

ESSEX COUNTY COUNCIL RETENTION SCHEDULE

Summary

This document contains the Retention Schedule for all information (paper and electronic) held by the relevant areas and the timescale that this information should be retained.

Last Review:	November 2023
Next Review:	March 2024
Author:	IG Team
Version:	7.8

Introduction

Essex County Council Retention Schedule (referred to as the 'Schedule') identifies processes which records support, rather than identifying individual types of records. This is for two reasons: -

- To make the retention period apply to all records independent of any format, i.e., the same rules apply to a paper file, an email or another electronic document
- To allow flexibility in developing the Schedule to cover new processes and amend existing ones over time

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of the Data Protection Act 2018 (DPA 2018), UK General Data Protection Regulation 2016 (UK GDPR 2016) and Freedom of Information Legislation.

Records for permanent preservation should be passed to the Essex Record Office (ERO) via the Records Management Service.

Limitation of Scope

Very few types of records have specified time periods for retention in law or in official government guidance. In order to develop this Schedule, key business areas were contacted in order for them to review and provide updates for their areas. Further, a review of the best practices adopted by other Local Authorities was conducted prior to the Schedule being created.

Objectives of the Retention Schedule

The aims are to: -

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage
- Promote improved Records Management practices within ECC which gives the public confidence that when information is destroyed it is done so according to well-considered rules
- Assist in identifying records that may be worth preserving permanently as part of the authority's archives

Transfer of Records to Essex Record Office

Records identified in this Schedule as 'permanent' must be kept indefinitely (or for approximately 100 years) for legal and/or administrative purposes, and/or are of enduring value for historical research purposes and so would be suitable for transfer to the ERO. These records will be marked as 'Offer to Archivist'. The Archivist may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

'Offer to Archivist for review' is used to indicate record classes where the archivist will not usually be interested in retaining the class of records but may wish to retain those concerning high profile or controversial policies/projects.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of the transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information legislation and any internal policy.

The DPA 2018 and the UK GDPR 2016 provides exemptions for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met. It is the responsibility of the Archivist to ensure that this is so.

Records designated as being of interest to ERO should be sent in the first instance to the Records Management Service.

Destruction of Records

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Records that are currently (or likely to be in the future) the subject of a Freedom of Information, Data Protection, Environmental Information Regulations etc official request or appeal, then it must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request/complaint is an offence.

General and Miscellaneous Records

There are some records that do not need to be kept at all that staff may routinely destroy in the normal course of business. However, the Schedule must still contain reference and instructions referring to them.

This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include: -

- With Compliments slips; Catalogues and Trade Journals; Telephone Message slips; non-acceptance of invitations; Trivial Electronic Mail Messages or Notes that are not related to ECC business; Requests for stock information such as maps, plans or advertising material; Out-of-date distribution lists; Working Papers which lead to a final report.

Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed, and paper faxes after making and filing a photocopy, are also covered.

Reviewing the Schedule

The Schedule will be regularly reviewed and updated to ensure that ECC is complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that staff can keep track and modify their practices accordingly. The Schedule will be subject to the timetable for general review of all Information Governance policies.

Explanation of Retention Guideline Headings

Description and types of record retained

The Schedule provides a description of a process or an activity that the records support. The Schedule may also include instructions or guidelines relating to weeding, sampling, instructions on disposal, information on duplication of record content in other classes and cross-reference to other entries within the Schedule. The section will also provide common examples of the types of records included within the particular function.

Retention Period

This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is created when a record is closed or tied into another specified activity. This field will also specify whether a type of record should be transferred to the ERO for permanent preservation.

Glossary of Terms

Administrative Use

When business use has ended, or the file has been closed.

Closure Example: Destroy 'x' years from closure

A record/file should be closed when it ceases to be active. After closure no new papers/information should be added to the record.

Records/files can be closed when: -

- They reach an unmanageable size (a new volume should be created)
- They cover 'x' years i.e. a maximum time period
- No more records have been added in 'x' years or another specified set period of time
- No action has taken place after 'x' period of time

Retention Maximum Years

Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority's policy. Any closure period should comply with current legislation on access to local government information – including the Data Protection and Freedom of Information Acts.

End Action

This explains what should happen to the information at the end of the retention period specified.

Table of Contents

The below table of contents has been designed to be user friendly, in this vein all the section titles located within the table of contents have been linked with the specific section for each area for ease of use.

Legal Requirements

Each entry in the Retention Schedule details the specific legislation, regulations, guidelines or code of practice, that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, then the retention is based on common practice

The UK General Data Protection Regulation 2016 (UK GDPR)/Data Protection Act 2018

Requires that we must not keep personal data for longer than needed for the purpose for which it was collected.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemption(s) apply. The Code of Practice issued under 46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention schedules.

The Local Government Act 2000

S.22 requires that written records of a local authority executive, or a committee of such an executive are made available to the public.

Contents

Section 1 – Adult Services	6
Section 2 – Children Services	9
Section 4 – Consumer and Community Issues	17
Section 5 – Council Property	20
Section 6 – Governance and Democracy	22
Section 7 – Economic Development and Culture	23
Section 8 – Education and Skills	25
Section 9 – Environmental and Waste Management	28
Section 10 – Finance and Insurance	29
Section 11 – Health and Safety	31
Section 12 – Information and Communication	35
Section 13 – Information Management	36
Section 14 – Legal and Procurement	38
Section 15 – Registration and Coroners	40
Section 16 – Recruitment and Employment	41
Section 17 – Corporate Management and Audit	44
Section 18 – Transport and Infrastructure	49
Section 19 - Special Notices	58

Section 1 – Adult Services

Purpose: - Providing Care to Adults

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Adult Services	Last Action	7	Review	Customer who has received support services provided by or sourced by Essex County Council; - <ul style="list-style-type: none"> • Carers Records – contact information, assessments and support plans and case notes • Safeguarding Documents • Occupational Therapy • Personal Budgets • Learning Disability • Physical and Sensory Impairment 	
Carers (Adults)	Last Action	7	Review	Information relating to carers and includes the following record types; - <ul style="list-style-type: none"> • Use of 'agency' care provisions • Assessment of suitability of carer • Carer's identity, history etc. • Financial support provided to carer • Any legal issues • Carer's driving and other licences • Carer reviews 	Limitation Act 1980 s.5
Community Support	Last Action	7	Destroy	Support for those who may need community care; - <ul style="list-style-type: none"> • Provision of Day Centres • Recognised groups and organisations that provide advice and support for those who are in need of community care 	Limitation Act 1980
Criminal Justice (Adults)	Last Action	7	Review	Services provided to individuals in the Criminal Justice System; - <ul style="list-style-type: none"> • Community reparation and Community Service Orders • Support to Courts and people on Bail 	Limitation Act 1980 s.5 recommended by the Youth Justice Board Guidance 2014
Programme Management & Development (Adults)	Last Action	75 years or 3 years after date of death	Destroy	Programme management and development of services for Adults; - <ul style="list-style-type: none"> • Provision of services or programmes for supporting Adults 	
Residential Home	Date Created	7	Review	Details of home's activities; - <ul style="list-style-type: none"> • Home's diary 	Limitation Act 1980

Management (Adults)				<ul style="list-style-type: none"> • Home's menus • Home's rosters • Care Home Licence details • Any other related information • Assessments • Finance and Commissioning • Grants • Health • Legal • Looked after in Care • Occupational Therapy • Referral and Review • Transport Services 	
Adult Case Records	Last Action	7	Review	Information relating to individual Service Users; - <ul style="list-style-type: none"> • Assessment of eligibility for services • Details of assigned carers • Contact details for client and carers (including Next of Kin, address, religion etc.) • Catering services • Financial support provided • Grants applied for client • Clients health details • Clients legal issues • Issue of Blue Badge • Residential care • Occupational Therapy received • Request for service or service transfer • Details of any service review • Provision of transport • Licensing • Looked after in care 	Limitation Act 1980
Adult Case Records (Mental Health)	Last Action	20	Review	Any details about the client's mental health. Covers records made where the person has been cared for under the Mental Health Act 1983 as amended by the Mental Health Act 2007. This includes psychology records.	NHS Records Management Code of Practice for Health and Social Care 2016
Supporting Disabilities (Adults)	Last Action	7	Review	Information on general support for individuals with disabilities; - <ul style="list-style-type: none"> • Support for the deaf in communicating with those who can hear • Advice and support on training and employment 	Limitation Act 1980

				<ul style="list-style-type: none">• Advice on purchase and/or loan of specialist equipment• Rehabilitation• Advice to regain independence in the home or the provision of aids• Information on the Motability Scheme	
Training	Last Action	7	Review	Training provided to individuals working with Adults; - <ul style="list-style-type: none">• Support to individuals or organisations working with or for clients	

Section 2 – Children Services

Purpose: - Providing Care to Children

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Adoption	Last Action	100	Review	Adoption information relating to the Carer; - <ul style="list-style-type: none"> • Adoptive Parents • Suitability of Carer • Financial support • Information that is foster care related • Legal Issues • Care or Care Licence • Details of views of the Carer 	Adoption & Children Act 2002 and the Disclosure of Adoption Information (post commencement Adoptions) Regulations 2005
Adoption (Unsuccessful)	Last Action	5	Review	Uncompleted adoptions; - <ul style="list-style-type: none"> • Unsuccessful Adoptive Parents • Counselling of Birth Parents which did not lead to adoption • Adoptive Parents who withdrew from the process 	Adoption and Children Act 2002 Adoption Agencies Regulations 2005
Admissions and Exclusions	Last Action	25	Destroy	Case Files (including appeals); - <ul style="list-style-type: none"> • Appeal Files • Exclusion Files 	
Birth Records	Last Action	10	Review	Birth Records Counselling (formerly s.51 records Adoption Act 1976); - <ul style="list-style-type: none"> • Birth records Counselling – Clients adopted outside of Essex 	Departmental Policy
Birth Records (outside Essex)	Last Action	75 (+ Adoption Order)	Review	Birth Records Counselling (formerly s.51 records Adoption Act 1976); - <ul style="list-style-type: none"> • Birth Records Counselling – Clients adopted within Essex 	Departmental Policy
Family Members of young people being supported by Social Care				There is no separate retention required, the same retention of the young person's record should be applied.	
Family Solutions (Early Help)	Last Action	7	Review	Case Files <ul style="list-style-type: none"> • Family Solutions (Early Help) case closed at any point of process with a • Family Solutions Case Closure 	The Children's Act (1989 and 2004) and Working Together to Safeguard Children (2018)

