

PUBLICA



DATA RETENTION PROCEDURES

Publica
Cotswold District Council
Forest of Dean District Council
West Oxfordshire District Council

INTRODUCTION

In the course of carrying out its various functions and activities Publica and the Councils collect and generate a wide range of data/information which is recorded and retained in various forms.

Whilst it is acknowledged that the retention of some specific data may be necessary, for example because it is required to fulfill a statutory requirement, to evidence events or to preserve information of historic or other value, permanent or long term retention of the majority of data is undesirable.

The purpose of this document is to provide a framework which can govern decisions on whether particular data should be retained, and if so for what period, or whether it should be appropriately disposed of.

RETENTION OR DISPOSAL

Any decision whether to retain or dispose of data requires consideration of the retention periods identified below.

However, even where a retention period has expired a review should still be carried out to establish whether the data is required for evidential or operational purposes before a final decision is made to dispose of that data.

ROLES AND RESPONSIBILITIES

Responsibility for determining whether to retain or dispose of specific data rests with senior managers e.g. Group managers and heads of service, who are expected to be proactive in the proper management of data.

Retention Periods

Where no period for retention is specified the document can be destroyed 3 years after its use has concluded.

All retention periods commence from the date on which the use of the document was concluded, unless otherwise stated.

Retention periods marked with a * indicate a statutory requirement

Except where required to meet a statutory period all emails should be deleted after 3 years

DATA	RETENTION PERIOD
CORPORATE	
Corporate/Council plans	Permanent
Community plans	Permanent
Public consultations where the consultation relates to the development of significant scheme or policy	6 years
Public consultation where the consultation relates to the development of a minor scheme or policy	1 year
Business discussions, debates, resolutions etc. e.g. management meeting notes and agendas	3 years
Complaints	3 years
Press Releases	3 years
Details of organising ceremonial/civic events	6 years
Recording of civic events e.g. video footage	Permanent
Reports of major incidents in the community, whether or not emergency plan was activated	10 years
Reports of minor incidents in the community	6 years
Civil Contingency notes of meetings, training records etc.	6 years
Business Continuity Plans	Until superseded
Statutory returns to Government	7 years
Freedom of Information requests and responses	1 year
Data Protection - Subject Access Requests	3 years
DEMOCRATIC	
Committee minutes and agendas	Permanent
Draft minutes and notes	Destroy when minutes confirmed
Partnership, agency and external meetings (where the Council is required to retain the official record)	Permanent
Partnership, agency and external meetings (where the Council is NOT required to retain the official record)	3 years

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ELECTIONS	
Electoral Register	Permanent
Ballot papers (local elections)	1 year from close of poll
Declaration of results (local elections)	6 months from announcement of result
LEGAL	
Conveyancing	12 years after closure*
Tenancy Agreements	6 years after expiry or termination or 12 years if under seal*
Leases	12 years after the expiry of the lease
Contracts: The process of developing a specification	6 years after expiry or termination or 12 years if under seal*
Contracts: The process of issuing tenders	1 year after start of contract*
Contracts: Expressions of interest	2 years after contract let or not proceeded with*
Contracts: Evaluation of tenders	6 years after expiry or termination or 12 years if under seal*
Contracts: Successful tenders	6 years after expiry or termination or 12 years if under seal*
Contracts: Unsuccessful tenders	1 year after start of contract*
Contracts: Process of awarding the contract including the signed contract	6 years after expiry or termination or 12 years if under seal*
Contract management and monitoring	2 years after expiry of contract
Mortgages	12 years from date of last payment
Right to Buys	12 years after sale
RIPA Authorisations	3 years after cancellation
Tree Preservation Orders, Footpath Orders and other Statutory Orders and Notices	Permanent*
Investigation files	3 years
Penalties e.g. cautions, administrative penalties	7 years
Prosecutions/Litigation	7 years*
HUMAN RESOURCES	
Individual personnel records	6 years after date of termination of employment
Major Industrial actions	Permanent
Minor Industrial actions	2 years

