

WYCHAVON DISTRICT COUNCIL - DOCUMENT RETENTION SCHEDULE

1. STRATEGY, DEMOCRATIC AND CUSTOMER SERVICES

- 1.1 SUPPORT SERVICES
- 1.2 ELECTORAL SERVICES
- 1.3 COMPLAINTS
- 1.4 STRATEGY
- 1.5 CASH OFFICE

2. RESOURCES

- 2.1 FINANCIAL REGS – CREDITORS & INCOME
- 2.2 FINANCIAL REGS – CONTRACTS
- 2.3 FINANCIAL REGS – INSURANCE RECORDS
- 2.4 FINANCIAL REGS – ACCOUNTANCY/FINANCE
- 2.5 FINANCIAL REGS – BANK RELATED RECORDS
- 2.6 FINANCIAL REGS – MISCELLANEOUS RECORDS
- 2.7 CORPORATE PROJECTS – PROPERTY

3. PLANNING SERVICES

- 3.1 DEVELOPMENT CONTROL
- 3.2 HERITAGE (LANDSCAPE)
- 3.3 HERITAGE (CONSERVATION)
- 3.4 LANDCHARGES
- 3.5 POLICY PLANS

4. COMMUNITY SERVICES

- 4.1 CLIENT SERVICES
- 4.2 REGENERATION
- 4.3 COMMUNITY DEVELOPMENT

5. SHARED SERVICES - WYCHAVON DISTRICT COUNCIL LEAD

- 5.1 ENGINEERING SERVICES
- 5.2 PARKING SERVICES
- 5.3 HR SERVICES
- 5.4 EFFICIENCY AND TRANSFORMATION
- 5.5 HOUSING SERVICES

6. SHARED SERVICES - MALVERN HILLS DISTRICT COUNCIL LEAD

- 6.1 LEGAL SERVICES
- 6.2 BUILDING CONTROL
<http://www.malvern hills.gov.uk/documents/10558/125552/Document+Retention+Schedule+v1.0.pdf/ce0d6a4e-a455-4651-8343-0dc0a03cf300>

7. SHARED SERVICES - WORCESTER CITY COUNCIL LEAD

- 7.1 INTERNAL AUDIT

8. SHARED SERVICES - BROMSGROVE DISTRICT COUNCIL LEAD

- 8.1 WORCESTERSHIRE REGULATORY SERVICES
<http://www.worcsregservices.gov.uk/our-policies.aspx>

9. SHARED SERVICES – CIVICA LEAD

- SOUTH WORCESTERSHIRE REVENUES & BENEFITS PARTNERSHIP
- 9.1 REVENUES (COUNCIL TAX & BUSINESS RATES)
- 9.2 BENEFITS (HOUSING & COUNCIL TAX)

For shared services, please refer to the retention schedule of the host/lead authority.

Retention periods of documents held within Wychavon District Council

1. STRATEGY, DEMOCRATIC AND CUSTOMER SERVICES

1.1 SUPPORT SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.1.1	Clerking of Meetings: Taking notes of meetings from which Minutes/Notes of meetings are produced.	Destroy once the Minutes/Notes have been confirmed as a correct record of the meeting – this is usually done at the next meeting of the relevant Committee etc.	Hand-written notes, draft Minutes/Notes.	These are not treated as background papers to a meeting, they are personal notes for the Committee Administrator's use.
1.1.2	Formal Records of the Council's meetings: Minutes/Notes of the Council's meetings, both open to the public and closed. There is a set signed by the Chairman at the following meeting as being a correct record of the proceedings, and these are book. The signed copy to be retained indefinitely, in accordance with Section 228 of the Local Government Act 1972. There is also the general usage document.	The signed copy to be retained indefinitely. Generally, closed records become open to the public after a period of 30 years, although some can be kept closed for 50 years and 100 years, as per the rules governing public records, bound as per the Local Government Act 1972. There is also the general usage document. Public records. Any general copies may be destroyed after 6 years.	Bound copies of signed Minutes. Previously in paper form, now retained electronically. A copy for documents 1974–2005 is stored on microfilm.	Kept in the bunker. To be passed to County Archivist for retention upon end of Council. Minutes and Notes of meetings are now produced via <i>modern.gov</i> , and available on microfilm for the period 1974–2005.
1.1.3	Agendas and Reports for Council's meetings: Paper records taken to meetings produced now using	To be kept for 6 years.	Previously in paper, now retained electronically. A copy for documents 1974–2005 is stored on microfilm.	

