London Borough of Bexley Record Retention Schedule

Version 7 July 2016

Introduction

What is a Retention schedule?

A retention schedule is a list of records which need to be retained by Bexley Council for a designated period of time. The Retention Schedule shows,

- Record number,
- Business function description,
- Minimum statutory requirements, if any, to retain documents
- Whether it is lawful to scan documents during the statutory requirement period and to destroy paper copies,
- The Disposal policy to be followed at Bexley
- Officer contact details for these records

The existence of the Retention Schedule is a requirement of the Lord Chancellor's Code of Practice under Section 46 of the Freedom of Information Act 2000. It provides consistent instructions for all staff who deal with records, providing a formal policy for records retention and disposal.

Staff are referred to Bexley's Records Management Policy for a description of record management practice and responsibilities in the Borough.

In almost all instances, the retention periods given under the statutory requirements columns reflect statutory requirements that Bexley has sourced. In a few cases, Bexley has not sourced a statutory requirement itself but has relied on the advice that one does exist from the Records Management Society of Great Britain.

If you do not find the information you are looking for or if you require further information/clarification you should consult your Head of Service or Deputy Director.

Ref No	Function Description	Example of Records	Statutory Requirements (if any)	Can Documents be scanned during the statutory requirement period?	Disposal Policy Currently in place at Bexley	Contacts
Elections Preparations						
1.1	Summary certification of those eligible to vote	Electoral Register	Permanent Registers must be maintained during the current year [s.9, Representation of the People Act 1983 (duty to maintain registers of electors]	Yes	Permanent, Offer to Archivist after	Head of Electoral and Members' Services
1.2	Voting (Local elections only)	Ballot papers	One year [Rule 54, Schedule 2, Local Elections (Principal Areas) (England and Wales) Rules 2006].	No	Destroy,12 months from close of	Head of Electoral and Members' Services
Results						
1.3	Declaration of results	Consolidated returns of votes received in:				
		(a) Local elections	12 months from date of election [Rule 54, Schedule 2, Local Elections (Principal Areas) (England and Wales) Rules 2006]	No	Destroy, 12 months from date of election	Head of Electoral and Members' Services
		(b) Greater London Authority/Mayor of London	12 months from the date of the election [Parliamentary Elections: Rule 57, Parliamentary	No	Destroy, 12 months from election	

			Elections Rules, Schedule 1 Representation of the People Act 1983 Greater London Authority: Rule 59, Schedule 1, Rule 62, Schedule 2,			
		(c) General election	Rule 62, Schedule 3, Greater London Authority Elections Rules 2007]	No	Destroy 12 months from date of election	
		(d) European Parliament	12 months from the date of the election [Rule 57, Parliamentary Elections Rules, Schedule 1 Representation of the People Act 1983]	No	Destroy 12 months from date of election	
Council and Committee Meetings						
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolution	Council minutes, Council agenda and business papers, Council notice papers and proceedings	6 years (4 years for background papers) [s.100C of the Local Government Act 1972]	No	Permanent, Offer to Archivist after administrative use is concluded	Head of Committee Services & Scrutiny
1.5	Minute taking	Draft/rough minutes, Audio tapes	No statutory requirement	Yes	Destroy, after date of confirmation	Head of Committee Services & Scrutiny
Partnership, Agency and External Meetings						
1.6	The process of preparing business for partnership and agencies consideration and making the record	Documents establishing the committee, Agendas, Minutes, Council reports, Children's Trust reports Recommendations, Supporting documents	6 years If these are documents relating to Council meetings: *[s.100C of the Local Government Act 1972]*	Yes	Permanent, Offer to Archivist after administration use is concluded	Head of Policy & Performance

	of discussion, debate and resolutions, where the local authority legally owns the record.	such as Council briefing and discussion papers. Meetings with Transport for London and Department for Communities and Local Government for major projects (e.g. Thames Road)	Ditto	Yes	Ditto – All documents are electronic	Head of Engineering Services, Head of Strategic Planning and Transportation
1.7	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority does not own the record.	Documents establishing the committee, Reports, Recommendations, Supporting documents such as briefing and discussion papers.	No statutory requirement.	Yes	Destroy, 3 years after last action	Head of Policy & Performance Head of Committee Services and Scrutiny
Honours and Submissions						
1.8	The process of preparing honours submission	Honours nomination form, covering documentation, Letters of support, Referral for comment from lord lieutenant	No statutory requirement	Yes	Destroy, 5 years after last action	Head of Policy & Performance Head of Electoral and Members' Services
Corporate Planning and Reporting						
2.1	The corporate planning and reporting activities of local authorities	Corporate Plans, Strategy Plans, Business Plans, Annual Reports Children and Young People's Plan	6 years if these are documents relating to Council meetings: *(s.100C of the Local Government Act 1972)*	Yes	Permanent, Offer to Archivist after administrative us is concluded	Head of Policy & Performance
2.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Strategic management team minutes including Management Board and Directorate Management team.	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Policy & Performance Head of Committee Services and Scrutiny
2.3	The process of preparing business	Project documentation and reports, Policy papers	No statutory requirement	Yes	Destroy, 3 years from closure	Head of Policy & Performance

	for cross departmental consideration and making the record of discussion, debate and resolutions					
2.4	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions	Team meeting documentation	No statutory requirement	Yes	Destroy, 3 years from closure	Head of Policy & Performance
Statutory returns						
2.5	The process of preparing information to be passed on to central government as part of statutory requirements	Reports to central government, statutory data returns, performance indicators	No statutory requirement	Yes	Destroy, 7 years from closure	Head of Policy & Performance
Policy, Procedures, Strategy and Structure						
2. 6	Activities that develop policies, procedures, strategies and structures for the local authorities	Policy, procedure, precedent, instructions, Organisation charts, Records relating to policy implementation and development, Education plan, Asset management plan, Children' s & Young People's Plan (statutory) and associated strategies and plans. Local Safeguarding Children Board's Plan (statutory). Sustainable Community strategy, Community safety plan	No statutory requirement save that in relation to statutory plans, it is implicit that plans for current year must be retained *[see various statutory provisions requiring making of plans].*	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Policy & Performance Head of Committee Services & Scrutiny Head of Engineering Services
2.7	The process of monitoring and	Highway Asset Management Plan, Right	*See above* No statutory requirement	Yes	Destroy, 5 years from closure	Head of Policy & Performance

	reviewing strategic plans, policies or procedure to assess their compliance with guidelines	of Way and Access Improvement Plan Equality Schemes Compact Highway Asset Management Plan, Right of Way and Access Improvement Plan				
Public Consultation						
2.8	The process of consulting the public and staff in the development of significant policies of the local authority	Equality Schemes Compact, Voluntary Sector Funding strategy Right of Way and Access Improvement Plan	No statutory requirement Ditto	Yes	Destroy, 5 years from closure	Head of Policy & Performance Head of Engineering Services,
2.9	The process of consulting the public and staff in the development of minor policies of the local authority		No statutory requirement	Yes	Destroy, 1 year from closure	Head of Policy & Performance
Information Management						
2.10	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Classification schemes, Registers, Indexes, Authorised lists of file headings	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Libraries, Heritage and Archives
2.11	The management of collections of records transferred to the archives	Accession registers, Depositor files	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Libraries, Heritage and Archives
2.12	The process that records the disposal of records	Disposal certificates Spreadsheet of scanned	12 years after final action [Limitation Act 1980] Ditto	Yes	Destroy, 12 years after last action	Head of Libraries, Heritage and Archives

