

# 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.

<b>Last Review:</b>	<b>May 2025</b>
<b>Next Review:</b>	<b>May 2026</b>
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## 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.

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

Development (Adults)					
Residential Home Management (Adults)	Date Created	7	Review	<b>Details of home's activities; -</b> <ul style="list-style-type: none"> <li>• Home's diary</li> <li>• Home's menus</li> <li>• Home's rosters</li> <li>• Care Home Licence details</li> <li>• Any other related information</li> <li>• Assessments</li> <li>• Finance and Commissioning</li> <li>• Grants</li> <li>• Health</li> <li>• Legal</li> <li>• Looked after in Care</li> <li>• Occupational Therapy</li> <li>• Referral and Review</li> <li>• Transport Services</li> </ul>	<b>Limitation Act 1980</b>
Adult Case Records	Last Action	7	Review	<b>Information relating to individual Service Users; -</b> <ul style="list-style-type: none"> <li>• Assessment of eligibility for services</li> <li>• Details of assigned carers</li> <li>• Contact details for client and carers (including Next of Kin, address, religion etc.)</li> <li>• Catering services</li> <li>• Financial support provided</li> <li>• Grants applied for client</li> <li>• Clients health details</li> <li>• Clients legal issues</li> <li>• Issue of Blue Badge</li> <li>• Residential care</li> <li>• Occupational Therapy received</li> <li>• Request for service or service transfer</li> <li>• Details of any service review</li> <li>• Provision of transport</li> <li>• Licensing</li> <li>• Looked after in care</li> </ul>	<b>Limitation Act 1980</b>
Adult Case Records (Mental Health)	Last Action	20	Review	<b>Any details about the client's mental health.</b> 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.	<b>NHS Records Management Code of Practice for Health and Social</b>



					<b>Care 2016</b>
Supporting Disabilities (Adults)	Last Action	7	Review	<b>Information on general support for individuals with disabilities; -</b> <ul style="list-style-type: none"> <li>• Support for the deaf in communicating with those who can hear</li> <li>• Advice and support on training and employment</li> <li>• Advice on purchase and/or loan of specialist equipment</li> <li>• Rehabilitation</li> <li>• Advice to regain independence in the home or the provision of aids</li> <li>• Information on the Motability Scheme</li> </ul>	<b>Limitation Act 1980</b>
Training	Last Action	7	Review	<b>Training provided to individuals working with Adults; -</b> <ul style="list-style-type: none"> <li>• Support to individuals or organisations working with or for clients</li> </ul>	

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

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

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

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

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

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

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



### Section 3 – Joint CSC & ASC Records

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

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Adult record where is C&F Looked After Child historical record	Last Action	75 (or 15 years after death of child under 18)	Review	<ul style="list-style-type: none"> <li>When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult's retention.</li> <li><b>Where the Adult's record is associated with records relating to services provided to the persona as a child that part of the record shall be retained with the relevant children's retention schedule.</b></li> </ul>	<b>Children Act 1989</b>
Adult record where is C7F Child Protection historical record	Last Action	35	Review	<ul style="list-style-type: none"> <li>When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult's retention</li> <li><b>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.</b></li> </ul>	<b>Limitation Act 1980 s.5 recommended by the Records Management Code of Practice for Health and Social Care 2016</b>  <b>Children Act 1989</b>
Adult record where is C&F Child in Need historical record	Last Action	35	Review	<ul style="list-style-type: none"> <li>When an Adult record has Children and Families Data attached only the Adult Data is deleted as per Adult's retention.</li> <li><b>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.</b></li> </ul>	<b>Statute of Limitations Act</b>

## Section 4 – Consumer and Community Issues

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

				<ul style="list-style-type: none"> <li>• Drinking water supplies</li> <li>• Contamination of rivers</li> <li>• Monitoring swimming pool safety and hygiene standards</li> <li>• Monitoring product safety</li> <li>• Monitoring of infectious disease</li> <li>• Monitoring consumer affairs response/general nuisance within the public domain</li> </ul>	
Trading Standards – Enforcement	Last Action	7	Destroy	<b>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; -</b> <ul style="list-style-type: none"> <li>• Inspections/interventions</li> <li>• Criminal and Civil Investigations</li> <li>• Monitoring</li> </ul> <b>Paper and electronic copies of records to include; -</b> <ul style="list-style-type: none"> <li>• Inspection reports</li> <li>• Complaint records</li> <li>• Intelligence reports</li> <li>• Sample notices</li> <li>• Food standards inspection reports</li> <li>• Infringement notices</li> <li>• Seizure notices</li> <li>• Letters (advice, warning)</li> </ul>	Limitation Act 1980
Trading Standards – Investigations / Reporting	Last Action*	7	Destroy	<b>Paper and electronic legal case files (all evidence gathered as part of a criminal and civil investigation) including; -</b> <ul style="list-style-type: none"> <li>• Witness statements</li> <li>• Expert witness statements</li> <li>• Officer statements</li> <li>• Affidavits</li> <li>• Test reports / results of analysis</li> <li>• RIPA/Communication data</li> <li>• PACE interview transcripts</li> <li>• Unused material schedules</li> </ul> <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	<b>Petroleum installations including all actions regarding design, construction, and maintenance/development; -</b> <ul style="list-style-type: none"> <li>• Site plans – including location and status of tanks, pipework, access chambers, fuel dispensers</li> </ul>	

licensing / certification				<ul style="list-style-type: none"><li>• Documents associated with design, development, commissioning, on-going maintenance and development</li><li>• Instances of leaks/spills</li><li>• Petroleum licenses/certificates</li></ul>	
Training	Last Action	7	Destroy	<b>Training on how to deal with major incidents (the associated training exercises)</b>	