	computer document storage system <i>modern.gov.</i>			
1.1.4	Agendas Reports and Minutes of Informal Meetings: Paper records taken to meetings produced now using computer document storage system <i>modern.gov.</i> Minutes and Notes produced after these meetings.	To be kept for 6 years.	Previously in paper, now retained electronically. A copy for documents 1974–2005 is stored on microfilm.	Not all of the informal meetings are serviced by the Committee Team.
1.1.5	Register of Interests of District Councillors: To be kept up-to-date during the term of office of the individual Councillor. A record of each Councillor's interests in accordance with the Localism Act 2011.	To be kept up-to-date during the term of the office of the individual Councillor. Following completion of another form, or the term of office ending, retain for 6 years.	Paper. The register of interest forms of current Councillors are also published on the Wychavon website.	
1.1.6	Register of Interests of Town and Parish Councillors: A record of each Councillor's interests in accordance with the Localism Act 2011.	To be kept up-to-date during the term of office of the individual Councillor. Following completion of another form, or the term of office ending, retain for 6 years.	Paper. The register of interest forms of current Councillors are also published on the Wychavon website.	Town and Parish Clerks are required to keep Wychavon officers informed of changes e.g. resignations, new co-optees.
1.1.7	Declaration of Acceptance of Office: Each Councillor signs this declaration upon appointment. The	Once the Councillor has ceased to be in office these can be destroyed after 6 years, although as this is in book format it means that this is only actioned once all records	Paper.	

	declarations are in book form.	contained in it have ceased 6 years ago.		
--	--------------------------------	--	--	--

1.2 ELECTORAL SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.2.1	Disposal of Election Documents	12 months	<ul style="list-style-type: none"> Local Government Elections Parliamentary Elections European Elections 	Statutory period
1.2.2	Returns and Declarations as to Election Expenses	12 months 24 months	<ul style="list-style-type: none"> Parish Council Election Local Government Election 	Statutory period
1.2.3	Register of Local Government, Parliamentary and European electors.	15 years		<p>Current year</p> <ul style="list-style-type: none"> For use at any election held in the current year For public inspection during life of register <p>Past years</p> <ul style="list-style-type: none"> To check eligibility of overseas voter Applications.
1.2.4	Register of Overseas and Service voters	1 year		for use at any election held in the current year.
1.2.5	Household enquiry forms	1 year		To check registration details until the next canvass
1.2.6	Invites to register	Max 13 months from month of application		To check registration details until next canvass
1.2.7	Absent vote application form	Life of application		To check application details
1.2.8	List of absent voters during life of register	1 year		For use at any election held in the current year. For public inspection

1.3 COMPLAINTS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.3.1	Complaints	1 year after case closed	All	Ombudsman cases can be reopened up to one year later. Complainant can escalate complaint to Ombudsman up to one year later.

1.4 STRATEGY

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.4.1	Corporate policies & strategies: policies & strategies approved by the Council	Destroy all background and supporting records five years from closure. Retain one copy of each policy or strategy document for reference purposes for up to 12 years.	Council's strategy (priorities, goals and annual promises), Strong Council Action Plan, Grow, Save, Charge Business Plan, South Worcestershire Community Safety Strategy	Other service units will retain some corporate policies and strategies, e.g. Development Plan, Housing Strategy, Financial Strategy. Some of the records in this category are produced in partnership with other agencies or by a formal partnership
1.4.2	Service delivery plans: annual business plans for each service unit.	Destroy five years from closure.	Service Delivery Plans	Whilst each service unit retains its own Service Delivery Plan, the Strategy & Communications unit retains a central copy of all the plans.
1.4.3	Performance management: records relating to our performance against	Retain data on Covalent for up to ten years. Destroy all other background and supporting records five years from closure. Retain one	Annual Reports Signals of Success quarterly performance reports Key success measures	Some of the records relating to individual performance indicators will be retained within service units

	national and local performance indicators, Council promises and other key issues	copy of Annual Reports and Signals of Success performance reports for reference purposes for up to 12 years.	Records on Covalent performance management system	
1.4.4	Inspections & other assessments: reports & supporting papers, such as self-assessments, associated with external inspections and peer reviews	Destroy background and supporting papers five years from closure. Retain one copy of self-assessments and inspection reports for up to 12 years.	CPA, CAA and peer review self-assessments CPA, CAA, peer review reports Annual audit letters.	Some of the records in this category will be retained within other service units, e.g. IIP, Customer Service Excellence
1.4.5	Research and consultation: information associated with research and consultation activity, such as surveys, questionnaires, consultation responses, reports of findings	Destroy all completed surveys one year after the results are publicly reported or from closure of the project it relates to. Retain one copy of the raw data, topline results and report containing the research/consultation findings for reference purposes for up to 12 years.	Budget consultations Worcestershire Viewpoint survey Council Tax Support consultation Correspondence from residents	Other service units also retain some research and consultation records, e.g. Housing, Planning, Community Services.
1.4.6	Internal review activities: records associated with a range of review activities	Destroy five years from closure. Retain one copy of the review report for up to 12 years.	Partnerships review Plans review Communications review Youth Zone review	
1.4.7	Media relations: interactions with the media.	Keep indefinitely	Media releases	
1.4.8	External communications: such as leaflets, newsletters and reports.	Destroy all background and supporting records two years from closure. Retain file copy of magazines and leaflets for reference purposes for up to 20 years	The Wychavon Magazine, Council Tax leaflets, Parish matters newsletter, Communicate, promotional materials	This category excludes publications listed in other categories, e.g. the Annual Report. Other service units should be responsible for informing the Communications Team when electronic versions of

