

## Retention and Disposal Schedule

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
454	Adult social care	Safeguarding adults board	Records relating to clients who are the subject of a hearing by the Adult Safeguarding Board	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
455	Adult social care	Safeguarding adults board	Records relating to the creation and management of the Adult Safeguarding Board		Retain from year records created for 6 years.
381	Adult social care	Safeguarding vulnerable adults	Client records relating to the safeguarding of vulnerable adults	Limitation Act 1980 (Section 2)	Retain from date incident resolved for 6 years.
456	Adult social care	Safeguarding vulnerable adults	Records relating to the administration and management of the Multi Agency Risk Assessment	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
457	Adult social care	Safeguarding vulnerable adults	Records relating to the creation and management of Multi Agency Risk Assessment Risk Assessment (MARAC)		Retain from year records created for 6 years.
382	Adult social care	Safeguarding vulnerable adults	Records relating to the creation and management of the processes		Retain from year records created for 6 years.
704	Advice and welfare rights	Debt enforcement	Case files relating to debt recovery	Limitation Act 1980 (Section 2)	Council tax account records retained from introduction of Council Tax on 1st April 1993
705	Advice and welfare rights	Debt enforcement	Client records relating to debt enforcement	HMRC - Compliance Handbook Manual CH15400	Council tax account records retained from introduction of Council Tax on 1st April 1993
395	Alcohol and entertainment	Personal alcohol and entertainment licence	All records relating to the administration of personal alcohol and entertainment licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
396	Alcohol and entertainment	Premises alcohol and entertainment licence	All records relating to the administration of the licences for	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
546	Alcohol and entertainment	Temporary event notice	All records relating to the administration of temporary event notices	Limitation Act 1980 (Section 2)	Retain from date of the event for 6 years.
543	Animal welfare	Dog wardens	Records relating to dog wardens' activities which may include	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action or resolution of
544	Animal welfare	Dog wardens	Records relating to processes required to support dog warden activities	Limitation Act 1980 (Section 2)	Retain from date any enforcement action resolved for 6 years.
319	Animal welfare	Stray animals	Records relating to processes required to support the collection	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
206	Animal welfare	Stray animals	Records relating to the collection and detention of stray animals where owners' or other interested parties' personal information is recorded	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action or resolution of situation for 6 years.
286	Animal welfare	Stray animals	Records relating to the collection and detention of stray animals where	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action or resolution of
2	Animals	Boarding animals licence	All records relating to the administration of boarding animals licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
4	Animals	Dangerous animals licence	All records relating to the administration of dangerous animals	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
547	Animals	Performing animals licence	All records relating to the administration of licences for performing animals	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
3	Animals	Pet shop licence	All records relating to the administration of pet shop licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
548	Animals	Riding establishment licence	All records relating to the administration of riding establishment licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
397	Animals	Zoo licence	All records relating to the administration of zoo licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
680	Arts and entertainment	Art commissions	All records relating to the commissioning of works of art from local or other artists for display in	Limitation Act 1980 (Section 2)	Retain from end of ownership of the work of art for 6 years.
681	Arts and entertainment	Arts development	All records relating to the support and development of arts in the local	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
682	Arts and entertainment	Arts organisations and events	All records relating to the provision of information and advice on local arts organisations, exhibitions and		Retain from year records created for 1 year.
398	Building and construction	Homes in multiple occupancy licence	All records relating to the licensing of houses in multiple occupancy	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
399	Building and construction	Selective area housing licences	All records relating to the creation and management of Selective area housing licences	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
400	Building and construction	Selective housing areas	All records relating to the designation and management of	Limitation Act 1980 (Section 2)	Retain from date selecting licensing area expires for 6 years.
417	Building control	Building control enforcement	All records relating to actions taken to enforce the Building Control Regulations	Building Control Performance Standards 2006	Retain from date of outcome of enforcement action for 6 years.
418	Building control	Building control	All records relating to the creation and management of the Building	Building Control Performance Standards 2006	Permanent
419	Building control	Building control	All records relating to the process of approving building applications for	Building Control Performance Standards 2006	Retain from construction completed for 15 years.
420	Building control	Building control	All records relating to the process of approving building applications in		Permanent

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
421	Building control	Building control	All records relating to the process of inspecting building work for the	Building Control Performance Standards 2006	Retain from issue of final certificate of inspection for 10 years.
577	Business advice and support	Support for tourism businesses	All records relating to advice, grants and assistance are available to	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
578	Business grants	Business grants	All records relating to the provision of business grants to new	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of the grant for 6 years.
579	Business grants	Commercial property development	All records relating to financial support provided for commercial	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment for 6 years.
580	Business grants	Shop front improvement grants	All records relating to the provision of shop front improvement grants	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
464	Business rates	Business rate relief	All records relating to reduction in business rates to business owners	Local Government Finance Act 1992	Retain from year records created for 6 years.
465	Business rates	Business rate supplement	All records relating to the implementation and management of a business rate supplement	Local Government Finance Act 1992	Retain from year records created for 6 years.
466	Business rates	Business rates account enquiries	All records relating to enquiries about business rates accounts	Local Government Finance Act 1992	Retain from year records created for 6 years.
467	Business rates	Business rates annual notification	All records relating to the provision of the business rates annual notification to businesses	Local Government Finance Act 1992	Retain from year records created for 6 years.
401	Businesses	Acupuncturist registration	All records relating to the registration of acupuncturist	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
549	Businesses	Caravan site licence	Records relating to the application for and receipt of a caravan licence	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
550	Businesses	Caravan site licence	Records relating to the development and management of caravan licence		Retain from year scheme changes for 6 years.
402	Businesses	House to house collection licence	All records relating to the administration of house to house collection licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
403	Businesses	Massage and special treatment licence	All records relating to the administration of massage and	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
404	Businesses	Massage and special treatments therapist registration	All records relating to the registration of special treatments therapists	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years.
405	Businesses	Sex establishment licence	All records relating to the administration of licences for sex establishments	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
406	Businesses	Street collection licence	All records relating to the administration of street licence collection schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
407	Businesses	Tattooist, piercing and electrolysis registration	All records relating to the registration of tattooist, piercing and electrolysis	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years.
507	Careers and employment	Current vacancies	All records relating to the publication of current job vacancies within the authority		Retain from year records created for 1 year.
218	Careers and employment	Disabled people - employment advice	Client records relating to the provision of advice and support for those with special needs who may wish to seek full or part time	Limitation Act 1980 (Section 2)	Retain from last contact with client or employer for 6 years.
508	Careers and employment	Disabled people - employment advice	Records relating to the management of processes required to provide advice and support for those with		Retain from date process changed for 3 years.
509	Careers and employment	Employment and training initiatives	All records relating to the provision of programmes to promote the development of learning and	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
308	Careers and employment	Equal opportunities advice	All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy		Retain from date the policy expires for 3 years.
128	Carer and disability benefits	Disabled facilities grant	Client records relating to disabled facilities' grants	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of grant for 6 years.
288	Carer and disability benefits	Disabled facilities grant	Records relating to the administration of disabled facilities' grants schemes	HMRC - Compliance Handbook Manual CH15400	Retain from financial year records were created for 6 years.
385	Children and young people social care	Safeguarding Children Board	All records relating to Child Death Reviews		Retain from date of report for 15 years.
386	Children and young people social care	Safeguarding Children Board	All records relating to Serious Case Reviews including the final report		Retain from date of report for 15 years.
387	Children and young people social care	Safeguarding Children Board	All records relating to the constitution and management of the Local Safeguarding Children's Board		Retain from year records created for 4 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
338	Commercial waste	Commercial clinical waste disposal	All records relating to the collection and safe disposal of clinical waste	Hazardous Waste Directive 2005	Retain from year records created for 40 years.
339	Commercial waste	Commercial waste bins	All records relating to the provision of bins for the collection of trade waste	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
340	Commercial waste	Commercial waste collection	All records relating to the provision of a regular commercial trade waste collection from local businesses	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
533	Commercial waste	Commercial waste disposal sites	All records relating to the publication of the location, opening times, terms and conditions of use and charges for the use of the commercial waste		Retain from year records created for 1 year.
534	Commercial waste	Commercial waste special collections	All records relating to the special collection of commercial waste	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
535	Commercial waste	Commercial waste spillage	All records relating to the management of incidents concerning spillages of commercial waste	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
347	Communications and publicity	Accessibility of Web sites	All records relating to the accessibility of web sites		Retain from year records created for 3 years.
348	Communications and publicity	Civic events	All records relating to the management of civic events		Retain from year records created for 6 years.
349	Communications and publicity	Civic events	All records relating to the process of organising a ceremonial event or civic occasions		Permanent
646	Communications and publicity	Civic events	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement		Permanent
510	Communications and publicity	Media and publicity protocols	All records relating to the creation and management of media and publicity protocols		Retain from date policy/protocol expires for 3 years.
511	Communications and publicity	News and information releases	All records relating to the publication of the latest news and public information relevant to the local		Retain from year records created for 3 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
512	Communications and publicity	Publications	All records relating to the creation and publication of official publications about the council and		Retain from date of first publication until when publication goes out of print.