		documents				
Enquiries and Complaints						
2.13	The management in summary form of enquires and complaints directed to council	Indexes, Registers, Logs	No statutory requirement	Yes	Destroy, 5 years after last action	Head of Complaints
2.14	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Reports, Returns, Correspondence	No statutory requirement	Yes	Destroy, 5 years after last action	Head of Complaints
2.15	The management of detailed responses on council actions, policy or procedures	Reports, Returns, Correspondence, Ombudsman Social Care statutory complaints, Subject Access requests	No statutory requirement	Yes	Destroy, 6 years after administrative use is concluded	Head of Complaints
2.16	The management of routine responses on council actions, policy or procedures	Printed material, Form letters	No statutory requirement	Yes	Destroy, 2 years after administrative use is concluded	Head of Policy & Performance Head of Customer Contact and Business Support
Quality and performance management						
2.17	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Service Review, VfM or policy review	No statutory requirement	Yes	Destroy, 5 years from closure	Head of Policy & Performance
2.18	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Service Review	No statutory requirement	Yes	Destroy, 2 years from closure	Head of Policy & Performance

Public relations

Publications

2.19	The process of designing/ setting information for publication	Publications	No statutory requirement	Yes	Destroy, 3 years from last action	Head of Communications
2.20	The published work of the local authority	Publications	No statutory requirement	Yes	Destroy after administrative use is concluded. Note: One copy from the initial print run should go directly to the archive.	Head of Policy & Performance Head of Communications

Media Relations

2.21	Process of interaction with the media		No statutory requirement	Yes	Destroy, 3 years from closure	Head of Communications
2.22	Media publications concerning local authorities	Press cuttings, Media reports	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Communications

Marketing

2.23	The process of developing and promotion of local authorities campaigns and events		No statutory requirement	Yes	Destroy, 7 years after administrative use is concluded	Head of Communications

Civic and Royal Events

2.24	The recording of ceremonial events and civic occasions	Visitors' book, Audio tapes, Video tapes, Photographs	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Electoral and Members' Services
2.25	The process of organising a ceremonial event or civic occasions		No statutory requirement	Yes	Destroy, 7 years after administrative use is concluded	Head of Electoral and Members' Services

Case Management

"Looked after" children

3.1	Systems, which manage children, looked after by the local authority, in summary form	Children's home register	Until child reaches 23 *[Regulation 10 of the Arrangements for Placement of Children (General) Regulations 1991]*	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	Offer to Archivist after 50 years to be retained permanently by Archivist Transfer to place of deposit after administrative use is concluded	Deputy Director Children's Social Care
3.2	Process involving individual case management of children looked after by the local authority This includes children and young people: 1. Adopted via the local authority 2. In children's home 3. Fostered by local authority 4. On custodianship orders 5.On residence orders	Young persons being looked after files Looked after children client files Residential care children's file Adoption files Privately fostered children's file Guardian CAFCASS files Guardian ad litem	75 years after child reaches 18 [Regulation 9, Arrangements for Placement of Children (General) Regulations 1991] Ditto Ditto Ditto Ditto Ditto	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	Destroy, 75 years from 18th birthday.	Deputy Director Children's Social Care
3.3	Children and young people subject to supervision orders		25 years from DOB or 10 years from last contact	Yes	Destroy, 35 years from DOB or 10 years from last contact	Deputy Director Children's Social Care
3.4	Process involved in checking the suitability of people to become adoptive parents or foster carers	Adoptive parent counselling files,	100 years from date of adoption *[Regulation 6, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005Adoptions) Regulations 2005].*	Yes	Destroy, 100 years from date of adoption	Deputy Director Children's Social Care

3.5	Process involving individual case management of families or adults who have fostered children in their care **Note**: Foster care financial files see **Financial management**	Foster carer files, Supported lodging files	10 years from the termination of the approval in relation to approved foster carers *[Regulation 32 of the Fostering Services Regulations 2002]* *3 years from the date of refusal or withdrawal of approval to be foster carers where application withdrawn*	Yes	Destroy, 35 years after carer has ceased to foster	Deputy Director Children's Social Care
Child Protection						
3.6	Process involving summary case management of children under the protection of local authority.	Child Protection Register	No statutory requirement	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	Destroy 35 years after closure of case file	Deputy Director Children's Social Care
3.7	Process involving summary case management of adults convicted of Schedule 1 offences	Schedule 1 offenders	No statutory requirement	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	70 years after closure of case file	Deputy Director Children's Social Care
3.8	Process involving individual case assessment, investigation, registration, and management of children involved in child protection: a) investigated, conferenced and registered b) core assessment c) investigated but not	Child protection case files	No statutory requirement	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned Ditto Ditto Ditto	Destroy, 35 years after closure of case file	Deputy Director Children's Social Care

	conferenced and registered					
3.9	Process involving individual cases involving initial assessment and provision of advice with regard to child protection	Child protection files	No statutory requirement except in relation to assessment pathway plans and their reviews on a relevant child – these must be kept until 75th anniversary of child's birth or if the child dies before reaching 18, for 15 years after child's death	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	Destroy, 35 years from closure of case file save in relation to pathway plans and reviews in which case close file after child's 75th anniversary etc	Deputy Director Children's Social Care
Case management - Children's Services – General						
3.10	Process involving individual case management of services or support to children and young people.	Records held within every case management system including Youth Offending Team, Children's Centres, CAF Contact Point, Youth Service etc	No statutory requirement	Yes	Destroy, 35 years from DOB or 10 years from last contact	Deputy Director Family Youth and Employment Deputy Director Children's Social Care
Special Educational Needs						
3.11	Process of Statutory Assessment and Outcomes (Statement/ Note in Lieu)	Case Records – Children subject to Statutory Assessment	No statutory requirement	Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned	Destroy, 35 years from closure of case file	Deputy Director Children's Social Care
Adult and Elderly Case Files						
3.12	Process involving summary case management of services or support to adults		No statutory requirement	Yes.	Permanent, Offer to Archivist after administrative use is concluded	Deputy Director (Adults Social Care)
3.13	Process involved in assessing and providing individual	Mental Health files	No statutory requirement	Yes.	Destroy, 10 years after last contact	Deputy Director (Adults Social Care)

	support for people with mental illness					
3.14	Process involved in assessing and providing individual support or services for all other people	Day service provision, Learning disability, Physical disabilities, Sensory disability, Rehabilitation and discharge, Communication support, Drug and alcohol misuse, Occupational therapy, Home care	No statutory requirement	Yes	Destroy, 6 years after last contact	Deputy Director (Adults Social Care)
Admissions and Exclusions						
3.15	Case Files (including appeals)	Admission applications, Appeal files, Exclusion files	No statutory requirement	Yes	Admission application forms and 'case pares' retained for current and previous school year in paper form then scanned and paper form destroyed after 35 years. Remainder of documents in this category - destroy, 35 years from last action	Deputy Director Strategic Planning and Regeneration Head of Committee Services and Scrutiny (for Appeals
3.16	Admission arrangements	Records of consultation on admission arrangements selection tests/ statistics	No statutory requirement	Yes	Scan documents and destroy paper records after 1 year and Destroy, 5 years after last action	Deputy Director Strategic Planning and Regeneration
School Records						
Schools Finance						
3.17	Schools statutory financial returns and financial records relating to closed schools	Bank statements and reconciliations, original invoices and back up papers, financial monitoring reports	Statutory requirement to retain original documents for 6 years	Yes	Destroy after 6 years	Deputy Director Schools and Education Improvement
3.18	Bursarial service school records	Financial reports and back up documents	No statutory requirement	Yes	Destroy after two years	Head of Finance Education and Social Care