## Section 5 – Council Property

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

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

## Section 6 – Governance and Democracy

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

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



## Section 7 – Economic Development and Culture

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

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

## Section 8 – Education and Skills

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

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

## Section 9 – Environmental and Waste Management

<b>Purpose: -</b>	<b>Environmental Protection and Waste Management</b>
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<b>Subject Areas</b>	<b>Trigger</b>	<b>Retention Maximum Years</b>	<b>End Action</b>	<b>Description and included record types</b>	<b>Authority</b>
Environmental Advice	Last Action	5	Destroy	<b>Documentation relating to advice given; -</b> <ul style="list-style-type: none"> <li>Information regarding biodiversity</li> <li>Campaigns specifically concerning environmental protection</li> </ul>	<b>Limitation Act 1980 s.14A</b>
Archaeology & Heritage	Last Action	5	Permanent – Offer to Archivist	<b>Provision of archaeological services and consultancy to both commercial and public sector;</b> <ul style="list-style-type: none"> <li>Archaeological Services</li> <li>Heritage Conservation</li> </ul>	
Communications	Last Action	Until consent is revoked	Destroy	<b>Photograph and Video Galley;</b> <ul style="list-style-type: none"> <li>Name</li> <li>Photograph</li> </ul>	
Conservation and Country Parks	Last Action	5	Permanent – Offer to Archivist	<b>Information about conservation; -</b> <ul style="list-style-type: none"> <li>Management of the countryside/country parks/forests/woodland</li> <li>Heritage conservation</li> <li>Nature conservation</li> <li>Conservation in towns and cities</li> </ul>	<b>Limitation Act 1980 s.2</b>
Fly tipping	Last Action	2	Destroy	<b>Information related to fly tipping; -</b> <ul style="list-style-type: none"> <li>Dumped rubbish which varies in size from a single bin bag to several truckloads of construction waste</li> <li>Enforcement Files</li> </ul>	<b>Limitation Act 1980 s.2</b>
Monitoring (Environmental)	Last Action	7	Permanent – Offer to Archivist	<b>Information on monitoring the environment; -</b> <ul style="list-style-type: none"> <li>Coastal erosion</li> <li>Environmental Impact Assessments</li> <li>Data held concerning environmentally sensitive areas</li> </ul>	
Minerals and Waste Policy Planning Consultations	Last Action	2	Destroy	<b>Consultation responses</b> <ul style="list-style-type: none"> <li>Letters</li> <li>Email</li> <li>Online responses</li> </ul>	<b>Town and Country Planning (Local Planning) (England) Regulations 2012</b>
Waste Disposal & Management	Last Action	7	Permanent – Offer to Archivist	<b>Information on waste disposal sites and their management; -</b> <ul style="list-style-type: none"> <li>Sites used for the short-term storage of waste</li> <li>Equipment installed at waste sites and its operation</li> </ul>	<b>Environmental Protection Act 1990</b>

				<ul style="list-style-type: none"><li>• Records of inspections of waste sites</li><li>• Permits issued covering the use of waste sites</li><li>• Plan held by local and regional authorities detailing the provisions for current and future waste management activities</li><li>• Recycling</li></ul>	<b>Environmental Permitting Regulations (England and Wales) 2010</b>
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## 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	<b>Information related to accounting and auditing; -</b> <ul style="list-style-type: none"> <li>Internal or external auditing of the Authority</li> </ul>	
Asset Management	Last Action	7	Permanent – Offer to Archivist	<b>Management of financial assets; -</b> <ul style="list-style-type: none"> <li>Collection of information about the authority's fixed assets for accounting purposes</li> <li>Information on plant and equipment, and maintenance of other assets</li> <li>Overall list of assets</li> <li>Reports and Reviews of assets</li> <li>Summary reports on assets</li> </ul>	<b>HMRC - Compliance Handbook Manual CH15400</b>
Claims	Last Action	7	Destroy	<b>Handling claims against the Council; -</b> <ul style="list-style-type: none"> <li>Claims made against the Council</li> </ul>	<b>Limitation Act 1980 s.2</b>
Financial Provisions Management	Last Action	7	Destroy	<b>Information on managing the finances of the authority; -</b> <ul style="list-style-type: none"> <li>Borrowing of money by the authority (includes mortgages)</li> <li>Summary management of loans</li> <li>Planning and monitoring the authority's annual budget (includes allocation of budget to administrative units within the authority)</li> <li>Development of the budget (actual against planned revenue and expenses)</li> <li>Credit union management</li> <li>Managing debts owed to the council</li> <li>Administration of donations to the council</li> <li>Administration of grant funding</li> <li>Applications by the council for grant funding by external bodies</li> <li>Applications to the council for funding</li> <li>Long-term planning of the council's financial management includes financial forecast</li> <li>Annual Budget Planning</li> </ul>	<b>HMRC - Compliance Handbook Manual CH15400</b>
Financial Transactions Management	Last Action	7	Destroy	<b>Information on financial transactions; -</b> <ul style="list-style-type: none"> <li>Delegating authority for carrying out financial activities on behalf of the council</li> <li>Payment for goods and services by the council (includes expense claims and Honorariums)</li> </ul>	<b>HMRC - Compliance Handbook Manual CH15400</b>