				<ul style="list-style-type: none"> Files that have historical plans with a higher retention will retain that higher retention 	
Fostering	Last Action	75	Review	<p>Relates to the Care in checking their suitability to become adoptive/fostercarers; -</p> <ul style="list-style-type: none"> Approved Foster Parents and Adoptive Parents Suitability of a Carer Financial support Information that is foster care related Legal Issues Care or Care Licence Details of views of Carer Disclosure and Barring Service (DBS) checks, reference number, date of check and result. SGO (special Guardianship Order) and Connected Person Service Independent Fostering Agency (IFA) Private fostering Child Arrangement Order (CAO) 	Fostering Services Regulations (2002)
Foster Service Record	Last Action	15	Review	<p>Fostering Service Records; -</p> <ul style="list-style-type: none"> Register of Placements Details of each person working for foster service provider Record of all accidents Foster Carer Files 	Fostering Service (England) Regulations 2011 Care Planning Regulations
Foster Applications	Last Action	10	Review	<ul style="list-style-type: none"> Enquiries/applications to become foster parents where applicants withdrew from the process 	Fostering Service (England) Regulations 2011 Care Planning Regulations
Foster Applications	Last Action	15	Review	<ul style="list-style-type: none"> Enquiries/applications to become foster parents which do not lead to approval 	Fostering Service (England) Regulations 2011 Care Planning Regulations
Supported Lodgings Carers	Last Action	10	Review	<p>Fostering Service Records; -</p> <ul style="list-style-type: none"> Register of Placements Details of each person working for foster service provider Record of all accidents Supported Lodging Files 	Children's Act 1989, Looked After Children Planning Support and Review

SGO/ CAO records	Last Action	35	Review	Enquiries/applications to become Special Guardianship Order and Child Arrangement Order carers which have not been approved.	Fostering Service (England) Regulations 2011 Care Planning Regulations
Asylum Seekers	Last Action	7	Review	Service for asylum seekers; - <ul style="list-style-type: none"> • Temporary accommodation, meals and other support and advice • Applications for British Citizenship ensuring paperwork is correct prior to submission to the Home Office 	Limitation Act 1980
Volunteers	Last Action	3	Review	Personal data of volunteers <ul style="list-style-type: none"> • Independent visitors • Befrienders • Appropriate adults 	Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50
Child Protection	Last Action	35	Review	Process involving individual case assessment, investigation, registration and management of children; - <ul style="list-style-type: none"> • Investigated, conferenced and registered • Core Assessment • Investigated but not conference and registered • Conference Minutes • Individual case assessments • Initial assessment and advice • Consolidated listing of children requiring protection • Files that have historical plans with a higher retention will retain that higher retention 	Case Law R (C) v Northumberland County Council [2015] EWHC 2134 (Admin) Children Act 1989
Strategy Discussion	Last Action	35	Review	Process involving individual cases involving Strategy Discussion where <ul style="list-style-type: none"> • A strategy discussion has taken place with A CP conference is not implemented. • Files that have historical plans with a higher retention will retain that higher retention 	Case Law R (C) v Northumberland County Council [2015] EWHC 2134 (Admin)
Childminding	Last Action	35	Review	Information related to childminding; - <ul style="list-style-type: none"> • List of registered childminders • Information and Support for those interested in becoming a registered childminder and those already registered 	
Children in Need	Last	35	Review	Children in Need (who have not been adopted or Looked After	Case Law R (C) v

	Action			and who have not been subject of a Child Protection inquiry); - <ul style="list-style-type: none"> Files of unaccompanied Minors Asylum Seekers if not looked after Files progressed to Referral closed prior to assessment Referral closed during or after C&F Assessment Files that have historical plans with a higher retention will retain that higher retention 	Northumberland County Council [2015] EWHC 2134 (Admin)
Looked After/in Care	Last Action	75 (or 15 years after death of child if under 18 years)	Review	Information on children in care; - <ul style="list-style-type: none"> Consolidated listing of children looked after in care Adopted via the Local Authority Fostered by Local Authority On Custodianship Orders Young Persons Looked After Files Looked After Children Client Files Residential Care Children's File CAFCASS Files Guardian Ad Litem Other Local Authority Looked after Children placed in Essex Files that have historical plans with a higher retention will retain that higher retention 	Reg 50 of the Care Planning and Case Review (England) Regulations 2010
Young Carers	Last Action	35	Review	Information related to Young Carers; - <ul style="list-style-type: none"> Young Carer information Young Carers with a Social Care Plan will retain the relevant retention 	The Young Carers (needs Assessment) Regulations 2015
Risk to Children	From date added	100	Review	People who pose a Risk to Children and Young People <ul style="list-style-type: none"> A Person with convictions for offences against children A Person where there is evidence that offences may have occurred 	Schedule One of the Children and Young Persons Act 1933
Community Support	Last Action	7	Destroy	Support for those who may need Community Care; - <ul style="list-style-type: none"> Day Centres Information on recognised groups and organisations that provide advice and support for those who may need of community care 	
Complaints	Last Action	7	Destroy	Communication of child services – complaint records	Limitation Act 1980 s.2
Local Authority Designated Officer (LADO)	Case closure	Retirement age plus 10 years, whichever is longest	Review	LADO system is Sentinel <ul style="list-style-type: none"> Where an allegation is unfounded Where an allegation is malicious Where an allegation is substantiated Where an allegation is unsubstantiated 	Departmental policy

				<ul style="list-style-type: none"> Where an allegation is false 	
Local Authority Designated Officer (LADO)	Case closure	100	Review	Sexual Allegations <ul style="list-style-type: none"> Where a sexual allegation is raised regardless of outcome – this brings retention in line with Police and other organisations 	Departmental policy
Local Authority Designated Officer (LADO)	Case closure	3	Review	Complaints where the outcome is <ul style="list-style-type: none"> Advise given No role for ECC LADO Not Upheld 	Departmental policy
Local Authority Designated Officer (LADO)	Case closure	35	Review	Complaints where the outcome is <ul style="list-style-type: none"> Upheld Unsubstantiated 	Departmental policy
Programme Management & Development	Last Action	7	Destroy	Programme management and development of services for children; - <ul style="list-style-type: none"> Development of services and programmes for children Provision of services or programmes to support development of children Provision of services or programmes to support development of youngpersons (18 -25 years) 	
Records	Last Action	1	Review	Short Term Records; - <ul style="list-style-type: none"> Records of One-off contact – No Further Action Records of OFSTED checks Records of Office for Standards in Education checks Records of Disclosing and Barring Service (DBS) checks, reference number, date of check and result Records of Children and Family Court Advisory and Support Service (CAFCASS) checks Records of Day Care Centres checks 	Departmental Policy
Early Help Triage Level 1 & 2	Last Action	6 weeks	Review	Short Term Records; - level one and two <ul style="list-style-type: none"> Children that cannot be identified Children that reside out of area 	Departmental Policy
Early Help Triage Level 3 & 4	Last Action	35	Review	EH Triage Steps level 3 & 4: - <ul style="list-style-type: none"> Retained further and a record created for the family if none previously existed. The data will be used further reporting, bench marking, the chronology and history will be used to support the families further. Data will be kept equivalent to the children in need records are being kept 	Departmental Policy

Residential Homes	Last Action	75	Review	Information on residential homes for children; - <ul style="list-style-type: none"> • Running of Children's Homes • Individual client's information to go into the child's individual file • Information about activities in the home • Home's diaries and daily log and Night Book • Menu information, rosters and arrangements • Children's Home register • Accident Books • Medicinal Product administered to any child • Register RA1 and RA3 • Sanctions Book • Valuables deposited by the child and date of their return 	The Children's Homes (England) Regulations 2015
Personal Incidents	Last Action	75 (from age 18)	Review	Process of recording occupant's personal incidents/events in a home; <ul style="list-style-type: none"> • Child's File • Medicinal reports • Pocket Money receipt Book • Accident Reports • Sanctions Book • Valuables • Acts of Violence 	
Schedule One Offenders	Last Action	75 (Date of Birth +)	Review	Process involving case management of adults convicted of Schedule 1 offences: - <ul style="list-style-type: none"> • Schedule 1 Offenders 	
Social Issues	Last Action	7	Review	Information on social issues; - <ul style="list-style-type: none"> • Use of drugs for non-medical purposes including drug abuse and addiction 	
Special Education	Last Action	35	Destroy	Information on Special Education Services; - <ul style="list-style-type: none"> • Educational arrangements for those with learning difficulties • Support for other special cases e.g., talented/gifted children • Those disadvantaged by language or gender 	Limitation Act 1980 Children and Families Act 2014 s.46
Support	Last Action	7	Review	Process involving individual case management in the provision of support by the Local Authority to families; - <ul style="list-style-type: none"> • Parenting Skills • Special Education • Attendance Records • Project Files 	Statute of Limitations Act
Supporting Disabilities	Last Action	25	Review	Information on general support for individuals with disabilities (not casefiles); - <ul style="list-style-type: none"> • Supporting communication for the deaf 	Limitation Act 1980 s.5