303	Community grants	Community facility grants	All records relating to community facility grants	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of grant for 6 years.
304	Community grants	Community grants	All records relating to community grants	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of grant for 6 years.
595	Community grants	Cultural grants	All records relating to cultural grants	HMRC - Compliance Handbook Manual CH15400	Retain from last payment on the grant for 6 years.
305	Community grants	Grants for voluntary organisations	All records relating to grants made to voluntary organisations	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment of grant for 6 years.
596	Community grants	Sporting club grants	All records relating to the allocation of sports grants	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
597	Community grants	Sports grants	All records relating to the allocation of sports grants	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
632	Complaints and compliments	Change of circumstances	Copy documents relating to the 'Tell us Once' system		Retain from year records created for 1 year.
633	Complaints and compliments	Complaints advocacy	All records relating to the provision of an advocate who can act on behalf of a customer who has made	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
350	Complaints and compliments	Complaints procedure	All records relating to complaints about services dealt with as		Retain from year records created for 3 years.
351	Complaints and compliments	Complaints procedure	All records relating to complaints referred to the Local Government Ombudsman		Retain from date complaint resolved for 10 years.
352	Complaints and compliments	Complaints procedure	All records relating to level 1 complaints		Retain from year records created for 6 years.
354	Complaints and compliments	Complaints procedure	Records relating to the processes to support the provision of a complaints		Retain from date processes change for 6 years.
355	Complaints and compliments	Customer satisfaction surveys	All records relating to the creation and analysis of customer satisfaction surveys		Retain from year records created for 3 years.
634	Complaints and compliments	Feedback and suggestions	All records relating to feedback and suggestions made by local residents		Retain from year records created for 3 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
635	Complaints and compliments	Feedback and suggestions	Comments received via social media sites, where the		Retain from year comment received for 1 year.
481	Conservation and sustainability	Countryside conservation	All records relating to the provision of advice on the protection and		Retain from year records created for 3 years.
482	Conservation and sustainability	Countryside conservation	All records relating to the provision of grants for developing areas of the	HMRC - Compliance Handbook Manual CH15400	Retain from date of last payment on grant for 6 years.
708	Consultations	Petitions	Records relating to the management of personal data held in petitions		Retain from date of petition until the legal/administrative purpose for it's
709	Consultations	Service delivery consultation	Records relating to the consultation documents completed by service users concerning service delivery		Retain from completion of survey until the legal/administrative purpose for it's use has been fulfilled.
711	Corporate management	Corporate - assets	Sale of property (other than by auction or Order Of Court Protection)	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
586	Corporate management	Corporate - insurance	All records relating to Contractors' insurances	Limitation Act 1980 (Section 2)	Retain from date policy expires for 6 years.
587	Corporate management	Corporate - insurance	All records relating to insurance claims made against the Council by	Limitation Act 1980 (Section 2)	Retain from date claim settled for 6 years.
588	Corporate management	Corporate - insurance	All records relating to insurance claims made by the Council against	Limitation Act 1980 (Section 2)	Retain from date claim settled for 6 years.
357	Corporate management	Corporate - insurance	All records relating to the payment of insurance premiums	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
358	Corporate management	Corporate - insurance	All records relating to the registration of insurance claims	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
359	Corporate management	Corporate - insurance	All records relating to valuations for insurance claims	Limitation Act 1980 (Section 2)	Retain from date insurance claim resolved for 6 years.
360	Corporate management	Corporate - insurance	Employer's Liability Insurance Policy		Retain from date policy expires for 40 years.
361	Corporate management	Corporate - insurance	Insurance Policies taken out by the Council	Limitation Act 1980 (Section 2)	Retain from date policy expires for 6 years.
654	Corporate management	Corporate - meeting governance	Recordings of meetings		Retain from date of meeting for 4 years.
710	Corporate management	Corporate - organisation structure	All records relating to the development and implementation of organisation restructure		Retain from date restructure completed for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
503	Corporate management	Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	Limitation Act 1980 (Section 2)	Retain from last action on project for 6 years.
504	Corporate management	Information management	All records relating to the creation of system process maps		Retain from date system commissioned until date system decommissioned.
642	Corporate management	Information management	All records relating to the development of systems		Retain from date system commissioned until date system decommissioned.
643	Corporate management	Information management	All records relating to the implementation of ICT systems		Retain from date system commissioned until date system decommissioned.
29	Data protection and freedom of information	Data Protection	All records relating to the creation and implementation of policies under		Retain from date policy expires for 3 years.
30	Data protection and freedom of information	Data Protection	All records relating to the management of subject access requests under General Data Protection Regulations		Retain from year records created for 2 years.
32	Data protection and freedom of information	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000		Retain from date policy expires for 3 years.
31	Data protection and freedom of information	Freedom of Information	All records relating to the management of Freedom of Information Requests		Retain from year records created for 2 years.
356	Democratic services	Civic recognition and awards	All records relating to the management of civic recognition and awards		Retain from year records created for 10 years.
647	Democratic services	Constitution	All records relating to the creation of management of the authority's	Local Government Act 2000	Permanent
617	Democratic services	Election results	All records to the creation and publication of election results	Representation of the People Act 1985	Retain from date of the election for 6 months.
618	Democratic services	Electoral areas	All records relating to the creation and management of electoral boundaries		Permanent
619	Democratic services	Electoral nominations	All records relating to the process of administering nominations for elections	Representation of the People Regulations 2001	Retain from date of the election for 6 months.



ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
620	Democratic services	Electoral register	All records relating to the creation and publication of the electoral register	Electoral Registration and Administration Act 2013	Permanent
648	Democratic services	Minutes, agendas and reports	Background papers to reports - Principal Set	Local Government Act 1972 s100d	Retain from date of meeting for 4 years.
649	Democratic services	Minutes, agendas and reports	Minutes - Copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Retain from date of meeting/decision for 6 years.
650	Democratic services	Minutes, agendas and reports	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Local Government Act 1972 s100b	Retain from date of meeting/decision for 6 years.
621	Democratic services	Postal voting	All records relating to the administration of postal voting schemes	Representation of the People Regulations 2001	Retain from year records created for 1 year.
622	Democratic services	Proxy voting	All records relating to the administration of proxy voting schemes	Representation of the People Regulations 2001	Retain from year records created for 1 year.
623	Democratic services	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.		Retain from year records created for 1 year.
624	Democratic services	Voting	All records relating to the administration of the voting process for individual elections including ballot papers	Representation of the People Regulations 2001	Retain from date of election for 6 months.
655	Democratic services	Members - allowances	All records relating to the administration of Independent		Retain from creation of records for 6 years.
656	Democratic services	Members - committee membership	All records relating to the administration of appointments & membership of committees &		Retain from date records superseded for 4 years.
657	Democratic services	Members - communications	All records relating to the development of a policy on communication with members		Retain from creation of records for 3 years.
658	Democratic services	Members - democratic services - advice	All records relating to professional advice to members and the public on democratic services and functions,		Retain from date of advice for 4 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
628	Democratic services	Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of	Limitation Act 1980 (Section 2)	Retain from date of election for 6 years.
629	Democratic services	Members - elections - results	All records relating to the appointment of a returning officer,	Limitation Act 1980 (Section 2)	Retain from date of election for 6 years.
630	Democratic services	Members - electoral cycle	All records relating to the management of the members electoral cycle		Retain from date cycle ends for 4 years.
659	Democratic services	Members - executive forward plan	All records relating to the provision of a forward plan of key decisions to be made by the executive.	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England)	Retain from creation of records for 4 years.
660	Democratic services	Members - honours and awards	All records relating to the nominations for honours and awards		Retain from creation of records for 3 years.
661	Democratic services	Members - induction and training	All records relating to the provision of induction and training for new		Retain from creation of records for 3 years.
662	Democratic services	Members - minutes, agendas and reports	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Permanent
663	Democratic services	Members - overview and scrutiny	All records relating to meeting planning, Scrutiny and Overview committees, working group meetings		Retain from creation of records for 6 years.
664	Democratic services	Members - overview and scrutiny	All records relating to research into matters to be considered by Scrutiny		Retain from creation of records for 6 years.
665	Democratic services	Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of		Retain from creation of records for 6 years.
666	Democratic services	Members - overview and scrutiny	All records relating to the monitoring of implementation of Council decisions		Retain from creation of records for 6 years.
8	Democratic services	Members - political offices	All records relating to offices staffed by non-political officers to support	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
667	Democratic services	Members - secretariat	All records relating to meeting planning, Cabinet meeting administration & decision recording,		Retain from creation of records for 4 years.
668	Democratic services	Members - secretariat	All records relating to the processing of member support requests excluding: Member training &		Retain from creation of records for 4 years.
669	Democratic services	Members - secretariat	All records relating to the processing of member support requests including: Member training &		Retain from creation of records for 4 years.
483	Development control	Advertisement control	All records relating to planning permission for certain types of advertisements and advertisements		Permanent

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
484	Development control	Business planning applications	All records relating to the management of the planning		Permanent
422	Development control	Community infrastructure levy (CIL)	All records relating to the creation and implementation of the Community Infrastructure Levy		Permanent
423	Development control	Conservation area tree works notification	All records relating to conservation area tree works notification		Permanent
485	Development control	Development control enforcement	All records relating to the enforcement of development control	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years.