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



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

		unknown) – see note*			
Accident and Incident Records	Last Action	Until 21 years of age.	Destroy	<b>Includes School Children (not covered below); -</b> <ul style="list-style-type: none"> <li>• Accident Books</li> <li>• Accident/Incident Reports</li> <li>• Violence Reports</li> <li>• Investigation Reports</li> </ul>	<b>Limitation Act 1980 s.2</b>
Accident and Incident Records	Last Action	15 years from date or discharge, death or closure of establishment.	Destroy	<b>Includes Adults in residential care; -</b> <ul style="list-style-type: none"> <li>• Accident Books</li> <li>• Accident/Incident Reports</li> <li>• Violence Reports</li> <li>• Investigation Reports</li> </ul>	<b>Limitation Act 1980 s.11</b>
Accident and Incident Records	Last Action	75 years after date of birth.	Destroy	<b>Includes Children in residential homes; -</b> <ul style="list-style-type: none"> <li>• Accident Books</li> <li>• Accident/Incident Reports</li> <li>• Violence Reports</li> <li>• Investigation Reports</li> </ul>	<b>Limitation Act 1980 s.11</b>
Accident and Incident Records	Last Action	25 years from end of employment.	Destroy	<b>Includes Staff working with children; -</b> <ul style="list-style-type: none"> <li>• Accident Books</li> <li>• Accident/Incident Reports</li> <li>• Violence Reports</li> <li>• Investigation Reports</li> </ul>	<b>Limitation Act 1980 s.2</b>
Employee Records	Last Action	6 years	Destroy	<b>General personnel staff records; -</b> <ul style="list-style-type: none"> <li>• Job Description (including any required Health and Safety Competencies)</li> </ul>	<b>Limitation Act 1980 Sex Discrimination Act 1975 Race Relations Act 1976</b>
Employee Records	Last Action	6 years (40 years for CoSHH and Asbestos training)	Destroy	<b>Training (Occupational Health and Safety Training); -</b> <ul style="list-style-type: none"> <li>• Training Attendance</li> <li>• Awarding Body and Accreditation (where applicable)</li> </ul>	<b>Control of Substances Hazardous to Health</b>
Employee Records	Last Action	1	Destroy	<b>Training (materials); -</b> <ul style="list-style-type: none"> <li>• Training Content (Course Aims, Duration etc.)</li> </ul>	
Employee Records	Last Action	7	Destroy	<b>Training (proof of completion); -</b> <ul style="list-style-type: none"> <li>• Certificate Awards</li> <li>• Exam Results</li> </ul>	

Health and Safety Management Policies	Last Action	At least 25 years. (40 years for Asbestos)	Destroy	<b>Health and Safety Management Policies; -</b> <ul style="list-style-type: none"> <li>• Code of Practice</li> <li>• Guidance</li> <li>• Forms and Templates</li> </ul> <b>Insurance Requirement:</b> In order to be able to defend against claims (e.g. for ill health conditions with long latency periods or relating to children).	Limitation Act 1980 s.11
Plant and Equipment	Last Action	4	Destroy	<b>Inspections of plant, machinery or premises to check safety requirements.</b>  <b>Note:</b> If used in any legal case (whether criminal or civil), until all legal action has been completed and no appeal is likely or possible	HMRC – Compliance Handbook Manual CH15400
Premises and Sites	Last Action	Until either demolished, decommissioned or disposed of to another owner.	Destroy	<b>Safe occupation, management and decommissioning of an asset (buildings and structures including the highway); -</b> <ul style="list-style-type: none"> <li>• Description of the CDM Project</li> <li>• Surveys or other information concerning asbestos</li> <li>• Contaminated Land or buried services</li> <li>• Key structural principles and safe working loads for floors and roofs</li> <li>• Hazardous materials used</li> <li>• Safe removal or dismantling of installed plant and equipment</li> <li>• Equipment provided for cleaning or maintaining the structure</li> <li>• Nature, location and markings of significant services</li> <li>• As-built drawings of the building, its plant and equipment</li> </ul>	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	<b>Safe occupation, management (buildings and structures including the highway); -</b> <ul style="list-style-type: none"> <li>• Asbestos Management Plans and Asbestos Surveys</li> <li>• All work carried out or removal of Asbestos Containing Materials</li> <li>• Asbestos Containing Materials</li> <li>• Inspections and Condition Monitoring Records</li> </ul>	Control of Asbestos Regulations 2012 (Regulation 22)
Fire Safety Management	Last Action	Until reviewed or repeated	Destroy	<b>Safe occupation, management (buildings and structures including the highway); -</b> <ul style="list-style-type: none"> <li>• Fire Risk Assessment, Fire Log Book and Fire Evacuation Procedures</li> </ul>	Limitation Act 1980 s.11
Legionella Management	Last Action	At least 2 years from the last entry in each	Destroy	<b>Safe occupation, management (buildings and structures including the highway); -</b> <ul style="list-style-type: none"> <li>• Water Risk Assessments</li> <li>• Written Scheme of Inspection and Maintenance</li> </ul>	Limitation Act 1980 s.2