Residential Homes

3.19	Summary management systems that manage children/adults housed by the local authority	Children's/adults home Registers, Admissions registers, Discharge registers	No statutory requirement but there are statutory requirements for the provider or registered manager to maintain a child's case records for at least 75 years of the child's date of birth or if the child dies before reaching 18, for 15 years after death from the last entry	Yes	Permanent, Offer to Archivist after administrative use is concluded	Deputy Director (Adults Social Care)
3.20	Documents relating to the operation of the establishment	Diaries, Rotas, Daily logs, Secure unit records	No statutory requirement but there are statutory requirements for the provider or registered manager to maintain a child's case records for at least 75 years of the child's date of birth or if the child dies before reaching 18, for 15 years after death from the last entry	Yes	Destroy, 25 years from closure of the establishment	Deputy Director (Adults Social Care)

Housing Provision

3.21	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness		No statutory requirement	Yes	Destroy 6 years after last action	Head of Housing Services
3.22	The registration of individuals housing applications	Council housing register	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Housing Services
3.23	The process for applying for council housing	Council housing Application forms and supporting material,	No statutory requirement	Yes	Destroy, 7 years after closure of file	Head of Housing Services

	(Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Application for transfer of tenancy and supporting papers				
3.24	The process for managing the tenancy of an individual tenant	Correspondence re tenancy, Tenancy files, Application for transfer of tenancy and supporting papers, Application for emergency housing or referral from another agency	No statutory requirement	Yes	Destroy, 12 years after termination of tenancy. These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority	Head of Housing Services
Litigation						
4.1	The process of managing, undertaking or defending for or against litigation on behalf of the local authority	Criminal case file, Childcare case file, Civil case file, correspondence	The Limitation Act 1980 specifies various time limits for particular types of action, including 12 years for actions on a specialty		Destroy, 7 years after last action Major litigation – offer to Archivist for review	Head of Legal Services
4.2	The process of providing legal advice on a point of law.		Note: The Limitation Act 1980 specifies various time limits for particular types of action, including 12 years for actions on a specialty	Yes	Destroy, 3 years after last action – unless a major precedent, then offer to Archivist for review	Head of Legal Services
Agreements						
4.3	Process of agreeing terms between organisations, Note : this does not include contractual agreements	Concordat	No statutory requirement	Yes	Destroy, 6 years after agreement expires or is terminated.	Head of Policy and Performance

(see also **Property Acquisition and Disposal**)

4.4	The process of changing ownership of land or property	Conveyancing files	12 years [*s15 Limitation Act 1980]*	Yes	Destroy, 12 years after closure	Head of Legal Services
Contracts and Tendering						
Pre Contract Advice						
4.5	The process of calling for expressions of interest	Expressions of Interest	3 months for actions founded on breach of Public Contracts Regulations 2006 [*Regulation 47 of the Public Contracts Regulations 2006]* 6 years for actions founded on breach of contract *[s.5 of the Limitation Act 1980]*	Yes	Destroy, 2 years after contract let or not proceeded with	Head of Procurement
Specification and Contract Development						
4.6	The process involved in the development and specification of a contract	Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed	6 years after the terms of the contract have expired *[s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under seal *[s.8 Limitation Act 1980]*	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Destroy, Contracts Under Seal</u> 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services

Tender Issuing and Return

4.7	The process involved in the issuing and return of a tender	Opening notice, Tender envelope	6 years after the terms of the contract have expired from ordinary contracts *[s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under seal *s.8 Limitation Act 1980]*	Yes	Destroy, Ordinary Contracts 6 years after the terms of contract have expired Contracts Under Seal 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services

Evaluation of Tender

4.8		Evaluation criteria	6 years after the terms of the contract have expired for ordinary contracts *[s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under seal *[s.8 Limitation Act 1980]*	Yes Yes	Destroy, Ordinary Contracts 6 years after the terms of contract have expired Contracts Under Seal 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services
4.9	Successful tender document	Tender documents, Quotations	6 years after the terms of the contract have expired for ordinary contracts *[s.5 Limitation Act 1980]*	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services
4.10	Unsuccessful tender documents	Tender documents, Quotations	6 years after the terms of the contract have expired for ordinary contracts *[s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services

			seal *[s.8 Limitation Act* 1980]			
Post Tender Negotiation						
4.11	The process in negotiation of a contract after a preferred tender is selected	Clarification of contract, Post tender negotiation minutes	6 years after the terms of the contract have expired for ordinary contracts [*s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under seal *[s.8 Limitation Act 1980]*	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services
Awarding of contract						
4.12	The process awarding of contract	Signed contract	*6 years after the terms of the contract have expired for ordinary contracts [s.5 Limitation Act 1980]* 12 years after the terms of the contract have expired for contracts made under seal *[s.5 Limitation Act 1980* *s.8 Limitation Act 1980 (Time limit for actions on a specialty)*	Yes Yes	Destroy, (a) Ordinary Contracts 6 years after the terms of contract have expired Destroy, (b) Contracts Under Seal 12 years after the terms of contract have expired	Head of Procurement Head of Legal Services

Contract Management

4.13	Contract operation and monitoring	Service Level Agreements, Compliance reports, Performance reports	6 years after the terms of the contract have expired for ordinary contracts *[s.5 Limitation Act 1980]*	Yes	Destroy, (a) Ordinary Contracts 6 years after the terms of contract have expired	Head of Procurement Head of Legal Services
			12 years after the terms of the contract have expired for contracts made under seal *[s.8 Limitation Act 1980*		Destroy, (b) Contracts Under Seal 12 years after the terms of contract have expired	
4.14	Management and amendment of contract	Minutes and papers of meetings Changes to requirements, Variation forms, Extension of contract, Complaints, Disputes on payment	6 years after the terms of the contract have expired for ordinary contracts [s.5 Limitation Act 1980]	Yes	Destroy, (a) Ordinary Contracts 6 years after the terms of contract have expired	Head of Procurement Head of Legal Services
			12 years after the terms of the contract have expired for contracts made under seal [s.8 Limitation Act 1980		Destroy, (b) Contracts Under Seal 12 years after the terms of contract have expired	

Tenancy Agreements

4.15	The process of awarding tenancies in welfare housing	Signed tenancy agreements, Sealed tenancy agreements	6 years after the terms of the contract have expired for ordinary contracts *[s.5 Limitation Act 1980]*	Yes	Destroy, (a) Ordinary Contracts 6 years after the terms of contract have expired	Head of Housing Services
			12 years after the terms of the contract have expired for contracts made under seal *[s.8 Limitation Act 1980*		Destroy, (b) Contracts Under Seal 12 years after the terms of contract have expired	

