

Corporate Retention Schedule for ECC Records

Please read 'Retention Schedule – Introduction' document for advice and guidance on how best to use the Schedule and background information

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1: Client Services

2: Case Management

3: Admissions and Exclusions

C.1.7.1	Case Files (including appeals)	Destroy 25 years from last action	<ul style="list-style-type: none"> • Appeal Files • Exclusion files 	Common practice
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3: Adult and Elderly Case Files

C.1.6.1	Process involved in assessing and providing individual support or services for adults	Destroy 7 years from last contact	<ul style="list-style-type: none"> • Day Service Provision • Learning Disability • Physical Disability • Sensory Disability • Rehabilitation and discharge • Communication Support • Drug and alcohol misuse • Occupational Therapy • Home care 	Common practice Learning Disability was 7 years after death
C.1.6.2	Process involved in assessing and providing individual support or services for adults in residential care	Destroy 15 years after last contact	<ul style="list-style-type: none"> • Residential care home records 	
C.1.6.3	Process involved in assessing and providing individual support for people with mental illness.	Destroy 10 years after last contact	<ul style="list-style-type: none"> • Mental Health files 	Common practice Was 7 years after movement from Essex, after death, deregistration or cessation of services

C.1.6.4	Process involved in assessing and providing individual support for people with mental illness who have been sectioned	Review 20 years from date at which - in the opinion of doctor concerned - the disorder has diminished where no further care or treatment is necessary	<ul style="list-style-type: none"> • Mental Health files 	
C.1.6.5	Short-term records not made into a file which relate to one-off contact	Destroy after 1 year	<ul style="list-style-type: none"> • Miscellaneous papers 	

3: Child Protection

C.1.2.1	Process involving summary case management of children under the protection of local authority.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Child Protection Register 	Common practice closed for 70 years
C.1.2.2	Process involving summary case management of adults convicted of Schedule 1 offences.	Retain for the lifetime of the individual NB: This is currently under national review Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Schedule 1 offenders 	Common practice closed for 70 years
C.1.2.3	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	Destroy 35 years from closure	<ul style="list-style-type: none"> • Child protection case files which have: a) Conference minutes b) Core Assessment c) Investigation d) Registration 	Common practice

	conferenced and registered			
C.1.2.4	Process involving Individual cases involving initial assessment and provision of advice in regards child protection.	Destroy 5 years from closure	<ul style="list-style-type: none"> • Child protection files <ul style="list-style-type: none"> a) Initial assessment b) Advice only 	Common practice
3: Children's Services - General				
C.1.3.1	Children in Need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	Destroy 10 years from closure.		Common practice
C.1.3.2	Process involving individual case management of services or support to unaccompanied minors (Asylum Seekers) if not "looked after"	Destroy 10 years from closure.		Common practice
C.1.3.3	Process involving individual case management of services or support to youth.	Destroy 25 years from DOB. Or destroy 10 years from last contact.	<ul style="list-style-type: none"> • Youth Service Client files • Youth Justice 	Common practice
3: Family Support				
C.1.5.1	Process involving Individual case management in the provision of support by the local authority to families.	Destroy 7 years from closure	<ul style="list-style-type: none"> • Parenting skills • Special education • Attendance records • Project files 	Common practice
C.1.5.2	Process involved in assessing a family's suitability in the care of children.	25 years from DOB of youngest child		Common practice
3: Housing Provision				
C.1.10.1	The registration of individuals housing applications.	Permanent. Offer to Archivist.	<ul style="list-style-type: none"> • Council Housing Register 	Common practice
C.1.10.2	The process for applying for	Destroy 7 years after	<ul style="list-style-type: none"> • Council housing 	Common practice

	council housing. (Unsuccessful applications)	closure	<ul style="list-style-type: none"> Application forms and supporting material Application for transfer of tenancy and supporting papers 	
C.1.10.3	The process for managing the tenancy of an individual tenant.	Destroy 12 years after termination of tenancy.	<ul style="list-style-type: none"> Correspondence re tenancy Tenancy Files Council housing Application forms and supporting material Application for transfer of tenancy and supporting papers Application for emergency housing or referral from another agency 	Common practice 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

3: "Looked after" children

C.1.1.1	Systems, which manage children, looked after by the local authority, in summary form.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> Children's home register 	Common practice Closed for 50 years
C.1.1.2	Process involving Individual case management of children looked after by the local authority This includes children and young people: a) Adopted via the local authority, b) In children's home, c) Fostered by local authority,	Destroy 75 years from 18th Birthday	<ul style="list-style-type: none"> Young Persons being looked after files Looked after children client files Residential care children's file Adoption files Privately fostered 	Common practice, Statutory basis

	d) On custodianship orders, e) On residence orders		<ul style="list-style-type: none"> children's file Guardian CAFCASS files Guardian ad litem 	
C.1.1.3	Children and young people subject to supervision orders	Destroy 21 years from DOB		Was 7 years after 19th birthday
C.1.1.4	Process involved in checking the suitability of people to become adoptive parents or foster carers including the official security checking and disclosure of person's background.	Destroy 75 years from closure	<ul style="list-style-type: none"> Adoptive parent counselling files Approved adopters Approved fosterers Criminal Records Bureau (CRB) checks and associated documentation 	Common practice is 25 years. Amended to 75 years as ECC common practice NB: If information contained on file which could pose a threat to a child, retain file until applicants are too old to be considered as adoptive applicants
C.1.1.5	Process involving Individual case management of families or adults who have fostered children in their care.	35 years after carer has ceased to foster	<ul style="list-style-type: none"> Foster carer files Supported lodging files 	Common practice
C.1.1.6	Enquiries/ applications to become foster parents which do not lead to approval	Destroy 10 years from application		
3: Programme Management and Development				
C.1.8.1	Process involved in development of service or programme for children.	7 years from closure		Common practice
C.1.8.2	Process involved in provision of a service or programme to support the development of	25 years from closure	<ul style="list-style-type: none"> Attendance records Course reports 	Common practice

	children.			
C.1.8.3	Process involved in provision of services or programmes to support the development of youths	15 years from closure		Common practice
C.1.8.4	Process involved in provision of a service or programme to adults.	7 years from closure		Common practice
3: Refugee Support				
C.1.11.1	Process involved in assessing and providing support for refugee families	Destroy 2 years after last contact	<ul style="list-style-type: none"> Refugee Family Files 	For unaccompanied minors, see C.1.3.2
C.1.11.2	Process involved in assessing and providing support for single adult refugees	Destroy 2 years after last contact	<ul style="list-style-type: none"> Refugee Files 	
C.1.11.3	Processes involved in financing accommodation for refugees	Retain for 2 years plus current financial year, then destroy		
C.1.11.4	Processes involved in providing food vouchers and financial allowances to refugees	Retain for 2 years plus current financial year, then destroy		
3: Residential Homes - Adults				
C.1.12.1	Summary management systems that manage the registration of adults housed by the local authority.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> Adult's home Registers Admissions registers Discharge registers 	Common practice
C.1.12.2	Process of recording occupants' personal incidents/ events in a home.	Destroy 15 years from date of discharge, death or closure of establishment	<ul style="list-style-type: none"> Accident records Client's file Accident books Medicinal reports Valuables 	Common practice