				<ul style="list-style-type: none"> <li>Monitoring Checks and Results</li> </ul>	
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.	<b>Control of Substances Hazardous to Health (CoSHH) 2002 as amended.</b>
Waste disposal records - Hazardous waste.	Last Action	3 years from the date of disposal of the waste.	Destroy	Consignment Notes.	<b>The Hazardous Waste (England and Wales) regulations 2005</b>
Waste disposal records – Non-Hazardous waste.	Last Action	2 years from the date of disposal of the waste.	Destroy	Waste Transfer Notes	<b>The Waste (England and Wales) Regulations 2011 (amended 2014)</b>

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

## 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	<b>Providing access to Council Information; -</b> <ul style="list-style-type: none"><li>• Data Protection Rights (with the exception of subject access requests)</li><li>• Freedom of Information</li><li>• Environmental Information Regulations</li><li>• Internal Review requests</li><li>• ICO Regulatory Complaints</li></ul>	
Access to Information	Last Action	4	Review	<b>Subject Access Requests (right of access)</b>	
Archives	Last Action	7	Permanent – Offer to Archivist	<b>Information on permanent storage items; -</b> <ul style="list-style-type: none"><li>• Consolidated listing of all records held by the authority</li></ul>	
Information Complaints	Last Action	3	Destroy	<b>Information Complaints</b>	
Information Risk	Last Action	7	Review	<b>Information Risks</b>	
Information Sharing Agreements	Last Action	7	Review	<b>Information Sharing Agreements</b>	
Knowledge Management	Last Action	1	Permanent – Offer to Archivist	<b>Information related to education and training; -</b> <ul style="list-style-type: none"><li>• List of information assets and management</li><li>• Audit of records or various types</li><li>• Circulation lists, address books etc</li></ul>	
Privacy Notices	Superseded	7	Review	<b>Privacy Notices</b>	
Records Management	Last Action	7	Destroy	<b>Information on managing the records of the authority; -</b> <ul style="list-style-type: none"><li>• Information and data standards as used by the authority, e.g. E-GMS, planning data set etc</li><li>• Standard Templates</li><li>• Manual and electronic forms design</li><li>• Audio visual library information</li></ul>	
Records Management	N/A	Retain Indefinitely	Permanent – Offer to Archivist	<b>Information on managing records of the authority; -</b> <ul style="list-style-type: none"><li>• Disposal of the Council’s records and Compliance</li></ul>	<b>Limitation Act 1980 s.2</b>

				<ul style="list-style-type: none"> <li>Tracking and tracing the movements of information from records, archives and libraries</li> <li>Forms Development</li> <li>Image Capture</li> <li>Retention Scheduling</li> </ul> <p><b>Note:</b> Code of Practice on Records Management under s.46 Freedom of Information Act 2000</p>	
Records Management (Emails)	Date Received	7	Destroy	<p><b>Emails received by ECC email accounts for the whole organisation will be retained for 7 years from date received and then subject to automatic deletion.</b> Individuals are responsible for ensuring that any relevant emails that are received and need to be retained longer (as per individual service area requirements) are transferred to the appropriate storage area.</p>	
Registration	Last Action	Retain Indefinitely	Permanent – Offer to Archivist	<b>Registers;</b> - Statutory Data Registers	
Advice (Legal)	Last Action	7	Destroy	<p><b>Information on advice provided;</b> -</p> <ul style="list-style-type: none"> <li>Community Legal Services</li> <li>Providing advice to clients</li> <li>Services which are legally privileged relating to all aspects of the legal system</li> <li>Witness Support schemes</li> </ul>	
By-Laws	Last Action	2	Destroy	<p><b>Local by-laws;</b> -</p> <ul style="list-style-type: none"> <li>Making laws (Enactment of By Laws)</li> <li>Administering and enforcing By-laws</li> </ul>	
Supplier Management	Last Action	7	Destroy	<p><b>Management of suppliers;</b> -</p> <ul style="list-style-type: none"> <li>Approved Suppliers</li> <li>Contract Awards</li> <li>Requisition</li> </ul>	