Supervision Orders	Last Action	Age 18 + 3	Review	Children and Young People subject to Supervision Orders	
Training	Last Action	35	Review	Training provided to individuals with children; - <ul style="list-style-type: none"> • Support individuals or organisations working with or for clients 	
Placements	Last Action	5 (Age 23 or 5 years if child dies before 23)	Review	Children placed in Essex (not deceased before age 23); - <ul style="list-style-type: none"> • Information on Children in Care placed in Essex by Other Authorities and held on register of Children in Care 	
Misc. (Children's Home)	Last Action	15	Review	<ul style="list-style-type: none"> • Accounts Kept in Home • Fire Drill or Alarm Test conducted with details of any deficiency and steps taken to remedy • Diaries • Environmental Health Inspections/Miscellaneous Health and Safety Checks 	Children's Home Regs 1991 (Reg 17) Schedule 3
Misc.	Last Action	25	Review	<ul style="list-style-type: none"> • Complaints/Compliments • ESS 599 and ESS 599B 	
Misc. (Records/Reports)	Last Action	5	Review	<ul style="list-style-type: none"> • Electrical/Gas Equipment Safety Checks and Certificates • Inspection Reports • Property Maintenance/Repair Records 	
Misc. (Registration)	Last Action	N/A	Permanent – Offer to Essex Records Office	<ul style="list-style-type: none"> • Process of registration of homes 	
Youth Justice	Last Action	35	Review	Youth Justice; - <ul style="list-style-type: none"> • Youth Offending Teams • Youth Teams dealing with preventing youth crime • Case Management 	Limitation Act 1980 Recommended by the Youth Justice Board Guidance 2014
Youth Services	Last Action	15	Review	Youth Services; - <ul style="list-style-type: none"> • Youth Clubs and Voluntary Youth Organisations • Services to young people by statutory bodies 	

Section 3 – Joint CSC & ASC Records

Purpose: - Where a record has Children & Families information and an Adult Record

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Adult record where there is C&F Looked After Child historical record	Last Action	75 (or 15 years after death of child under 180	Review	<ul style="list-style-type: none"> When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult retention. Where the Adult's record is associated with records relating to services provided to the person as a child that part of the record shall be retained with the relevant children's retention schedule. 	Children Act 1989
Adult record where there is a C&F Child Protection historical record	Last Action	35	Review	<ul style="list-style-type: none"> When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult retention. Where the adult's record is associated with records relating to services provided to the person as a child that part of the record shall be retained with the relevant children's retention schedule. 	Limitation Act 1980 s.5 recommended by the Records Management Code of Practice for Health and Social Care 2016 Children Act 1989
Adult record where there is a C&F Child in Need historical record	Last Action	35	Review	<ul style="list-style-type: none"> When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult retention. Where adult's record is associated with records relating to services provided to the person as a child that part of the record shall be retained with the relevant children's retention schedule. 	Statute of Limitations Act

Section 4 – Consumer and Community Issues

Purpose: - Consumer Affairs, Community Safety and Emergencies

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Advice	Last Action	5	Destroy	Advice supplied to the public on community safety and emergencies; - <ul style="list-style-type: none"> • Requirement of local authorities to provide advice on contingency planning to business • Campaigns • Home Security 	
Emergency Planning	Supersede	7	Destroy	Information on Emergency Planning; - <ul style="list-style-type: none"> • Public contacts for Emergency Agencies • Council contact numbers to use in the case of emergency or major incidents • Process around the receipt and despatch of emergency vehicles • Councils plans and procedures for dealing with emergencies • Information on tests of the emergency plan • Weather, Security, Incident Warnings etc. made to the public • Business continuity in the event of a disaster or unforeseen event • Disaster recovery and business resilience plans 	Limitation Act 1980 s.11
Emergency Service	Last Action	1	Destroy	Information on activities related to the emergency services; - <ul style="list-style-type: none"> • Notification to individuals and organisations on their failures to conform to licensing standards • Special Service Provision 	Limitation Act 1980
Enforcement	Last Action	7	Destroy	Enforcement of Safety Legislation; - <ul style="list-style-type: none"> • Inspections • Investigations • Monitoring 	Limitation Act 1980
Investigations, Inspections & Monitoring	Last Action	7	Destroy	Inspection, Investigation and Monitoring Processes; - <ul style="list-style-type: none"> • Trading Standards sample and inspection records • Inspection of premises, individuals or organisations • Establishments concerning food hygiene standards • Investigation and reports on complaints regarding animals • Monitoring concerning pollution of the air • Monitoring of health and wellbeing of animals • Monitoring food hygiene (including within home care) • Hazardous substances 	Limitation Act 1980

				<ul style="list-style-type: none"> • Pollution of land, spread and contamination • Drinking water supplies • Contamination of rivers • Monitoring swimming pool safety and hygiene standards • Monitoring product safety • Monitoring of infectious disease • Monitoring consumer affairs response/general nuisance within the public domain 	
Trading Standards – Enforcement	Last Action	7	Destroy	<p>Enforcement of Trading Standards Legislation including animal health and welfare, feed, food, fair trading, product safety, underage sales, safety of sports grounds, metrology and provision of business advice compliance consultancy services; -</p> <ul style="list-style-type: none"> • Inspections/interventions • Criminal and Civil Investigations • Monitoring <p>Paper and electronic copies of records to include; -</p> <ul style="list-style-type: none"> • Inspection reports • Complaint records • Intelligence reports • Sample notices • Food standards inspection reports • Infringement notices • Seizure notices • Letters (advice, warning) 	Limitation Act 1980
Trading Standards – Investigations / Reporting	Last Action*	7	Destroy	<p>Paper and electronic legal case files (all evidence gathered as part of a criminal and civil investigation) including; -</p> <ul style="list-style-type: none"> • Witness statements • Expert witness statements • Officer statements • Affidavits • Test reports / results of analysis • RIPA/Communication data • PACE interview transcripts • Unused material schedules <p>*Includes decisions not to prosecute, issue of formal warning, issue of simple caution, date of conviction, end of appeal against conviction</p>	Limitation Act 1980
Trading Standards – Petroleum	N/A	Retain Indefinitely	Retain Indefinitely	<p>Petroleum installations including all actions regarding design, construction, and maintenance/development; -</p>	

licensing / certification				<ul style="list-style-type: none">• Site plans – including location and status of tanks, pipework, access chambers, fuel dispensers• Documents associated with design, development, commissioning, on-going maintenance and development• Instances of leaks/spills• Petroleum licenses/certificates	
Training	Last Action	7	Destroy	Training on how to deal with major incidents (the associated training exercises)	

Section 5 – Council Property

Purpose: - Management of Council Property

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Property & Facilities Management	Last Action	10	Review	Property and facilities records; - <ul style="list-style-type: none"> • Instruction Manuals relating to Council Property • Managing and planned property maintenance • Managing and undertaking planned renovations and development of property • Managing and undertaking emergency maintenance of property • Management of Council Land and Property • Information relating to access of property owned by the Council • Data collected from surveys conducted on Council Buildings • Distribution of Council Property • Documentation concerned with energy • Disposal of Council equipment • Management of Council facilities • Farm Management • Feasibility of Council property • Vehicles are allocation and maintenance • Information on drivers and vehicle usage • Acquisition and disposal of vehicles through lease or purchase • Internal agreements concerning Council property • Managing leased property • Managing the occupancy of Council property • Managing, renovating and developing property • Maps and directions to Council property • Services provided from Council property • Reports on Council property • Replacement programmes • Inventories of specific properties or assets contained within them • Any data held concerned with usage of Council property • Valuation documentation and statistics 	Limitation Act 1980
Property and Facilities Management	When property is sold or no	No Retention Period specified	Destroy	Property and facilities records; - <ul style="list-style-type: none"> • Certificates of approval • Health and Safety relating to property owned by the Council • Historical documents about Council property and land owned 	

	longer owned by ECC			<ul style="list-style-type: none"> Security and processes related with the security of Councils property 	
Property Strategy	Last Action	10	Review	Overall reports on Council Property	Limitation Act 1980
Property Use & Development	Last Action	7	Destroy	Information on how the property was developed and how it is being used; - <ul style="list-style-type: none"> Managing and undertaking renovations and development specific to car parking Sites specifically designated as Traveller Sites Warehouse storage 	Limitation Act 1980 s.14b
Property Use & Development	When property is sold or no longer owned by ECC	No Retention Period specified	Destroy	Information on how the property was developed and how it is being used; - <ul style="list-style-type: none"> Design and construction of Council Property 	Limitation Act 1980 s.14b

Section 6 – Governance and Democracy

Purpose: -	Council Governance and Democracy
-------------------	---

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Decision Making	Last Action	7	Permanent – Offer to Archivist	Information on decisions taken; - <ul style="list-style-type: none"> Agendas, Meetings and Minutes relating to full Council Decision Making Processes, Executive Board Members and Member Panels Delegating power to authorise an action and the seeking and granting permission to undertake a requested action Independent Remuneration Panel Cabinet Meetings Member Panels Referenda Scrutiny Panel Management of democratic activities including; - <ul style="list-style-type: none"> Elections Assembly and Committee Meetings Agendas, Meetings and Minutes relating to the Scrutiny Panel 	Local Government (Access to Information) Act 1985 s.50 The Local Authorities (Referendums) (Petitions) (England) Regulations 2011 s.12
Executive	Last Action	7	Permanent – Offer to Archivist	Information on the Council Executive; - <ul style="list-style-type: none"> List of Statutory Appointments of the Council Process of selection of an individual for a Statutory Position 	
Governance	Last Action	7	Permanent – Offer to Archivist	Information on how the Council is governed; - <ul style="list-style-type: none"> Constitution of the Council 	
Members Support	Last Action	7	Permanent – Offer to Archivist	Support to Council Members; - <ul style="list-style-type: none"> Register of Gifts and Hospitality Members disclosure of any involvement in organisations and income received from other bodies which could affect their actions as Council Members 	Local Government Act 2000 s.15
Planning	Last Action	7	Permanent – Offer to Archivist	Council Plans; - <ul style="list-style-type: none"> Reports and Minutes Items to be considered by the Cabinet over the next 4 months Strategic Management Team Minutes Monitoring and Reviewing Strategic Plans Cross Departmental Consideration 	Local Government Act 1972 s100c Local Authorities (Executive Arrangements)