				documents designed and held by the team need to be destroyed.
1.4.9	Internal publications: communications, such as leaflets, newsletters, presentations, intranet documents and reports.	Destroy all background and supporting records two years from closure. Retain one file copy of magazines, leaflets, round-up and presentations for reference purposes for up to 20 years.	Jack's Round-up, Aspire, media monitoring reports, Jack's message, staff briefing presentation slides.	Other service units should be responsible for informing the Communications Team when electronic versions of documents designed and held by the team need to be destroyed.
1.4.10	Photography	Where photographic consent has been obtained, destroy all photographs (digital images) after five years. Keep other photos indefinitely.	This will typically be photographs at events organised by Wychavon where we ask subjects to pose for a photograph (awards, etc.).	Other service units must obtain consent form from the Communications Team (CT) and obtain signatures and return completed forms to the CT. Where school children are concerned, the schools typically send children whose parents have already signed consent forms, but it is worth checking this.
1.4.11	Community Strategy & LSP: reports & other information associated with the community strategy and Wychavon Strategic Partnership	Destroy four years from closure. Retain one copy of the Community Strategy for up to 12 years.	Community Strategy Agendas, papers and meeting notes for Wychavon Strategic Partnership.	Community Services retain information relating to the three local area based partnerships (i.e. Droitwich Area Partnership, Evesham and Pershore Market Town Partnerships).
1.4.12	Externally funded projects, such as Opportunity Vale of Evesham: plans and information associated with the projects	Destroy three years from closure of the project. Retain one copy of the Community Strategy for up to 12 years.	Reports Project plans Budget information Meeting agendas, papers and minutes Survey results Promotional materials	

1.4.13	Community safety	Destroy each three years from closure.	Community Safety Plan Burglary victim details Safe and Sound Security recipients details	Community Safety Plan is now updated each year Burglary victim details run from April to March each year Safe and Sound security details run from April to March each year
1.4.14	Intelligently green	Destroy five years from closure. Retain one copy of action plans and evaluation reports for up to 12 years.	Intelligently Green Plan Meeting agendas, papers and notes Reports Guidance	
1.4.15	New Homes Bonus	Six years	New Homes Bonus Protocol, annual reports and other reports Proposal forms Correspondence	
1.4.16	Localism	To be confirmed by Support Services	Meeting agendas, papers and notes Reports Guidance	
1.4.17	Youth Bus	Destroy three to five years depending on the funding period to which applies	Funding applications, monitoring reports, membership forms, feedback forms, schedules, risk assessments, user data, sign in sheets	Much of this information will be submitted to the County Council as part of Positive Activities Contract and via online CAPITA system. Hard copies of membership information is kept while the young person using service as this acts as parental consent for media releases.

1.5 CASH OFFICE

Ref	Function	Retention Action/Retention	Examples of Records	Notes
------------	-----------------	-----------------------------------	----------------------------	--------------

	Description/Type of Record	Period		
1.5.1	Cash Office Transactions	6 years	<ul style="list-style-type: none"> • Cash Office System Print-Outs • Contra-Transaction Lists • Telephone Payment & Service Centre Print Outs • Combined Debit & Credit Card Reports (for 3 shops) • HSBC Banking Stubbs (returned from Securicor) • Small Bank Account Reconciliation Stubbs • Internet Payment Print Outs • Worcs County Council Payment Vouchers • Evesham Town Council Payment Vouchers • Remittances (notices attached to payments) • Concessionary Travel Token – Payment Vouchers • Cashiers Transaction Listing of Debit/Credit Cards • Day Sheets/Buf Sheets • Car Parking Fine Receipts • Annual Concessionary Fares Registers (Town/Rural) • Annual Concessionary Fares Issue – Issuing Sheets (Village & Shops Issue) Application Forms & Authorisations Con Fares Stats • Post Dated Cheque Sheets • Suspense Sheets • Remits File • Unders & 'Overs Sheets 	Common Practice

			<ul style="list-style-type: none"> • Stats Sheets • Budget Information • Petty Cash Reimbursement Sheets • Petty Cash Vouchers • Invoices/Copy Invoices • Postage Stamp Records • Laundry & Electric Meter Card Records • Delivery Notes 	
1.5.2	Other transactions	3 years	<ul style="list-style-type: none"> • Bank Paying-in Book • Official Orders 	Common Practice
1.5.3	Health & Safety Documents	70 years	<ul style="list-style-type: none"> • Risk Assessments 	Common Practice