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Disciplinary records	Oral warning - 6 months Written warning - 1 year Final warning - 18 months*
Discipline/grievance documents where the matter was unfounded	1 year
Recruitment e.g. adverts, unsuccessful applications, interview notes etc.	1 year after recruitment finalised
Performance reports e.g. probation records and performance plans	5 years
Leave and absence monitoring e.g. sick records, flexi time records	2 years for paper records
Financial rewards	6 years after actioned
Termination documents e.g. resignation, redundancy, dismissal records	6 years after termination
Staff training records	2 years
Appointment of statutory officers	Permanent
Selection details for statutory officers	2 years
FINANCE	
Annual reports, financial statements	Permanent
Annual Budget	Permanent
Draft budgets	2 years after final budget adopted
Audit investigations	7 years from end of financial year to which it relates*
Arrangements for the provision of goods and services	7 years from end of financial year to which it relates
Receipts, invoices, credit card statements, bank statements, cheque counterfoils etc.	6 years from end of financial year to which it relates*
Loans	7 years after repaid
Disabled Facilities Grants (£30,000 maximum)	10 years if there is a charge placed on the property and/or the applicant paid a contribution towards the works. 5 years for all other applications (WODC) and 7 years for all other applications (CDC & FOD).
Taxation documents	6 years from end of financial year to which it relates*

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Employee pay and tax records	7 years from end of financial year to which it relates*
Insurance registers	Permanent
Insurance policies and renewals	6 years after expiry
Insurance claims	6 years (but allow the Claimant to reach the age of 25)
REVENUES AND BENEFITS	
Valuation Lists: <ul style="list-style-type: none"> ● Council Tax ● Business Rates ● General Rates 	Permanent
Court Lists – Council Tax and Business Rates	7 years
Liability Orders	7 years
Correspondence with council tax and business rate payers in relation to valuations, rates, charges, liability, submissions, appeals etc.	7 years
Correspondence with debtors in relation to invoices, liability, outstanding debt, etc.	7 years
Benefit application forms, supporting evidence, correspondence in relation to claims, appeals, etc.	7 years (paper records to be destroyed after 6 months)
Government Returns e.g. CLG, DWP	7 years
HOUSING	
Homeseeker Plus applications – permanent housed status	3 years
Homeless applications – Duty accepted	3 years
Homeless – Temporary Accommodation arrangements	3 years
Homeless – Relief/discharge of homeless duty	3 years
COMMUNITY WELLBEING SERVICE	
Referrals received from third party	
Referrals from the Council to a third party	
Payment records	7 years
ADDRESS MANAGEMENT (STREET NAME & NUMBERING)	
New address & address change request	7 years
Large development numbering plans, new street name request, and change of street name request	Permanent
Address query and confirmation requests	3 years

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LAND AND PROPERTY	
Asset Register	Permanent
Process of managing the Council's property portfolio	12 years
Maintenance records e.g. works orders etc.	12 years
Management of disposal of assets process	12 years
Management of acquisitions	Retain for life of asset plus 12 years
Management of leased properties	Retain for life of Lease plus 6 years
Acquisition and disposal of vehicles	7 years after disposal
Records of vehicle usage	3 years
Parking - records of enforcement of parking e.g. charge notices, correspondence, receipts etc.	6 years
ENVIRONMENTAL AND REGULATORY SERVICES	
Application process e.g. gaming licenses, taxi licenses, animal registrations etc.	2 years after registration* (or 5 years if the application is revoked or refused)
Contaminated land, health and safety licenses etc.	Permanent*
Abandoned Vehicles Documentation	6 years*
Statutory Enforcement Notices	6 Years
Other general filing: <ul style="list-style-type: none"> - Food safety e.g. inspection notes - Health and Safety e.g. inspection notes - Environmental Protection investigations - Housing grant work 	7 years after case closed
Temporary event notices and road closures	1 year
Building control files	15 years
PLANNING	
Planning Policies e.g. Core Strategy, Allocations Plans etc.	Permanent
Consultations on planning policies e.g. objections, public inquiries etc.	15 years
Listed building register	Permanent
Planning register (Application files)	Permanent (paper files destroyed 6 months after conclusion e.g. decision notice or appeal)
Planning enforcement files	6 years after conclusion of investigation
Planning enforcement notices (includes all notices such as breach of conditions, section 215 etc.)	Permanent

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