424	Development control	Development control enforcement	Case files relating to Breach Of Condition Notices	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
425	Development control	Development control enforcement	Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
720	Development control	Development control	All records relating to the management of the development control process (excluding parts of	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
723	Development control	Discharge of planning conditions	All records relating to the discharge of planning conditions		Permanent
487	Development control	Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment screening		Retain from date of assessment for 15 years.
427	Development control	Land charges search	All records relating to land charge searches		Retain from year records created for 1 year.
428	Development control	Land charges search	Land Charges Register		Permanent
488	Development control	Lawful Development Certificate existing use	All records relating to the creation and implementation of Certificates of Lawful Use or Development		Permanent
489	Development control	Lawful Development Certificate proposed use	All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)		Permanent
490	Development control	Local development order	All records relating to the creation and management of Local Development Orders		Permanent

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
491	Development control	Neighbourhood development order	All records relating to the creation and implementation of		Permanent
492	Development control	Outline planning consent	All records relating to applications for and management of outline planning consents		Retain from year records created for 15 years.
722	Development control	Planning area search	All records relating to planning area searches		Retain from year records created for 1 year.
430	Development control	Planning consultation	All records relating to the management of public enquiries related to planning issues		Permanent
431	Development control	Planning consultation	All records relating to the planning consultation process		Retain from year records created for 15 years.
719	Development control	Planning decision notices	All records relating to the creation and publication of formal planning		Permanent
433	Development control	Planning minor material amendments	All records relating to planning minor material amendments		Retain from date of amendment for 15 years.
434	Development control	Planning non-material amendments	All records relating to planning non-material amendments		Retain from date of amendment for 15 years.
435	Development control	Planning obligations	All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)		Permanent
436	Development control	Planning obligations	All records relating to the monitoring of building and landscape design		Retain from date development planned until development ceases to exist.
437	Development control	Planning pre-application advice	All records relating to planning pre-application advice		Retain from year records created for 15 years.
438	Development control	Planning reserved matters	All records relating to applications for and management of planning applications for approval of reserved		Retain from year records created for 15 years.
439	Development control	Prior notification of development	All records relating to applications for and management of prior notifications of development	Limitation Act 1980 (Section 2)	Retain from date of notification + 6 years then review for 6 years.
440	Development control	Removal/variation of planning conditions	All records relating to the removal/variation of planning conditions		Permanent

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
441	Development control	Residential planning applications	All records relating to the management of the planning applications system		Permanent
718	Development control	Residential planning applications	All records relating to the management of the planning applications system		Permanent
493	Development control	Self-build and custom build register	All records relating to the creation, management and publication of the Self Build and Custom House Building Register		Retain from creation of records for 6 years.
494	Development control	Self-build and custom build register	Self Build and Custom House Building Register		Permanent
625	Elected members	Councillor casual vacancies	All records relating to Councillor casual vacancies		Retain from creation of records for 6 months.
651	Elected members	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint is unfounded		Retain from year complaint made for 1 year.
652	Elected members	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a major sanction		Retain from year complaint made until councillor next stands for election.
653	Elected members	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor		Retain from year complaint made until retain for the length of time the sanction is in force.
9	Elected members	Councillors declaration of interest	All records relating to Councillors' declaration of interest	Local Government Act 1972 Section 94 (1)	Retain from date member leaves office for 18 months.
5	Elected members	Councillors directory	All records relating to the compiling and publication of a councillors' directory		Retain from creation of directory for 1 year.
627	Elected members	Members of parliament - MPs and MEPs	Information about elected local representatives and MEPs, their		Retain from year records created for 1 year.
6	Elected members	Parish/town council and councillors	All records relating to liaison with parish/town council and councillors	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
717	Emergencies	Emergency plan	All records relating to the creation, implementation and maintenance of the local authority's emergency plan		Retain from date the plan expires for 6 years.
567	Environmental health	Environmental health - out of hours emergencies	All records relating to environmental health out of hours emergencies	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
568	Environmental health	Food poisoning and contamination	All records relating to the investigation of food poisoning and	Limitation Act 1980 (Section 2)	Retain from date investigation concluded for 6 years.
569	Environmental health	Food poisoning and contamination	Records relating to the investigation of specific food poisoning and contamination incidents where the		Retain from date investigation concluded for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
570	Environmental health	Food safety enforcement	All records relating to food safety enforcement actions	Limitation Act 1980 (Section 2)	Retain from date the enforcement action completed/life of the ban for 6 years.
571	Environmental health	Food safety inspections	All records relating to the management of food safety	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
572	Environmental health	Food safety inspections	Risk Assessments relating to food safety	Limitation Act 1980 (Section 2)	Retain from date created for 6 years.
631	Environmental health	Pest control	All records relating to the provision of pest control services	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
573	Equipment and supporting services	Disabled people - home adaptations and aids	Client records relating to home adaptations and aids provided to disabled people	Limitation Act 1980 (Section 2)	Retain from date use of the equipment ceases for 6 years.
574	Equipment and supporting services	Disabled people - home adaptations and aids	Records relating to the process of providing home adaptations and aids to disabled people	HMRC Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
683	Events and exhibitions	Exhibitions	All records relating to the provision of exhibitions in public buildings or open spaces		Retain from year records created for 3 years.
470	Facilities	Facilities - accessible buildings	All records relating to designs or adaptations intended to ensure	Limitation Act 1980 (Section 2)	Retain from date adaptations complete for 6 years.
15	Facilities	Facilities - air handling units	All records relating to the management on air handling units in properties owned by the Council	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
589	Facilities	Facilities - consumables	All records relating to the purchase of consumables for local authorities	HMRC - Compliance Handbook Manual CH15400	Retain from financial year records were created for 6 years.
16	Facilities	Facilities - council offices	All records relating to the provision of facilities for staff	Limitation Act 1980 (Section 2)	Retain from date use of the facility ceases for 6 years.
17	Facilities	Facilities - council offices	All records relating to building acquisition	Limitation Act 1980 (Section 2)	Retain from date that use of the building ceases for 6 years.
18	Facilities	Facilities - council offices	All records relating to the certification of buildings (listed and significant)	Building Control Performance Standards	Permanent
19	Facilities	Facilities - council offices	All records relating to the certification of buildings (not listed buildings)	Building Control Performance Standards	Retain from date of completion of building for 15 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
20	Facilities	Facilities - council offices	All records relating to the completion of property valuations	HMRC - Compliance Handbook Manual CH15400	Retain from disposal of the property for 6 years.
21	Facilities	Facilities - council offices	All records relating to the design and construction of buildings (listed buildings)	Building Control Performance Standards 2009	Permanent
22	Facilities	Facilities - council offices	All records relating to the design and construction of buildings (not listed buildings)	Building Control Performance Standards 2009	Retain from date of completion of building for 15 years.
23	Facilities	Facilities - council offices	All records relating to the feasibility of the design and construction of buildings		Retain from date of final certificate of completion for 15 years.
24	Facilities	Facilities - council offices	All records relating to the valuation of property		Retain from date valuation superseded for 2 years.
25	Facilities	Facilities - council offices	Case file relating to the sale of property by auction	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
26	Facilities	Facilities - council offices	Records relating to the management of council properties which are owned or leased by the Council but which have not been built by the	Limitation Act 1980 (Section 2)	Retain from end of council use of the building for 6 years.
27	Facilities	Facilities - council offices	Surveys of buildings owned by local authorities	Limitation Act 1980 (Section 2)	Retain from disposal of the building for 6 years.
471	Facilities	Facilities - energy and fuel	Display Energy Certificates		Retain from date created for 7 years.
636	Facilities	Facilities - internal mail	All records relating to the management of internal mail facilities		Retain from creation of records for 3 years.
637	Facilities	Facilities - internal room bookings	All records relating to internal room bookings where a recharge is made		Retain from creation of records for 6 years.
638	Facilities	Facilities - internal room bookings	All records relating to internal room bookings where no recharge is made		Retain from creation of records for 1 year.
639	Facilities	Facilities - management	All records relating to the provision of security in local authority buildings	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
472	Facilities	Facilities - planned maintenance	All records relating to planned maintenance on council land and property	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
473	Facilities	Facilities - planned maintenance	All records relating to the refurbishment of buildings owned by	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
474	Facilities	Facilities - planned maintenance	All records relating to the responsive maintenance of properties owned by the local authority	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
640	Facilities	Facilities - printing and copying	All records relating to the provision of printing and copying services to staff	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
475	Facilities	Facilities - reactive repairs	All records relating to unplanned repairs to premises or facilities equipment	Limitation Act 1980 (Section 2)	Retain from date repairs completed for 6 years.
28	Facilities	Facilities - Risk Assessments	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Permanent
476	Facilities	Facilities - staff/visitor car parking	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
477	Facilities	Facilities - water	All records relating to the provision and maintenance of water supplies in council offices.	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
362	Finance	Accounts - accounting	All records relating to standard accounting procedures including	HMRC - Compliance Handbook Manual CH15400	Retain from end of the financial year to which the records relate for 6 years.