2. RESOURCES

2.1 FINANCIAL REGS – CREDITORS & INCOME

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.1.1	Creditors Records	6 years + current	<ul style="list-style-type: none"> • New creditor/creditor change records (some held electronically) • Creditor Bank account details (some held electronically) • BACS payment reports held electronically • Copy orders (held electronically on Financials system) • Credit notes (originals kept for 3 months) • Creditor invoices (originals kept for 3 months, after 3 months held electronically on Financials system) • Goods received notes (held electronically on Financials system) • Periodic payments records • Petty cash float and imprest documentation Business card transactions details Evidence of contractors CIS or UTR status CIS returns 	In accordance with HMRC/Audit requirements
2.1.2	Income Records	6 years + current	<ul style="list-style-type: none"> • Cash receipting reconciliation records (held electronically) • Collection and deposit reconciliation books (held electronically as spreadsheet) • Correspondence (Income)/Remittance Advices • New Debtor request forms 	In accordance with HMRC requirements

			<ul style="list-style-type: none"> • Direct Debit mandates (held electronically on Financials system, originals held for 2 years) • Miscellaneous income Receipts (held electronically on Adelante cash receipting system – PARIS cash receipting system prior to October 2013) • Receipt books and record of books issued • Sales records 	
--	--	--	--	--

2.2 FINANCIAL REGS – CONTRACTS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.2.1	Contract Registers	Retain indefinitely		Common Practice
2.2.2	Successful tenders (retention period relates to after final payment)	Destroy 12 years after expiry of contract if under seal or 6 years if under hand.		Common Practice – held by Service Units
2.2.3	Unsuccessful tenders (retention period relates to final payment of successful contractor)	Until final payment		Common Practice - held by Service Units

2.3 FINANCIAL REGS - INSURANCE RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.3.1	Insurance claims	6 years	<ul style="list-style-type: none"> • All relating correspondence 	Common Practice – held by Legal and Support
2.3.2	Insurance contracts and policy documentation	Indefinitely	<ul style="list-style-type: none"> • contracts - expired • policy documentation • Insurance certificates 	Common Practice– held by Property team

2.4 FINANCIAL REGS - ACCOUNTANCY/FINANCE

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.4.1	Budget monitoring reports	2 years + current	Monthly reports to SMT/Members (held electronically)	Common Practice
2.4.2	Estimate working papers	2 years+ current	<ul style="list-style-type: none"> Budget completion grids (held electronically on Financials system) Other supporting documentation 	Common Practice
2.4.3	Financial ledgers	6 years + current	<ul style="list-style-type: none"> Includes journals (held electronically on Financials system) and year end reports (held electronically in dedicated Final Accounts folders) 	Common Practice
2.4.4	Grant claim records	6 years + current		Common Practice
2.4.5	Investment records	6 years after maturity	Settlement notes Bank statements	Common Practice
2.4.6	Leasing records	2 years after expiry of lease	<ul style="list-style-type: none"> Original Signed documents Electronic copies held also and published on Council's website 	Common Practice
2.4.7	Statement of accounts	6 years	<ul style="list-style-type: none"> Claims Supporting records 	Common Practice
2.4.8	VAT	6 years + current	<ul style="list-style-type: none"> Claims records 	Common Practice

2.5 FINANCIAL REGS - BANK RELATED RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.5.1	Bank Records	6 years + current	<ul style="list-style-type: none"> Bank paying-in books/slips Bank reconciliation statements (supporting transactions held electronically on Financials system) Bank Statements (held 	Common Practice – held by cash offices

			electronically) <ul style="list-style-type: none"> • Bank supplementary lists • Giro statements • Cheque books and counterfoils 	
2.5.2	Cheques drawer	2 years + current	<ul style="list-style-type: none"> • Cancelled/Returned cheques • Cheque lists 	Common Practice – held by Property team NB – Cheques returned are returned to
2.5.3	Loan records and correspondence	2 years plus current		Common Practice
2.5.4	BACS/DD records	6 years plus current	<ul style="list-style-type: none"> • Confirmation of BACS/DD/Audits, files sent and supporting requests from departments • Detailed BACS/DD reports (held electronically on APT BACS system) 	Common Practice

2.6 FINANCIAL REGS – MISCELLANEOUS RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.6.1	Capital works monitoring reports	2 years + current	Spreadsheet held electronically records spend over time for each project	Common Practice
2.6.2	Car leasing and mileage records	6 years from end of lease		Common Practice – held by HR Services
2.6.3	Car Loans	6 years + current	Loan Agreements	Common Practice – held by HR Services
2.6.4	Community Charge records (non-current) and Council Tax records (non-current)	6 years + current		Common Practice – held by Civica/South Worcestershire Revenues and Benefits Shared Service
2.6.5	Computer system documentation	2 years + current		Common Practice
2.6.6	Council meetings: reports,	Retain indefinitely		Common Practice – held by

	agendas and minutes			Support Services team
2.6.7	Departmental Files for Building Control, Planning and Trees (for Latent Damage Act purposes)	16 years		Common Practice – Held by Housing and Planning Services
2.6.8	Land Charges records	Retain indefinitely		Common Practice – held by Housing and Planning Services
2.6.9	Inventory records	6 years		Common Practice – held by Service Units
2.6.10	Mortgages: records/correspondence	Retain indefinitely		Common Practice
2.6.11	Land and property – purchase and disposal	Retain indefinitely		Common Practice – Held by Property
2.6.12	Vehicle logs/road fund licence records	2 years + current		Common Practice – Held by Service Units
2.6.13	Vehicle/machinery leasing records	2 years after expiry of lease		Common Practice – Held by Service Units
2.6.14	Travelling and subsistence claims (officers and members)	2 years + current	Held electronically since October 2013 on Worklife system	Common Practice – Held by HR Services
2.6.15	Members statutory registers (non current)	4 years		Common Practice – held by Support Services