European Regional Development Fun/ESF 2007-2014

4.16	Management of projects that are funded under the ERDF/ESF 2007-2014 programme	Funding contracts, Procurement records, Expenditure claims, Management records	*EC Regulation 1260/1999*	Yes	Destroy, after 31st December 2021	Deputy Director Strategic Planning and Regeneration

Registrars of Births Deaths And Marriages

Registration

5.1	Registration of Births, Deaths and Marriages Registration of Still births Registration of Civil Partnerships	Registers of births, deaths and marriages Register of Stillbirths Civil Partnership Register	*Permanent [Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]*	No	Permanent Disposal of registers is a criminal offence under s.35 of BDRA 1953	The Superintendent Registrar, KCC and London Borough of Bexley
5.2	Issue of certificates following registration	Certificates of birth, death, marriage, Civil partnership certificate Statutory – Acts as detailed above Certificates for disposal following registration of death/Still births	*Permanent [Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]*	No	Destroy, Counterfoils can be destroyed 2 years after issue of Destroy, Counterfoils can be destroyed 5 years after registration of event. Statutory, as above	The Superintendent Registrar, KCC and London Borough of Bexley

Marriage Services

5.3	Conducting Ceremonies – Marriage / Civil Partnership	Register of Marriages	*Permanent [Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]*	No	Permanent Disposal of registers is a criminal offence under s.35 of BDRA 1953	The Superintendent Registrar, KCC and London Borough of Bexley

		Marriage Authorities – SR certificates / RG Licences	2 years *[Marriage Act 1949 as amended[*		Destroy, 2 years after date of marriage.	
Notices						
5.4	Giving Notice of Marriage / Civil Partnership	Notices of Marriages / Civil Partnership	5 years after the date of giving notice *[Marriage Act 1949 as amended / Civil Partnership Act 2004]*	No	Destroy, 5 years after date of Notice	The Superintendent Registrar, KCC and London Borough of Bexley
Coroners						
5.5	Summary registration of reported deaths For further information please refer to Home Office website	Reported deaths register	Permanent *[Set by The National; Archives (formally PRO)]*	Yes	Permanent, Offer to Archivist after administrative use is concluded	Deputy Director Development Housing and Community Safety
5.6	The process and actions of inquiring into deaths which do not proceed to an inquest.	Coroner's case files	15 years after last action [Set by The National; Archives (formally PRO]	Yes	Destroy, 15 years after last action	Deputy Director Development Housing and Community Safety
5.7	The process and actions of inquiring into deaths which proceed to an inquest	Coroner's case files	Permanent *[Set by The National; Archives (formally PRO]*	Yes	Permanent, Offer to Archivist after administrative use is concluded	Deputy Director Development Housing and Community Safety
Treasure Trove						
5.8	The process and actions of Treasure inquests		*2 years after last action [Set by The National; Archives (formally PRO*	Yes	Destroy, 2 years after last action	Head of Legal Services

Personnel administration

6.1	Records relating to the appointment, employment, development and termination of staff.	The employee personnel file. Records relating to the selection checking and vetting of employees appointed. Contractual documentation, probation, records of performance and reward, training and development; pay records. Records of disciplinary, grievance and other internal procedures. Records relating to posts, job descriptions, staffing establishment.	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate *[Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003*	Yes	All paper records will be scanned. Scanned records will be retained 25 years from the date of termination in respect of staff working with children or vulnerable adults, otherwise for 6 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form].	Head of HR Delivery Head of Schools HR
6.2	The process of attracting and selecting employees.	Records of advertisement and recruitment and selection processes including application forms.	No statutory requirement	Yes	Destroy as confidential waste all papers 4 months from offer of appointment except for papers in relation to the successful candidate whose papers should form part of employee personnel file.	Head of HR Delivery Head of Schools HR
6.3	Records containing pension information	Any records relating to employee entitlement, benefits paid or payable, contribution or service	No statutory requirement	Yes	Electronic records relating to pensioners to be retained for 1 year from date of last pension payment. Annual tabulations and other records relating to aggregated pension payments to be retained for 12 years. [Records retained and maintained by	Head of HR Delivery Head of Schools HR

					contractors responsible for the administration of pensions will be sufficient for these purposes.]	
	Process of monitoring staff absence	Sick leave, Jury service, Study leave, Special and personal leave.	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate [Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003	Yes	All paper copies will be scanned. Electronic records will be retained for 3 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form]	
	Administration records relating to attendance and timekeeping	Flexitime, TOIL, and similar records	No statutory requirement	Yes	Records will be retained for 6 months after the relevant period thereafter records destroyed as confidential waste.	
Employee and Industrial Relations						
6.4	Policies, Agreements and protocols relating to the agreement of matters relating to employee and industrial relations.	Agreements, protocols and documents confirming agreed approaches.	No statutory requirement	Yes	Offer original agreement to Archivist for review. Original of signed agreement etc. will be kept until 6 years after the term of the agreement has expired or from the date the agreement is superseded. All agreements will be scanned immediately.	Head of HR Delivery Head of Schools HR

6.5	Liaison processes of minor and routine industrial matters	Daily industrial relations management	No statutory requirement	Yes	All paper documents will be scanned immediately and paper documents to be destroyed immediately an electronic record has been created. Electronic record to be deleted after 1 year.	Head of HR Delivery Head of Schools HR
6.6	Processing of disciplinary, grievance and other procedures.	Formal letters recording outcome of procedures	No statutory requirement	Yes	All paper records to be scanned immediately and paper documents to be destroyed immediately an electronic record has been created. Electronic record to be deleted after 1 year. Relevant papers will be placed on the employee file. Electronic records of such matters will be retained for termination + 25 years in respect of staff working with children or vulnerable adults, otherwise for 6 years. Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form	Head of HR Delivery Head of Schools HR

6.7	Processing of disciplinary and grievances investigations	Papers from investigation, papers relating to any hearings or tribunals, statements, etc.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Electronic record to be deleted after 1 year. Electronic record of relevant papers to be created 6 months after the procedure has been concluded.	Head of HR Delivery Head of Schools HR
Policy and Procedures						
6.8	Agreement of policy and procedures relating to staff and their management	Policies and procedures agreed by Members, operational procedures, record of decisions taken.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Final policy and procedure will be retained in electronic format. All paper documents will be scanned immediately.	Head of HR Advisory Head of HR Delivery Head of Schools HR
Occupational Health						
6.9	The process of checking and ensuring the health of staff	All records maintained in OH Service Health questionnaire, Medical clearance, Adjustment to work place, Restrictions, Recommendations	*[Management of Health & Safety at Work Regulations 1999]*	Yes	All paper records will be disposed of with due regard to confidentiality immediately an electronic copy or record of the information contained in any document has been created.	Head of HR Delivery

					Medical records will be retained for ten years after cessation of employment in electronic form. Any statutory medicals (lead, asbestos, COSSH) need to be kept for 40 years Medical records will be retained for ten years after cessation of employment in electronic form. Advice to HR will form part of personnel file.	
Recruitment						
6.10	The recruitment and selection to any established position	Advertisements, Applications, reports, Interview reports, Unsuccessful applicants	No statutory requirement	Yes	6 months after recruitment has been finalised, destroy as confidential waste	Head of HR Delivery Head of Schools HR
Training and Development						
6.11	Records of training undertaken by individual staff	Course individual staff assessment Attendance on course	*[Management of Health & Safety at Work Regulations 1999]*	Yes	All paper records will be scanned. Scanned records will be retained 25 years from the date of termination in respect of staff working with children or vulnerable adults, otherwise for 6 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form]	Head of HR Delivery Head of Schools HR