			<ul style="list-style-type: none"> • Acts of violence • Incident reports • Daily log/ night book 	
C.1.12.3	Documents containing personal information relating to the operation of the establishment.	25 years from closure of file.	<ul style="list-style-type: none"> • Communications Book • Incident reports • Diaries • Rotas • Daily logs/ Night books • Complaints/ Compliments • Admission/ discharge register 	Common practice
3: Residential Homes - Children				
C.1.9.1	Summary management systems that manage the registration of children housed by the local authority.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Children's home Registers • Admissions registers • Discharge registers 	Common practice
C.1.9.2	Process of recording occupants' personal incidents/ events in a home.	Destroy 75 years after date of birth	<ul style="list-style-type: none"> • Child's File • Medicinal Reports • Pocket Money receipt book • Accident reports • Sanctions book • Valuables • Acts of violence 	Common practice
C.1.9.3	Records of staff working with children	Destroy 25 years from termination of employment	<ul style="list-style-type: none"> • Supervision notes • Personnel file • Accident records • Incident reports • Criminal Records Bureau (CRB) checks 	Common practice

C.1.9.4	Documents containing personal information relating to the operation of the establishment.	25 years from closure of file.	<ul style="list-style-type: none"> • Duty Rotas • Communications Book • Incident reports • Diaries • Rotas • Daily logs/ Night books • Secure unit records • Complaints/ Compliments 	Common practice Communications Book, Daily log and incident reports were 75 years
3: Special Educational Needs				
C.1.4.1	Process involved in assessing and providing individual support for children who have special educational or welfare needs.	Destroy 35 years from closure	<ul style="list-style-type: none"> • SEN files • EWS Case files 	Common practice

1: Democratic Processes

2: Council and Committee Meetings

A.2.1.1	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Council Minutes • Council Agenda and Business Papers • Council Notice Papers and Proceedings • Indexes • Committee Minutes • Registers of Delegations to Special Committees 	Common Practice
A.2.1.2	Minute taking	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> • Draft/Rough Minutes • Audio Tapes 	Common Practice

2: Elections

3: Preparation

A.1.1.1	Summary certification of those eligible to vote	Permanent. Offer to Archivist after administrative use is concluded.	<ul style="list-style-type: none"> • Electoral Register 	Common practice
A.1.1.2	Voting (Local elections only)	Destroy 6 months from close of poll	<ul style="list-style-type: none"> • Ballot papers 	Statutory

3: Results

A.1.2.1	Declaration of results (local elections only)	Destroy 6 months from date of election	<ul style="list-style-type: none"> • Consolidated Returns of Votes Received 	Statutory
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2: Honours and Submissions

A.4.1.1	The process of preparing of honours submission.	Destroy 5 years after last action	<ul style="list-style-type: none"> • Honours nomination form • Covering documentation • Letters of support • Referral for comment from lord lieutenant 	Common Practice
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2: Partnership, Agency and External Meetings

A.3.1.1	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where ECC legally owns the record.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Documents establishing the committee • Agendas • Minutes • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers. 	Common Practice
A.3.1.2	The process of preparing business for External Committees consideration and making the record of discussion, debate and resolutions, where ECC does not own the record.	Destroy 3 years after last action	<ul style="list-style-type: none"> • Documents establishing the committee • Reports • Recommendations • Supporting documents such as briefing and discussion papers. 	Common Practice

1: Financial Management

2: Accounts and Audit

3: Payroll/ Financial Processing

G.1.3.1	Accountable processes relating to payment of employees	Destroy 7 years after leaving or 25 years for employees for whom a CRB disclosure has been obtained (see 'general') Payroll records retained by payroll to be destroyed 3 years plus current after transaction concluded. P35 fiche retained for 7 years	<ul style="list-style-type: none"> • Authority Sheet • Payroll Deduction Authorities • Employee pay Records • Employee Taxation Records 	Statutory
G.1.3.2	Non-accountable processes relating to payment of employees Financial processes resulting in the raising of an invoice	Destroy after 2 years plus current year is concluded Destroy after one year plus current year	<ul style="list-style-type: none"> • Summary Employee Pay Reports • Raised invoices plus any accompanying paperwork 	Common practice Common practice

2: Accounts & Audit

3: Financial Transactions Management

G.1.2.1	Management of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Appointments & Delegations • Audit Investigations • Arrangements for the 	Statutory
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G.1.2.2	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	Provision of Goods and/or Services <ul style="list-style-type: none"> • Allowances • Work Orders • Invoices • Credit Card Statements • Cash Books • Receipts • Cheque Counterfoils • Bank Statements • Subsidiary Ledgers (Annual) • Journals (Annual) • Vouchers 	Statutory This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue
G.1.2.3	Process involving the provision and support for individuals using public transportation.	Destroy 6 years after the conclusion of the financial transaction that the record supports.	<ul style="list-style-type: none"> • Applications Card issue Rail warrants 	Statutory
G.1.2.4	Processes that balance & reconcile financial accounts	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation Summaries of Accounts 	Common practice
G.1.2.5	Taxation Records	Destroy 5 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Taxation Records • Motor Vehicle Logs • Fringe Benefits Tax Records • Group Certificates 	Statutory
G.1.2.6	Processes involved in the collection of National Insurance Number	Destroy 2 years after the employee ceases employment	<ul style="list-style-type: none"> • Notification & Input Records 	Common practice
3:	Reporting			
G.1.1.1	The process that consolidates	Permanent. Offer to	<ul style="list-style-type: none"> • Consolidated Annual 	Common practice

	financial transactions on an annual basis for corporate reporting purposes.	Archivist. Transfer to Essex Record Office after administrative use is concluded.	Reports <ul style="list-style-type: none"> • Consolidated Financial Statements • Statement of Financial Position • Operating Statements • General Ledger 	
G.1.1.2	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Destroy when administrative use is concluded.	<ul style="list-style-type: none"> • Consolidated Monthly & Quarterly Reports • Consolidated Monthly & Quarterly Financial Statements • Working Papers for the preparation of the above • Monthly Accrual Statements • Cash Flow Statements • Creditor Listings and Reports • Debtor Listings and Reports 	Common practice