2.7 CORPORATE PROJECTS – PROPERTY

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.7.1	Property Files	Retained for 6 years after property sold	All property files	To enable any claims to be resisted
2.7.2	Building/Construction contracts	Retain for 6 years after property sold Any warranties to be retained for duration of benefit	e.g. Evesham LC/Lido	To protect landlords interest Retain construction information for life of building

2.7.3	Legal Instruments	Retain for 6 years after property sold or indefinitely if building retained	Leases/licences/Guarantees and warranties	See Legal schedule
2.7.4	Test Certificates	6 years	Gas certificates etc	On Property database
2.7.5	Asbestos Register	Indefinitely		
2.7.6	Asset records	6 years	Valuation information	
2.7.7	Building manuals	Retain for 6 years after property sold or indefinitely if building retained		
2.7.8	Health & Safety Files	Retain for 6 years after property sold or indefinitely if building retained		
2.7.9	Project/Construction files	Retain for 6 years after property sold or indefinitely for life of building	Lido, ELC, Canal	
2.7.10	Contract Certificates	Retain for 6 years after scheme complete Final certificate retain indefinitely.		
2.7.11	Partnership Records	Retain for 6 years after scheme complete	Canal, WL	
2.7.12	GPSS	Indefinitely	Pipeline records	See TD/HP
2.7.13	Statutory Consents	Indefinitely	SAM, Abstraction consents	

3. PLANNING SERVICES

3.1 DEVELOPMENT CONTROL

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
3.1.1	The process of controlling development of land and property through planning and other statutory applications	Keep all files from 1 April 1974	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to representations • Planning application register • Appeal papers and decision letters 	Statutory
3.1.2	The process of enforcing planning control	Closed files – destroy after 10 years Register kept from 1 April 1974	<ul style="list-style-type: none"> • Enforcement register • Enforcement notices • Breach of condition notices • Enforcement files 	Statutory
3.1.3	The process of recording all other documents relating to planning matters not covered above	Any paper copies destroyed once scanned onto Acolaid where electronic records are kept indefinitely	<ul style="list-style-type: none"> • Pre-application enquiries • General correspondence • Permitted development enquiries 	Common Practice

3.2 HERITAGE (LANDSCAPE)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
3.2.1	The process of conserving the landscape for public amenity	Refer Tree Preservation Orders and Hedgerow Retention Notices to the archives Destroy other files 5 years after administrative use concluded.	<ul style="list-style-type: none"> • Tree Preservation Orders • Hedgerow Retention Notices • Section 211 Notices – Trees in Conservation Areas 	Common Practice

3.3 HERITAGE (CONSERVATION)

Ref	Function Description/Type of	Retention Action/Retention Period	Examples of Records	Notes
-----	------------------------------	-----------------------------------	---------------------	-------

	Record			
3.3.1	The activity of recording information on historic buildings, monuments and landscape at a specific site	Refer to the archives	<ul style="list-style-type: none"> Listed Building records Registered Parks and Gardens Conservation Area designations 	Common Practice
3.3.2	The process of approving applications for grants to historic buildings	Destroy 5 years after administrative use concluded	<ul style="list-style-type: none"> 1962 Act Historic Buildings Grants 	Common Practice
3.3.3	EU funding under the LEADER programme	25 years		Common Practice

3.4. LANDCHARGES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
3.4.1	Shows all charges and encumbrances affecting a property that can or must be registered against the property under various statutes	Indefinitely	Local Land Charge Register Entries	Statutory Held in paper and electronic records.
3.4.2	Information provided on request of Local	Indefinitely	Land Charge Search Local Land Charge Copy Searches	Zurich insurance dictates we keep records indefinitely – held in microfilm.
3.4.3	Report commissioned by Wychavon District Council to monitor the effects of brine extraction within District	Since 1979	Brine Report	Non statutory – historical record. Shirley to liaise with Gill to determine whether this is still required.
3.4.4	GIS – imagery	Indefinitely	Digital mapping	Retain for historical reasons – used as evidence in planning cases.