6.12	Training (concerning children or vulnerable adults)	Course details, course outline, course materials, details of tutor and qualification, summary record of attendees.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning.	Head of HR Delivery Head of Schools HR
6.13	Training (occupational health and safety training)	Course details, course outline, course materials, details of tutor and qualification, summary record of attendees.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Electronic records will be retained for 6 years after course last delivered	Head of HR Delivery
6.14	Training (materials)	Course agenda, hand-outs, slides	No statutory requirement	Yes	Electronic records will be retained for 1 year after course is superseded	Head of HR Delivery
Payroll						
6.15	**Accountable** processes relating to payment of employees	Authority sheets, Claim forms, (e.g. Time sheets, Car allowances, Overtime Allowances), Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records, Schedules of payments made to Statutory and non-Statutory bodies.	*Statutory requirement inrelation to statutory returns1* *In relation to PAYE records which are not required to be sent to the Inland Revenue, 3 years after the tax year to which they relate [Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003*	Yes	Paper documents to be shredded immediately an electronic record has been created through scanning. 7 years after the conclusion of the financial transaction that the record supports for statutory returns. All paper documents will be scanned annually for 2 year retention where no statutory requirement and paper records destroyed	Head of HR Delivery

6.16	**Non-accountable** processes relating to payment of employees	Summary employee pay reports	No statutory requirement	Yes	Destroy after administrative use is concluded	Head of HR Delivery
Accounts & Audit Reporting						
7.1	The process that consolidates financial transactions on an annual basis for corporate reporting	Statement of Accounts	No statutory requirement	Yes	Permanent. Held electronically.	Deputy Director Finance Heads of Finance
7.2	The process that supports and consolidates financial transactions on a periodic (lees than annual) basis superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Consolidated monthly & quarterly reports, Consolidated monthly & quarterly financial statements, Working papers for the preparation of the above, Monthly accrual statements, Cash flow statements, Creditor statements, Creditor listings and reports	No statutory requirement	Yes	Held electronically then destroy when administrative use is concluded	Deputy Director Finance Heads of Finance
7.3	The process of reporting on internal systems of controls and management of risks	Standard Internal Audit Reports, subsequent correspondence, system notes and control objectives; All other working papers for standard audits Fraud Investigations (where proven and resulting in a court case) – Report and all papers	No statutory requirement	Yes	Keep electronically for 6 years after end of audit. Keep electronically (or otherwise) for current year plus previous year – except for School audits where papers kept until the next audit is undertaken Keep for 6 years from the closure of the court case	Head of Internal Audit

Financial Transactions Management

7.4	Management of the approvals process for purchase, including investigations	Appointments & delegations (including Authorised Signatory Lists), Audit investigations, Arrangements for the provision of goods and/or services	7 years *[Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998].*	Yes	Destroy, 7 years after the end of the financial year in which the records were created	Head of Procurement
	Records of assessment and payment of Housing Benefit, Council Tax Support, and Fairer Charging for home and social care	claims / applications to Housing Benefit and Council Tax Support; requests / claims for financial help with home or social care charges.	no statutory requirement	scanned documents are indexed and stored securely for a period of 15 months, after which time paper documents are destroyed. Images are retained for a period of 7 years, after which time they are deleted from the document imaging system.	Destroy, 7 years after the end of the financial year in which the records were created	Head of Exchequer Services
7.5	Identification of the receipt, expenditure and write offs of public monies	Allowances, Work orders, , copy Purchase Orders (electronic records or otherwise), Invoices, Credit card statements, Cash books, Cash records and Till rolls, Receipts, Cheque counterfoils, Unpresented Cheque Lists, Bank statements, Subsidiary ledgers (annual), Journals (annual), Vouchers, Primary Debtor records, (including copy supply invoices to debtors), Repayment of loans, Delivery notes, Periodical Payment Registers, Handitill Envelopes (2 years only required), Cheques Registers	6 years after the conclusion of the financial transaction that the record supports [Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998)	Yes	Destroy, 6 years after the conclusion of the financial transaction that the record supports – This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue.	Heads of Finance Head of Technical Finance Head of Exchequer Services Head of Procurement

7.6	Process involving the provision and support for individuals using public transportation	Applications, Card issue, Travel Warrants	6 years after the conclusion of the financial transaction that the record supports [Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998].	Yes	Destroy, 6 years after the conclusion of the financial transaction that the record supports.	Head of Procurement
7.7	Processes that balance & reconcile financial accounts	Reconciliation, Summaries of accounts	No statutory requirement	Yes	Destroy, 2 years after administrative use is concluded	Deputy Director Finance Heads of Finance
7.8	Taxation Records	Taxation records, Motor vehicle logs, Fringe benefits tax records, Group certificates	5 years after the end of the financial year in which the records were created [Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998]. In relation to PAYE records which are not required to be sent to the Inland Revenue, 3 years after the tax year to which they relate [Regulation 97(8) Income Tax (Pay as You Earn) Regulations	Yes	Destroy, 5 years after the end of the financial year in which the records were created.	Head of HR Delivery
7.9	Processes involved in the collection of National Insurance Number	Notification & input records	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate [Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003		Destroy, Current year plus 6 years	Head of HR Delivery

Financial Provisions

Budgets and Estimates

7.10	The process of finalising local authorities' annual budget	Annual budget	No statutory requirement save in relation to final version of the budget of which a copy must be kept for the current year	Yes	Permanent, held electronically	Deputy Director Finance Heads of Finance
7.11	The process of developing local authorities' annual budget	Draft budgets, Departmental budgets, Draft estimates	No statutory requirement	Yes	Held electronically then destroy, 2 years after annual budget adopted by local authorities	Deputy Director Finance Heads of Finance
7.12	The process of reporting which examines the budget in relation to actual revenue and expenditure	Quarterly statements	No statutory requirement	Yes	Held electronically then destroy after next year's annual budget has been adopted by local authority	Deputy Director Finance Heads of Finance

Loans

7.13	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Loan files	7 years after the loan has been repaid. [Limitation Act 1980]	Yes	Destroy	Head of Technical Finance
7.14	Summary management of loans	Loans registers	No statutory Requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Technical Finance
	The process of offering financial help with welfare housing provision and maintenance		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Housing Services

7.15	Mortgages	Mortgage agreements Correspondence	6 years after the last payment unless under seal in which case the period is 12 years after last payment [s.20 Limitation Act 1980]	Yes Yes	Last payment + 6 years if signed Last payment +12 years if sealed	Head of Exchequer Services
7.16	"Right to Buy"	Sale documents, Agreement concerning sale	No statutory requirement	Yes	Destroy, 12 years after sale of house	Head of Property and Facilities
7.17	Rent Payments	Rent books, Correspondence concerning payment, Requests for payment	7 years after the end of the financial year in which created [Limitation Act 1980]	Yes	Destroy, 7 years after the end of the financial year in which created.	Head of Property and Facilities Services
7.18	Home Improvement Grants	Agreement to pay loan, Details of payments, Correspondence relating to loan	6 years after last payment for grants under £50,000. 12 years after last payment for rest *(Limitation Act 1980)*	Yes	Destroy, 6 years after last payment for grants under £50000, For grants over £50000 destroy 12 years after last payment. Where plans and detailed drawings included offer to Archivist.	Head of Housing Services
Council Tax Valuation						
7.19	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists	Permanent [S22B Local Government Act 1992]	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Exchequer Services
		Correspondence, Objections, Reports	10 years after year in which valuation was made	Yes	To be kept for 10 years after the year in which the valuation was made.	