					(Access to Information) (England) Regulations 2000
Representation	Last Action	25	Destroy	Information on representation; - <ul style="list-style-type: none"> • Ward names, numbers and boundaries • Activities carried out in the electing of representatives at Parish, District, County, Parliamentary and European constituency level • European election ballot papers • Local election ballot papers • Election results • Summary certification of those eligible to vote • List of people registered to vote • Process in creating a new civil parish council • Public contact details of local representative of Council • Meetings of Council and Committees • Listing Members and others representing the Council on external bodies • Official delegation to represent the Councils interests • Membership of other bodies • Leader of Council Papers • Leader of the Opposition Papers 	Representation of the People Regulations 2001

Purpose: -	Economic Development and Culture
-------------------	---

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Archives	Last Action	2	Permanent – Offer to Archivist	General archive information; - <ul style="list-style-type: none"> • Archive Development Records • Consolidated Listing Archival Resources available to the public • Depositor Records • Loans within the archive • Membership of the archive • Information relating to research services • Cataloguing • Loans 	
Arts	Last Action	7	Destroy	Information on services related to the arts; - <ul style="list-style-type: none"> • Art development • Care within clubs and societies 	
Business Intelligence	Last Action	7	Destroy	Information relating to businesses in the local area; - <ul style="list-style-type: none"> • Listing of businesses trading within the local area • Information collected regarding European funding • Collection and Management of the economic and social data about the local area 	
Community Facilities	Last Action	7	Destroy	Community Centres and Halls; - <ul style="list-style-type: none"> • Hire Items of equipment for events • Provision of grants to village halls and other local facilities • Venues the Local Authority may have available for private/business hire • Advice to Business 	
Libraries	Last Action	7 (inactive accounts are deleted after 3 years)	Destroy	Documentation relating to the general existence of libraries; - <ul style="list-style-type: none"> • Book ordering and Library membership • Conventional and Web-based library bookings • Library catalogue • Library fines including guidelines and procedures • Library development • Library loans • School Library Services 	Limitation Act 1980 s.2
Museums	Last Action	2	Permanent – Offer to Archivist	Documentation regarding museums; - <ul style="list-style-type: none"> • Depositor within a museum • Museum loans • Museum catalogue 	

Promotion	Last Action	2	Destroy	<ul style="list-style-type: none"> • Museum development Management of activities to promote and examine the local economy; - <ul style="list-style-type: none"> • Providing advice to new or existing businesses • Business awards and grants • Activities designed to develop and encourage business development in the local area • Externally funded projects and sustainability • Promote area as a location and centre of excellence for the film and broadcasting industries • Relations with people from other countries and cultures to support development of the local area • List of properties or land currently available to let within the area • Information about markets, including farmers markets and the renting of market stalls from the Council • Information relating to the encouragement of the voluntary section activity 	
Tourism	Last Action	2	Permanent – Offer to Archivist	Information about tourist facilities in the local area; - <ul style="list-style-type: none"> • Visitor accommodation available locally and the accreditation of such accommodation • Process of accrediting visitor accommodation • Tourist accommodation registers • Leisure and Cultural Services provided or supported by the Council (including visitor attractions) • Maps, direction and locations available for public leisure 	
Training (Economic Development & Culture)	Last Action	7	Destroy	Information on training to support economic growth; - <ul style="list-style-type: none"> • Activities to support continued employment in the area 	

Section 8 – Education and Skills

Purpose: - Education and Skills

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Access and Inclusion	Last Action	7	Destroy	Activities relating to educational access and inclusion; - <ul style="list-style-type: none"> • Educational Access and Inclusion related to Projects • Activities aimed at ensuring access to education for travellers 	School Admissions Code 2012
Admissions and Exclusions	Last Action	7	Destroy	Information on school admissions and exclusions; - <ul style="list-style-type: none"> • Question a decision or allocation which has been given (appeals/parental choice) • General Information involved regarding choosing a school 	School Admissions Code 2012
Advice (Education & Skills)	Last Action	5	Destroy	Process in providing advice on education; - <ul style="list-style-type: none"> • Different advisory services provided regarding education and skills 	Limitation Act 1980 s.2
Arts Service	Last Action	7	Permanent – Offer to Archivist	Information on education relating to the arts; - <ul style="list-style-type: none"> • Utilisation and management of field centres in arts education • Music tuition provided for individuals or groups within school or music centres • Organisation and management of bookings for arts performances • Orders and bookings made for arts service made by schools 	
Curriculum Development	Last Action	7	Permanent – Offer to Archivist	Information about developing the curriculum; - <ul style="list-style-type: none"> • Information on International Projects • Helping schools and teachers develop the curriculum within schools • Data and Information on out of school projects i.e. after school clubs, outings etc. • Countryside with regards to outdoor education 	
Education Welfare Service	Last Action	7	Permanent – Offer to Archivist	Information on education welfare; - <ul style="list-style-type: none"> • Data Collection by Student Services on behaviour and attendance • Documentation regarding student services (Student Welfare Services) 	Limitation Act 1980 s.2
Employment Skills	Last Action	5	Destroy	Information on providing job skills; - <ul style="list-style-type: none"> • Provision of Careers Advice • Process of developing the workforce skill (Workplace Training) 	
Lifelong Learning	Last Action	7	Destroy	Learning for all ages including non-school, college or university settings; - <ul style="list-style-type: none"> • Basic level of skills and competencies • Different courses available to adults and Community Services 	
Management of Schools	Last Action	7	Permanent – Offer to Archivist	General Information and data held about individual schools; - <ul style="list-style-type: none"> • Admitting students to schools • Details of Emergency Contacts • General information regarding the school's holidays, etc 	

				<ul style="list-style-type: none"> • School governed by a body like a limited company – information, services and assistance for school governors • Minutes of the school governors' meetings • Contact details of school governors • School nursing and health promotion • Details on inspections carried out within the school, specifically about dangerous structures • Results individual schools have achieved, classified by school Key Stage 2 SATs results for primary schools and GCSE/A level results for Secondary schools • Plans and Policies developed by the schools, School meals and nutritional information 	
Teaching	Last Action	7	Destroy	Documentation relating to teaching staff and the development programs; - <ul style="list-style-type: none"> • Provision of learning mentors (Teacher Development (Schools)) • Activities relating to the provision and support for education and learning 	

Section 9 – Environmental and Waste Management

Purpose: - Environmental Protection and Waste Management					
Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Environmental Advice	Last Action	5	Destroy	Documentation relating to advice given; - <ul style="list-style-type: none"> • Information regarding biodiversity • Campaigns specifically concerning environmental protection 	Limitation Act 1980 s.14A
Archaeology & Heritage	Last Action	5	Permanent – Offer to Archivist	Provision of archaeological services and consultancy to both commercial and public sector; <ul style="list-style-type: none"> • Archaeological Services • Heritage Conservation 	
Communications	Last Action	Until consent is revoked	Destroy	Photograph and Video Galley; <ul style="list-style-type: none"> • Name • Photograph 	
Conservation and Country Parks	Last Action	5	Permanent – Offer to Archivist	Information about conservation; - <ul style="list-style-type: none"> • Management of the countryside/country parks/forests/woodland • Heritage conservation • Nature conservation • Conservation in towns and cities 	Limitation Act 1980 s.2
Fly tipping	Last Action	2	Destroy	Information related to fly tipping; - <ul style="list-style-type: none"> • Dumped rubbish which varies in size from a single bin bag to several truckloads of construction waste • Enforcement Files 	Limitation Act 1980 s.2
Monitoring (Environmental)	Last Action	7	Permanent – Offer to Archivist	Information on monitoring the environment; - <ul style="list-style-type: none"> • Coastal erosion • Environmental Impact Assessments • Data held concerning environmentally sensitive areas 	
Waste Disposal & Management	Last Action	7	Permanent – Offer to Archivist	Information on waste disposal sites and their management; - <ul style="list-style-type: none"> • Sites used for the short-term storage of waste • Equipment installed at waste sites and its operation • Records of inspections of waste sites • Permits issued covering the use of waste sites • Plan held by local and regional authorities detailing the provisions for current and future waste management activities 	Environmental Protection Act 1990 Environmental Permitting

- Recycling

Regulations (England and Wales) 2010

Section 10 – Finance and Insurance

Purpose: - Finance Risk Management and Insurance

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Accounts & Audit	Last Action	7	Permanent – Offer to Archivist	Information related to accounting and auditing; - <ul style="list-style-type: none"> • Internal or external auditing of the Authority 	
Asset Management	Last Action	7	Permanent – Offer to Archivist	Management of financial assets; - <ul style="list-style-type: none"> • Collection of information about the authority's fixed assets for accounting purposes • Information on plant and equipment, and maintenance of other assets • Overall list of assets • Reports and Reviews of assets • Summary reports on assets 	HMRC - Compliance Handbook Manual CH15400
Claims	Last Action	7	Destroy	Handling claims against the Council; - <ul style="list-style-type: none"> • Claims made against the Council 	Limitation Act 1980 s.2
Financial Provisions Management	Last Action	7	Destroy	Information on managing the finances of the authority; - <ul style="list-style-type: none"> • Borrowing of money by the authority (includes mortgages) • Summary management of loans • Planning and monitoring the authority's annual budget (includes allocation of budget to administrative units within the authority) • Development of the budget (actual against planned revenue and expenses) • Credit union management • Managing debts owed to the council • Administration of donations to the council • Administration of grant funding • Applications by the council for grant funding by external bodies • Applications to the council for funding • Long-term planning of the council's financial management includes financial forecast • Annual Budget Planning 	HMRC - Compliance Handbook Manual CH15400