2: Asset Acquisition and Disposal

G.9.1.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Destroy 6 years, if under £50 000 or 12 years if over £50 000, after all obligations/entitlements are concluded.	<ul style="list-style-type: none"> • Legal Documents relating to the Purchase/Sale • Particulars of Sale Documents • Board of Survey • Leases • Applications for 	Statutory
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			Leases, Licences & Rental Revision <ul style="list-style-type: none"> • Tender Documents • Conditions of Contracts • Certificates of Approval 	
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2: Asset Monitoring and Maintenance

G.8.1.1	Management systems that allow the monitoring & management of assets in summary form.	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Subsidiary Asset Registers 	Common practice
G.8.1.2	Process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Routine Returns and Reports on Asset Status • Inventories • Stocktaking • Surveys of Usage • Acquisition and Disposal Reports & Proposals 	Common practice
G.8.1.3	The process of maintaining assets	Destroy 7 years after last action	<ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting 	Common practice
G.8.1.4	The process of maintaining plant and equipment.	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> • Service records • Plant files 	Common practice

2: Council Tax Valuation

G.4.1.1	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists - Permanent. Offer to Archivist for review Destroy 10 years after the year in which the valuation was made	<ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections Reports 	Common practice
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2: Financial Provisions

3: Budgets And Estimates

G.2.1.1	The process of finalising Local Authorities' annual budget	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Annual Budget 	Common practice Only the final version of the annual budget needs to be kept
G.2.1.2	The process of developing Local Authorities' annual budget.	Destroy 2 years after annual budget adopted by Local Authorities.	<ul style="list-style-type: none"> • Draft Budgets • Departmental Budgets • Draft Estimates 	Common practice
G.2.1.3	The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after next year's annual budget has been adopted by Local Authorities	<ul style="list-style-type: none"> • Quarterly Statements 	Common practice

3: Loans

G.2.2.1	The activity of borrowing money to enable a Local Authority to perform its functions and exercise its powers.	Destroy 7 years after the loan has been repaid	Loan Files	Statutory
G.2.2.2	Summary management of loans	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Loans Registers 	Common practice

2: Housing

G.3.1.1	Mortgages	Last payment + 6 years if signed Last payment +12 years if sealed	<ul style="list-style-type: none"> • Mortgage agreements • Correspondence 	Statutory
G.3.1.2	"Right to Buy"	Destroy 12 years after sale	<ul style="list-style-type: none"> • Sale documents 	Common practice

		of house	<ul style="list-style-type: none"> • Agreement concerning sale 	
G.3.1.3	Rent Payments	Destroy 7 years after the end of the financial year in which created	<ul style="list-style-type: none"> • Rent books • Correspondence concerning payment • Requests for payment 	Statutory
G.3.1.4	Home Improvement Grants	Destroy 6 years after last payment for grants under £50 000, For grants over £50 000 destroy 12 years after last payment Where plans and detailed drawings included offer to Archivist.	<ul style="list-style-type: none"> • Agreement to pay loan • Details of payments • Correspondence relating to loan 	Statutory

2: Property History

G.5.1.1	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.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> • Rate Books • Rate Cards • Register of Rateable Properties 	Common practice
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2: Rates and Local Authorities Tax Correspondence

G.6.1.1	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions,	Destroy 7 years after last action	<ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondence 	Common practice
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appeals, rate remissions and other rates related matters

- Rate Certificates
- Notices of Acquisition and Disposition
- Rate Property Files

2: Summary Assets Management

G.7.1.1	Summary management reporting on the overall assets of the Local Authority	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none">• Schedules of Acquisitions• Consolidated Current Asset Reports• Annual Reports• Summary of Current Assets• Asset Registers	Common practice
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1: General

2: General Correspondence

L.2.1.1	Correspondence with the public or external organisations which cannot be linked and stored with other records relating to a specific process i.e a Case File/ Project File/ Initiative File/ Request for Information under legislation	Archive for one year then Destroy if no further action	<ul style="list-style-type: none"> • General Correspondence letters • General Correspondence e-mails • General Correspondence faxes 	
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2: General Information Files Miscellaneous Files

L.3.1.1	Files (paper) or Folders (electronic - including e-mail) containing records for which there is no identified process or function in the Retention Schedule	<p>No file should remain open for more than 5 years and may be closed at any time within that period based on monitoring of usage and additions.</p> <p>If closed and new activity begins, a new volume of the file should be created and the retention period of the old volume be brought in line with the new volume.</p> <p>Archive for one year after closure and if no further action or addition - destroy</p>	<ul style="list-style-type: none"> • General Files 	5 year rule specified in Code of Practice on Records Management under s.46 Freedom of Information Act 2000
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2: Non-Captured Information

3: Reference material

L.1.1.2	Information resources that provide staff with guidance and support in the course of their work	Retain as current records in the workplace for convenience, seek to convert into shared electronic resources where possible and destroy original paper copies. Reference material should not be archived - either retain as current or destroy.	<ul style="list-style-type: none"> • Handbooks • Protocols • Guidance documents • Manuals 	
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3: Unstructured records

L.1.1.1	Records that do not support a business process i.e. there is no existing place for them in a filing structure and none will be created. This applies to filing structures for paper and electronic formats (including e-mail)	Destroy as soon as any use has ceased	<ul style="list-style-type: none"> • 'With compliments' slips • Catalogues, trade journals, suppliers' promotional material, course/ seminar/ conference invitations • Telephone message slips • Non-acceptance of invitations • Trivial messages or notes that are not related to ECC business (especially e-mails) • Requests for stock information such as 	Local Government Act 1972 – Access to information for Working Papers as background to reports to Committee/ Full Council
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			maps, plans or advertising material <ul style="list-style-type: none"> • Out-of-date distribution lists • Working papers which lead to a final report (unless report is submitted to Committee - in which case papers should be available for 6 years in line with availability of the minutes for public inspection) 	
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2: Requests for Information

3: Access to Records Requests under the Data Protection Act

L.4.1.1	Requests for Information dealt with under the provisions of the Data Protection Act 1998	Review 7 years after closure.	<ul style="list-style-type: none"> • Subject Access Request File 	
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3: Freedom of Information (FOI) Requests | Environmental Information (EIR) Requests

L.4.2.1	Requests for Information dealt with under the provisions of the Freedom of Information Act 2000 (FOI) Requests for Information dealt with under the Environmental Information Regulations 2005 (EIR)	The request itself, associated records and any records to which the request applies should not be destroyed until ECC is satisfied that the requestor does not wish to pursue an appeal or the appeal process has been exhausted. The documentation should	<ul style="list-style-type: none"> • Freedom of Information (FOI) Request File • Environmental Information Regulations (EIR) Request File 	
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		be closed and then archived for one year, then destroyed.		
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1: General Public Services