363	Finance	Accounts - financial management	All records relating to the banking of monies paid to the council	HMRC - Compliance Handbook Manual CH15400	Retain from end of the financial year to which the records relate for 6 years.
364	Finance	Accounts - financial management	All records relating to the receipt of payments made to the council	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
365	Finance	Accounts - financial management	Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale		Retain from date asset destroyed for 6 years.
366	Finance	Accounts - financial planning	All records relating to the creation and implementation of the annual		Retain from year records created for 6 years.
367	Finance	Accounts - financial planning	All records relating to the creation and implementation of departmental budgets		Retain from year records created for 6 years.



ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
368	Finance	Accounts - financial planning	All records relating to the creation and implementation of partnership budgets		Retain from year records created for 6 years.
369	Finance	Accounts - financial planning	All records relating to the monitoring and reporting on the annual and		Retain from year records created for 6 years.
370	Finance	Accounts - fund management	All records relating the management of local authority financial assets	HMRC - Compliance Handbook Manual CH15400	Retain from date asset destroyed for 6 years.
371	Finance	Accounts - fund management	All records relating to the investment of local authority funds		Retain from end of investment for 6 years.
372	Finance	Accounts - inter-organisational charging	All records relating to charging of staff time and/or use of equipment between departments within the		Retain from creation of records for 1 year.
373	Finance	Accounts - management and control	All records relating to the adoption and development of policies and procedures for accounting practice		Retain from date the policy superseded for 3 years.
374	Finance	Accounts - revenue and customs	All records relating to the calculation of income tax, national insurance,	The Income Tax (Employment) Regulations 1993	Retain from end of the financial year to which the records relate for 3
375	Finance	Benefit fraud	All records relating to the detection and prosecution of benefit fraud		Retain from date case resolved for 6 years.
590	Finance	Finance - indemnification for members and officers	All records relating to the management of indemnification for	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
12	Fire education and certification	Fire warden/commercial training	All records relating to training provided to fire wardens	Limitation Act 1980 (Section 2)	Retain from date training expires for 7 years.
13	Fire safety	Workplace fire regulations	All records relating to the provision of advice to employers on current		Retain from year records created for 3 years.
551	Food	Street café licence	All records relating to the administration of street cafe licence	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
468	Funerals and cremations	Cemeteries and crematoria	All records relating to the maintenance of burial grounds including faculties giving permission	Limitation Act 1980 (Section 2)	Retain from date work carried out for 6 years.
469	Funerals and cremations	Cemeteries and crematoria	Registers, indexes, plans relating to cemeteries and crematoria		Retain from closure of the cemetery/crematorium for 50 years.
409	Gambling and lottery	Club gaming permit	All records relating to the administration of Club Gaming Permits	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
410	Gambling and lottery	Club machine permit	All records relating to the administration of Club Machine Permits	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
411	Gambling and lottery	Family entertainment centre gaming machine permits	All records relating to the administration of Family Entertainment Centre Gaming	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
412	Gambling and lottery	Gambling premises licence	All records relating to the administration of licences for gambling premises licence	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
413	Gambling and lottery	Gambling premises temporary use notices	All records relating to the administration of Gambling Premises Temporary Use Notices	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
414	Gambling and lottery	Licensed premises gaming machine permit	All records relating to the administration of Licensed Premises Gaming Machine Permits	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
415	Gambling and lottery	Lottery licence	All records relating to the administration of lottery licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
552	Gambling and lottery	Prize gaming permit	All records relating to the administration of Prize Gaming Permits	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
553	Gambling and lottery	Track betting licence	All records relating to the administration of licences for track betting	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
554	Gambling and lottery	Track gambling premises occasional use notices	All records relating to the administration of Track Gambling Premises Occasional Use Notices	Limitation Act 1980 (Section 2)	Retain from expiry of licence for 6 years.
451	Grants and aid	Safeguarding children grants	All records relating to information provided about Safeguarding children grants		Retain from this would be an dynamic document which is constantly updated.
536	Hazardous waste	Hazardous waste collection	All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or	Hazardous Waste Directive 2005	Retain from year records created for 6 years.
537	Hazardous waste	Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
1	Health and safety	Accident reporting	All records relating to the reporting of accidents where the person concerned is over 18	Limitation Act 1980 (Section 11)	Retain from date of accident for 3 years and 4 months.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
309	Health and safety	Accident reporting	All records relating to the reporting of accidents where the person concerned is under 18	Limitation Act 1980 (Section 11)	Retain from date of birth of minor for 21 years and 4 months.
310	Health and safety	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Retain from date report made for 3 years.
311	Health and safety	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	Retain from date of incident for 30 years.
11	Health and safety	Health and safety training	All records relating to health and safety training provided to employees by local authorities	Limitation Act 1980 (Section 2)	Retain from date qualification expires for 6 years.
213	Heating and housing benefits	Going into hospital	Notifications by people claiming benefits who when admitted to hospital must notify the local authority dealing with their claims for		Retain from year records created for 9 years.
289	Heating and housing benefits	Housing benefit appeals	Client records concerning housing benefit appeals		Retain from date appeal resolved for 9 years.
290	Heating and housing benefits	Housing benefit appeals	Records relating to the management of processes concerning housing benefit appeals		Retain from date process changes for 9 years.
291	Heating and housing benefits	Housing benefit backdated claims	Client records relating to back dated claims for housing benefit		Retain from date claim resolved for 9 years.
292	Heating and housing benefits	Housing benefit backdated claims	Records relating to the management of processes concerning back dated claims for housing benefit		Retain from date process changes for 9 years.
293	Heating and housing benefits	Housing benefit current claim	Client records relating to current claims for housing benefit		Retain from year records created for 9 years.
294	Heating and housing benefits	Housing benefit current claim	Records relating to the management of processes concerning current		Retain from date process changes for 9 years.
295	Heating and housing benefits	Housing benefit new claim	Client records relating to new claims for housing benefit		Retain from year records created for 9 years.
296	Heating and housing benefits	Housing benefit new claim	Records relating to the management of processes concerning new claims		Retain from date process changes for 9 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
297	Heating and housing benefits	Housing benefit overpayments	Client records relating to the overpayment of housing benefit		Retain from date overpayment resolved for 9 years.
299	Heating and housing benefits	Housing benefit renewal	Client records relating to the renewal of housing benefit		Retain from date of renewal for 9 years.
300	Heating and housing benefits	Housing benefit renewal	Records relating to the management of processes concerning renewal of		Retain from date process changes for 9 years.
641	Help and advice for adults	Translation and interpreting	All records relating to the provision of interpreting and translation services		Retain from year records created for 3 years.
390	Homelessness and prevention	Homelessness support	Client records relating to short term and emergency accommodation for homeless people.	HMRC - Compliance Handbook Manual CH15400	Retain from last contact for 6 years.
391	Homelessness and prevention	Homelessness support	Records relating to the processes supporting the provision of short term and emergency		Retain from date processes change for 6 years.
392	Homelessness and prevention	Hostels and emergency accommodation	All records relating to the provision of hostels and other temporary	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
341	Household waste	Bulky household waste collections	All records relating to bulky household waste collections		Retain from year records created for 3 years.
342	Household waste	Clinical household waste	All records relating to the collection of clinical household waste	Hazardous Waste Directive 2005	Retain from year records created for 6 years.
343	Household waste	Household garden waste	All records relating to the collection of household garden waste		Retain from year records created for 3 years.
538	Household waste	Household waste accumulation	All records relating to the monitoring and enforcement of household	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years.
344	Household waste	Household waste assisted collection	All records relating to any assisted refuse collection service provided to residents who, through illness or		Retain from year records created for 3 years.
345	Household waste	Household waste collection	All records relating to the provision of regular collection of household		Retain from year records created for 3 years.
346	Household waste	Household waste containers	All records relating to the provision of household waste containers		Retain from year records created for 3 years.
539	Household waste	Household waste enforcement	All records relating to the enforcement of household waste regulations	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years.
540	Household waste	Residential waste spillages	All records relating to the management of residential waste spillages	Limitation Act 1980 (Section 2)	Retain from date of spillage for 6 years.
463	Housing advice	Private tenant advice	Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention, single	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
714	Housing advice	Private tenant advice	General information and advice about housing given to home owners and tenants		Retain from year records created for 3 years.
389	Housing allocation	Housing allocation system	All records relating to the allocation of housing	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years.
458	Housing allocation	Housing referrals	All records relating to the management of housing referrals	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years.
459	Housing allocation	Mutual home exchange	All records relating to the management of mutual home	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
460	Housing finance	Housing rent	All records relating to deposits paid for housing	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
306	Housing grants	Discretionary Housing Payment	Client records relating to discretionary housing payments		Retain from date of payment for 9 years.
307	Housing grants	Discretionary Housing Payment	Records relating to processes to support the payment of discretionary housing payments		Retain from date of payment for 9 years.
575	Housing policy	Empty residential properties	All records relating to the management of empty residential properties	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
461	Housing policy	Social housing policy	All records relating to the development, implementation and		Retain from date policy expires for 3 years.
478	Housing services	Caretaking	All records relating to the provision of caretaking services in council property	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
462	Housing services	Housing tenant support	All records relating to support given to housing tenants	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years.