Property History

7.20	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the Accounts & Audit function.	Rate Books , Rate Cards, Register of Rateable Properties, Valuation Lists	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Exchequer Services

Rates and Local Authorities Tax Correspondence

7.21	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters	Notices, Objections, Applications, Correspondence, Rate certificates, Notices of acquisition and disposition, Rate property files, Primary Business Rate Records and supporting documentation, Primary Council Tax Records and supporting documentation, Council tax supporting documentation (retain until after audit but a minimum of 12 months).	No statutory requirement	Yes	Destroy, 7 years after last action	Head of Exchequer Services

Summary Assets Management

7.22	Summary management reporting on the overall assets of the local authorities	Schedules of acquisitions, Consolidated current asset reports, Annual reports, Summary of current assets, Asset registers	7 years after last action. [Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998]	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Property and Facilities Services

Asset Monitoring and Maintenance

7.23	Management systems that allow the monitoring & management of assets in summary form	Subsidiary asset registers	No statutory requirement	Yes	Destroy 7 years after the conclusion of the financial transaction that the record supports	Head of Property and Facilities Services
7.24	Process of reporting and reviewing assets status	Routine returns and reports on asset status, Inventories, Stocktaking, Surveys of usage, Acquisition and disposal reports & proposals	No statutory requirement	Yes	Destroy 2 years after administrative use is concluded	Head of Property and Facilities Services
7.25	The process of maintaining assets	Garden maintenance, Cleaning, Painting Roads bridges street lighting	No statutory requirement	Yes	Destroy, 7 years after last action	Head of Property and Facilities Services

7.26	The process of maintaining plant and equipment	Service records, Plant files	No statutory requirement	Yes	Destroy 7 years after sale or disposal of asset	Head of Property and Facilities Services
Asset Acquisition and Disposal						
7.27	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Legal documents relating to the purchase/sale, Particulars of sale documents, Board of survey, Leases, Applications for leases, licences & rental revision, Tender documents, Conditions of contracts, Certificates of approval	6 years if under £50,000, 12 years for rest after all obligations/entitlements are concluded [Limitation Act 1980].	Yes	Destroy 6 years, if under £50 000 or 12 years for rest after all obligations/entitlements are concluded.	Head of Legal Head of Property and Facilities Services
Property and Land Management						
8.1	Reports to management on overall property of the local authority	Consolidated property & buildings annual reports, Summary of leased property, Summary of local authority's owned property, Site register, Register of leases	No statutory requirement	Yes	Permanent - offer to Archivist after administrative use is concluded	Head of Property and Facilities Services
Property Acquisition and Disposal						
8.2	Management of the acquisition (by financial lease or purchase) process for real property	Plans	No statutory requirement	Yes	Retain for life of property or building plus 12 years Offer material re major/significant properties to Archivist for review	Head of Legal Services Head of Property and Facilities Services

8.3	Management of the disposal (by sale or write off) process for real property	Legal documents relating to the sale, Particulars of sale documents, Board of Survey, Tender documents, Conditions of contracts	No statutory requirement	Yes	Destroy, 15 years after all obligations and entitlements are concluded Offer material re major/significant properties to Archivist for review	Head of Legal Services Head of Property and Facilities Services
Property Development and Renovation						
8.4	The process of managing and undertaking renovations and development of property		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Property and Facilities Services
8.5	Management buildings and estates **of "special interest"**	Project specifications, Plans, Installation manuals, Certificates of approval	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Property and Facilities Services
8.6	Management all other buildings and estates	Project specifications, Plans, Installation manuals, Certificates of approval	No statutory requirement	Yes	Retain for life of property or building	Head of Property and Facilities Services
8.7	The action process involved in the development and renovation of property	Work orders, Tender documents, Conditions of contracts	No statutory requirement	Yes	Destroy, 7 years after the conclusion of the transaction that the record supports	Head of Legal Services Head of Property and Facilities Services
Leasing And Occupancy						
8.8	The process of managing leased property	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences & rental revision	No statutory requirement	Yes	Destroy, 15 years after the expiry of the lease	Head of Property and Facilities Services

8.9	The process of managing the occupancy of property	Requests for works, cleaning, etc.	No statutory requirement	Yes	Destroy after agreement has been completed	Head of Property and Facilities Services
Housing Provision						
8.10	The process of managing local authority welfare housing estates	Stock monitoring records	No statutory requirement	Yes	Destroy, 4 years after last action	Head of Housing Services
Systems Management						
8.11	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority		No statutory requirement	Yes	Retain for life of system then destroy	Deputy Director ICT
8.12	The process to implement a system used to support the activities of the local authority	Implementation plan	No statutory requirement	Yes	Destroy, 7 years after last action	Deputy Director ICT
8.13	The process to support and administer a system used to support the activities of the local authority		No statutory requirement	Yes	Destroy, 5 years after last action	Deputy Director ICT

Transport Management

8.14	The process of acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers, Approvals as drivers, Maintenance	No statutory requirement	Yes	7 years after the disposal of the vehicle	Head of Technical Finance Head of Risk Management
8.15	The process of managing allocation & maintenance of vehicles		No statutory requirement	Yes	Destroy, 7 years after the sale or disposal of the vehicle	Head of Waste and Street Services Head of Risk Management
8.16	The process of recording vehicle usage	Vehicle usage reports	No statutory requirement	Yes	Destroy, 3 years after the sale or disposal of the vehicle	Head of Waste and Street Services Head of Risk Management
8.17	The process of recording drivers usage	Vehicle log book	No statutory requirement	Yes	Destroy, 7 years after the sale or disposal of the vehicle	Head of Waste and Street Services Head of Risk Management Head of Property and Facilities Services

Insurance

Policy Management

8.18	The summary management of insurance arrangements		No statutory requirement	Yes	Permanent.	Head of Risk Management
8.19	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies, Correspondence	No statutory requirement	Yes	Permanent.	Head of Risk Management
8.20	The process of renewing insurance policies	Insurance policy Renewal records, Correspondence	No statutory requirement	Yes	Destroy, 5 years after the insurance policy has been renewed	Head of Risk Management

Claims Management

8.21	The process that records insurance claims against the local authority or local authority officers	Claims records, Correspondence	No statutory requirement	Yes	Scan to archive 15 years after claimed settled.	Head of Risk Management