## 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	<b>Management of Contracts; -</b> <ul style="list-style-type: none"> <li>Made under seal</li> </ul>	Limitation Act 1980
Contracts Management (Ordinary)	Last Action	6	Review	<b>Management of Contracts; -</b> <ul style="list-style-type: none"> <li>Not made under seal</li> </ul>	
Highways, Land & Property Acquisition	Last Action	12	Permanent – Offer to Archivist	<b>Information on land, highways and property; -</b> <ul style="list-style-type: none"> <li>Process of acquiring land in relation to road</li> <li>Land Registration</li> </ul>	Limitation Act 1980 s.2
Highways, Land & Property Disposal	Last Action	15	Permanent – Offer to Archivist	<b>Information on land and highways; -</b> <ul style="list-style-type: none"> <li>Disposal of land associated with the highway</li> </ul>	
Litigation	Last Action	7	Destroy	<b>Process dealing with civil and criminal litigation, debt recovery, commercial litigation; -</b> <ul style="list-style-type: none"> <li>Civil, Commercial and Criminal Litigation</li> <li>Debt Recovery</li> <li>Judgments relied on to fight current cases – setting standards to work within</li> </ul>	Limitation Act 1980 s.2
Management of Legal Activities	Last Action	7	Destroy	<b>Management of legal activities;</b> <ul style="list-style-type: none"> <li>Legal documentation relating to archive depositors</li> <li>Agreements including non-contractual agreements between public bodies</li> <li>Commercial and other leases</li> <li>Title investigations</li> <li>Disposal of Freehold and Leasehold properties</li> <li>Right to Buy applications etc</li> <li>Private right of way</li> <li>Right of Light (easement benefits) and ensuring the efficient and lawful use of easements</li> <li>Copyright</li> <li>Rental agreements of Council Buildings, Council Houses, allotments, garages, commercial properties, wayleaves and land</li> <li>Pro-forma legal agreements used in all areas of law</li> </ul>	Limitation Act 1980 s.2



				<ul style="list-style-type: none"> <li>• Legal services and trusts</li> <li>• Planning controls</li> <li>• Lawful development certificate</li> </ul>	
Legal Case Management	Last Action	7	Review	<b>Process of recording legal involvement relating to; -</b> <ul style="list-style-type: none"> <li>• Legal 'People with Physical Disabilities' Files</li> <li>• Legal 'People with Mental Health needs' Files</li> <li>• Legal 'People with Learning Disabilities' Files</li> <li>• Legal Trading Standards Files</li> <li>• Legal Social Care Strategy and Regulations Files</li> </ul>	
Tendering	Last Action	1	Destroy	<b>Inviting organisations to tender for contracts; -</b> <ul style="list-style-type: none"> <li>• Tender issuing and return</li> <li>• Tendering of contracts, responses and their evaluation</li> <li>• Calling for expressions of interest</li> <li>• Tendering of contracts, responses and their evaluation for contacts under seal</li> <li>• Documentation relating to unsuccessful tenders</li> <li>• Documentation relating to tendering policies</li> </ul>	<b>Limitation Act 1980 s.5, s.8 or s.14b)</b>

## 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	<b>Records relating to an inquest; -</b> <ul style="list-style-type: none"> <li>Interpreting and Translation (Inquiries into Death)</li> <li>Coroner's Inquest</li> </ul> <b>Note:</b> 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	<b>Records relating to a referral where an inquest was not deemed to be required; -</b> <ul style="list-style-type: none"> <li>Investigations (Inquiries into Death)</li> </ul>	Coroners Act 1988
Births, Deaths & Marriages	Last Action	25	Permanent – Offer to Archivist	<b>Registration of significant life events; -</b> <ul style="list-style-type: none"> <li>Registration (Births/Deaths)</li> </ul>	Registration Service Act 1953
Births, Deaths & Marriages	Last Action	7	Destroy	<b>Supplying advice and support on arrangements that need to be made; -</b> <ul style="list-style-type: none"> <li>Advice and Support (Births/Deaths)</li> </ul>	
Births, Deaths & Marriages	Last Action	7	Destroy	<b>Records of applications for copies of certificates; -</b> <ul style="list-style-type: none"> <li>Certification (Births/Deaths)</li> </ul>	Births and Deaths Registration Act 1953 s.7 and s.21)
Births, Deaths & Marriages	Last Action	2	Destroy	<b>Process of arranging for a marriage notice to be displayed – Wedding Banns; -</b> <ul style="list-style-type: none"> <li>Notification (Marriages)</li> <li>Conducting Marriage Services</li> </ul>	Registration Service Act 1953
Treasure Trove	Last Action	2	Destroy	<b>Information on Treasure Trove; -</b> <ul style="list-style-type: none"> <li>Process of investigation of a treasure trove</li> </ul>	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	<b>Online management systems that allow the monitoring and management of statutory officers where paid by ECC payroll</b>	<b>Limitation Act 1980 s.5</b>
Appointment of Statutory Officers	After departure from ECC	6	Destroy	<b>Process of administering officers to ensure that entitlements and obligations are in accordance with agreed requirements</b>	
Employee Relations	When use is concluded	50	Review – ERO	<b>Identification and development of significant directions concerning industrial matters – record retention as shown where a matter of historic or public interest only</b>	
Employee Relations	Normal File Destruction	7 (unregulated roles) 25 (for regulated roles)	Destroy	<b>Processing of Disciplinary investigations and outcomes where proven and Grievance Investigations and outcomes.</b>  <b>For investigated allegations proven to be unfounded, no record should be maintained</b>	<b>Limitation Act 1980 s.5</b>
Employee Relations	State Pension age or incident date +10 years	N/A	Destroy	<b>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</b>	
General	Upon leaving ECC	6	Destroy	<b>Summary workforce information management systems records including; -</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Date of Appointment</li> <li>• Work History Details</li> <li>• Position/Designation Titles and dates held</li> <li>• Online payroll records</li> <li>• Register of HR Files (where held by Mitie)</li> <li>• Medical Clearance</li> <li>• References received/given to other employers</li> </ul>	<b>Limitation Act 1980 s.5</b>
General	Individual Pension records are	50	Destroy	<b>The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements including the retention of pension information; -</b>	<b>Limitation Act 1980 s.5</b>