34	Human resources	Staff - annual leave	All records relating to the management of staff annual leave		Retain from creation of records for 3 years.
36	Human resources	Staff - appraisal	Personnel records relating to staff performance	Limitation Act 1980 (Section 2)	Retain from action completed for 6 years.
37	Human resources	Staff - appraisal	Personnel records relating to the annual appraisal of staff		Retain from creation of records for 1 year.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
41	Human resources	Staff - appraisal	Records relating to the processes to support the management of staff		Retain from date processes change for 6 years.
42	Human resources	Staff - apprenticeships	Records relating to the management of individual staff apprentices	Limitation Act 1980 (Section 2)	Retain from end of apprenticeship for 6 years.
43	Human resources	Staff - apprenticeships	Records relating to the processes to support the provision and management of staff apprenticeships		Retain from date processes change for 6 years.
44	Human resources	Staff - benefits	All records relating to the development and implementation of staff benefits	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
45	Human resources	Staff - business travel	All records relating to leased vehicle allowances	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
46	Human resources	Staff - business travel	All records relating to officers driving their own vehicles on council	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
47	Human resources	Staff - consultation and feedback	All records relating to the management of staff consultation and feedback	Limitation Act 1980 (Section 2)	Retain from date consultation completed for 6 years.
48	Human resources	Staff - continuing professional development	All records relating to workforce development		Retain from year records created for 3 years.
49	Human resources	Staff - disciplinary procedures	Case files relating to disciplinary matters	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
50	Human resources	Staff - disciplinary procedures	Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
51	Human resources	Staff - disciplinary procedures	Casework: Disciplinary where the case results in no case to answer		Retain from start of investigation until end of the investigation.
52	Human resources	Staff - disciplinary procedures	Non Schools Case Work - Performance and Capability	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
53	Human resources	Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Local Government Act 1972	Retain from termination of employment for 1 year.
285	Human resources	Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Local Government Act 1972	Retain from termination of employment for 1 year.
54	Human resources	Staff - employment tribunals	All records relating to employment tribunal	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
55	Human resources	Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	Limitation Act 1980 (Section 2)	Retain from closure for 6 years.
56	Human resources	Staff - equal pay	All records relating to the implementation and management of Equal Pay		Retain from creation of records for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
57	Human resources	Staff - expenses	All records relating to the payment of legitimately incurred business	HMRC - Compliance Handbook Manual CH15400	Retain from creation of records for 6 years.
58	Human resources	Staff - grievance	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	Retain from date grievance resolved for 6 years.
59	Human resources	Staff - job analysis	All records relating to the development and implementation of		Retain from date jd/person specification superseded for 6
60	Human resources	Staff - job analysis	All records relating to the evaluation of jobs		Retain from date job evaluation completed for 6 years.
448	Human resources	Staff - medicals and health screening	All records relating to employee eye tests		Retain from eye test carried out until until new eye test completed.
449	Human resources	Staff - occupational health	Health Referral files		Retain from date of birth for 85 years.
450	Human resources	Staff - occupational health	Health Surveillance forms		Retain from date of questionnaire for 40 years.
61	Human resources	Staff - operational exercising/training	Personnel records relating to the management of staff operational		Retain from date training completed for 3 years.
62	Human resources	Staff - operational exercising/training	Records relating to processes to support the provision of staff operational exercising/training		Retain from date processes change for 6 years.
63	Human resources	Staff - outplacement	All records relating to individuals who are made redundant		Retain from dob of the individual made redundant for 80 years.
64	Human resources	Staff - outplacement	All records relating to staff transferred to other organisations (TUPE)	Transfer of Undertakings (Protection of Employment) Regulations 2006	Retain from date of transfer for 6 years.
65	Human resources	Staff - overtime	All records relating to the management of staff overtime	HMRC - Compliance Handbook Manual CH15400	Retain from creation of records for 6 years.
66	Human resources	Staff - payroll	All records relating to car loan agreements	HMRC - Compliance Handbook Manual CH15400	Retain from financial year in which loan was taken out for 6 years.
67	Human resources	Staff - payroll	All records relating to events notifiable under the Retirements	Retirements Benefits Schemes (Information Powers) Benefits	Retain from date event takes place for 6 years.
68	Human resources	Staff - payroll	All records relating to Income Tax and National Health Insurance	The Income Tax (Employment) Regulations 1993	Retain from end of the financial year to which records relate for 3 years.
69	Human resources	Staff - payroll	All records relating to Inland Revenue approval		Permanent
70	Human resources	Staff - payroll	All records relating to relocation claims	The Income Tax (Employment) Regulations 1993	Retain from end of the financial year to which records relate for 3 years.
71	Human resources	Staff - payroll	All records relating to the administration of parental leave where the child is disabled		Retain from date of birth of child for 18 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
72	Human resources	Staff - payroll	All records relating to the administration of parental leave where the child is not disabled	HMRC - Compliance Handbook Manual CH15400	Retain from date of birth of child for 6 years.
73	Human resources	Staff - payroll	All records relating to the administration of Statutory Maternity	The Statutory Maternity Pay (General) Regulations 1986	Retain from tax year in which the maternity period ends for 3 years.
74	Human resources	Staff - payroll	All records relating to the administration of Statutory Sick Pay	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	Retain from tax year to which the sick pay relates for 3 years.
75	Human resources	Staff - pension scheme	All records relating to the monitoring of pension fund contributions (employer and employee)	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
76	Human resources	Staff - pension scheme	Bank details, pay details of the individual pensioners		Retain from date of the last payment for 6 years.
77	Human resources	Staff - pension scheme	Bulk transfer files		Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years.
78	Human resources	Staff - pension scheme	Files relating to individual members of the pension scheme (including dependents)		Retain from date of last contact with scheme until date of last contact applies to all dependents etc.100
79	Human resources	Staff - pension scheme	Finance and procurement: Financial services: Treasury and investments:		Permanent
80	Human resources	Staff - pension scheme	Monitoring of investments on behalf of the pension fund - monthly accounts	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
81	Human resources	Staff - pension scheme	Pension fund contribution income - annual year spreadsheets		Retain from year records relate to for 1 year.
82	Human resources	Staff - pension scheme	Pension fund Oracle reports	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
83	Human resources	Staff - pension scheme	Records of former employers and Associations		Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years.
84	Human resources	Staff - pension scheme	Returns relating to members of staff transferring into the pension fund	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
85	Human resources	Staff - procedures	All records relating to the management of staff procedures		Retain from date procedure superseded for 3 years.
86	Human resources	Staff - public holidays	All records relating to the publication of a policy on public holidays		Retain from date the policy superseded for 3 years.
87	Human resources	Staff - recognition	All records relating to schemes which recognise staff	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.



ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
88	Human resources	Staff - recognition	All records relating to the process of recommending employees for honours		Retain from year of submission for 3 years.
89	Human resources	Staff - recruitment process	All records relating to an individual's employment history - paid employment	Limitation Act 1980 (Section 2)	Retain from termination for 6 years.
90	Human resources	Staff - recruitment process	All records relating to an individual's employment history - voluntary service	Limitation Act 1980 (Section 2)	Retain from termination for 6 years.
91	Human resources	Staff - recruitment process	All records relating to the appointment of Statutory Officers		Permanent
92	Human resources	Staff - recruitment process	All records relating to the creation, implementation and monitoring of		Retain from year records created for 3 years.
93	Human resources	Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	Limitation Act 1980 (Section 2)	Retain from date terms and conditions expire for 6 years.
94	Human resources	Staff - recruitment process	All records relating to the selection process for Statutory Officers		Retain from date of appointment for 5 years.
95	Human resources	Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure	Disclosure and Barring Service check requests: guidance for	Retain from date check completed for 6 months.
96	Human resources	Staff - recruitment	The selection of an individual for an established position		Retain from recruitment finalised for 1 year.
97	Human resources	Staff - redeployment	All records relating to the publication of a policy on redeployment of staff		Retain from date the policy superseded for 3 years.
98	Human resources	Staff - references	All records relating to the management of the provision of staff references		Retain from date of reference for 6 years.
99	Human resources	Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	Retain from date reorganisation is completed for 6 years.
100	Human resources	Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults		Retain from termination of employment for 20 years.
101	Human resources	Staff - risk management	Personal risk assessments relating to individuals returning to work	Limitation Act 1980 (Section 11)	Retain from date risk assessment expires for 3 years and 4 months.
102	Human resources	Staff - sickness management	All records relating to the monitoring of employee absence		Retain from year records created for 1 year.
103	Human resources	Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	HMRC - Compliance Handbook Manual CH15400	Retain from creation of records for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
104	Human resources	Staff - time management	All records relating to the process of monitoring staff leave and		Retain from date action completed for 2 years.
105	Human resources	Staff - training	All notes and materials created for training courses		Retain from date material created until date training course ends.
106	Human resources	Staff - training	All records relating to the creation and management of training		Retain from year records created for 3 years.
107	Human resources	Staff - training	All records relating to the development and implementation of training programmes		Retain from year records created for 3 years.
108	Human resources	Staff - training	All records relating to the development, implementation and monitoring of the corporate training		Retain from date training plan expires for 3 years.
109	Human resources	Staff - training	All records relating to training concerning children		Retain from date training completed for 40 years.