Financial Transactions Management	Last Action	7	Destroy	Information on financial transactions; - <ul style="list-style-type: none"> • Delegating authority for carrying out financial activities on behalf of the council • Payment for goods and services by the council (includes expense claims and Honorariums) • Records relating to Benefit Claims • Travel Expenses • Detection, prevention and prosecution of financial irregularity • Process of considering and administering applications to the authority for grant funding • Collection of money owed to the Council (includes rent payments) • Mechanism for recharging costs within the Council • Activities relating to the investment of the authority's funds • Process involved in the collection of National Insurance Number • Activities involved in the reconciliation of accounts • Documentation relating to refunds 	HMRC - Compliance Handbook Manual CH15400
Insurance Against Loss	Last Action	Indefinitely	Permanent	Insuring against loss; - <ul style="list-style-type: none"> • Insurance policies • Renewal Information • Summary of arrangements relating to insurance 	Employers Liability (Compulsory Insurance) Regulations 1998 (5/1-2)
Risk Management	Last Action	7	Permanent – Offer to Archivist	Management of risk; - <ul style="list-style-type: none"> • Campaigns related to risk management • Consolidated list of and assessment of risks • Valuations as part of the risk assessment process 	

Section 11 – Health and Safety

Purpose: - Health and Safety

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Community Safety	Last Action	2	Permanent – Offer to Archivist	Document relating to community safety issues; - <ul style="list-style-type: none"> • Campaigns to promote compliance to Health and Safety Policies 	
Health & Safety Compliance	Last Action	7	Permanent – Offer to Archivist	Information on compliance with health and safety legislation; - <ul style="list-style-type: none"> • Strong health and safety work culture in order to ensure compliance with health and safety legislation • Provide a safe and healthy working environment for employees • Health and Safety Policies • Strategy and Planning • Training 	
Health & Safety Monitoring	Last Action	50	Review	Monitoring of health and safety at work; <ul style="list-style-type: none"> • Reporting of individual accidents and actions resulting from them • Registers of accidents and incidents • Monitoring the condition of known asbestos products within buildings • Process of inspecting equipment to ensure it is safe • Control and monitor the use of hazardous substances at work • Internal or external inspections • Examining the authority’s health and safety provision • Monitoring of radiation • Asbestos Inspections • Equipment 	Control of Substances Hazardous to Health Limitation Act 1980 s.11
Accident and Incident Records	Last Action	At least 3 years from the accident or from diagnosis of any resulting ill	Destroy	Includes Staff (not included below); - <ul style="list-style-type: none"> • Accident Books • Accident/Incident Reports • Violence Reports 	Limitation Act 1980 s.2

		health condition (which may be latent and therefore unknown) – see note*		<ul style="list-style-type: none"> Investigation Reports <p>Insurance Requirement – Note* - due to this all records are to be kept for at least 25 years and some may be transferred to Occupational Health files – See 6.7</p>	
Accident and Incident Records	Last Action	Until 21 years of age.	Destroy	<p>Includes School Children (not covered below); -</p> <ul style="list-style-type: none"> Accident Books Accident/Incident Reports Violence Reports Investigation Reports 	Limitation Act 1980 s.2
Accident and Incident Records	Last Action	15 years from date or discharge, death or closure of establishment.	Destroy	<p>Includes Adults in residential care; -</p> <ul style="list-style-type: none"> Accident Books Accident/Incident Reports Violence Reports Investigation Reports 	Limitation Act 1980 s.11
Accident and Incident Records	Last Action	75 years after date of birth.	Destroy	<p>Includes Children in residential homes; -</p> <ul style="list-style-type: none"> Accident Books Accident/Incident Reports Violence Reports Investigation Reports 	Limitation Act 1980 s.11
Accident and Incident Records	Last Action	25 years from end of employment.	Destroy	<p>Includes Staff working with children; -</p> <ul style="list-style-type: none"> Accident Books Accident/Incident Reports Violence Reports Investigation Reports 	Limitation Act 1980 s.2
Employee Records	Last Action	6 years	Destroy	<p>General personnel staff records; -</p> <ul style="list-style-type: none"> Job Description (including any required Health and Safety Competencies) 	Limitation Act 1980 Sex Discrimination Act 1975 Race Relations Act 1976
Employee Records	Last Action	6 years (40 years for CoSHH and Asbestos training)	Destroy	<p>Training (Occupational Health and Safety Training); -</p> <ul style="list-style-type: none"> Training Attendance Awarding Body and Accreditation (where applicable) 	Control of Substances Hazardous to Health

Employee Records	Last Action	1	Destroy	Training (materials); - <ul style="list-style-type: none"> • Training Content (Course Aims, Duration etc.) 	
Employee Records	Last Action	7	Destroy	Training (proof of completion); - <ul style="list-style-type: none"> • Certificate Awards • Exam Results 	
Health and Safety Management Policies	Last Action	At least 25 years. (40 years for Asbestos)	Destroy	Health and Safety Management Policies; - <ul style="list-style-type: none"> • Code of Practice • Guidance • Forms and Templates <p>Insurance Requirement: In order to be able to defend against claims (e.g. for ill health conditions with long latency periods or relating to children).</p>	Limitation Act 1980 s.11
Plant and Equipment	Last Action	4	Destroy	Inspections of plant, machinery or premises to check safety requirements. <p>Note: If used in any legal case (whether criminal or civil), until all legal action has been completed and no appeal is likely or possible</p>	HMRC – Compliance Handbook Manual CH15400
Premises and Sites	Last Action	Until either demolished, decommissioned or disposed of to another owner.	Destroy	Safe occupation, management and decommissioning of an asset (buildings and structures including the highway); - <ul style="list-style-type: none"> • Description of the CDM Project • Surveys or other information concerning asbestos • Contaminated Land or buried services • Key structural principles and safe working loads for floors and roofs • Hazardous materials used • Safe removal or dismantling of installed plant and equipment • Equipment provided for cleaning or maintaining the structure • Nature, location and markings of significant services • As-built drawings of the building, its plant and equipment 	Limitation Act 1980 s.14a Control of Substances Hazardous to Health Regulations 2002 (Regulation 10 (5)) Control of Lead at Work Regulations 2002 (Regulation 11) Control of Asbestos Regulations 2012 (Regulation 22) Ionising Radiations Regulations 2017 (Regulation 24)
Asbestos Management	Last Action	Until either demolished, decommissioned or disposed of to another owner.	Destroy	Safe occupation, management (buildings and structures including the highway); - <ul style="list-style-type: none"> • Asbestos Management Plans and Asbestos Surveys • All work carried out or removal of Asbestos Containing Materials • Asbestos Containing Materials • Inspections and Condition Monitoring Records 	Control of Asbestos Regulations 2012 (Regulation 22)
Fire Safety Management	Last Action	Until reviewed or repeated	Destroy	Safe occupation, management (buildings and structures including the highway); -	Limitation Act 1980 s.11

Legionella Management	Last Action	At least 2 years from the last entry in each	Destroy	<ul style="list-style-type: none"> • Fire Risk Assessment, Fire Log Book and Fire Evacuation Procedures Safe occupation, management (buildings and structures including the highway); - <ul style="list-style-type: none"> • Water Risk Assessments • Written Scheme of Inspection and Maintenance • Monitoring Checks and Results 	Limitation Act 1980 s.2
Exposure monitoring records (not related to an individual).	Last Action	5 years from the date the record was made.	Destroy	Exposure monitoring records such as air sampling (fixed site) or surface wipe samples.	Control of Substances Hazardous to Health (CoSHH) 2002 as amended.
Waste disposal records - Hazardous waste.	Last Action	3 years from the date of disposal of the waste.	Destroy	Consignment Notes.	The Hazardous Waste (England and Wales) regulations 2005
Waste disposal records – Non-Hazardous waste.	Last Action	2 years from the date of disposal of the waste.	Destroy	Waste Transfer Notes	The Waste (England and Wales) Regulations 2011 (amended 2014)

Section 12 – Information and Communication

Purpose: - Information and Communication Technology

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Infrastructure	Last Action	2	Destroy	Information relating to infrastructure; - <ul style="list-style-type: none"> • Disposal of hardware and software belonging to the authority • Customer (public) reporting of faults relating to council services • Software licensing • Help Desk support information relating to specific systems or pieces of software/network • Data security information and documentation • System servers and their maintenance • Geographic information systems • Storage systems and servers • ICT Strategy (includes development of Internet, Intranet and Extranet) 	Limitation Act 1980 s.2
System Support	Last Action	2	Destroy	Documentation relating to a specific application; - <ul style="list-style-type: none"> • System logs may be identified by application, hardware etc • Planned changes to a specific system • Configuration of the system • Management of specific systems data which includes backups, mirroring and system interfaces • Design and construction of systems • Development of systems and software (includes web technology development, programming) • Systems implementation • Data conversion, data matching, data mapping and system interfacing • Maintenance and support of software and systems includes website • Manuals and user information relating to specific systems and software 	Limitation Act 1980 s.2