Health and Safety

Inspections and Assessments

9.1	Process of inspecting equipment to ensure it is safe	Equipment inspection records	6 years from destruction of the equipment *[Limitation Act 1980*]	Yes	Destroy, 6 Years from destruction of the equipment	Head of Community Safety Services
9.2	Processing the geo-technical assessments of a quarry		No statutory requirement.	Yes	When quarry is no longer in use consult or refer to Health and Safety Executive	Head of Community Safety Services
9.3	Process of carrying out monitoring to ensure that the process is safe	Monitoring results	3 years from last action [S11 Limitation Act 1980.]	Yes	Destroy, 3 Years from last action.	Head of Community Safety Services Deputy Director HR and CS
9.4	Process of monitoring of areas where employees and persons are likely to have come in contact with **asbestos**	Property asbestos files	40 years from last action [Regulation 22 Control of Asbestos Regulations 2006]	Yes	Destroy, 40 Years from last contact	Head of Community Safety Services Deputy Director HR and CS
9.5	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Radon monitoring	50 years from last action or at age 75 years, whichever is the greater [Regulation 24 Ionising radiations regulations 1999].	Yes	Destroy, 50 Years from last action or at age 75 years whichever is the greater.	Head of Community Safety Services Deputy Director HR and CS
9.6	Process to ensure safe systems of work	Risk Assessment Register	No statutory requirement	Yes	Retain until superseded or process ceases plus 1 year	Head of Community Safety Services
9.7	Process to assess the level of risk	Risk assessment	3 years from last assessment [Management of health and Safety at work	Yes	Destroy, 3 Years from last assessment	Head of Community Safety Services

			regulations 1999].			
9.8	Processes that permit work		No statutory requirement	Yes	Destroy, 1 year from last action	Head of Community Safety Services
9.9	Process that records injuries to adults	Accident books	3 years from closure [Regulation 7 Reporting of Injuries Diseases and Dangerous occurrences regulations 1995].	Yes	Destroy, 3 Years from closure	Head of Community Safety Services
9.10	Process that records injuries to children	Accident books	25 years from closure [Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995].	Yes	Destroy, 25 Years from closure. Source:	Head of Community Safety Services
Emergency Planning						
9.11	Process to develop the emergency/disaster plan for the local community	Major Incident Plan, Emergency plans	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Emergency Planning and Business Continuity Manager
9.12	Process of recording the results of the test for emergency/disaster plan for the local community		No statutory requirement	Yes	Destroy, 10 years after closure	Emergency Planning and Business Continuity Manage
Major Incident						
9.13	Activities that report on all major incidents in the local community, whether the emergency plan has		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Emergency Planning and Business Continuity Manager

	been invoked or not					
9.14	Activities that report on all minor incidents in the local community		No statutory requirement	Yes	Destroy, 7 years after closure	Emergency Planning and Business Continuity Manage
Enforcement Certification and Prosecution						
Registration, Certification and Licensing						
9.15	Summary management systems that allow the monitoring & management of registration, certification and licences registration requirements in summary form	Visual impairment register	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Deputy Director Development, Housing & Community Safety
9.16	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Applications for animal registration Applications for registration of a business premises, Applications for release of animals impounded, Registers,• Certificates of registration of: door supervisors, taxi drivers, beauty therapists, Animal movement licences, Gaming, Fire certification, Disabled Parking permits, Blue badge, Registration to sell poison, Parking.	No statutory requirement	Yes	Destroy 2 years after registration or entitlement lapses – Note: may want archival review in cases of licensing of children in entertainment.	Deputy Director Development, Housing & Community Safety
9.17	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum,	Diesel licences Petroleum licences, Health and safety licensing, Hazardous substances, Contaminated land register/pollution	Permanent	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded -	Deputy Director Development, Housing & Community Safety

	agricultural chemical products or herbicides)				60 years after registration or entitlement lapses	
9.18	The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority	Organisation files Child carers files, Childcare registration, Day care registration, Children's home	The responsibility of OFSTED from 1st April 2002	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 25 years from closure of centre, or discontinuation of care	Deputy Director Schools and Education Improvement
Notification						
9.19	The process of issuing notices to citizens with respect to particular responsibilities	Fire Prevention notices, Fire Prevention Infringement notices, Objections to notices, Appeals against notices, Registration of premises Infringement notices, Animal Impounding notices	No statutory requirement	Yes	Destroy, 2 years after the matter is concluded	Deputy Director Development, Housing & Community Safety
Investigation, Inspection and Monitoring						
9.20	The process of investigation, monitoring or inspection laws in the responsibility of the local authority	Trading standards sample and inspections records, Fire certificate compliance inspections	No statutory requirement	Yes	Destroy, 7 years after the last action	Head of Community Safety Services
Prosecution						
9.21	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Prosecution/sanction files	No statutory requirement	Yes	Destroy, 7 years from the last action	Head of Legal Services

Bye-Laws Enactment

9.22	The process of making local laws	Master Set of bye-laws, Policy Development documents, Correspondence, Submissions	Permanent [s.238 Local Government Act 1972]	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Legal Services

Administration & Enforcement

9.23	The process of administering and enforcing bye-laws	Applications and certificates, Permits, Licences, Infringement notices (Parking), Highways Act 1980, Countryside and Rights of Way Act 2000, Correspondence	No statutory requirement	Yes	Destroy, 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	Deputy Director Development, Housing & Community Safety

Allotments, Cemeteries and Events

9.24	**Allotments** The Council's allotment service is a Statutory Service (1908 Small Holdings and Allotment Act s23) Current provision includes 35 sites, (5 sites delegated) 1850 tenants, 2000 plots.	Tenancies agreements, application forms, correspondence, cultivation surveys, Licenses for delegated sites	No statutory requirement		All records retained. Retrospective accident claims can be made by children up to the age of 21 years	Head of Parks and Open Spaces
	Cemeteries Bexley has 4 cemeteries (Sidcup, Hill View, Erith and Bexleyheath). Section 10 of the Open Spaces Act 1906 places a statutory duty on a Local Authority which has acquired a	Burial Records, Correspondence, Deeds of Burial. Site inspections and correspondence	Records retained as required by the Local Authority Cemeteries Order 1977		Permanent – All records retained. Retrospective accident claims can be made by children up to the age of 21 years.	Head of Parks and Open Spaces

	cemetery or churchyard to hold and administer it under proper control for no other purpose and maintain and keep it in a good and decent state. The operation and management of the Council's cemetery service is also delivered in accordance with the Local Authorities' Cemeteries Order 1977.					
	Events The Council parks and open spaces are available for hire by individuals, groups, charitable organisations and commercial business.	Event application form, correspondence, Risk Assessments, pre and post ground inspection records,	No statutory requirement		All records retained. Retrospective accident claims can be made by children up to the age of 21 years.	Head of Parks and Open Spaces
Waste Management						
	The provision of hard waste removal, destruction and waste reduction services by the local authority to ratepayers		No statutory requirement	Yes	Destroy, 2 years after last action	Head of Waste and Street Services
Collection						
9.26	The process of arranging the collection or transportation of household waste		No statutory requirement	Yes	Destroy, 2 years after last action	Head of Waste and Street Services

9.27	The process of arranging the collection or transportation of controlled waste		No statutory requirement	Yes	Destroy, 6 years after last action	Head of Waste and Street Services
Disposal of Waste						
9.28	The summary management of sites used for the disposal of waste within the local authority		No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Waste and Street Services
9.29	The process of the short-term storage of household waste	Transfer sites	No statutory requirement	Yes	Destroy, 10 years after site closure	Head of Waste and Street Services
9.30	The process involved in managing the use, type and amount of waste to be disposed of at a specific site	Waste site plans	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Waste and Street Services
Planning Scheme Development and Amendment						
10.1	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Structure Plan, Local Plan, Town Centre plans, Unitary Development plans	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Transportation