110	Human resources	Staff - training	All records relating to training not concerning children		Retain from date training completed for 3 years.
111	Human resources	Staff - victimisation	All records relating to the development and implementation of	Limitation Act 1980 (Section 2)	Retain from date policy is superseded for 6 years.
112	Human resources	Staff - workplace bullying	Casework - Harassment	Limitation Act 1980 (Section 2)	Retain from date case resolved for 6 years.
113	Human resources	Vetting of contract and supplier staff	All records relating to the checking/vetting of contract and supplier staff	Disclosure and Barring Service check requests: guidance for employers	Retain from date check carried out for 6 years.
715	Improvements and repairs	Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being	Limitation Act 1980 (Section 2)	Retain from end of tenancy for 6 years.
557	Incident response	Anti-social behaviour - solvent abuse	All records relating to anti-social behaviour (solvent abuse)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
558	Incident response	Anti-social behaviour - begging and vagrancy	All records relating to anti-social behaviour (begging and vagrancy)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
559	Incident response	Anti-social behaviour - hoax or false calls to emergency services	All records relating to anti-social behaviour (hoax or false calls to emergency services)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
560	Incident response	Anti-social behaviour - inconsiderate or nuisance	All records relating to anti-social behaviour (inconsiderate or nuisance)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
561	Incident response	Anti-social behaviour - neighbour nuisance	All records relating to anti-social behaviour (neighbour nuisance)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
562	Incident response	Anti-social behaviour - street drinking	All records relating to anti-social behaviour (street drinking)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
563	Incident response	Anti-social behaviour - vehicle	All records relating to anti-social behaviour (vehicle)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
564	Incident response	Anti-social behaviour -malicious or nuisance communication	All records relating to anti-social behaviour (malicious or nuisance)	Limitation Act 1980 (Section 2)	Retain from date of the resolution of enforcement action for 6 years.
114	Information communication technology	ICT - business continuity	Business Continuity Plans including all records relating to the development of business continuity		Retain from creation of plans until it is expected that these will be dynamic documents which are
115	Information communication technology	ICT - data management	All records relating to the creation and implementation of security measures for information systems		Retain from date system commissioned until date system decommissioned.
116	Information communication technology	ICT - hardware	All records relating to the maintenance of systems hardware		Retain from current system for 6 years.
117	Information communication technology	ICT - help desk	All records relating to system fault reporting		Retain from year records created for 1 year.
118	Information communication technology	ICT - help desk	All records relating to the management of systems help desk		Retain from year records created for 1 year.
119	Information communication technology	ICT - maintenance	All records relating to the maintenance and monitoring of ICT networks		Retain from year records created for 1 year.
120	Information communication technology	ICT - manuals	All systems manuals relating to current information systems		Retain from date system commissioned until date system decommissioned.
121	Information communication technology	ICT - networks	All records relating to the implementation and management of computer networks used by council		Retain from date the system is superseded for 6 years.
122	Information communication technology	ICT - peripherals	All records relating to the purchase and installation of peripheral ICT equipment	HMRC - Compliance Handbook Manual CH15400	Retain from financial year records were created for 6 years.
123	Information communication technology	ICT - resource management	All records relating to ICT resource management		Retain from creation of records for 3 years.
124	Information communication technology	ICT - security	All information relating to user profiles for information systems		Retain from year records created for 6 years.
125	Information communication technology	ICT - security	All records relating to the creation and implementation of policy and		Retain from year records created for 3 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
126	Information communication technology	ICT - software	All records relating to software licenses for information systems		Retain from date system decommissioned for 6 years.
127	Information communication technology	ICT - Web site	All records relating to the creation and maintenance of the council		Retain from creation of records for 3 years.
706	Legal	Legal - case management	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory		Retain from date of the court order for 6 years.
670	Legal	Legal - contracts	All records relating to actions founded on a simple contract	Limitation Act 1980 (Section 2)	Retain from last action on the contract for 6 years.
671	Legal	Legal - contracts	All records relating to contracts founded on a speciality	Limitation Act 1980 (Section 2)	Retain from date of case of action for 12 years.
672	Legal	Legal - contracts	Case files relating to the receipt and preparation of contract documents	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
673	Legal	Legal - contracts	Case files relating to the release of bonds	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
674	Legal	Legal - contracts	Company formation, contracts or similar matters	Limitation Act 1980 (Section 2)	Retain from closure of company for 12 years.
675	Legal	Legal - judicial review	Case files relating to judicial review	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
684	Leisure activities	Exercise and fitness classes	All records relating to the development and management of	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
685	Leisure activities	Leisure and social activities inclusion	All records relation to the provision of information and advice about local organisations and clubs that provide		Retain from year records created for 1 year.
686	Leisure activities	Leisure passes	All records relating to the management of leisure pass	Limitation Act 1980 (Section 2)	Retain from date pass expires for 6 years.
687	Leisure activities	Older people's activities	All records relating to the provision of leisure activities for older people within the community. This may	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
688	Leisure activities	Young people's organised activities	All records relating to the organisation of activities for young people	Limitation Act 1980 (Section 2)	Retain from date of activity for 6 years.
612	Local history and heritage	Community asset transfer	All records relating to community asset transfers		Permanent
140	Low income benefits	Council tax benefit appeals	Client records relating to council tax benefit appeals		Retain from date appeal resolved for 6 years.
141	Low income benefits	Council tax benefit appeals	Records concerning the processes to manage council tax benefit appeals		Retain from date process changes for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
142	Low income benefits	Council tax benefit backdated claims	Client records relating to council tax benefit back claims		Retain from last action for 6 years.
143	Low income benefits	Council tax benefit backdated claims	Records concerning the processes to manage council tax benefit back		Retain from date process changes for 6 years.
144	Low income benefits	Council tax benefit current claim	Client records relating to current claims for council tax benefit		Retain from last action on the claim for 6 years.
146	Low income benefits	Council tax benefit new claim	Client records relating to new claims for council tax benefit		Retain from year records created for 6 years.
147	Low income benefits	Council tax benefit new claim	Records concerning the processes to manage new claims for council tax benefit		Retain from date process changes for 6 years.
148	Low income benefits	Council tax benefit overpayments	Client records relating to the overpayment of council tax benefits		Retain from date overpayment resolved for 6 years.
149	Low income benefits	Council tax benefit overpayments	Records concerning the processes to manage council tax benefits where an overpayment has been made		Retain from date process changes for 6 years.
150	Low income benefits	Council tax benefit renewal	Client records relating to the renewal of council tax benefits		Retain from year records created for 6 years.
151	Low income benefits	Council tax benefit renewal	Records concerning the processes to manage the renewal of council tax benefits		Retain from date process changes for 6 years.
712	Low income benefits	Local crisis payment	Client records relating to local crisis payments	HMRC - Compliance Handbook Manual CH15400	Retain from financial year payment made for 6 years.
613	Markets	Local markets	Information on the locations, opening times and facilities of permanent or temporary markets within the local authority area. Also includes information for prospective		Retain from year records created for 1 year.
614	Markets	Market event licence	All records relating to the administration of market event	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
615	Markets	Market stall rental	Records relating to the rental of market stalls by named individuals	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
616	Markets	Market stall rental	Records relating to the rental of market stalls including the setting of		Retain from financial year records created for 6 years.
408	Markets	Street trading licence	All records relating to the administration of Street Trading	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
393	Multiple occupancy homes	Houses in multiple occupation register	All records relating to the registration of houses in multiple occupation	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
576	Multiple occupancy homes	Houses in multiple occupation safety inspection	All records relating to safety inspections of houses in multiple	Limitation Act 1980 (Section 2)	Retain from date of inspection for 6 years.
394	Multiple occupancy homes	Landlord accreditation	All records relating to the administration of landlord		Retain from date accreditation ends for 3 years.
14	Neighbourhood security	Burglar alarm keyholder registration	All records relating to the registration of keyholder details with the council		Retain from date of registration until until keyholder replaced.
452	Neighbourhood security	Channel early intervention scheme	All assessments made as part of the Vulnerability Assessment	Limitation Act 1980 (Section 2)	Retain from date of last contact with individual for 6 years.
453	Neighbourhood security	Channel early intervention scheme	All records relating to the creation and management of a Channel Panel		Retain from creation of the panel for 6 years.
313	Neighbourhood security	Community wardens	Homicide Data [Serious Case Review]	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
314	Neighbourhood security	Counter terrorism (Prevent)	All records relating to referrals made as part of the PREVENT	Limitation Act 1980 (Section 2)	Retain from last action on the referral for 6 years.
315	Neighbourhood security	Counter terrorism (Prevent)	All records relating to support services provided as part of the PREVENT strategy	Limitation Act 1980 (Section 2)	Retain from last action on service provided for 6 years.
316	Neighbourhood security	Counter terrorism (Prevent)	All records relating to the creation and delivery of PREVENT training		Retain from date training superseded for 3 years.
713	Neighbourhood security	Hate crime	All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons		Retain from year records created for 6 years.
317	Neighbourhood security	Release of CCTV evidence	All records relating to the release of CCTV evidence	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
318	Neighbourhood security	Town centre CCTV	All records relating to the management of Town Centre CCTV	CCTV Code of Practice (Revised Edition 2008) section 8.3	Retain from date of filming for 1 month.