Section 13 – Information Management

Purpose: -	Information Management				
Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Access to Information	Last Action	3	Destroy	Providing access to Council Information; - <ul style="list-style-type: none"> • Data Protection Rights (with the exception of subject access requests) • Freedom of Information • Environmental Information Regulations • Internal Review requests • ICO Regulatory Complaints 	
Access to Information	Last Action	4	Review	Subject Access Requests (right of access)	
Archives	Last Action	7	Permanent – Offer to Archivist	Information on permanent storage items; - <ul style="list-style-type: none"> • Consolidated listing of all records held by the authority 	
Information Complaints	Last Action	3	Destroy	Information Complaints	
Information Risk	Last Action	7	Review	Information Risks	
Information Sharing Agreements	Last Action	7	Review	Information Sharing Agreements	
Knowledge Management	Last Action	1	Permanent – Offer to Archivist	Information related to education and training; - <ul style="list-style-type: none"> • List of information assets and management • Audit of records or various types • Circulation lists, address books etc 	
Privacy Notices	Superseded	7	Review	Privacy Notices	
Records Management	Last Action	7	Destroy	Information on managing the records of the authority; - <ul style="list-style-type: none"> • Information and data standards as used by the authority, e.g. E-GMS, planning data set etc • Standard Templates • Manual and electronic forms design • Audio visual library information 	

Records Management	N/A	Retain Indefinitely	Permanent – Offer to Archivist	Information on managing records of the authority; - <ul style="list-style-type: none"> • Disposal of the Council's records and Compliance • Tracking and tracing the movements of information from records, archives and libraries • Forms Development • Image Capture • Retention Scheduling Note: Code of Practice on Records Management under s.46 Freedom of Information Act 2000	Limitation Act 1980 s.2
Registration	Last Action	Retain Indefinitely	Permanent – Offer to Archivist	Registers; - Statutory Data Registers	
Advice (Legal)	Last Action	7	Destroy	Information on advice provided; - <ul style="list-style-type: none"> • Community Legal Services • Providing advice to clients • Services which are legally privileged relating to all aspects of the legal system • Witness Support schemes 	
By-Laws	Last Action	2	Destroy	Local by-laws; - <ul style="list-style-type: none"> • Making laws (Enactment of By Laws) • Administering and enforcing By-laws 	
Supplier Management	Last Action	7	Destroy	Management of suppliers; - <ul style="list-style-type: none"> • Approved Suppliers • Contract Awards • Requisition 	

Section 14 – Legal and Procurement

Purpose: - Legal and Procurement

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Contracts Management (Under Seal)	Last Action	12	Review	Management of Contracts; - <ul style="list-style-type: none"> • Made under seal 	Limitation Act 1980
Contracts Management (Ordinary)	Last Action	6	Review	Management of Contracts; - <ul style="list-style-type: none"> • Not made under seal 	
Highways, Land & Property Acquisition	Last Action	12	Permanent – Offer to Archivist	Information on land, highways and property; - <ul style="list-style-type: none"> • Process of acquiring land in relation to road • Land Registration 	Limitation Act 1980 s.2
Highways, Land & Property Disposal	Last Action	15	Permanent – Offer to Archivist	Information on land and highways; - <ul style="list-style-type: none"> • Disposal of land associated with the highway 	
Litigation	Last Action	7	Destroy	Process dealing with civil and criminal litigation, debt recovery, commercial litigation; - <ul style="list-style-type: none"> • Civil, Commercial and Criminal Litigation • Debt Recovery • Judgments relied on to fight current cases – setting standards to work within 	Limitation Act 1980 s.2
Management of Legal Activities	Last Action	7	Destroy	Management of legal activities; <ul style="list-style-type: none"> • Legal documentation relating to archive depositors • Agreements including non-contractual agreements between public bodies • Commercial and other leases • Title investigations • Disposal of Freehold and Leasehold properties • Right to Buy applications etc • Private right of way • Right of Light (easement benefits) and ensuring the efficient and lawful use of easements • Copyright 	Limitation Act 1980 s.2

				<ul style="list-style-type: none"> • Rental agreements of Council Buildings, Council Houses, allotments, garages, commercial properties, wayleaves and land • Pro-forma legal agreements used in all areas of law • Legal services and trusts • Planning controls • Lawful development certificate 	
Legal Case Management	Last Action	7	Review	Process of recording legal involvement relating to; - <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 	
Tendering	Last Action	1	Destroy	Inviting organisations to tender for contracts; - <ul style="list-style-type: none"> • Tender issuing and return • Tendering of contracts, responses and their evaluation • Calling for expressions of interest • Tendering of contracts, responses and their evaluation for contacts under seal • Documentation relating to unsuccessful tenders • Documentation relating to tendering policies 	Limitation Act 1980 s.5, s.8 or s.14b)

Section 15 – Registration and Coroners

Purpose: - Registration and Coroners

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Coroner Inquests	Last Action	15	Permanent – Offer to Archivist	Records relating to an inquest; - <ul style="list-style-type: none"> • Interpreting and Translation (Inquiries into Death) • Coroner's Inquest Note: Set by Public Record Office. Can be sampled according to set precedent in law or practice; Relate to an individual, accident or crime subject to prolonged or repeated interest	Coroners Act 1988
Coroner Non-Inquests	Last Action	15	Destroy	Records relating to a referral where an inquest was not deemed to be required; - <ul style="list-style-type: none"> • Investigations (Inquiries into Death) 	Coroners Act 1988
Births, Deaths & Marriages	Last Action	25	Permanent – Offer to Archivist	Registration of significant life events; - <ul style="list-style-type: none"> • Registration (Births/Deaths) 	Registration Service Act 1953
Births, Deaths & Marriages	Last Action	7	Destroy	Supplying advice and support on arrangements that need to be made; - <ul style="list-style-type: none"> • Advice and Support (Births/Deaths) 	
Births, Deaths & Marriages	Last Action	7	Destroy	Records of applications for copies of certificates; - <ul style="list-style-type: none"> • Certification (Births/Deaths) 	Births and Deaths Registration Act 1953 s.7 and s.21)
Births, Deaths & Marriages	Last Action	2	Destroy	Process of arranging for a marriage notice to be displayed – Wedding Banns; - <ul style="list-style-type: none"> • Notification (Marriages) • Conducting Marriage Services 	Registration Service Act 1953
Treasure Trove	Last Action	2	Destroy	Information on Treasure Trove; - <ul style="list-style-type: none"> • Process of investigation of a treasure trove 	Treasure Act 1996

Section 16 – Recruitment and Employment

Purpose: - Recruitment and Employment

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Appointment of Statutory Officers	Where paid by ECC payroll	For life of employment	Destroy	Online management systems that allow the monitoring and management of statutory officers where paid by ECC payroll	Limitation Act 1980 s.5
Appointment of Statutory Officers	After departure from ECC	6	Destroy	Process of administering officers to ensure that entitlements and obligations are in accordance with agreed requirements	
Employee Relations	When use is concluded	50	Review – ERO	Identification and development of significant directions concerning industrial matters – record retention as shown where a matter of historic or public interest only	
Employee Relations	Normal File Destruction	7 (unregulated roles) 25 (for regulated roles)	Destroy	Processing of Disciplinary investigations and outcomes where proven and Grievance Investigations and outcomes. For investigated allegations proven to be unfounded, no record should be maintained	Limitation Act 1980 s.5
Employee Relations	State Pension age or incident date +10 years	N/A	Destroy	Processing of Disciplinary Investigations where the allegation relates to abuse of children or vulnerable adults NB separate LADO notification and LADO record retention process is also applied	
General	Upon leaving ECC	6	Destroy	Summary workforce information management systems records including; - <ul style="list-style-type: none"> • Name • Date of Birth • Date of Appointment • Work History Details • Position/Designation Titles and dates held • Online payroll records • Register of HR Files (where held by Mitie) • Medical Clearance • References received/given to other employers 	Limitation Act 1980 s.5

General	Individual Pension records are retained by Essex Pensions Fund	50	Destroy	<p>The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements including the retention of pension information; -</p> <ul style="list-style-type: none"> • Letter/offer of appointment • Letter of acceptance • Details of assigned duties • Probation Reports • Occupational Health Reports • Personal particulars • Qualifications • Declarations of interest 	Limitation Act 1980 s.5
Occupational Health	End of employment	12 (if fire and rescue this is 50 years)	Destroy	<p>The process of checking and ensuring the health of staff. Health and Safety records relating to accidents and injuries at work; -</p> <ul style="list-style-type: none"> • Health Questionnaire • Medical Clearance • Adjustment to workplace • Restrictions • Recommendations • Accident report/violence reports 	
Recruitment	After appointment made	1	Destroy	<p>The selection of an individual for an established position and the associated Pre-employment checks; -</p> <ul style="list-style-type: none"> • Advertisements • Applications • Employment references • Interview reports • Right to Work in UK 	Limitation Act 1980 s.5
Staff Monitoring	Last Action	1	Destroy	<p>Performance management; -</p> <ul style="list-style-type: none"> • Probation reports • Performance plans 	Limitation Act 1980 s.5
Staff Monitoring	Last Action	1	Destroy	Process of monitoring staff leave and attendance which includes Sick Leave	
Staff Retention	Last Action	5	Offer to Archivist	Financial award including PMR, honorariums and R&R allowance	
Termination	Termination of Employment	6	Destroy	<p>The process of termination of staff through voluntary redundancy, dismissal and retirement; -</p> <ul style="list-style-type: none"> • Resignation • Redundancy • Dismissal • Death • Retirement 	Limitation Act 1980 s.5

Training and Development	End of Training	3	Destroy	Routine staff training programmes, not occupational health and safety or children related, which would be retained on the personal file; - <ul style="list-style-type: none"> • Course individual staff assessment 	
Training and Development	After employment ends	7	Destroy	Training (concerning children); - <ul style="list-style-type: none"> • Course individual staff assessment training register 	CIPD Guidance
Training and Development	After employment ends	7	Destroy	Training (Occupational Health and Safety training); - <ul style="list-style-type: none"> • Personal file and/or online register 	CIPD Guidance
Training and Development	After employment ends	7	Destroy	Training (proof of completion); - <ul style="list-style-type: none"> • Certificate Awards/Exam results 	CIPD Guidance
General – Personnel Administration	Termination of Employment	25	Destroy	Records relating to staff working with children	
General – Personnel Administration	Termination of Employment	6	Destroy	All other records	

