 1985)

c.29 (Enduring Powers of Attorney Act 1985)

c.43 (Local Government - (Access to Information) Act 1985)

c.50 Representation of the People's Act 1985)

c.62 (Oil and Pipelines Act 1985)

c.67 (Transport Act 1985)

1988

c.1 (Income and Corporation Taxes Act 1988)

c.28 (Access to Medical Reports Act 1988)

1989

c.41 (Children Act 1989)

1991

c.22 (New Roads and Street Works Act 1991)
c.26 (Road Traffic Temporary Restrictions) Act 1991

1993

c.48 (Pension Schemes Act)

1994

c.23 (Value Added Tax Act 1994)
c.25 (Land Drainage Act 1994)
c.34 (Marriage Act 1994)

1995

c.12 (Carers (Recognition and Services) Act 1995)
c.23 (Goods Vehicle (Licensing Operators) Act 1995)
c.25 (Environment Act 1995)

1996

c.52 (Housing Act 1996)
c.56 (Education Act 1996)

1998

c.18 (Audit Commission Act 1998)
c.29 (Data Protection Act 1998)
c.36 (Finance Act 1998)
c.37 (Crime and Disorder Act 1998)

1999

c.18 (Adoption (Intercountry Aspects) Act 1999)
c.33 (Immigration and Asylum Act 1999)

2000

c.14 (Care Standards Act 2000)
c.38 (Transport Act 2000)

2001

c.3 (Vehicles Act (Crime) 2001)
c.16 (Criminal Justice and Police Act 2001)

2002

c.7 (Homelessness Act 2002)
c.38 (Adoption and Children Act 2002)
c.41 (Nationality, Immigration and Asylum Act 2002)

2003

c.42 (Sexual Offences Act 2003)

2004

c.5 (Planning and Compulsory Purchase Act 2004)
c.31 (Children Act 2004)
c.33 (Civil Partnership Act 2004)
c.34 (Housing Act 2004)

2005

c.13 (Disability Discrimination Act 2005)

2006

c.26 (Commons Act 2006)
c.41 (National Health Service Act 2006)
c.46 (Companies Act 2006)

2009

2009 – CRB

2010

c.15 (Equality Act 2010)

2011

2011 CIPD
c.13 (Police Reform and Social Responsibility Act 2011)

Statutory Instruments

1990

- c.8 (Town and Country Planning Act 1990)
- c.9 (Planning (Listed Buildings and Conservation Areas) Act 1990)
- c.16 (Food Safety Act 1990)
- c.18 (Computer Misuse Act 1990)
- c.19 (National Health and Community Care Act 1990) - Care Act 1990

1977

- /204 (The Local Authorities' Cemeteries Order 1977)

1982

- /894 (The Statutory Sick Pay (General) Regulations 1982 as Amended)

1983

- /311 (The Interest Relief) (No.2) Regulations 1983)

1986

- /1960 (The Statutory Maternity Pay (General) Regulations 1986)

1987

- /2088 (The Registration of Births and Deaths Regulations 1987)

1990

- /2511 (The National Health Service and Community Care Act 1990 (Commencement No. 6—Amendment, and Transitional and Saving Provisions) Order 1990)

1991

- /890 (Arrangements for Placement for Children (General Regulations) 1991)

1992

- /3233 (The Copyright (Computer Programs) Regulations 1992)

1995

- /3103 (The Retirement Benefits Schemes (Information Powers) Regulations 1995)
- /3163 (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

1998

- /1833 (The Working Time Regulations 1998)
- /2573 (The Employers' Liability (Compulsory Insurance) Regulations 1998)
- /3312 (Maternity and Parental Leave Regulations 1999)

1999

- /3232 (The Ionising Radiations Regulations 1999)

2000

- /322 (Disabled Persons (Badges for Motor Vehicles) Regulations 2000)
- /2532 (The A1 Trunk Road (Haringey) (Bus Lanes) Red Route Experimental Traffic Order 1990)
- /58 The Cremation (Amendment) Regulations 2000

2001

- /3965 (The Care Home regulations 2001)
- /3967 (The Children's Homes Regulations 2001)

2002

- /2676 (The Control of Lead at Work 2002)
- /2677 (The Control of Substances Hazardous to Health Regulations 2002)
- /3214 (The Domiciliary Care Agencies Regulations 2002)

2003

- /533 (The Accounts and Audits Regulations 2003)
- /1021 (The Local Authorities (Members' Allowances) (England) Regulations as amended by SI 2003/1692)

2005

/389 (The Adoption Agencies Regulations 2005)
/392 (The Adoptions with a Foreign Element Regulations 2005)
/888 (The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005)
/1109 (The Special Guardianship Regulations 2005)
/1533 (The Children (Private Arrangements for Fostering) Regulations 2005)

2006

/90 (The Local Safeguarding Children Boards Regulations 2006)
/373 (The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006)
/1083

2007

/1903 (The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007)

2008

/2841 The Cremation (England and Wales) Regulations 2008)

2009

/3101 (The Private Water Supplies Regulations 2009)

2010

/959 (The Care Planning, Placement and Case Review (England) Regulations 2010)

2011

/581 (The Fostering Services (England) Regulations 2011)

2012

/632 (The Control of Asbestos Regulations 2012)
/1989 (The Local Government Pension Scheme (Miscellaneous) Regulations 2012)

Professional Guidance, Codes of Practice, Legislation, Reports

2002

Adoption Guidance: Adoption and Children Act 2002,

2005

Department for Children, Schools and Families 2005

2007

NSPCC

2008

CCTV Code of Practice 2008

2009

CRB
Department for Children's Schools and Families

2010

Department for Children's Schools and Families

2011

CIPD
Youth Justice Board

Department for Children's Schools and Families

Dfes Guidance

Government Connect v4.1 Requirement 13.3

HM Government Guidance

The Accreditation Scheme for Museums in the United Kingdom

The National Archives (TNA)

- Records Management Retention Schedule – **Projects(6)**
- Records Management Retention Schedule – **Public Records held in Local Government and Specialist Repositories (13)**
- Records Management Retention Schedule – **Accounting Records(3)**

~~Regulatory Guidance for Local Authorities (RGLA)~~

RGLA 3.13

Assessing Children for special educational needs and assisting children who may need counselling as a result of an incident

RGLA 3.24

Any other related information including Care Home Licence details.

RGLA 3.28

Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, wayleaves and land.

RGLA 4.1

Criminal Litigation

RGLA 4.2

Providing advice to clients and services which are legally privileged relating to all aspects of the legal system.

RGLA 5.6

Inquiries not proceeding to an Inquest

RGLA 5.7

Inquiries proceeding to an inquest

RGLA9.17

The process involved in licensing sites for the holding or use of toxic or hazardous substances.

RGLA 9.24

Summary management systems that record the location of burials and identity of deceased individuals

RGLA 10.3

The activity of recording information on historical buildings, monuments and ecology at a specific site

RBC Business Needs

Recommendations made by Rochdale Metropolitan Borough Council as no official guidance surrounds this area.

Regulation (EC)

Regulation (EC) No 1083/2006