610	Neighbourhood security	Town centre crime prevention	All records relating to the prevention of crime in town centres	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
479	Parking	Council car parks	All records relating to the development, implementation and	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
480	Parking	Council car parks	List of car parks owned and run by the local authority , their locations and tariffs.		Retain from year records created for 1 year.
283	Permissions and consents	Street parties permission	Records relating to permission given to named individuals to hold a street	Limitation Act 1980 (Section 2)	Retain from date consent granted for 6 years.
545	Permissions and consents	Street parties permission	Records relating to the management of the process to grant permission to	Limitation Act 1980 (Section 2)	Retain from date permission expires for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
495	Planning policy	Building and landscape design	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990		Retain from close of case for 6 years.
442	Planning policy	Conservation areas	All records relating to the maintenance of specific sites and monuments	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
443	Planning policy	Conservation areas	All records relating to the management of conservation areas		Permanent
496	Planning policy	Land use proposals	All records relating to the creation and implementation of land use		Retain from date proposals superseded for 6 years.
497	Planning policy	Local Development Framework	All records relating to the creation and implementation of a Local Development Framework	Limitation Act 1980 (Section 2)	Retain from date framework expires for 6 years.
498	Planning policy	Local plans	All records relating to the creation, implementation and management of		Retain from date plan expires for 6 years.
499	Planning policy	Neighbourhood development plan	All records relating to the development and implementation of neighbourhood development plans		Permanent
500	Planning policy	Statutory development plans	All records relating to the creation and implementation of statutory development plans		Retain from date plan superseded for 6 years.
444	Planning services	Conservation advice	All records relating to the provision of advice and consultation to local residents who are considering		Permanent
695	Planning services	Dangerous structures	All records relating to the management of dangerous	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
445	Planning services	High hedges	All records relating to the assessment of complaints in relation to high hedges	Limitation Act 1980 (Section 2)	Retain from date of decision for 6 years.
446	Planning services	Listed buildings	All records relating to listed buildings		Permanent
10	Planning services	Street names and numbering	All records relating to the naming and numbering of streets		Permanent
501	Planning services	Tree management	All records relating to the management of trees which are the responsibility of the authority	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
502	Planning services	Tree management	All records relating to tree preservation orders		Retain from date of order until tree ceases to exist.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
447	Planning services	Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders		Retain from date of preservation order until tree no longer exists.
505	Policy and performance	Business Process Improvement	All records relating to the use of business process improvement to improve council services		Retain from date of final report or implementation of improvements for 6 years.
591	Policy and performance	Corporate - audit and inspection	All records relating to counter fraud investigations	Limitation Act 1980	Retain from date of completion of enforcement action for 6 years.
583	Policy and performance	Corporate - development strategy	All records relating to the development of tourism opportunities		Retain from year records created for 10 years.
376	Policy and performance	Corporate - health and safety	All records relating to accident reporting where the person is aged over 18 at the time of the accident	Limitation Act 1980 (Section 11)	Retain from date of accident for 4 years.
33	Policy and performance	Corporate - health and safety	All records relating to accident reporting where the person is aged under 18 at the time of the accident	Limitation Act 1980 (Section 11)	Retain from date of birth of individual for 22 years.
377	Policy and performance	Corporate - health and safety	All records relating to Health and Safety strategy including policy documents	Limitation Act 1980 (Section 2)	Retain from date policy superseded for 6 years.
378	Policy and performance	Corporate - health and safety	All records relating to the development and implementation of health and safety policies	Limitation Act 1980 (Section 2)	Retain from date policy superseded for 6 years.
513	Policy and performance	Corporate - industrial relations	All records relating to the management of employee relations	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
514	Policy and performance	Corporate - industrial relations	All records relating to trade union liaison		Retain from year records created for 3 years.
515	Policy and performance	Corporate - policies and procedures	All records relating to the creation, implementation and monitoring of policies and procedures		Retain from date policy/procedure expires for 3 years.
379	Policy and performance	Council expenditure	All records relating to expenditure made by the council including invoices, purchase orders etc	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.



ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
380	Policy and performance	Council expenditure	All records relating to the publication of details of council expenditure which can be viewed by local		Retain from year records created for 1 year.
7	Policy and performance	Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
676	Policy and performance	Members and officers code of conduct	All records relating to the administration and recording of the appointment of Members to Outside		Retain from end of appointment/office for 6 years.
677	Policy and performance	Members and officers code of conduct	All records relating to the creation and management of Members Code		Retain from creation of code of conduct until code of contact is
678	Policy and performance	Members and officers code of conduct	All records relating to the production of members' accountability statements		Retain from creation of records for 6 years.
506	Policy and performance	Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides		Retain from year records created for 5 years.
679	Policy and performance	Policy - retention schedules	All records relating to the creation of a retention schedule for the authority		Retain from date of publication until as the retention schedule is updated
592	Policy and performance	Transparency of accounts	All records relating to the publication of council accounts	Local Government Finance Act 1992	Retain from year records created for 6 years.
593	Policy and performance	Transparency of senior salaries	All records relating to the transparency of senior salaries		Retain from year records created for 1 year.
594	Policy and performance	Value for money	All records relating to value for money activities		Retain from year records created for 6 years.
716	Pollution control	Contaminated land	All records relating to the maintenance of a register of contaminated land		Permanent
644	Pollution control	Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations		Retain from year records created for 2 years.
645	Pollution control	Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental		Retain from date policy expires for 3 years.
320	Pollution control	Noise pollution	Records relating to the administration of specific complaints about noise pollution where a non-statutory investigation has taken	Limitation Act 1980 (Section 2)	Retain from end of investigation for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
321	Pollution control	Noise pollution	Records relating to the administration of specific complaints about noise pollution where a	Limitation Act 1980 (Section 2)	Retain from date home occupier vacates property for 6 years.
322	Pollution control	Noise pollution	Records relating to the processes to support the administration of complaints about noise pollution		Retain from date process changes for 6 years.
323	Pollution control	Nuisances	All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance	Limitation Act 1980 (Section 2)	Retain from date investigation ends for 6 years.
324	Pollution control	Nuisances	All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such	Limitation Act 1980 (Section 2)	Retain from date occupier vacates building for 6 years.
325	Pollution control	Smoke control areas	All records relating to the monitoring of smoke control records	Limitation Act 1980 (Section 2)	Retain from date of any enforcement action for 6 years.
220	Procurement	Approved suppliers	All records relating to the creation of a list of approved suppliers and contractors		Retain from date list expires for 6 years.
221	Procurement	Corporate - purchasing	All records relating to procurement advice	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
222	Procurement	Corporate - purchasing	All records relating to the sale of services by individual authorities	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
223	Procurement	Corporate - purchasing	Case files relating to the purchase of plot for highway scheme where contracts are not used	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
224	Procurement	Corporate - purchasing	Case files relating to the purchase of property when payment has already been made	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
225	Procurement	Corporate - purchasing	Case files relating to the purchase of property where contracts are used	Limitation Act 1980 (Section 2)	Retain from close of case for 6 years.
226	Procurement	Procurement - contracts lists	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local		Retain from year records created for 1 year.
227	Procurement	Procurement - contracts management	All records relating to evaluation criteria used to evaluate a contract		Retain from date contract awarded for 6 months.
228	Procurement	Procurement - contracts management	All records relating to prequalification questionnaires	Limitation Act 1980 (Section 2)	Retain from creation of records for 6 years.
229	Procurement	Procurement - contracts management	All records relating to successful tenders		Retain from award of contract.
230	Procurement	Procurement - contracts management	All records relating to the creation and monitoring of service level agreements	Limitation Act 1980 (Section 2)	Retain from date service agreement expires for 6 years.
231	Procurement	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is	Limitation Act 1980 (Section 8)	Retain from last action on the contract for 12 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
232	Procurement	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is	Limitation Act 1980 (Section 5)	Retain from last action on the contract for 6 years.
233	Procurement	Procurement - contracts management	All records relating to unsuccessful tenders		Retain from date contract awarded for 6 months.
234	Procurement	Procurement policy	All records relating to the development and implementation of procurement policy		Retain from date policy expires for 6 years.
388	Public health	Health and wellbeing strategy	All records relating to the creation, implementation and management of health and wellbeing strategies		Retain from year strategy superseded for 5 years.
565	Public safety	Anti-social behaviour order	All records relating to the creation and management of an Anti-social	Management of Police Information MoPI	Retain from date order made for 10 years.
566	Public safety	Housing nuisance	All records relating to support and assistance given to local residents who are victims of harassment, anti-social behaviour and noise and	Limitation Act 1980 (Section 2)	Retain from date of enforcement action for 6 years.
611	Pupil development and support	Mentoring schemes	All records relating to the administration of learning mentor schemes	Limitation Act 1980 (Section 2)	Retain from last contact with mentor for 6 years.
326	Recycling	Composters	Records relating to the processes supporting the provision of composters		Retain from date process changes for 3 years.
516	Recycling	Composters	Records relating to the provision of composters to specific households where the householder is named	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
517	Recycling	Food waste recycling	All records relating to the implementation and monitoring of food waste recycling schemes	Limitation Act 1980 (Section 2)	Retain from date scheme ends for 6 years.