2: By-Laws

3: Administration & Enforcement

I.3.2.1	The process of administering and enforcing Bye-laws	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.	<ul style="list-style-type: none"> • Applications and Certificates • Permits • Licenses • Infringement Notices (Parking) • Correspondence 	Common practice
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3: Enactment

I.3.1.1	The process of making local laws	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Master Set of by-laws • Policy Development Documents • Correspondence • Submissions 	Common practice
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2: Cemeteries & Crematoria

I.4.1.1	Summary management systems that record the location and occupancy of deceased individuals.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans 	Common practice
I.4.1.2	The process of regulation of burials and cremations	Destroy 5 year after last action	<ul style="list-style-type: none"> • Permits • Applications • Orders 	Common practice

2: Enforcement Certification and Prosecution

3: Investigation, Inspection and Monitoring

I.2.3.1	The process of investigation, monitoring or inspection laws in the responsibility of the local authority.	Destroy 7 years from last action.	<ul style="list-style-type: none"> • Trading standards sample and inspections records • Fire certificate compliance inspections 	Common practice
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3: Notification

I.2.2.1	The process of issuing notices to citizens with respect to particular responsibilities	Destroy 2 years after the matter is concluded	<ul style="list-style-type: none"> • Fire Prevention Notices • Fire Prevention Infringement Notices • Objections to Notices • Appeals Against Notices • Registration of Premises Infringement Notices • Animal Impounding Notices 	Common practice
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3: Prosecution

I.2.4.1	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities.	Destroy 7 years from last action.	<ul style="list-style-type: none"> • Prosecution/ sanction files 	Common practice
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3: Registration, Certification and Licensing

I.2.1.1	Summary management systems that allow the monitoring & management of registration, certification and licences registration requirements in	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> • Visual impairment register 	Common practice
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	summary form.			
I.2.1.2	The administration of applications, registration, certification and licences in relation to Local authorities registration requirements.	Destroy 2 years after registration or entitlement lapses	<ul style="list-style-type: none"> • Applications for Animal Registration • Applications for Registration of a Business Premises • Applications for Release of Animals Impounded • Registers • Certificates of Registration door supervisors, taxi drivers, beauty therapists, Animal movement licences, Gaming, Fire certification, Disabled Parking permits, Blue badge, Registration to sell poison 	Statutory Note may want archival review in cases of licensing of children in entertainment.
I.2.1.3	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides)	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded - 60 years after registration or entitlement lapses	<ul style="list-style-type: none"> • Diesel licences • Petroleum licences • Health and safety licensing • Hazardous substances • Contaminated land register/ pollution 	Common practice
I.2.1.4	The process of registration of homes or carers for the care and support of children, in the responsibility of the local	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is	<ul style="list-style-type: none"> • Organisation Files • Child carers files • Childcare registration 	Common practice The responsibility of OFSTED from 1st April 2002

	authority.	concluded - 25 years from closure of centre, or discontinuation of care	<ul style="list-style-type: none"> • Day care registration • Children's home 	
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2: Health and Safety

3: Emergency Planning

I.1.2.1	Process to develop the emergency/disaster plan for the local community	Permanent. Offer to Archivist for review Transfer to Essex Record Office after superseded	<ul style="list-style-type: none"> • Major Incident Plan 	
I.1.2.2	Process of recording the results of the test for emergency/disaster plan for the local community	Destroy 10 years after closure		

3: Inspections and Assessments

I.1.1.1	Process of inspecting equipment to ensure it is safe.	Destroy 6 Years from destruction of the equipment	<ul style="list-style-type: none"> • Equipment inspection records 	Statutory
I.1.1.10	Process that record injuries to children	Destroy 25 Years from closure	<ul style="list-style-type: none"> • Accident books 	Based on Statutory
I.1.1.2	Processing the geo-technical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive (HSE)		Statutory
I.1.1.3	Process of carrying out monitoring to ensure that the process is safe.	Destroy 3 Years from last action	<ul style="list-style-type: none"> • Monitoring results 	Statutory
I.1.1.4	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 40 Years from last action.	<ul style="list-style-type: none"> • Property asbestos files 	Common practice based on Statutory
I.1.1.5	Process of monitoring of areas where employees and persons	Destroy 50 Years from last action or at age 75 years	<ul style="list-style-type: none"> • Radon monitoring 	

	are likely to have come in contact with radiation	whichever is the greater.		
I.1.1.6	Process to ensure safe systems of work	Retain until superseded or process ceases, +1 year		Common practice
I.1.1.7	Process to assess the level of risk	Destroy 3 Years from last assessment.	• Risk assessment	Statutory
I.1.1.8	Processes that permit work	Destroy 1 Year from last action.		Common practice
I.1.1.9	Process that record injuries to adults	Destroy 3 Years from closure	• Accident books	Statutory

3: Major Incident

I.1.3.1	Activities that report on all major incidents in the local community. Whether the emergency plan has been invoked or not.	Permanent. Offer to Archivist for review Transfer to Essex Record Office after administrative use is concluded		
I.1.3.2	Activities that report on all minor incidents in the local community	Destroy 7 years after closure		

2: Waste Management

3: Collection

I.5.1.1	The process of arranging the collection or transportation of household waste.	Destroy 2 year after last action		Common practice
I.5.1.2	The process of arranging the collection or transportation of controlled waste.	Destroy 6 year after last action		Common practice

3: Disposal of Waste

I.5.2.1	The summary management of sites used for the disposal of waste within the local authority.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative		Common practice
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		use is concluded.		
I.5.2.2	The process of the short-term storage of household waste.	Destroy 10 year after site closure.	<ul style="list-style-type: none"> • Transfer sites 	Common practice
I.5.2.3	The process involved in managing the use, type and amount of waste to be disposed at a specific site.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Waste site plans 	Common practice

1: Human Resources

2: Appointments of Statutory Officers

F.2.1.1	Summary management systems that allow the monitoring & management of statutory officers in summary form.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> Magistrates register 	Common practice
F.2.1.2	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Destroy 6 years after departure from Employment		Common practice
F.2.1.3	The appointment of an individual for a statutory position.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> Appointment Files Shrievalty Magistrates Lord lieutenant Tax commissioners 	Common practice
F.2.1.4	The process of selection of an individual for an statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> Vacancies & Applications Records Interview notes Prospective Staff Records Registers of Applicants Unsuccessful Applications Records 	Common practice

