

Legal and Democratic Services 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
LD1	Prosecution	Prosecution Files	7 years	Common practice (CP)	Destroy
LD2	Child care proceedings	Child Care Files	75 years	CP - Adoption Act 1976	Destroy
LD3	Employment proceedings	Employment Files	6 years	CP - Adoption Act 1976	Destroy
LD4	Civil litigation	Civil Litigation Files	6 years	Leg/Guidance Civil Rules	Destroy
LD5	Planning enforcement	Planning Enforcement Files	6 years	CP	Archive original notices, destroy remainder
LD6	Planning inquiries	Planning Inquiries Files	5 years	CP	Destroy
LD7	Right to buy	Right to Buy files	6 years		Destroy
LD8	Land Sale	(a) Sales Files (other than Right to Buy)	12 years	CP	Destroy
LD9	Land Purchase	(b) Purchase Files	20 years	CP	Destroy
LD10	Leases	Lease Files	6 years following redemption	CP	Destroy
LD11	Legal charges	Legal Charges Files	6 years following redemption		Destroy
LD12	Contracts	Contract Files	20 years, 6 years IT Contracts	CP	Contract kept in archive?
LD13	Planning agreements	Planning Agreement Files	20 years	CP	Agreement Archives - destroy remainder

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
LD14	Tree Preservation Orders	Tree Preservation Order Files	6 years	CP	Agreement Archived - destroy remainder
LD15	Traffic Regulation Orders	Traffic Regulation Order Files and Temp Orders S14 + S21	6 years	CP	Order Archives/destroy remainder
LD16	Highway Agreements	Highway Agreement Files (S38 + S62)	20 years	CP	Agreement Archives/destroy remainder
LD17	Debt collection	Civil Rules	6 years	CP	
LD18	Dedication of Land	Dedication Agreements (S25)	20 years	CP	Agreement Archives/destroy remainder
LD19	Public Orders	Highways Orders, S119, S26, S118, S251 + DMMO's	6 years	CP	Orders Archives/destroy remainder