3.5 POLICY PLANS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
3.5.1	The activity of recording responses to proposed new planning policy documents	Until the policy document is replaced/superseded	Duly made comments to the emerging Local Plan, Supplementary Planning Documents, Statement of Community Involvement	Common Practice

4. COMMUNITY SERVICES

4.1 CLIENT SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.1.1	Stock Lists	Current year	Refuse sacks, glass collection boxes etc. Sandbags	Informal. Stocks are controlled by the contractors Wychavon controlled
4.1.2	Complaints by telephone	Indefinite/ongoing	Written complaints and complaints received by email	General complaints (anything concerning the refuse collection/street cleansing service is usually logged on the ACOLAID system and self serve system and will be kept indefinitely).
4.1.3	Complaints/comments received by email	Deleted once matter has been completed	An email from a resident stating that their bin hasn't been collected	Emails not kept as a rule by exception more complex/serious complaints via email or letter would be attached to a case on self serve/ACOLAID.
4.1.4	Contracts and Tenders - sealed	6 years after end of Contract period	Refuse & Street Cleansing Contract Parks & Open Spaces Public Toilet Cleansing etc.	Held in Legal
4.1.5	Statistics	1year	Performance indicators, tonnage figures, recycling figures etc	
4.1.6	Returns	6 years	Recycling tonnage to County	Glass, cans, paper and textiles
4.1.7	Vehicle logs	2 years + current year	Glass collection vehicle	
4.1.8	Correspondence	1 year	General complaints/compliments	If of a more serious nature can be included on ACOLAID or Self Serve
4.1.9	Contractual Meeting	Life of Contract	Contractor meetings	

	Minutes		Team meetings	
4.1.10	Contract References	6 years	Given to other companies/authorities on contractors used e.g. Fountains/MITIE	
4.1.11	Delivery Notes	6 years	Litter bins, park equipment, refuse sacks etc.	
4.1.12	Trade Agreements	2 years	Refuse collection agreements for businesses	Paper copies are scanned in PDF format then destroyed paper copy. Electronic version stored for 2 years?
4.1.13	Post Record Book	1 complete + existing	Abandoned vehicle letters to registered keeper	
4.1.14	Weighbridge Tickets (Tip tickets)	3 years	FCC/RB James etc.	Unusual waste collected on our behalf
4.1.15	Waste Transfer Notes – Duty of Care	2 years after the end of the financial year in which the collection of waste took place	FCC/Thamedown etc	
4.1.16	Customer contact records	Indefinite/Ongoing electronic records Hard records – maximum 12 months	All complaints relating to refuse collection and street cleansing that can be attached to a particular property	There is no automatic drop-off of information.
4.1.17	Environmental Crime – Caution issued	3 Years	Fly-tipping/Littering etc	Evidence relating to case. Bags are to be labelled with the appropriate self serve case ref.
4.1.17a	Environmental Crime – Fine or FPN issued	30 days in case of appeal. After that, evidence can be destroyed		

4.2 REGENERATION

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.2.1	Documents relating to European Social Fund ADAPT programme	10 years	Application form, monitoring forms, compliance forms	The ADAPT programme finished in 2001, so the documentation can now be

				disposed of.
4.2.2	Market Town Initiative (MITI) documents	10 years	Application forms, monitoring forms, action and implementation plans, evidence of meeting outputs, evaluation forms	The Evesham MTI finished at the end of 2005. The Pershore MTI will run for one more year. Initially funded by the Countryside Agency, the programme was taken over by Advantage West Midlands, the Regional Development Agency. All documents relating to the programme will be kept until 2015 (10 years).
4.2.3	Grants – start up and development	6 years	Application forms, correspondence and monitoring information	An initial grants programme was operated from 1999-2005. In 2008 it was revived as a measure to support start-ups in the recession. Additional funding was secured from County Council to help with development grants for existing businesses to complement the start-up programme. The programme continues, so there can be a rolling programme of disposal.
4.2.4	Grants made by LSPs	6 years	Application forms, monitoring information and all correspondence.	After the end of the Market Towns initiative, WDC has funded the partnerships, including a £30K per annum sum for grants made against an action plan.
4.2.5	European Regional	10 years	Application form, monitoring forms,	As per Adapt above, this is

	Development Fund grants		compliance forms, appraisal form, correspondence.	European funding and will need to be kept for 10 years. However, whether we need to keep the documents or whether it is the responsibility of the County Council as the 'accountable body' needs to be clarified.
4.2.6	European Regional Development Fund grants – Inward investment Project	10 years	Timesheets and correspondence – this project is mainly about keeping records of staff time involved in inward investment work.	As above – clarification sought on whether we need to keep in addition to the County Council.