2: HR administration

3: Employee Relations

F.1.2.1	Identification & development of significant directions concerning industrial matters	HR to archive for 50 years with Essex Records office for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Generic agreements and awards • Negotiations Disputes • Claims lodged 	Common practice
F.1.2.2	Liaison processes of minor and routine matters	Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Daily employee Relations management issues 	Common practice but subject to internal monitoring
F.1.2.3	Processing of Disciplinary and Grievances Investigations where proved	Disciplinary records including warnings and grievance records retained on personal files until normal file destruction. Warnings Involving Children/vulnerable adults retained for 25years after the end of employment.	<ul style="list-style-type: none"> • Disciplinary 	For all practical purposes this function would not be subject to records management involvement
F.1.2.4	Processing of Disciplinary and Grievances Investigations where unfounded)	Destroy immediately after the disciplinary or grievance has been found to be have been unfounded or after an appeal if found to be unfounded. Exceptional cases may require special measures (see HR PF11.2 para 2.10)	<ul style="list-style-type: none"> • Disciplinary 	Common practice

3: Equal Employment Opportunities

F.1.9.1	The process of investigation and	Destroy 5 years after action		Common practice
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	reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies.	completed. Exceptional cases may require special measures.		
3: General				
F.1.1.1	Summary Workforce information management systems that allow the monitoring & management of employees in summary form. Note: The summary information that this record class attempts to capture is:- Name DOB Date of Appointment Work History Details Position/Designation Titles & Dates Held	Transfer to Essex Record Office after administrative use is concluded for indefinite retention.	<ul style="list-style-type: none"> • Employment summaries • Register of HR Files • Historic manual card index system • Fiche/ cd rom archives 	Common practice
F.1.1.2	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements including the retention of pension information.	On leaving ECC personal file is archived and passed to records management. Personal file destruction to occur 7 years after leaving date. However, personal files for some groups of employees are kept for 25 years after leaving date, i.e. employees for whom a CRB disclosure has been obtained and leavers where there have been known concerns about their behaviour/conduct in relation to children or vulnerable	<ul style="list-style-type: none"> • Medical Clearance • References received/given to other employers • Letter/offer of appointment • Letter of acceptance • Details of assigned duties • Probation reports • Medical examinations • Personal particulars • Educational qualifications • Declarations of pecuniary interests 	Common practice

		adults. Individual Pension records are retained by pensions services for 50 years.	<ul style="list-style-type: none"> • Certificates of protection • Employment contracts 	
3: Occupational Health				
F.1.3.1	The process of checking and ensuring the health of staff. Health and Safety Records relating to accidents and injuries at work	Destroy 12 years after commencement with the exception of fire and rescue staff, which is 50 years from after leaving date. Destroy 12 years after employment ends	<ul style="list-style-type: none"> • Health questionnaire • Medical clearance • Adjustment to work place • Restrictions • Recommendations • Accident report/violence reports 	Common practice
3: Recruitment				
F.1.4.1	The selection of an individual for an established position	Destroy 1 year after recruitment has been finalised.	<ul style="list-style-type: none"> • Advertisements • Applications • Employment references • Interview reports • Unsuccessful applicants 	Common practice
3: Staff Monitoring				
F.1.5.1	Performance (PMR Paperwork)	Combined with personal file Destroyed 7 years after leaving date, or 25 years for employees for whom a CRB disclosure has been obtained (see 'general')	<ul style="list-style-type: none"> • Probation reports • Performance plans (PMR) 	Common practice
F.1.5.2	Process of monitoring staff leave and attendance.	Combine with personal file and destroy 7 years after leaving or 25 years for employees for whom a CRB	<ul style="list-style-type: none"> • Sick leave • Jury service • Study leave • Special and personal 	Common practice

		disclosure has been obtained (see 'general')	<ul style="list-style-type: none"> leave Leave applications 	
3: Staff Retention				
F.1.6.1	Financial reward including PMR, honorariums and R&R allowance	On personal file so destroy 7 years after leaving, or 25 years for employees for whom a CRB disclosure has been obtained (see 'general')		Common practice
F.1.6.2	Other strategic documents	Destroy 3 years after action completed		Common practice
3: Termination				
F.1.7.1	The process of termination of staff through voluntary redundancy, dismissal and retirement.	On personal file so destroy 7 years after leaving, or 25 years for employees for whom a CRB disclosure has been obtained (see 'general')	<ul style="list-style-type: none"> Resignation Redundancy Dismissal Death Retirement 	Common practice
3: Training and Development				
F.1.8.1	Routine staff training programmes, not occupational health and safety or children related, which would be retained on the personal file.	Destroy after 3 years but details of any training and development to be recorded on PMR paper work, which will be retained on personal file. (see 'general')	<ul style="list-style-type: none"> Course individual staff assessment 	Common practice
F.1.8.2	Training (concerning children)	Destroy 35 years after training completed, or last entry For records retained on personal file see general above.	<ul style="list-style-type: none"> Course individual staff assessment training register 	Common practice

2: Personnel administration

3: General

F.1.1.3	Records relating to staff working with children	Termination + 25 years		
F.1.1.4	All other records	Termination + 6 years		

3: Recruitment

F.1.4.2	The official security checking and disclosure of an employee's background before commencing employment.	Positive outcomes - 2 years after date of check Negative outcomes - 1 year after date of check	<ul style="list-style-type: none"> Criminal Records Bureau (CRB) checks and associated documentation 	
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3: Training and Development

F.1.8.3	Training (occupational health and safety training)	Destroy 50 years after training completed Individual course assessment records should be destroyed once the training has been renewed every 3 years	<ul style="list-style-type: none"> OH&S training register 	Common practice
F.1.8.4	Training (materials)	Destroy 1 year after course is superseded		Common practice
F.1.8.5	Training (proof of completion)	Destroy 7 years after action completed	<ul style="list-style-type: none"> Certificates Awards Exam results 	Common practice

1: Infrastructure and Transport

2: Design and Construction

K.3.1.1	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.		Common practice
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2: Infrastructure Management and Maintenance

K.4.1.1	The activity of providing municipal services in relation to Infrastructure within the local authority.	Destroy 7 years after last action	<ul style="list-style-type: none"> • Street Files • Street Records • Requests for: <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 pavements, ○ HGV application ○ Advice / comment, ○ Level crossings, ○ Right of ways, 	Common practice
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			<ul style="list-style-type: none"> ○ Roundabouts, ○ Traffic calming measures, ○ Street lighting 	
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2: Planning and Development