327	Recycling	Recycling advice	All records relating to the provision of general information about waste, recycling and so on		Retain from year records created for 1 year.
328	Recycling	Recycling bags and containers	All records to the provision of recycling bags and containers		Retain from year records created for 3 years.
518	Recycling	Recycling of batteries	All records relating to the creation, implementation and management of battery recycling schemes	Waste Batteries & Accumulators Regulations 2009	Retain from creation of the scheme for 4 years.
519	Recycling	Recycling sites	All records relating to the provision and management of recycling collection sites	Limitation Act 1980 (Section 2)	Retain from date use of site ceases for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
329	Recycling	Residential recycling collections	All records relating to residential recycling collections	Environmental Protection Act 1980	Retain from year records created for 3 years.
707	Regeneration	Compulsory property acquisition	All records relating to compulsory purchase orders	Compulsory Purchase Act 1965	Retain from date of purchase until date ownership of the land ceases.
702	Regeneration	Compulsory property acquisition	All records relating to the compulsory acquisition of property	Limitation Act 1980 (Section 2)	Retain from date of acquisition until ownership of property ends.
598	Regeneration	European and other funding	Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings		Retain from purchase for 80 years.
599	Regeneration	European and other funding	Lottery Funding - Purchase of leasehold buildings / land		Retain from purchase for 80 years.
600	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001		Retain from closure for 10 years.
601	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001		Retain from closure for 10 years.
602	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property -		Retain from closure for 20 years.
603	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property -		Retain from closure for 20 years.
604	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001		Retain from closure for 5 years.
605	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000		Retain from closure for 5 years.
606	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001		Retain from closure for 15 years.
607	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000		Retain from closure for 15 years.
608	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of		Retain from closure for 40 years.
609	Regeneration	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above		Retain from closure for 40 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
581	Regeneration	Local economic development	All records relating to the management of local economic development		Retain from year records created for 6 years.
582	Regeneration	Regeneration projects	All records relating to the management of regeneration projects	Limitation Act 1980 (Section 2)	Retain from last action on the project for 12 years.
703	Regeneration	Voluntary property acquisition	All records relating to the voluntary acquisition of property	Limitation Act 1980 (Section 2)	Retain from date property acquired until ownership of the property ends.
383	Residential care and housing	Sheltered housing	Client records relating to the allocation of sheltered housing	Limitation Act 1980 (Section 2)	Retain from date of assessment for 6 years.
384	Residential care and housing	Sheltered housing	Records relating to the development and management of the policy concerning the allocation of		Retain from year records created for 6 years.
298	Services	Housing benefit overpayments	Records relating to the management of processes concerning overpayment of housing benefit		Retain from date process changes for 9 years.
145	Services	Council tax benefit current claim	Records concerning the processes to manage current claims for council tax benefit		Retain from date process changes for 6 years.
689	Sports and sporting venues	Sports equipment hire	All records relating to the hire of sports equipment at council operated sports facilities	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
690	Sports and sporting venues	Sports facilities	All records relating to information about sports facilities		Retain from year records created for 1 year.
691	Sports and sporting venues	Sports facilities	All records relating to information relating to the development of sports facilities and programs	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
692	Sports and sporting venues	Sports facilities	All records relating to the management of sports facilities,		Retain from year records created for 2 years.
693	Sports and sporting venues	Sports facilities	All records relating to the membership of sports facilities		Retain from year records created for 6 years.
694	Sports and sporting venues	Swimming pools	All records relating to the provision of public swimming pools and associated facilities	Limitation Act 1980 (Section 2)	Retain from current year for 6 years.
330	Street care and cleaning	Abandoned shopping trolleys	All records relating to the removal of abandoned shopping trolleys	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
520	Street care and cleaning	Abandoned vehicles	All records relating to the management of with any vehicles	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
521	Street care and cleaning	Dead animal removal	All records relating to the removal of dead animals from publicly	Limitation Act 1980 (Section 2)	Retain from date of removal of dead animal for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
331	Street care and cleaning	Dog waste bins	All records relating to the provision		Retain from year records created for
522	Street care and cleaning	Dog fouling	Records relating to the processes to support monitoring and enforcement of action against dog fouling	Limitation Act 1980 (Section 2)	Retain from date process changes for 6 years.
523	Street care and cleaning	Dog fouling	Records relating to the monitoring and enforcement of action in individual cases against dog fouling	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years.
524	Street care and cleaning	Flyposting	All records relating to monitoring and dealing with flyposting	Limitation Act 1980 (Section 2)	Retain from date of enforcement action for 6 years.
332	Street care and cleaning	Flytipping	All records relating to the removal of waste which has been dumped by fly-tippers	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
525	Street care and cleaning	Flytipping	Records relating to the monitoring and enforcement of action in individual cases against fly tipping	Limitation Act 1980 (Section 2)	Retain from date of the resolution of any enforcement action for 6 years.
333	Street care and cleaning	Flytipping	Records relating to the processes to support enforcement action taken	Limitation Act 1980 (Section 2)	Retain from date process changes for 6 years.
526	Street care and cleaning	Graffiti removal	All records relating to the reporting and removal of graffiti from buildings	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
334	Street care and cleaning	Litter bins	All records relating to the provision and maintenance of litter bins	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
527	Street care and cleaning	Litter enforcement	Records relating to the monitoring and enforcement of action in individual cases against litter	HMRC - Compliance Handbook Manual CH15400	Retain from year records created for 6 years.
528	Street care and cleaning	Litter enforcement	Records relating to the processes to support the enforcement of litter		Retain from date process changes for 6 years.
335	Street care and cleaning	Litter removal	All records relating to the removal of litter from and the sweeping of the	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
336	Street care and cleaning	Market cleaning	All records relating to market cleaning	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
529	Street care and cleaning	Public toilets - RADAR keys	Records relating to the administration of the RADAR Key scheme which contain personal		Retain from date radar key issued for 3 years.
530	Street care and cleaning	Public toilets	All records relating to the provision and management of public	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
531	Street care and cleaning	Road spillages	All records relating to the management of road spillage incidents which do not involve an accident to a minor	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
532	Street care and cleaning	Road spillages	All records relating to the management of road spillage incidents which involve an accident	Limitation Act 1980 (Section 11)	Retain from date of birth of individual concerned for 21 years and 4 months.
337	Street care and cleaning	Street cleaning	All records relating to street cleaning	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.
235	Taxation	Council tax account enquiries	All records relating to enquiries about council tax accounts		Retain from year records created for 6 years.
236	Taxation	Council tax annual notification	All records relating to the Council tax annual notification		Retain from year records created for 6 years.
237	Taxation	Council tax appeals	All records relating to Council Tax Appeals		Retain from date appeal completed for 6 years.
238	Taxation	Council tax band reductions	All records relating to council tax band reductions		Retain from the introduction of Council Tax in 1993.
239	Taxation	Council tax discount	All records relating to discounts made to council tax		Retained from the introduction of Council Tax in 1993.
240	Taxation	Council tax exemptions	All records relating to council tax exemptions		Council Tax records retained from 1993.
198	Taxi and private hire	Dual drivers licence	All records relating to applications for and management of dual drivers	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
199	Taxi and private hire	Hackney carriage (taxi) drivers licence	All records relating to the administration of hackney carriage drivers licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
200	Taxi and private hire	Hackney carriage (taxi) licence	All records relating to the administration of hackney carriage licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
201	Taxi and private hire	Private hire drivers licence	All records relating to the administration of private hire drivers licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
202	Taxi and private hire	Private hire operators licence	All records relating to the administration of private hire operators licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
203	Taxi and private hire	Private hire vehicle (minicab) licence	All records relating to the administration of private hire vehicle licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
204	Taxi and private hire	Taxi fare setting	All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.

ROPA ID	Function	Activity	Description	Retention Legislation	Retention Period
205	Taxi and private hire	Voluntary sector transport licence	All records relating to the administration of voluntary sector transport licences	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
584	Tourism	Local attractions	All records relating to advice and information for visitors on attractions in the local area. This will include		Retain from year records created for 1 year.
585	Tourism	Tourist accommodation	All records relating to information on holiday/business accommodation		Retain from year records created for 1 year.
312	Trading standards	Illegal street trading	All records relating to the licensing and monitoring of street traders and	Limitation Act 1980 (Section 2)	Retain from date licence expires or date of the resolution of
555	Waste and pollution	Registration - motor salvage operator	All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in	Limitation Act 1980 (Section 2)	Retain from date registration expires for 6 years.
416	Waste and pollution	Scrap metal site registration	All records relating to the registration of scrap metal sites	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
556	Waste and pollution	Skip operator licence	All records relating to the management of skip operator licence schemes	Limitation Act 1980 (Section 2)	Retain from date licence expires for 6 years.
541	Waste policy	Area waste strategy	All records relating to the development, implementation and monitoring of the Area Waste Plan		Retain from life of the plan for 3 years.
542	Waste policy	Refuse duty of care - enforcement	All records relating to the enforcement of the duty of care concerning the disposal of refuse	Limitation Act 1980 (Section 2)	Retain from date of any enforcement action for 6 years.