	retained by Essex Pensions Fund			<ul style="list-style-type: none"> <li>• Letter/offer of appointment</li> <li>• Letter of acceptance</li> <li>• Details of assigned duties</li> <li>• Probation Reports</li> <li>• Occupational Health Reports</li> <li>• Personal particulars</li> <li>• Qualifications</li> <li>• Declarations of interest</li> </ul>	
Occupational Health	Last Action	40 (if fire and rescue this is 50 years)	Destroy	<b>The process of checking and ensuring the health of staff. Health and Safety records relating to accidents and injuries at work; -</b> <ul style="list-style-type: none"> <li>• Health Questionnaire</li> <li>• Medical Clearance</li> <li>• Adjustment to workplace</li> <li>• Restrictions</li> <li>• Recommendations</li> <li>• Accident report/violence reports</li> </ul>	<b>The Control of Asbestos Regulations 2012</b> <b>The Control of Substances Hazardous to Health Regulations 2002</b>
Recruitment	After appointment made	1	Destroy	<b>The selection of an individual for an established position and the associated Pre-employment checks; -</b> <ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Applications</li> <li>• Employment references</li> <li>• Interview reports</li> <li>• Right to Work in UK</li> </ul>	<b>Limitation Act 1980 s.5</b>
Staff Monitoring	Last Action	1	Destroy	<b>Performance management; -</b> <ul style="list-style-type: none"> <li>• Probation reports</li> <li>• Performance plans</li> </ul>	<b>Limitation Act 1980 s.5</b>
Staff Monitoring	Last Action	1	Destroy	<b>Process of monitoring staff leave and attendance which includes Sick Leave</b>	
Staff Retention	Last Action	5	Offer to Archivist	<b>Financial award including PMR, honorariums and R&amp;R allowance</b>	
Termination	Termination of Employment	6	Destroy	<b>The process of termination of staff through voluntary redundancy, dismissal and retirement; -</b> <ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	<b>Limitation Act 1980 s.5</b>
Training and Development	End of Training	3	Destroy	<b>Routine staff training programmes, not occupational health and safety or children related, which would be retained on the personal file; -</b> <ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	

Training and Development	After employment ends	7	Destroy	<b>Training (concerning children); -</b> <ul style="list-style-type: none"> <li>Course individual staff assessment training register</li> </ul>	<b>CIPD Guidance</b>
Training and Development	After employment ends	7	Destroy	<b>Training (Occupational Health and Safety training); -</b> <ul style="list-style-type: none"> <li>Personal file and/or online register</li> </ul>	<b>CIPD Guidance</b>
Training and Development	After employment ends	7	Destroy	<b>Training (proof of completion); -</b> <ul style="list-style-type: none"> <li>Certificate Awards/Exam results</li> </ul>	<b>CIPD Guidance</b>
General – Personnel Administration	Termination of Employment	25	Destroy	<b>Records relating to staff working with children</b>	
General – Personnel Administration	Termination of Employment	6	Destroy	<b>All other records</b>	

## Section 17 – Corporate Management and Audit

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

		If prosecuting: 6 years plus current year after legal proceedings have completed.			<b>Limitation Act</b>  <b>Common Practice</b>
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.	<b>Counter Fraud</b> <ul style="list-style-type: none"> <li>Personal evidence from investigations</li> </ul>	<b>Police and Criminal Evidence Act 1984</b>  <b>Criminal Procedure and Investigations Act 1996</b>
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  CIFAS will hold matches for 6 years	Destroy	<b>Counter Fraud</b> <ul style="list-style-type: none"> <li>Data Matching Exercises</li> </ul>	<b>Common Practice</b>  <b>NFI Data Deletion Schedule</b>