K.1.1.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> ● Structure Plan ● Local transport plan 	Common practice
K.1.1.2	The activity of recording location of highways, bridle paths and rights of way.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> ● Definitive map ● Correspondence concerning enquiries and disputes 	Common practice
K.1.1.3	The activity of establishing planning scheme controls and providing for them to be amended and modified.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> ● Amendments to definitive map ● Road adoption 	Common practice
K.1.1.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 7 years after decision. Offer controversial/high profile schemes to Archivist	<ul style="list-style-type: none"> ● Enquiries, consultation documents, objections and correspondence 	Common practice
K.1.1.5	The process of enforcing infrastructure and transport regulations	Destroy 50 years after Enforcement Notice. Destroy 3 years after compliance with enforcement notice.		Common practice

2: Public Transport

K.6.1.1	The activities involved in the management and provision of public transport.	Destroy 3 years after superseded or last action.	<ul style="list-style-type: none">• Timetables and Routes• Maps• Fares• Customer and industry liaison	Common practice
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2: Road Maintenance

K.5.1.1	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels	Destroy 12 years after action completed		Common practice
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2: Traffic Management

.2.1.1	The activity of planning, and programming the continued flow, diversion or reduction of traffic.	Destroy 7 years after action completed	<ul style="list-style-type: none">• Traffic orders	Common practice
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1: Legal and Contracts

2: Advice (General)

D.2.1.1	The process of providing legal advice on a point of law.	Destroy 3 years after last action. – unless a major precedent, then offer to Archivist for review.		Common practice
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2: Agreements

D.3.1.1	Process of agreeing terms between organisations. Note this does not include contractual agreements	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> • Concordant 	Common practice Depends on value of agreement Mainly to do with agreements between public bodies. Not in regards contracts
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2: Contracts and Tendering

3: Awarding of contract

D.5.6.1	The process awarding of contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired.</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Signed contract 	Statutory
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3: Contract Management

D.5.7.1	Contract operation and	Destroy 2 years after the	<ul style="list-style-type: none"> • Service Level 	Common practice
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	monitoring	terms of contract have expired	<ul style="list-style-type: none"> • Agreements • Compliance reports • Performance reports 	
D.5.7.2	Management and amendment of contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired.</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Minutes and papers of meetings • Changes to requirements • Variation forms • Extension of contract • Complaints • Disputes on payment 	Statutory
3: Evaluation of Tender				
D.5.4.1	Summary tender evaluation criteria	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired.</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Evaluation criteria 	Statutory
D.5.4.2	Successful tender document	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired.</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Tender documents • Quotations 	Statutory
D.5.4.3	Unsuccessful tender documents	Destroy 1 year after start of Contract	<ul style="list-style-type: none"> • Tender documents • Quotations 	Common practice
3: Post Tender Negotiation				
D.5.5.1	The process in negotiation of a contract after a preferred tender is selected.	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> • clarification of contract post tender negotiation minutes 	Common practice

3: Pre Contract Advice				
D.5.1.1	The process of calling for expressions of interest	Destroy 2 years after contract let or not proceeded with	<ul style="list-style-type: none"> Expressions of Interest 	Common practice
3: Specification and Contract Development				
D.5.2.1	The process involved in the development and specification of a contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired.</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed. 	Statutory
3: Tenancy Agreements				
D.5.8.1	The process of awarding tenancies in welfare housing	<p>Ordinary Tenancy Destroy 6 years after the terms of agreement have expired.</p> <p>Tenancy Under Seal Destroy 12 years after the terms of agreement have expired</p>	<ul style="list-style-type: none"> Signed tenancy agreements Sealed tenancy agreements 	Statutory
3: Tender Issuing and Return				
D.5.3.1	The process involved in the issuing and return of a tender.	Destroy 1 year after start of Contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	Common practice
2: Conveyance				
D.4.1.1	The process of changing ownership of land or property.	Destroy 12 years after closure	<ul style="list-style-type: none"> Conveyancing files 	Statutory
2: Legal Case Management				
D.6.1.1	Process of recording legal involvement in cases of Adoption	Destroy 75 years from closure date	<ul style="list-style-type: none"> Legal Adoption Files 	Statutory requirement
D.6.1.10	Process of recording legal involvement in the Crouch Harbour Authority	Review after 10 years	<ul style="list-style-type: none"> Legal Crouch Harbour Files 	

D.6.1.11	Process of recording legal involvement in Schools related Judicial Review matters	Review after 10 years	<ul style="list-style-type: none"> • Legal Judicial Review Files 	Legal requirement that legal files are kept for a minimum of 6 years
D.6.1.12	Process of recording legal involvement relating to People with Physical Disabilities, People with Mental Health needs, People with Learning Disabilities, matters relating to Trading Standards and general matters relating to Social Care Strategy and Regulations	Review after 6 years	<ul style="list-style-type: none"> • Legal 'People with Physical Disabilities' Files • Legal 'People with Mental Health needs' Files • Legal 'People with Learning Disabilities' Files • Legal Trading Standards Files • Legal Social Care Strategy and Regulations Files 	In accordance with the limitation period
D.6.1.13	Process of recording legal involvement relating to the Essex Fire Authority, the Essex Probation Service, Highways and Public Transport, Non-School Attendance, Planning, and Essex Police matters	Review after 6 years	<ul style="list-style-type: none"> • Legal Essex Fire Authority Files • Legal Essex Probation Service Files • Legal Highways and Public Transport Files • Legal Non-School Attendance Files • Legal Planning Files • Legal Essex Police Files 	Legal requirement that legal files are kept for a minimum of 6 years
D.6.1.2	Process of recording legal involvement in the work of the Essex Child Protection	Destroy after 10 years	<ul style="list-style-type: none"> • Legal ECPC Files • Legal Committee Services Files 	Common practice

	Committee and general Committee Services			
D.6.1.3	Process of recording legal involvement in Social Care General Policy Work	Destroy after 10 years	<ul style="list-style-type: none"> • Legal Social Care General Policy Work Files 	Legal requirement that legal files are kept for a minimum of 6 years
D.6.1.4	Process of recording legal involvement in Property Law Work	Destroy after 12 years	<ul style="list-style-type: none"> • Legal Property Law files 	In compliance with the limitation period
D.6.1.5	Process of recording legal involvement in minor matters relating to Insurance	Destroy after 25 years	<ul style="list-style-type: none"> • Legal Insurance - Minor Matters files 	In accordance with limitation period
D.6.1.6	Process of recording legal involvement in Social Care Tenancy Agreements & General Matters and Schools/ Education matters relating to Foundation and Grant Maintained Schools and general schools matters	Destroy after 25 years	<ul style="list-style-type: none"> • Legal Social Care Tenancy Agreements files • Legal Social Care General Matters Files • Legal Foundation Schools Files • Legal Grant Maintained Schools Files • Legal General Schools related matters files 	In compliance with the limitation period
D.6.1.7	Process of recording legal involvement in Debt Collection, Insurance (adult matters) and Social Care matters relating to Older People	Destroy after 6 years	<ul style="list-style-type: none"> • Legal Debt Collection Files • Legal Insurance - Adult Matter files • Legal Older People Files - Social Care 	In accordance with limitation period
D.6.1.8	Process of recording legal involvement in issues relating to ECC's Commercial Services, the	Destroy after 6 years	<ul style="list-style-type: none"> • Legal Commercial Services Files 	Legal requirement that legal files are kept for a minimum