Section 17 – Corporate Management and Audit

Purpose: - Corporate Management and Audit

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Ceremonial	Last Action	1	Permanent – Offer to Archivist	Ceremonial events; - <ul style="list-style-type: none"> • Civic functions or visits by Royalty to the local area • Planning and organising an event • Provision of corporate gifts 	Local Government (Access to Information) Act 1985 s.50
Communication Support	Last Action	1	Destroy	Supporting communication with and around the Council; - <ul style="list-style-type: none"> • Language Translation Services • Processes connected with handling mail and associated communications • Guides, Books and other publications that the Council makes available on a chargeable basis • Information Management Publications 	
Corporate Communications	Date Created	3	Destroy	Staff communication documentation; - <ul style="list-style-type: none"> • Communication with the public • Promotion of a business through publicity campaigns • Process of creating and the use of a corporate image and relevant guidance within the authority • Graphic design requirements of the authority • Marketing of the council or specific function or service • Compilation of media in which the local area or authority is mentioned • Liaison between the council and local media • Information released to the media • Promotion of business • Public relations • Media reports • Published work • Statistics 	
Counter Fraud	Decision on whether to prosecute	2 years after decision not to prosecute	Destroy	Counter Fraud <ul style="list-style-type: none"> • Investigation Files & Working Papers 	National Archives Guidance

		or If prosecuting: 6 years plus current year after legal proceedings have completed.			HMRC Compliance Handbook Limitation Act Common Practice
Counter Fraud	After legal proceedings/ investigation has completed.	Personal items to be returned six months after the conclusion of the relevant investigation/ offence and/or appeal (whichever is greatest).	Return item(s) where possible, if not securely destroy.	Counter Fraud <ul style="list-style-type: none"> Personal evidence from investigations 	Police and Criminal Evidence Act 1984 Criminal Procedure and Investigations Act 1996
Counter Fraud	Completion of exercise	3 (excluding where it forms an investigation.)* *Our partners NAFN, NFI and CIFAS will hold match information longer which ECC can access via their systems. NFI will hold matches for 2 years	Destroy	Counter Fraud <ul style="list-style-type: none"> Data Matching Exercises 	Common Practice NFI Data Deletion Schedule

		CIFAS will hold matches for 6 years			
Counter Fraud	Date of event	3	Review	Counter Fraud <ul style="list-style-type: none"> Minutes and papers from meetings 	Common Practice National Archives Guidance
Counter Fraud	Upon issue	When superseded	Review	Counter Fraud <ul style="list-style-type: none"> Manuals, Guides and Standards 	Common Practice National Archives Guidance
Counter Fraud	Upon completion	3	Destroy	Counter Fraud <ul style="list-style-type: none"> Statistics and Reports 	Common Practice
Enquiries and Complaints	Last Action	3	Destroy	Enquiries and Complaints to the Council; - <ul style="list-style-type: none"> Formal complaints received and response to the complainant (includes FOI, EIR and Data Protection Complaints) Complaints which result in significant changes of policy Summary form of complaints Identification of a specific complaint to the Council Ombudsman complaints Compliments, Comments and Response received and response to them Information provided by an individual or organisation that includes personal preferences Feedback on Council performance in relation to services or other aspects of Council Business 	
External Audits	Last Action	7	Permanent – Offer to Archivist	The external activities (usually carried out by district audit) associated with officially checking financial, quality assurance and operational records; - <ul style="list-style-type: none"> Kept and maintained in accordance with agreed or legislated standards and correctly record the events Processes and business of the organisation in a specified period Documentation on audits 	
Internal Audit	Completion of audit	6 years plus current year* *Audits relating to grant claims may specify a	Destroy	Internal Audit <ul style="list-style-type: none"> Audit Reports & Working Papers 	National Archives Guidance HMRC Compliance Handbook Limitation Act

		longer time period, therefore we would be required to abide with the terms and conditions of the grant.			Common Practice
Internal Audit	Date of event	3	Review	Internal Audit <ul style="list-style-type: none"> Minutes and papers from meetings 	Common Practice National Archives Guidance
Internal Audit	Upon issue	When superseded	Review	Internal Audit <ul style="list-style-type: none"> Manuals, Guides and Standards 	Common Practice National Archives Guidance
Internal Audit	Upon completion	3	Destroy	Internal Audit <ul style="list-style-type: none"> Statistics and Reports 	Common Practice
Internal Audit	Upon completion	6	Destroy	Internal Audit <ul style="list-style-type: none"> Audit plans 	Common Practice National Archives Guidance In accordance with working papers
Preparing Business	Last Action	1	Destroy	Preparing Business; - <ul style="list-style-type: none"> Information regarding meetings Officer representation Agency working 	
Project Management	Last Action	7	Review	Activities are often organised into projects; - <ul style="list-style-type: none"> Information obtained by reviewing the project Document created at the start of the project to indicate how it will be run Planning Documentation Unforeseen events requiring action Information relates to planning a business operation or service 	
Statutory Returns	Last Action	25	Permanent – Offer to Archivist	The process of preparing information to be passed on to Central Government as part of the statutory requirements; - <ul style="list-style-type: none"> Reports to Government 	HMRC – Compliance Handbook Manual CH15400

Strategic Planning	Last Action	25	Permanent – Offer to Archivist	Information related to planning a business operation or service; - <ul style="list-style-type: none">• Identifying a need or requirement for a business or service process• Corporate initiatives• Organisational Structure of the school library service• Policies and procedures of the council• Consultation with the public• Agreements made between separate internal units or teams on a contractual basis	
--------------------	-------------	----	--------------------------------------	--	--

Section 18 – Transport and Infrastructure

Purpose: -	Transport and Infrastructure
-------------------	-------------------------------------

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Asset & Records Management	Last Action	21	Review before deletion	Customer Enquiry (including defect report and inspection records): <ul style="list-style-type: none"> • Customer details • Photograph 	
Asset & Records Management	Last Action	7	Destroy	Department Records: <ul style="list-style-type: none"> • Name 	
Asset & Records Management	Last Action	7	Destroy	Departmental Budget Spreadsheets (including salaries, employee expenses): <ul style="list-style-type: none"> • Name • Salary Details 	
Asset & Records Management	Last Action	1 month from end of employment	Destroy	Departmental Organisational Chart: <ul style="list-style-type: none"> • Name • Contact • Job Role • Details 	
Asset & Records Management	Last Action	1	Destroy	Customer Enquiry: <ul style="list-style-type: none"> • Name • Contact Details 	
Asset & Records Management	Length of contract	10	Review	Land Search Requests: <ul style="list-style-type: none"> • Name • Contact • Photograph 	
Asset & Records Management	Length of contract	10	Review	Boundary Search Requests (including Public Path Order Requests and other related activities): <ul style="list-style-type: none"> • Name • Contact • Photograph 	
Assets & Records Management	Last Action	21	Review before Deletion	Customer Enquiry (including defect report and inspection records): <ul style="list-style-type: none"> • Name • Contact 	

Assets & Records Management	Last Action	7 (or duration of any Court Case)	Destroy	Removal of Highway Rights Enquiries: <ul style="list-style-type: none"> Name Contact Photograph 	
Assets & Records Management	Last Action	21	Review before Deletion	Public Rights of Way volunteer details (including maintenance or in connection with advisory groups): <ul style="list-style-type: none"> Name Contact Details 	
Assets & Records Management	Last Action	7	Review before Deletion	Headland Management Scheme Participant details: <ul style="list-style-type: none"> Name Contact Details 	
Assets & Records Management	Last Action	3 years for physical injury 40 years for disease/chemical Radiation exposure	Destroy	Health and Safety Incident Forms for Volunteers, Employees and Witnesses: <ul style="list-style-type: none"> Name Contact Photograph Investigation Details Medical Details Statement Details 	
Assets & Records Management	Last Action	7 (from termination of volunteership)	Destroy	Training Records for Volunteers: <ul style="list-style-type: none"> Name Contact Training Qualification Training Details 	
Assets & Records Management	N/A	Indefinitely	N/A	England Coast Path Landownership: <ul style="list-style-type: none"> Name Contact 	
Assets & Records Management	Length of Contract	21	Review	Public Rights of Way Enforcement Records: <ul style="list-style-type: none"> Name Contact 	
Assets & Records Management	Last Action	6 months (from receipt whether successful or not)	Destroy	CV / Pre-Employment Information: <ul style="list-style-type: none"> Name Age (Date of Birth) Contact Employment Qualification Details Disability Information Ethnicity Information 	

Business Improvement & Planning	Last Action	Until notified of change/update	Destroy	Supply Chain Partners Information: <ul style="list-style-type: none"> Name Contact Details 	
Business Projects	Last Action	1	Destroy	Email / Letter Communications: <ul style="list-style-type: none"> Name Contact Details 	
Business Projects	Last Action	7	Destroy	Requisition Orders: <ul style="list-style-type: none"> Name Contact Vehicle Details 	
Communications	Last Action	1	Destroy	Customer Enquiry / Request (including Freedom of Information Requests or Environmental Information Requests): <ul style="list-style-type: none"> Name Contact Disability Details 	
Communications	Last Action	Until consent is revoked	Destroy	Photograph and Video Gallery: <ul style="list-style-type: none"> Name Photograph 	
Communications	Last Action	3	Destroy	Company Communications (including Twitter, Highways Highlights, Highways Post, Press Releases, Media Statements): <ul style="list-style-type: none"> Name Contact Photograph 	
Construction	Last Action	7	Destroy	Drug and Alcohol Testing Results: <ul style="list-style-type: none"> Name Contact Employment Details Health Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	1	Destroy	Member / Customer Enquiry and/or Request: <ul style="list-style-type: none"> Name Contact 	
Design Services (inc Structures, Development Management,	Until notified of change	N/A	N/A	Land Ownership in relation to Bridges: <ul style="list-style-type: none"> Name Contact 	