10.2	The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans	Consultation documents and replies, Inquiries and objections made by members of public, Public Inquiry documents	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Transportation
10.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	Sites and Monuments records, Ecological records, Species records, Historically listed buildings, Definitive map, Commons registration	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Transportation
10.4	The activity of establishing planning scheme controls and providing for them to be amended	Successful Waste Planning application, Successful Mineral Planning applications, Amendments to definitive map, Mineral Register, Applications for mineral extraction, Land Use surveys	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Development Control
10.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Waste Planning application consultation, Mineral Planning applications consultation, Objections, Inquiries – Public etc, Archaeological: advice/conditions	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Development Control
10.6	The process of controlling development of areas through applications for planning permission	Planning application files and plans, Correspondence relating to any objections, Hearing papers, Planning application register Country parks and nature reserves development plans and correspondence, land purchase agreements	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Development Control Head of Strategic Planning and Transportation

10.7	The process of maintaining the countryside and developing open spaces for public amenity	Tree preservation orders Country parks and nature reserves, Development plans and correspondence, Land purchase agreements	No statutory requirement	Yes	Destroy files other than policy 7 years after administrative use concluded Refer all files relating to policy to Archivist Destroy all other files	Head of Development Control, Head of Strategic Planning and Transportation Head of Operational Services
Planning Scheme Regulation						
10.8	The summary management of planning scheme regulation	Building Control registers	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Property and Facilities Services
10.9	The process of regulating the planned use of land or buildings		No statutory requirement	Yes	Destroy, 15 years after action	Head of Development Control
10.10	The process of approving building applications in relation to listed or other significant buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Development Control
10.11	The process of approving building applications, for all other buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	No statutory requirement	Yes	Destroy, 15 years after construction completed	Head of Development Control
10.12	The process of inspecting building work for the purpose of insuring compliance.	Certificate of final inspection, Building Inspection records, Diaries	No statutory requirement	Yes	Destroy, 10 years after the issue of a certificate of final inspection	Head of Property and Facilities Services
10.13	The process of enforcing building or land regulations		No statutory requirement	Yes	Destroy, 3 years after compliance with enforcement notice	Head of Development Control,

Planning and Development

11.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Structure Plan, Local transport plan	No statutory requirement save that the Local Transport Plan for the time being must be made available for inspection [s109 Transport Act 2000]	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Transportation Head of Engineering Services,
11.2	The activity of recording location of highways, bridle paths and rights of way	Definitive map, Correspondence concerning enquiries and disputes	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Engineering Services, Head of Legal Services
11.3	The activity of establishing planning scheme controls and providing for them to be amended and modified	Amendments to definitive map, Road adoption (s38 Highways Act 1980 and works on existing highway s278 Highways Act 1980)	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Development Control,
11.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Enquiries, consultation documents, objections and correspondence	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Development Control,
11.5	The process of enforcing infrastructure and transport regulations		No statutory requirement	Yes	Destroy, 50 years after enforcement notice	Head of Engineering Services,

Traffic Management

11.6	The activity of planning, and programming the continued flow,	Traffic orders	In relation to traffic orders, the 1deposited documents' to be made available 6 weeks from	Yes	Destroy, 7 years after action completed	Head of Strategic Planning and Transportation

	diversion or reduction of traffic		date the order was made *[Regulation 7 of the Local Authorities' Traffic Order (Procedure)(England and Wales) Regulations 1996]* No other statutory requirement			
Design and Construction						
11.7	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	As built drawings	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Engineering Services,
Infrastructure Management and Maintenance						
11.8	The activity of providing municipal services in relation to infrastructure within the local authority	Street Files, Street records, Requests for Hedge clipping, Tree planting, Naming of streets, Numbering of houses, Street load limits, Street signs, Bus shelters, Applications to dig up pavements, HGV application, Advice / comment, Level crossings, Right of ways, Roundabouts, Traffic calming measures, Street lighting	No statutory requirement	Yes	Destroy, 7 years after last action	Head of Development Control, Head of Legal Services Head of Operational Services Head of Strategic Planning and Transportation, Head of Engineering Services,
Road Maintenance						

11.9	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels		No statutory requirement	Yes	Destroy, 12 years after action completed	Head of Engineering Services, Head of Operational Services,
Public Transport						
11.10	The activities involved in the management and provision of public transport	Timetables and routes, Maps, Fares, Customer and industry liaison,	No statutory requirement	Yes	Destroy, 3 years after superseded or last action	Head of Strategic Planning and Transportation
Library Services Provision						
12.1	Loans Administration	Administering inter and out authority loans of library stock	No statutory requirement	Yes	Retain records 2 year from last use – then destroy	Head of Libraries, Heritage and Archives
12.2	Membership Management	Managing all aspects of reader membership	No statutory requirement	Yes	Retain electronic membership records 2 year from last use – then destroy unless fines owing - If fines owing retain for 6 years	Head of Libraries, Heritage and Archives
12.3	Reader Development Activity Management	To develop activities for the public to share reading choices and develop confidence and enjoyment of reading.	No statutory requirement	Yes	Retain records of names of those attending groups for 6 months – then destroy	Head of Libraries, Heritage and Archives
12.4	Stock Management	The selection and provision of library stock in appropriate formats and to appropriate locations	LBB Financial Regulations guided by Limitation Act 1980	Yes	Retain financial records for 7 years – then destroy	Head of Libraries, Heritage and Archives
Communities and Leisure						

13.1	Community Safety Services	Young person case management, families case management, Adult case management, Hate Crime, Victim work , ASB contracts. Gang Nominals and Associates data	Not sure what it is	Not one in place but suggest we mirror Case Management for Children's Services and Adult and Elderly Case files	Head of Communities and Leisure
13.2	Outdoor Recreation Service	Applications for hire of spaces, booking forms,	None	Scanned after 1 -3 yr and then archived in local electronic folders as retrospective accident claims can be made by children up to the age of 21 years	Head of Communities and Leisure
13.3	Outdoor Recreation Service	COSH Sheets Environmental Water testing records	Yes Health and Safety	Current records retained electronically and sporadically archived to local folders	Head of Communities and Leisure
13.4	Participative events and programmes	The process of organising events and activities, risk assessments, data and reports	None	Health and Safety records information retained	Head of Communities and Leisure
13.5	Leisure PPP contract procurement	Whole process from invitation to negotiate to award of contract	Yes	12 years after the terms of the contract have expired for contracts under seal	Head of Finance Head of Communities and Leisure
13.6	Leisure Centre Contract Management	Contractual variations, minutes of meetings, payment mechanism and defaults process, lifecycle reports, reactive and proactive maintenance schedules, complaints, disputes, monitoring data, reports , correspondence, financial data .	Yes	12 years after the terms of the contract have expired for contracts under seal	Head of Communities and Leisure

13.7	Physical Activity and Sport programmes	The prevention programmes hold personal client\customer data and GP referral data ,registers,	None	Permission from the client\customer to hold the records is only in place for 1 year after the end of the project after which the data becomes anonymised.	Head of Communities and Leisure