4.3 COMMUNITY DEVELOPMENT

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.3.1	Player Registration Forms	1 year	Paper	
4.3.2	Grant Application forms	5 years	Paper	
4.3.3	Arts registration forms	1 year	Paper	
4.3.4	Feedback forms	1 year	Paper	
4.3.5	Photographic Consent forms	5 years	Paper	
4.3.6	W Factor Audition forms	2 years	Paper	
4.3.7	Children's Licences	1 year	Paper	
4.3.8	Sports Awards forms	1 year	Paper	
4.3.9	PSI Referral forms	2 years	Paper	

5. SHARED SERVICES – WYCHAVON DISTRICT COUNCIL LEAD

5.1 ENGINEERING SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.1.1	Autocad drawings on new work.			Need to kept in case of inherent defects – 14 years In the case of construction works to be kept indefinitely (or the lifetime of the building if sooner).
5.1.2	Photographs stored electronically.	Images are stored on the network for all live projects. Images are archived to disk once a project has been finalised		Discs of photographs are to be kept indefinitely
5.1.3	Electronic documents relating to enforcement	Stored on application database		
5.1.4	Other electronic documents relating to contracts, schemes, investigations and inspections			To be reviewed on a case by case basis. Documents containing personal information should be deleted or redacted after 3 years.
5.1.5	Paper documents stored in the bunker	A detailed schedule of all paper documents in the bunker is maintained.		Various destruction dates of the individual boxes stored in accordance with the schedule – paper copy available from Legal Services.

5.2 PARKING SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.2.1	Car Park Season Ticket Application forms	6 years		HMRC requirement – VAT purposes
5.2.2	Residents Parking Scheme Application forms (WDC only)	6 years		Service administered by Wychavon for Worcs County Council covering WDC, RBC and RDC. Personal information such as VQ5 docs and utility bills are returned to the customer if originals or verified by an admin assistant and shredded. Not retained.
5.2.3	Information received from the DVLA	Paper copies to be immediately scanned on to the SI-DEM and Chipside system and then shredded immediately – electronic copies and details are deleted from the system 3 years after the case is closed		As instructed by an external audit by the DVLA (MHDC and WDC)
5.2.4	Parking enforcement cases – incoming correspondence	6 years from last action on file		All WDC, WFDC, BDC and RBC appeals are shredded having been scanned on to Si-Dem. Electronic information is retained for 6 years. MHDC is scanned to Chipside and dealt with in the same manner. Contracted to keep information for WFDC, BDC, MHDC and RBC appeals for 6 years in electronic format.
5.2.5	Bailiff returns	Archived electronically with any		Hard copies shredded after

		sensitive personal information removed – 6 years		scanning and indexing. Have implemented a change of info with bailiffs so as not to include NI details/employment details etc
5.2.6	Dispensation application forms (WDC only)	System now changed to electronically record information – 6 years		Responsible for WDC and RBC and BDC dispensations.
5.2.7	Sunday Worship application forms (WDC only)	6 years		
5.2.8	Traffic Penalty Tribunal adjudication evidence packs	6 years		Evidence packs now being electronically sent to TPT. All evidence on the individual case so no need for hard copies to be retained
5.2.9	Car Parking Cash Collection Data (MHDC only)	10 years	Email/Spreadsheets	Stored in the Car Parking Mailbox
5.2.10	Metric Cash Box Reports (MHDC only)	10 years	Spreadsheets	Electronic record
5.2.11	Management plans (MHDC only)	10 years	Operational Management Plan	Electronic Copy

5.3 HR SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.3.1	Recruitment Documentation	1 year	Application forms and unsuccessful candidates interview notes	
5.3.2	Personal file	6 years plus current (i.e. 7 th year)	Starter forms, medical clearance, references, offer letter and acceptance, Job Description, Person	

			Specification, Probation Report, PDR Reports, Personal Particulars, Contract, Training Attended, Redundancy, Termination Documents	
5.3.3	Medical records and details of biological tests under the Control of Lead at Work Regulations 1998	40 years from the date of last entry		
5.3.4	Medical records as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of last entry		
5.3.5	Medical records under the Control of Asbestos at Work Regulations 1987 & 1998	40 years from the date of the last entry 4 years from date of issue	Medical records containing details of employees exposed to asbestos. Medical examination certificates.	
5.3.6	Payroll file	6 years plus current year (7)	BACS records and output, Building Society Reports, correspondence, overtime records, payroll adjustments, SSP & SMP records, clearance certificates, Tax and NI records, timesheets.	

5.4 EFFICIENCY AND TRANSFORMATION

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.4.1	Efficiency and transformation reviews/ Better not Busier programme	Any personal information gathered is destroyed after improvements implemented.	Customer demand recording from all channels (email, post, telephones, face to face). Customer statistics and feedback.	Improvement cycles for services are under continuous reviews

5.5 HOUSING SERVICES

Ref	Function	Retention Action/Retention	Examples of Records	Notes
-----	----------	----------------------------	---------------------	-------