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



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

				<ul style="list-style-type: none"><li>• Organisational Structure of the school library service</li><li>• Policies and procedures of the council</li><li>• Consultation with the public</li><li>• Agreements made between separate internal units or teams on a contractual basis</li></ul>	
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## 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	<b>Customer Enquiry (including defect report and inspection records):</b> <ul style="list-style-type: none"> <li>• Customer details</li> <li>• Photograph</li> </ul>	
Asset & Records Management	Last Action	7	Destroy	<b>Department Records:</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>	
Asset & Records Management	Last Action	7	Destroy	<b>Departmental Budget Spreadsheets (including salaries, employee expenses):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Salary Details</li> </ul>	
Asset & Records Management	Last Action	1 month from end of employment	Destroy	<b>Departmental Organisational Chart:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact</li> <li>• Job Role</li> <li>• Details</li> </ul>	
Asset & Records Management	Last Action	1	Destroy	<b>Customer Enquiry:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	
Asset & Records Management	Length of contract	10	Review	<b>Land Search Requests:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact</li> <li>• Photograph</li> </ul>	
Asset & Records Management	Length of contract	10	Review	<b>Boundary Search Requests (including Public Path Order Requests and other related activities):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact</li> <li>• Photograph</li> </ul>	
Assets & Records Management	Last Action	21	Review before Deletion	<b>Customer Enquiry (including defect report and inspection records):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact</li> </ul>	
Assets & Records Management	Last Action	7 (or duration of any Court Case)	Destroy	<b>Removal of Highway Rights Enquiries:</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>	

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

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

Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Until notified of change	N/A	N/A	<b>Party Wall Agreements:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	1 month from completion of scheme	Destroy	<b>Scheme Payments:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> <li>Bank Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	<b>Legal Agreements (including S38, S177, S278, Memorandum of Working Agreement (MWA) and Easements):</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	<b>Consultations:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Age</li> <li>Contact Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	<b>License Applications:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network	Last Action	7	Destroy	<b>Complaints in relation to Highways Assets:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> </ul>	

Assurance, Specialist Design)					
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	<b>Incident Investigation (including witness details):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Incident Details</li> <li>• Health Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	15	Destroy	<b>Land Searches and Licenses:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	
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	<b>Police Road Traffic Collision Reports, Insurance Claim, Litigation Claims Information (includes Fatality Reports):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Vehicle</li> <li>• Insurance</li> <li>• Claim Details</li> <li>• Health Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	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	<b>Police Road Traffic Collision Reports, Insurance Claim, Litigation Claims Information (includes Fatality Reports) involving individual under 13 years old:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Vehicle</li> <li>• Insurance</li> <li>• Claim Details</li> <li>• Health Details</li> </ul>	
Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	Last Action	1	Destroy	<b>Email Communications:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	

Design Services (inc Structures, Development Management, Design, Network Assurance, Specialist Design)	N/A	Indefinitely	Until notified of change or update)	<b>Councillor Information:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> </ul>	
Finance	Last Action	7	Destroy	<b>Financial Provisions:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> <li>Bank &amp; Tax Pay Details</li> </ul>	
Finance	Last Action	7	Destroy	<b>Financial Transactions:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> <li>Bank, Tax, NI Pay Details</li> </ul>	
Fleet	Last Action	30 days from upload If required for evidence 7 years	Destroy	<b>Company vehicle tracking information (including speed and location):</b> <ul style="list-style-type: none"> <li>Name</li> <li>Location</li> <li>Vehicle Details</li> <li>Driving Status</li> <li>Driving Speed</li> <li>Number of Driving Infringements (including idling and speeding)</li> </ul>	
Fleet	End of employment	1	Destroy	<b>Driver Vehicle Allocation Information:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> <li>Vehicles</li> </ul>	
Fleet	Last Action	3	Destroy	<b>Driver Hours Report:</b> <ul style="list-style-type: none"> <li>Name</li> </ul>	
Fleet	Last Action	7	Destroy	<b>Driver Defects Report:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Contact Details</li> <li>Vehicle Details</li> </ul>	
Fleet	End of employment	1	Destroy	<b>Driver CPC Training Information:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Qualification Details</li> </ul>	
Fleet	Last Action	7	Destroy	<b>Driver Road Traffic Incident Information (including witnesses):</b> <ul style="list-style-type: none"> <li>Name</li> </ul>	



				<ul style="list-style-type: none"> <li>• Contact Details</li> <li>• Insurance Details</li> <li>• Incident Details</li> <li>• Medical Details</li> </ul>	
Fleet	End of employment	1	Destroy	<b>Hire Asset Log:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location Details</li> </ul>	
Fleet	End of employment	1	Destroy	<b>Vehicle Maintenance Schedule and Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location Details</li> </ul>	
Fleet	Last Action	7	Destroy	<b>Vehicle Accident/Damage Information, Equipment Accident/Damage Information and Vehicle and Equipment Defects:</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>	
Fleet	End of employment	30 days	Destroy	<b>Fuel Cards:</b> <ul style="list-style-type: none"> <li>• Name &amp; Contact Details</li> </ul>	
Fleet	End of employment	30 days	Destroy	<b>Driver Licence Information:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Vehicle Details</li> <li>• Insurance Details</li> <li>• ID</li> <li>• Endorsement (Penalty Point) Details</li> <li>• Car Maintenance Details</li> </ul>	
Fleet	End of employment	30 days	Destroy	<b>Masternaut User Access:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	
Information Technology	End of employment	30 days	Destroy	<b>User OneDrive/Local Drive Data and User Browser Data:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Job Role</li> <li>• Location</li> <li>• Photograph</li> <li>• Qualification Details</li> <li>• Medical Details</li> <li>• Sickness Details</li> <li>• Disability Details</li> </ul>	

