

# RETENTION AND DISPOSAL SCHEDULES

All retention periods quoted are minimum periods for retention only. All records should be reviewed at the end of any quoted time and considered both as individual records and in relation to departmental records as a whole, bearing in mind the purpose and value of their retention.

The Schedules have been set out in columns as follows:

## 1. Record

Describes the kind of files and documents that the Council uses. The Council's files/records are many and varied, but essentially they divide into Legal Documents e.g. those relating to land, court proceedings or contracts; Policy Records e.g. surveys, policy studies etc and Administrative Records e.g. account and correspondence.

## 2. Retention Period

Retention refers to the continued storage and maintenance of files/records for as long as they are required until disposal according to administrative, legal and financial reasons. Retention Period describes the minimum retention periods. Where there is no clear indication as to when this time should be counted from it should be assumed that the retention time is from the time the file/record is closed i.e. from the time the file/record ceases to be active.

## 3 Retention Protocol

Retention Protocol describes what should be done at the end of the retention period; destroy or review it to see if it should be held for longer.

## 4 Retention Location

Retention Location describes where the records should spend their retention time and where you may move them to after they have been reviewed. In all cases, locations refer to the Council Buildings unless otherwise indicated.

## **5 Staff Responsible**

This gives the post title of the person who should make sure that all the retention and destruction rules are kept and that all actions are taken. This is not necessarily the person who does the review or carries out the actual destruction.

## **Confidential Information**

All records that contain confidential information should be stored, transported and disposed of in a secure way. The principles of the Data Protection Act 1998 apply to personal data held in electronic form or in structured manual filing systems.

## **Destruction Protocol**

Files should be destroyed in a manner that prevents their reconstitution.

## LICENSING

Revised September 2022

<b>Record</b>	<b>Retention Period</b>	<b>Retention Protocol</b>	<b>Retention Location</b>	<b>Staff Responsible</b>
Licensing Act 2003 applications, photo, 'right to a licence' immigration checks and supporting documents	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Licensing Act 2003 Criminal Record Disclosures	Keep for as long as the individual is licensed	Destroy after licence expiry	Guildhall, Gainsborough	Licensing Team
Gambling Act 2005	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Small society lottery return forms	3 years	Destroy paperwork	Guildhall, Gainsborough	Licensing Team
Hackney Carriage & Private Hire Driver Knowledge Test paperwork	3 months	Destroy paperwork after retention period.	Guildhall, Gainsborough	Licensing Team
Recordings from tests via Zoom	3 months	Delete recordings	Network drive	

<b>Record</b>	<b>Retention Period</b>	<b>Retention Protocol</b>	<b>Retention Location</b>	<b>Staff Responsible</b>
<p>Hackney Carriage &amp; Private Hire Driver Licence application form, photo and supporting documentation</p> <p>Any applicants refused a licence, or licensees who have their licence revoked will have their details shared to the NR3 database</p>	<p>Paper: 3 years</p> <p>Database: as long as the individual is licensed</p> <p>25 years</p>	<p>Destroy paperwork after retention period</p> <p>Delete record from LalPac</p>	<p>Guildhall, Gainsborough</p> <p>National Anti-Fraud Network's (NAFN) NR3 database</p>	<p>Licensing Team</p> <p>Licensing Team/NAFN</p>
<p>Hackney Carriage &amp; Private Hire Driver Licence 'Right to a licence' immigration check and DBS number</p>	<p>Keep for as long as the individual is licensed</p>	<p>Destroy paperwork after retention period.</p>	<p>Guildhall, Gainsborough</p>	<p>Licensing Team</p>
<p>Hackney/Private Hire Vehicle application form and supporting documents</p> <p>Vehicle details will be uploaded to DEFRA's air quality database</p>	<p>Paper: 1 year</p> <p>Database: as long as the proprietor is licensed</p> <p>Duration of licence</p>	<p>Destroy paperwork after retention period</p> <p>Delete record from LalPac</p>	<p>Guildhall, Gainsborough</p> <p>DEFRA's database</p>	<p>Licensing Team</p> <p>Licensing Team/DEFRA</p>

<b>Record</b>	<b>Retention Period</b>	<b>Retention Protocol</b>	<b>Retention Location</b>	<b>Staff Responsible</b>
Private Hire Operator application form and supporting documents	Paper: 5 years  Database: as long as the operator is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Skin Piercing – personal application form and premises application form	Paper: 1 month  Database: as long as the individual / premises is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Sex Shop / Sexual Entertainment Venue application form	Paper: 1 year  Database: as long as the individual / premises is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Street Trading application form including photo	Paper: 1 month  Database: as long as the individual is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
House to House application form and supporting documents	Paper: 1 month	Destroy paperwork after retention period	Guildhall, Gainsborough	Licensing Team

<b>Record</b>	<b>Retention Period</b>	<b>Retention Protocol</b>	<b>Retention Location</b>	<b>Staff Responsible</b>
	Database: as long as the individual / society is licensed	Delete record from LalPac		
Street Collection application form and supporting documents	Paper: 1 month  Database: as long as the individual / society is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Caravan Site application form and supporting documents	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Caravan Site fit and proper person application form and supporting documents	Paper: 5 years  Register on webpage: 5 years	Destroy paperwork after retention period  Remove from register after retention period	Guildhall, Gainsborough	Licensing Team
Scrap Metal – personal application form and supporting documents	Paper: 1 month  Database: as long as the individual is licensed	Destroy paperwork after retention period  Delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Scrap Metal – premises application form and supporting documents	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team

<b>Record</b>	<b>Retention Period</b>	<b>Retention Protocol</b>	<b>Retention Location</b>	<b>Staff Responsible</b>
Animal Welfare Licence application forms & inspection records	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Exotic, dangerous and wild animal application forms & inspection records	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Zoo Licence application form & inspection records	Duration of licence	Destroy paperwork and delete record from LalPac	Guildhall, Gainsborough	Licensing Team
Public health funerals paperwork	Indefinite		Guildhall, Gainsborough	Licensing Team
Cemeteries	99 years		Strong Room, Guildhall, Gainsborough	Licensing Team
Stray dog paperwork	6 years + current year		Guildhall, Gainsborough	Licensing Team