	Description/Type of Record	Period		
5.5.1	The provision of housing advice on housing related issues	2 years after closure	<ul style="list-style-type: none"> • Advice notes/options appraisal • Enhanced Housing Options records • 'Gateway Service' from Jan 15 customer records 	Common Practice
5.5.2	The administration of the process for allocating affordable housing within the district and the associated issues of homelessness	2 years after closure, including unsuccessful applications	<ul style="list-style-type: none"> • Housing/Home Choice Plus • Applications, reviews and other supporting information • Medical questionnaires • Priority Award applications • Homeless applications including appeal records • HOMES applications • Nomination records • Homeless prevention records • Rent Deposit/Bond Guarantee Scheme approvals 	Common Practice
5.5.3	The administration of the process for awarding Disabled Facilities and Discretionary Housing Assistance Grants	6 years + 1 year for audit – after closure, in line with Council's financial regulations	<ul style="list-style-type: none"> • Discretionary Housing Assistance Grant applications • Disabled Facilities Grant applications • Requests for review and other supporting information 	Common Practice
5.5.4	The administration of the process of contracts and tendering e.g. Home Improvement Agency and Housing Needs/Homelessness contracts	6 years + 1 year for audit – after closure, in line with Council's financial regulations	<ul style="list-style-type: none"> • Expressions of interest • Stages of the tender • Process including financial information • Contractual arrangements • Monitoring performance and contract compliance 	Common Practice
5.5.5	The administration of the process for enforcing property standards within the district.	2 years after closure, including unsuccessful applications 6 years + 1 year for audit – after closure, in line with Council's	<ul style="list-style-type: none"> • Empty Home Records • Houses in Multiple Occupation Records • Property Standard complaints 	Common Practice

		financial regulations where applicable	<ul style="list-style-type: none"> • Caravan licensing 	
5.5.6	The administration of the process associated with bringing forward additional affordable housing schemes within the district	6 years – after closure	<ul style="list-style-type: none"> • Housing Needs Surveys/Assessments • Housing needs assessment requests and responses • Scheme progress files • Copies of S106 agreements 	Common Practice
5.5.7	The monitoring of performance information	6 years after record made	<ul style="list-style-type: none"> • Bed and breakfast placements • Affordable Housing Programme • Service Delivery Plan • Strategic objectives and actions 	Common Practice
5.5.8	The process of passing information on to Central Government and the Region	6 years after record made	<ul style="list-style-type: none"> • P1E returns • LAHS return • Bi-annual traveller count and GTCC return • Monitoring of the Worcestershire Housing Strategy and Homelessness Strategy • Objectives and other strategies/plans 	Common Practice
5.5.9	The process of strategic planning	6 years after record made	<ul style="list-style-type: none"> • Service Delivery Plan • Strategic plans e.g. Housing Strategy, Homelessness Strategy, Tenancy Strategy, HECA Plan etc. • Service Level Agreements 	Common Practice
5.5.10	The process of preparing business for partnership consideration and making record of discussion, debate and resolutions, where the local authority owns the record	2 years after record made	<ul style="list-style-type: none"> • Documents establishing the Partnership relationship • Agendas • Minutes 	Common Practice
5.5.11	The process of public consultation in the	1 year after closure (minor policies) 5 years after closure (major	<ul style="list-style-type: none"> • Housing Strategy • Homelessness Strategy 	Common Practice

	development of policies and plans	policies/plans)	<ul style="list-style-type: none"> • Other housing related strategies • Benchmarking • Surveys 	
5.5.12	The process of any court proceedings	6 years after record made	<ul style="list-style-type: none"> • Any housing related court action where the council is directly involved. 	Common Practice

9. SHARED SERVICES – CIVICA LEAD

SOUTH WORCESTERSHIRE REVENUES & BENEFITS PARTNERSHIP

9.1 REVENUES (COUNCIL TAX & BUSINESS RATES)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.1.1	Council Tax records	6 years	<ul style="list-style-type: none"> • Forms • Correspondence 	Closure period Information held on a PD0008 compliant DIP system
9.1.2	Non Domestic Rates (Business Rates) records	6 years	<ul style="list-style-type: none"> • Forms • Correspondence 	Closure period Information held on a PD0008 compliant DIP system
9.1.3	Receipt books	6 years	<ul style="list-style-type: none"> • Receipt book 	Closure period
9.1.4	Liability Order lists	6 years	<ul style="list-style-type: none"> • Court lists 	Closure period
9.1.5	Inland Revenue documentation in respect of interest on overpayments for business rates	6 years	<ul style="list-style-type: none"> • Documentary evidence 	Closure period

9.2. BENEFITS (HOUSING & COUNCIL TAX)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.2.1	Claim records	6 years	<ul style="list-style-type: none"> • Forms • Correspondence • Documentary evidence • Housing Benefit Subsidy Grant claim records • NNDR3 Grant claim records 	Closure period Information held on a PD0008 compliant DIP system

			<ul style="list-style-type: none"> • WIB Grant claim records 	
9.2.2	Fraud prosecutions	6 years	<ul style="list-style-type: none"> • Forms • Correspondence • Documentary evidence 	Closure period Information held on a PD0008 compliant DIP system
9.2.3	Bacs payment records for benefits	6 years		<ul style="list-style-type: none"> • Documentary evidence Closure period
9.2.4	Benefit Sundry debtor records	6 years	<ul style="list-style-type: none"> • Correspondence • Documentary evidence 	Closure period Information held on a PD0008 compliant DIP system