Design, Network Assurance, Specialist Design)					
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Until notified of change	N/A	N/A	Party Wall Agreements: <ul style="list-style-type: none"> • Name • Contact Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	1 month from completion of scheme	Destroy	Scheme Payments: <ul style="list-style-type: none"> • Name • Contact Details • Bank Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	Legal Agreements (including S38, S177, S278, Memorandum of Working Agreement (MWA) and Easements): <ul style="list-style-type: none"> • Name • Contact 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	Consultations: <ul style="list-style-type: none"> • Name • Age • Contact Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	License Applications: <ul style="list-style-type: none"> • Name • Contact Details 	

Assurance, Specialist Design)					
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	7	Destroy	Complaints in relation to Highways Assets: <ul style="list-style-type: none"> Name Contact Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	7 years for physical injury, 12 years for property damage, 40 years for disease/chemical/radiation exposure	Destroy	Incident Investigation (including witness details): <ul style="list-style-type: none"> Name Contact Details Incident Details Health Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	Land Searches and Licenses: <ul style="list-style-type: none"> Name Contact Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	7 years for physical injury, 12 years for property damage, 40 years for disease/chemical/radiation exposure	Destroy	Police Road Traffic Collision Reports, Insurance Claim, Litigation Claims Information (includes Fatality Reports): <ul style="list-style-type: none"> Name Contact Details Vehicle Insurance Claim Details Health Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance,	Last Action or age of majority reaches plus 3 years	7 years for physical injury, 12 years for property damage, 40 years for disease/chemical/radiation exposure	Destroy	Police Road Traffic Collision Reports, Insurance Claim, Litigation Claims Information (includes Fatality Reports) involving individual under 13 years old: <ul style="list-style-type: none"> Name Contact Details Vehicle 	

Specialist Design)				<ul style="list-style-type: none"> • Insurance • Claim Details • Health Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	1	Destroy	Email Communications: <ul style="list-style-type: none"> • Name • Contact Details 	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	N/A	Indefinitely	Until notified of change or update)	Councillor Information: <ul style="list-style-type: none"> • Name • Contact Details 	
Finance	Last Action	7	Destroy	Financial Provisions: <ul style="list-style-type: none"> • Name • Contact Details • Bank & Tax Pay Details 	
Finance	Last Action	7	Destroy	Financial Transactions: <ul style="list-style-type: none"> • Name • Contact Details • Bank, Tax, NI Pay Details 	
Fleet	Last Action	30 days from upload If required for evidence 7 years	Destroy	Company vehicle tracking information (including speed and location): <ul style="list-style-type: none"> • Name • Location • Vehicle Details • Driving Status • Driving Speed • Number of Driving Infringements (including idling and speeding) 	
Fleet	End of employment	1	Destroy	Driver Vehicle Allocation Information: <ul style="list-style-type: none"> • Name • Contact Details • Vehicles 	

Fleet	Last Action	3	Destroy	Driver Hours Report: <ul style="list-style-type: none"> Name 	
Fleet	Last Action	7	Destroy	Driver Defects Report: <ul style="list-style-type: none"> Name Contact Details Vehicle Details 	
Fleet	End of employment	1	Destroy	Driver CPC Training Information: <ul style="list-style-type: none"> Name Qualification Details 	
Fleet	Last Action	7	Destroy	Driver Road Traffic Incident Information (including witnesses): <ul style="list-style-type: none"> Name Contact Details Insurance Details Incident Details Medical Details 	
Fleet	End of employment	1	Destroy	Hire Asset Log: <ul style="list-style-type: none"> Name Location Details 	
Fleet	End of employment	1	Destroy	Vehicle Maintenance Schedule and Equipment Maintenance: <ul style="list-style-type: none"> Name Location Details 	
Fleet	Last Action	7	Destroy	Vehicle Accident/Damage Information, Equipment Accident/Damage Information and Vehicle and Equipment Defects: <ul style="list-style-type: none"> Name 	
Fleet	End of employment	30 days	Destroy	Fuel Cards: <ul style="list-style-type: none"> Name & Contact Details 	
Fleet	End of employment	30 days	Destroy	Driver Licence Information: <ul style="list-style-type: none"> Name Contact Details Vehicle Details Insurance Details ID Endorsement (Penalty Point) Details Car Maintenance Details 	
Fleet	End of employment	30 days	Destroy	Masternaut User Access: <ul style="list-style-type: none"> Name Contact Details 	

Information Technology	End of employment	30 days	Destroy	User OneDrive/Local Drive Data and User Browser Data: <ul style="list-style-type: none"> • Name • Contact Details • Job Role • Location • Photograph • Qualification Details • Medical Details • Sickness Details • Disability Details • Tax, Payroll, Bank and Pension Details • Password • Browser History
Information Technology	End of employment	6 months	Destroy	User Outlook Data: <ul style="list-style-type: none"> • Name • Job Role • Contact Details • Photograph • Qualification Details • Location Details • Medical Details • Sickness Details • Disability Details • Tax, Payroll, Bank and Pension Details
Legal	Last Action	12	Destroy	Litigation (Green Claims) including employees/offenders/supply chain and witnesses: <ul style="list-style-type: none"> • Name • Contact Details • Medical Details • Payroll Details • Claim Details • ID • Statement Details
Legal	Last Action	Age of majority (plus 3 years)	Destroy	Litigation (Green Claims) offender(s) is under 13 years old: <ul style="list-style-type: none"> • Name • Contact Details • Medical Details

				<ul style="list-style-type: none"> • Payroll Details • Claim Details • ID 	
Maintenance & Operations	Last Entry	2	Destroy	Visitor Logbooks: <ul style="list-style-type: none"> • Name • Car Details • Location Details 	
Maintenance & Operations	Last Action	31 days (unless retained for investigation then deleted)	Destroy	Body Worn Cameras: Video/Audio recording (only initiated in certain conditions i.e. aggressive behaviour)	
Maintenance & Operations	Last Action	2 months digital system 90 days manual system	Destroy	Premises CCTV: Video Recording	
Maintenance & Operations	Last Action	1	Destroy	Member / Customer Enquiry and/or Request: <ul style="list-style-type: none"> • Name • Age • Contact Details • Living Arrangements • Disability Details • Health Details 	
Major Projects	Last Action	3	Destroy	Team Meeting Attendance and Minutes: <ul style="list-style-type: none"> • Name 	
Network Operations	Last Action	7	Destroy	Bus Lane Enforcement: <ul style="list-style-type: none"> • Name • Contact Details • Vehicle Details • Photograph 	
Network Operations	Until notified of change	N/A	N/A	Essex Traffic Control Centre Management: <ul style="list-style-type: none"> • Name • Contact Details 	
Network Operations	Until notified of change	N/A	N/A	Highways Network Management: <ul style="list-style-type: none"> • Name • Contact Details 	
Sustainable Transport	Last Action	5	Destroy	Sustainable Transport Consultation and Engagement Questions Surveys for proposals, strategies, plans, strategies, and schemes which may collection the following information categories	

				<ul style="list-style-type: none"> • Contact email. • Ethnicity of respondent • Sex / Gender of respondent • Postcode • Age Group • Disability 	
--	--	--	--	--	--

Section 19 – Special Notices

The Independent Statutory Inquiry into the deaths of mental health inpatients in Essex (The Lampard Inquiry)

On the 1 November 2023, The Lampard Inquiry set out a public consultation regarding the Terms of Reference for the scope of the inquiry, this consultation closes on the 28 November 2023.

The Inquiry intends to investigate the circumstances surrounding the deaths of mental health inpatients under the care of NHS Trust(s) in Essex between the 1 January 2000 and the 31 December 2023. The Inquiry's definition of inpatient death is as follows:

- Those who died on an NHS mental health inpatient unit or in receipt of NHS funded inpatient care within the private sector. Units to be included: **acute adult mental health units; psychiatric intensive care units (PICU); child and adolescent mental health services (CAMHS) – acute and PICU units; mental health assessment units; mother and baby mental health units; older adult mental health units; eating disorder units; forensic units**
- Those who dies while on leave from any of the above units
- Those who dies whilst absent without leave or having absconded from any of the above units
- Those who dies following transfer from any of the above units, including transfer to a physical health setting or to an out of area mental health service
- Those who dies whilst awaiting an assessment under the Mental Health Act or while waiting for a bed in a mental health inpatient unit following a clinical assessment of need

- Those who died following any mental health assessment provided by a relevant Trust where the decision was not to admit as an inpatient (this includes but is not limited to any death following a review in A&E, or an assessment under Section 135 or 136 of the Mental Health Act)
- Those who died up to 3 months following discharge from any of the above units

During the course of the Inquiry and the statements provided by those affected, the Inquiry Chair may investigate or obtain additional evidence in respect of any issue which they consider relevant and important to an understanding of the provision of mental health inpatient care or which may be a factor in mental health inpatient deaths.

As such this may require ECC to provide information which is held within relevant Adult or Children's Social Care records, where mental health inpatient provision has been documented.

All documents that may be requested – in whatever format held – must be “retained pending further requests from the Inquiry”.

All ECC retention schedule is very clear on the destruction dates of files, the instructions received by the Inquiry constitute a legal hold as defined by Section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the categories documented are retained and not destroyed until we are directed otherwise.

For any advice on clarification on whether records can be destroyed or are covered by the Inquiry retention hold, please consult the Information Governance Team.