	County Secretary, Enterprise, Environmental Services, Financial Services, Heritage and Culture, Human Resources, Chief Executive & Clerks and matters relating to Magistrates and the New Road and Street Works Act		<ul style="list-style-type: none"> • Legal County Secretary Files • Legal Enterprise Files • Legal Environmental Services Files • Legal Financial Services Files • Legal Heritage and Culture Files • Legal Magistrates Files • Legal New Road and Street Works Act Files • Legal Personnel/ Human Resources Files 	of 6 years
D.6.1.9	Process of recording legal involvement in Children's Cases and general Children's Services issues	Destroy after 75 years	<ul style="list-style-type: none"> • Legal Child Care Files • Legal Children's Services Files 	In compliance with the limitation period

2: Litigation (General)

D.1.1.1	The process of managing, undertaking or defending for or against litigation on behalf of the local authority.	Destroy 7 years after last action. Major litigation – offer to Archivist for review	<ul style="list-style-type: none"> • Criminal case file • Childcare case file • Civil case file correspondence 	Common practice
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1: Management and Administration

2: Corporate planning and reporting				
B.1.1.1	The corporate planning and reporting activities of Local Authorities	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Common Practice
B.1.1.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Strategic management team minutes 	Common Practice
B.1.1.3	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure		Common Practice
B.1.1.4	The process of preparing business for Business Unit consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure		Common Practice

2: Enquiries, and Complaints				
B.6.1.1	The management in summary form of enquiries and complaints directed to council.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Indexes • Registers 	Common Practice
B.6.1.2	The management of enquiries,	Permanent. Offer to	<ul style="list-style-type: none"> • Reports 	Common Practice

	submissions and complaints which result in significant changes to policy or procedures	Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Returns • Correspondence 	
B.6.1.3	The management of detailed responses on Council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Common Practice
B.6.1.4	The management of routine responses on Council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed Material • Form Letters 	Common Practice

2: Information Management

B.5.1.1	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Classification Schemes • Registers • Indexes • Authorised Lists of File Headings 	Common Practice
B.5.1.2	The management of collections of records transferred to the archives	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Accession registers • Depositor files 	Common Practice
B.5.1.3	The process that records the disposal of records.	Destroy 12 years after last action	<ul style="list-style-type: none"> • Disposal certificates • Registers of records destroyed 	Common practice based on Limitation Act

2: Policy, Procedures, Strategy and Structure

B.3.1.1	Activities that develop policies, procedures, strategies and structures for the Local	Permanent. Offer to Archivist. Transfer to Essex Record Office after	<ul style="list-style-type: none"> • Policy, • Procedure • Precedent 	Common Practice
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	Authorities.	administrative use is concluded	<ul style="list-style-type: none"> • Instructions • Organisation Charts • Records relating to Policy Implementation and Development Education plan • Asset management plan • Children' s Services Plan • Community Strategy • Community Plan • Community Safety plan 	
B.3.1.2	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 5 years from closure		Common Practice

2: Public Consultation

B.4.1.1	The process of consulting the public and staff in the development of significant policies of the local authority	Destroy 5 years from closure		Common Practice.
B.4.1.2	The process of consulting the public and staff in the development of minor policies of the local authority	Destroy 1 year from closure		Common Practice

2: Public relations

3: Civic and Royal Events

B.8.4.1	The recording of ceremonial	Permanent. Offer to	• Visitors Book	Common Practice
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	events and civic occasions	Archivist. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> • Audio Tapes • Video Tapes • Photographs 	
B.8.4.2	The process of organising a ceremonial event or civic occasions	Destroy 7 years after administrative use is concluded		Common Practice
3: Marketing				
B.8.3.1	The process of developing and promotion of Local Authorities Campaigns and events	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.		Common Practice
3: Media Relations				
B.8.2.1	Process of interaction with the media	Destroy 3 years from closure		Common Practice
B.8.2.2	Media publications concerning Local Authorities	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Press cuttings • Media reports 	Common Practice
3: Publications				
B.8.1.1	The process of designing setting information for publication.	Destroy 3 years from last action		Common Practice
B.8.1.2	The published work of the local authority	Destroy after administrative use is concluded. Note: One copy from the initial print run should go directly to the archive.		Common Practice
2: Quality and performance management				
B.7.1.1	The process of monitoring or reviewing the quality, efficiency,	Destroy 5 years from closure	<ul style="list-style-type: none"> • Best Value Review 	Common Practice

B.7.1.2	<p>or performance of a local authority service or unit.</p> <p>The process of assessing the quality, efficiency, or performance of a local authority service or unit.</p>	Destroy 2 years from closure	<ul style="list-style-type: none"> • Assessment form 	Common Practice
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2:	Statutory returns			
B.2.1.1	<p>The process of preparing information to be passed on to central government as part of statutory requirements</p>	Destroy 7 years from closure	<ul style="list-style-type: none"> • Reports to Central Government 	Common Practice.

1: Planning and Land Use

2: Planning Scheme Development and Amendment

J.1.1.1	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	Permanent. Offer to Archivist. When plan superseded	<ul style="list-style-type: none"> • Structure Plan • Local Plan • Town Centre Plans • Unitary Development Plans 	Common practice
J.1.1.2	The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans	Permanent. Offer to Archivist for review after 3 years.	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public • Public Inquiry documents 	Common practice
J.1.1.3	The activity of recording information on historical buildings, monuments and ecology at a specific site.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Sites and Monuments records • Ecological records • Species records • Historically listed buildings • Definitive map • Commons registration 	Common practice
J.1.1.4	The activity of establishing planning scheme controls and providing for them to be amended.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is	<ul style="list-style-type: none"> • Successful Waste Planning Application • Successful Mineral Planning applications 	Common practice

		concluded.	<ul style="list-style-type: none"> • Amendments to definitive map • Mineral Register • Applications for mineral extraction • Land Use surveys 	
J.1.1.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 15 years after decision. Offer controversial/high profile schemes to Archivist	<ul style="list-style-type: none"> • Waste Planning Application consultation • Mineral Planning applications consultation • Objections Inquiries – Public etc • Archaeological; advice/conditions 	Common practice
J.1.1.6	The process of controlling development of areas through applications for planning permission	Transfer planning application register to Archivist once the register has been completed (or at arranged intervals if it is held electronically) Refer all other records to Archivist for sampling	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers • Planning application register 	Common practice
J.1.1.7	The process of maintaining the countryside and developing open spaces for public amenity	Refer all files relating to policy to the Archivist Destroy other files 7 years after administrative use concluded	<ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserve development plans and correspondence, land purchase agreements 	Common practice

