

Council Common Retention Schedule - Correct as of 21 May 2018.

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref	Title	Description	Retention Period	Statutory Provisions	Action at end of record life	Comments
G1	Monthly revenue budget monitoring	To assist budget holders in the management of their revenue budgets	3 years	Common practice	Destroy - delete file/confidential waste	
G2	Consultation projects/including analysis	To inform decision making	3 years	Common practice	Destroy - delete file/confidential waste	Contact is Corporate Strategy and Performance
G3	Benchmarking data	Measuring performance against other organisations	5 years	Common practice	Destroy - delete file/confidential waste	Contact is Corporate Strategy and Performance
G5	EY21	Accident reports (of service users not staff) But may be covered by G10 on Generic schedule	Health and Safety Guidance & Legislation	Record of injury to children or parents in Children's Centres during accessing services	25 Years from DOB of child	Added from Early Years Retention Schedule (21/1/16)
G6	EY22	Risk Assessments (maybe covered by G6 in generic schedule)	5 years for all (to include monthly, quarterly, half yearly and annual)	Health and Safety at Work Legislation Records of Children's Centres Risk Assessments for activities	3 years	Added from Early Years Retention Schedule (21/1/16)
G7	First aid records	Audit evidence that all First Aiders have up to date certificates	3 years	Common practice	Destroy - delete file/confidential waste	
G8	Fire Warden Records	Record details of training of fire evacuation for staff	Reviewed on staff change	Health and Safety at work act	Destroy on leaving fire warden role	Held on the central training record
G9	Health and Safety records	All Health and Safety records including Health and Safety inspections/HoS assessments and risk assessments	5 years for all (to include monthly, quarterly, half yearly and annual)	Health and Safety at work act	Destroy - delete file/confidential waste	
G10	Accident reports	Record all accidents at work	DOB + 25 years for accidents to a child 6 years for accidents to an adult	Health and Safety at work act	Permanent preservation - Archive	
G11	Employee absence records	To monitor staff absence	18 months	Common practice	Destroy - delete file/confidential waste	<p>All attendance documents relating to an employee should be retained on the managers P drive for a period of 18 months. This includes any occupational health outcome letters and/or the action record and plan relating to an individuals absence.</p> <p>Any documents relating to a process within the attendance at work policy and procedure that involves an HR Officer such as potential dismissals will automatically be retained on the employee's personal file for the requisite period. No other documents in relation to attendance will be stored on the employee's personal file held within HR.</p> <p>Where an employee transfers into a new post then documents relating to an ongoing absence can be transferred to the new employing manager so they are aware of the current position, such as a current formal warning or if particular support is in place to an individual to maintain their attendance at work which needs to continue in the new role.</p> <p>Occupational health records are retained separately to the employee's personal file therefore will have a separate retention period. Queries should be directed through Elaine Bates who is the lead for HR and Support Services</p>
G12	Training records	Record training	As long as employee records are required	Common practice	Destroy - delete file/confidential waste	
G13	Employee Development Records including the wellbeing at work section.	Record discussions at Employee development meetings	1 year or when staff member leaves post	Common practice	Destroy - delete file/confidential waste	EDR documents should be kept on the managers P drive for a period of 1 year. Wellbeing at work documents form part of the 6 monthly EDR therefore should be retained for the same period as the rest of the EDR documents.

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G14	Recruitment records	Records kept by recruiting managers (copy applications, interview notes for unsuccessful candidates etc)	1 year	Common practice	Destroy - delete file/confidential waste	Manager must send this document to HR
G15	Job outlines and job specifications	Provide description of duties and responsibilities	Until relevant job amended/deleted	Common practice	Destroy - delete file/confidential waste	
G16	Organisational chart	Show staff structures	Until staff structure changes	Common practice	Destroy - delete file/confidential waste	
G17	Probationary review: month 1-4	Detail of probationary discussions	1 year	Common practice	Destroy - delete file/confidential waste	
G18	Final probationary review form	Complete form Detailing probationary review and decisions	1 year	Common practice	Destroy - delete file/confidential waste	Once complete the manager must send this document to HR, and destroy the original after 1 year
G19	Conduct interviews and staff supervision	informal performance management relating to staff conduct	1 year	Common practice	Destroy - delete file/confidential waste	
G20	Staff files	General correspondence re staff issues held by line managers	1 year after staff leaves authority	Common practice	Destroy - delete file/confidential waste	
G21	Contracts - including pre contract advice	Written record of terms agreed	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry (refer also to funding requirements if relevant)	Limitation Act	Destroy - delete	
G22	All procurement documentation - including unsuccessful tender documents	Written record or procurement process	ERDF Contracts - Retain for 30 years. Ordinary Contracts are kept for 6 years after expiry and contracts under seal are kept for 12 years after expiry (refer also to funding requirements if relevant)		Destroy - delete file	
G23	ERDF Projects	All projects are required to retain documents for a period after the activity has ended and these should be kept in an acceptable format so that they can be inspected where necessary.	Grant recipients will be informed of retention periods at the end of a project. The period is dependent on when the final claim is submitted to the Managing Authority. The retention period will be unique to each project and cannot be specified at the outset. As a general rule, ESF/ERDF projects will need to retain documents until at least 2033.	ERDF 2014-2020 Document Retention Guidance ESIF-GN-I-008, Version 1	Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).	Project Managers should contact the Technical Assistance partnership in External Funding if they have any queries in respect of EU document retention.
G24	Copies of orders	Record orders placed with suppliers	6 years	Common practice	Destroy - delete file/confidential waste	
G25	Complaints	Complaints, responses and related records	5 years from last complaint (including electronic)	Common practice	Destroy - delete file/confidential waste	Formal complaints logged through the official channel are logged indefinitely on the electronic system. However when the new system is launched in early 2017 this will change to 5 years
G26	Work experience and student placements	Record relating to the management of work experience and student placements	retained for the period of the placement and then destroyed	Common practice	Destroy - delete file/confidential waste	Contact Organisation development

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G27	EY20	Records of volunteers working for service in Children's Centres, SENDIAS (FSH) service and Portage (including applications forms references and DBS checks)	1 - 5 years after volunteer left	Common practice	Destroy - delete file/confidential waste	Added from Early Years Retention Schedule (21/1/16)
G28	Records of meetings	Records of meetings, discussions, debate and decision making	3 years (unless legislation states otherwise)	Common practice	Destroy - delete file/confidential waste	In some cases there may be statutory reasons to hold records of meetings, these should always override the common retention period.
G28.1	Committee/CMT/SMT and Partnership meetings records	Records of meetings, discussions, debate and decision making	Permanent	Common practice	Offer to Archivist. Transfer to archives after administrative use is concluded.	
G29	Service area newsletters	Information for service users/staff/etc	3 years	Common practice	Destroy - delete file/confidential waste	
G30	Service plans	Details of service	1 year (6 years centrally)	Common practice	Destroy - delete file/confidential waste	Held centrally by Corporate Strategy and Performance for 6 years
G31	Policies and Strategies	Explains the Council's/ Council's and its partners position on a particular issue and the priorities they will focus on	6 years (unless legislation states otherwise)	N/A	Destroy - delete file/confidential waste	Added from Corporate Strategy and Commissioning (12/04/16)
G32	Reports	To provide more detail on pieces of work and to advise SMT/CMT on particular issues	4 years (unless legislation states otherwise)	N/A	Destroy - delete file/confidential waste	Added from Corporate Strategy and Commissioning (12/04/16)