				<ul style="list-style-type: none"> <li>• Tax, Payroll, Bank and Pension Details</li> <li>• Password</li> <li>• Browser History</li> </ul>	
Information Technology	End of employment	6 months	Destroy	<b>User Outlook Data:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Role</li> <li>• Contact Details</li> <li>• Photograph</li> <li>• Qualification Details</li> <li>• Location Details</li> <li>• Medical Details</li> <li>• Sickness Details</li> <li>• Disability Details</li> <li>• Tax, Payroll, Bank and Pension Details</li> </ul>	
Infrastructure Planning	Last Action	Indefinite Retention	Offer to Archivist	<b>Consultation responses</b> <ul style="list-style-type: none"> <li>• Scanned letters</li> <li>• Email</li> <li>• Online responses</li> </ul>	
Legal	Last Action	12	Destroy	<b>Litigation (Green Claims) including employees/offenders/supply chain and witnesses:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Medical Details</li> <li>• Payroll Details</li> <li>• Claim Details</li> <li>• ID</li> <li>• Statement Details</li> </ul>	
Legal	Last Action	Age of majority (plus 3 years)	Destroy	<b>Litigation (Green Claims) offender(s) is under 13 years old:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Medical Details</li> <li>• Payroll Details</li> <li>• Claim Details</li> <li>• ID</li> </ul>	
Maintenance & Operations	Last Entry	2	Destroy	<b>Visitor Logbooks:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car Details</li> <li>• Location Details</li> </ul>	

Maintenance & Operations	Last Action	31 days (unless retained for investigation then deleted)	Destroy	<b>Body Worn Cameras:</b> 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	<b>Premises CCTV:</b> Video Recording	
Maintenance & Operations	Last Action	1	Destroy	<b>Member / Customer Enquiry and/or Request:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Contact Details</li> <li>• Living Arrangements</li> <li>• Disability Details</li> <li>• Health Details</li> </ul>	
Major Projects	Last Action	3	Destroy	<b>Team Meeting Attendance and Minutes:</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>	
Network Operations	Last Action	7	Destroy	<b>Bus Lane Enforcement:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Vehicle Details</li> <li>• Photograph</li> </ul>	
Network Operations	Until notified of change	N/A	N/A	<b>Essex Traffic Control Centre Management:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	
Network Operations	Until notified of change	N/A	N/A	<b>Highways Network Management:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>	
Strategic Development	Last Action	Indefinite Retention	Offer to Archivist	<b>Consultation responses</b> <ul style="list-style-type: none"> <li>• Letters</li> <li>• Email</li> <li>• Online responses</li> </ul>	
Sustainable Transport	Last Action	5	Destroy	<b>Sustainable Transport Consultation and Engagement Questions:</b> Surveys for proposals, strategies, plans, strategies, and schemes which may collection the following information categories <ul style="list-style-type: none"> <li>• Contact email.</li> <li>• Ethnicity of respondent</li> <li>• Sex / Gender of respondent</li> <li>• Postcode</li> <li>• Age Group</li> <li>• Disability</li> </ul>	

## Section 19 – Wellbeing Public Health and Communities

Purpose: - Public Health and Communities					
Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority
Strength & Balance (falls prevention) service	Last Contact with Service	10	Destroy	<ul style="list-style-type: none"> <li>Personal and demographic details of individuals</li> <li>Interactions with the service and their progress (outcome measures)</li> </ul>	
Homes for Ukraine	Last Action	2 (from closure of programme) <b>Note</b> – child and adult social care records will be retained in line with social care retention periods)	Destroy	<b>Homes for Ukraine details:</b> <ul style="list-style-type: none"> <li>Sponsor and guest records, including DBS, safeguarding, and property outcomes</li> <li>Finance payments and associated documents</li> </ul>	<b>Ministry of Housing Communities and Local Authorities (MHCLG) Memorandum of Understanding</b>
Afghan Citizens Resettlement Scheme	Last Action	5	Destroy	<ul style="list-style-type: none"> <li>Registration Forms</li> <li>Health Assessments</li> <li>Finance Reporting and Claims</li> </ul>	<b>Home Office</b>
Afghan Relocation and Assistance Policy	Last Action	5	Destroy	<ul style="list-style-type: none"> <li>Registration Forms</li> <li>Health Assessments</li> <li>Finance Reporting and Claims</li> </ul>	<b>Home Office</b>
United Kingdom's Resettlement Schemes	Last Action	5	Destroy	<ul style="list-style-type: none"> <li>Registration Forms</li> <li>Health Assessments</li> <li>Finance Reporting and Claims</li> </ul>	<b>Home Office</b>

## Section 20 – 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.