2: Planning Scheme Regulation

J.2.1.1	The summary management of planning scheme regulation	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Building Control Registers 	Common practice
J.2.1.2	The process of regulating the planned use of land or buildings.	Destroy 15 years after closure		Common practice
J.2.1.3	The process of approving building applications in relation to listed or other significant buildings.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Building Files Plans Specifications Correspondence Applications Permits Certificates 	Common practice
J.2.1.4	The process of approving building applications, for all other buildings	Destroy 15 years after construction complete.	<ul style="list-style-type: none"> • Building Files Plans Specifications Correspondence Applications Permits Certificates Objections 	Common practice
J.2.1.5	The process of inspecting building work for the purpose of insuring compliance.	Destroy 10 years after the issue of a certificate of final inspection.	<ul style="list-style-type: none"> • Certificate of Final Inspection Building Inspection Records Diaries 	Common practice
J.2.1.6	The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice.		

1: Property and Land Management

2: Housing Provision

H.5.1.1	The process of managing local authority welfare housing estates	Destroy 4 years after last action.	<ul style="list-style-type: none"> Stock monitoring records 	Common practice
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2: Insurance

3: Claims Management

H.8.2.1	The process that records insurance claims against the Local Authority or Local Authority Officers	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> Claims records Correspondence 	
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3: Policy Management

H.8.1.1	The summary management of insurance arrangements	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> Insurance Register 	
H.8.1.2	The process of insuring Local Authorities Officers, property, vehicles and equipment against negligence, loss or damage	Destroy 7 years after the terms of the policy have expired	<ul style="list-style-type: none"> Insurance Policies Correspondence 	
H.8.1.3	The process of renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	<ul style="list-style-type: none"> Insurance Policy Renewal Records Correspondence 	

2: Leasing And Occupancy

H.4.1.1	The process of managing leased	Destroy 15 years after the	<ul style="list-style-type: none"> Lease Agreements 	Common practice
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	property	expiry of the lease	Rental Expenditure Authorities Valuation Queries Applications for Leases, Licences & Rental Revision	
H.4.1.2	The process of managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Requests for Works, Cleaning, etc. 	Common practice

2: Property Acquisition and Disposal

H.2.1.1	Management of the acquisition (by financial lease or purchase) process for real Property (see also 21.1.0)	Retain for life of property or building plus 12 years. Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> • Plans • Title Deeds 	Common practice
H.2.1.2	Management of the disposal (by sale or write off) process for real Property	Destroy 15 years after all obligations/entitlements are concluded. Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> • Legal Documents relating to the Sale • Particulars of Sale Documents • Board of Survey • Tender Documents • Conditions of Contracts 	Common practice

2: Property and Land Management

H.1.1.1	Reports to management on overall property of the Local Authority	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Consolidated Property & Buildings Annual Reports • Summary of Leased Property • Summary of Local Authorities Owned Property 	Common practice
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			<ul style="list-style-type: none"> • Site Register • Register of Leases 	
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2: Property Development and Renovation

H.3.1.1	The process of managing and undertaking renovations and development of property Management: buildings and estates of “special interest”	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded.	<ul style="list-style-type: none"> • Project Specifications • Plans • Installation Manuals • Certificates of Approval 	Common practice
H.3.1.2	The process of managing and undertaking renovations and development of property Management: all other buildings and estates	Retain for life of property or building	<ul style="list-style-type: none"> • Project Specifications • Plans • Installation Manuals • Certificates of Approval 	Common practice For asbestos see health and safety under general public services
H.3.1.3	The action process involved in the development and renovation of property.	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Work Orders • Tender Documents • Conditions of Contracts 	Common practice

2: Systems Management

H.6.1.1	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system then destroy		
H.6.1.2	The process to implement a system used to support the activities of the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> • Implementation plan 	
H.6.1.3	The process to Support and administer a system used to support the activities of the local authority	Destroy 5 years after last action		

2: Transport Management

H.7.1.1	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet Authorisation Numbers 	
H.7.1.2	The process of managing allocation & maintenance of vehicles	Destroy 7 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Approvals as Drivers • Allocations & Authorisations for Vehicles • Maintenance 	
H.7.1.3	The process of recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Vehicle Usage Reports 	
H.7.1.4	The process of recording drivers usage	Destroy 7 years after closure	<ul style="list-style-type: none"> • Vehicle Log book 	

1: Statutory Services

2: Coroners

3: Coroner's Case Work

E.1.1.1	The process and actions of inquiring into deaths which do not proceed to an inquest.	Destroy 15 years after last action	<ul style="list-style-type: none"> Coroners case files 	Set by Public Record Office
E.1.1.2	The process and actions of inquiring into deaths which proceed to an inquest.	Permanent. Offer to Archivist for review. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> Coroners case files 	Set by Public Record Office Can be sampled according to set a precedent in law or practice; Relate to an individual, accident or crime subject to prolonged or repeated interest from the national media.

3: Reported Deaths

E.1.2.1	Summary registration of reported deaths.	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> Reported deaths register 	Set by Public Record Office
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3: Treasure Trove

E.1.3.1	The process and actions of Treasure inquests.	Destroy 2 years after last action		Set by Public Record Office
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2: Registrars of Births Deaths And Marriages

3: Marriage Services

E.2.1.1	Process of conducting a marriage service	Destroy 3 years after last action		Common practice
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3: Notices

E.2.2.1	Process of notification in relation to birth, death or marriage.	Destroy 2 years after last action	<ul style="list-style-type: none"> • Wedding banns • Notice of marriage 	Common practice
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3: Registration

E.1.1.2	Process of certification of the registration of a birth, death or marriage.	Destroy 7 years after last action	<ul style="list-style-type: none"> • Birth certificate • Death certificate • Marriage certificate 	Common practice
E.2.3.1	Process of the summary registration of a birth, death or marriage	Permanent. Offer to Archivist. Transfer to Essex Record Office after administrative use is concluded	<ul style="list-style-type: none"> • Deaths register • Births register • Marriage register 	Common practice