

Revenues and Benefits Service 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
REV1	Accreditations	Folder containi all data supplied for accreditation	6 years after the financial year end	To refer back to for future accreditations	Folder deleted for year
REV2	Annual leave	Folder of team leaders annual leave	2 years	To ensure office is covered	Folder deleted for year
REV3	IT asset register	folder contain list of assets within benefits	Until replaced	To refer back to for missing assets	Document deleted
REV4	Rent court list	List of Council tenants in arrears and actions taken	Until file completed	So that all cases are checked	Document deleted
REV5	Elearning certicates	Copy of eLearnings certificates	Until replaced/staff leaves	To refer back for refresher courses	Folder deleted for year
REV6	Database	database of appeals, DHP, reconsiderations	6 years after the financial year end	To refer back to fo statistical information	Individual fles deleted
REV7	Scaned submission	File contained sibmission papers	3 years	to keep incase of higher appeals	Individual fles deleted
REV8	VT scanned submissions	File contained sibmission papers	3 years	to keep incase of higher appeals	Individual fles deleted
REV9	CIS test checks	individual checks on custoemrs as identified by DWP	18 months	legislative provision	Individual fles deleted
REV10	Rent details	Confirmation of rent increases and new schemes	6 years after the financial year end	legislative provision	Individual fles deleted
REV11	Direct Debits	Returned DD list from bank	12 months	legislative provision	Individual fles deleted
REV12	Universal Credit	UC monitoring sheet for DWP	12 months	legislative provision	Individual fles deleted
REV13	DWP referrals	Dopcuments sent to DWP on behalf of customers	12 months	Retention Guidelines for Local Authorities	Individual fles deleted
REV14	Welfare Support	Applications for emergency assistance and DHP	6 years after the financial year end	Retention Guidelines for Local Authorities	System automatic deletion
REV15	Periodic billing register information	Customer billing information	6 years after the financial year end	To refer back to fo statistical information	Folder deleted for the year
REV16	Ash output reports	Ash generated reports from daily/monthly processes	6 years after the financial year end	To refer back to fo statistical information	Folder deleted for the year
REV17	IT Assets	List of assets	Until replaced/staff leaves	To refer back to for missing assets	Document deleted
REV18	Data protection/e-learning certs	Copy of data protection/eLearnings certificates	Until replaced/staff leaves	To refer back to for missing assets	Folder deleted for year
REV19	Write off schedules	Customer info for written off debts	6 years after the financial year end	To refer back to fo statistical information	Folder deleted for the year
REV20	Client Contribution/Payment information (various)	Downloads/system output relating to clients contributions/payments to be received	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV21	Care Provider Folders	Information for Clients in Care Provider Homes (numerous folders)	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV22	Meeting Minutes	Charging Review and Deprivation meeting minutes	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV23	Payment to providers information	Foldes for the daily payment runs for the different payment schemes	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV24	Complaints/FOI	Information gathered and responses to Complaints/FOI's	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV25	Client billing information	Invoice request/charging information	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
REV26	Data Protection	Copy of data protection certificates	Until replaced or staff leaves	To refer back for refresher courses	Folder deleted for the year

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
REV27	Year End	Client info and annual price increase information	6 years after financial year end	To refer back to fo statistical information	Folder deleted for the year
HEP01	Emergency and Business Continuity Plans	Documents that set out the response to an emergency or business disruption.	Permanent	Retention Guidelines for Local Authorities	Offer to Archivist
HEP02	COMAH and Pipeline Safety Regulations emergency plans	Documents that set out the multi agency response to specific industrial sites and hazards	6 years after closure of site	n/a	Destroy
HEP03	Communiy Emergency Plans	Emergency plans prepared by communities and held by the Council for use during an emergency response	4 years, or when superceded or withdrawn if earlier	n/a	Destroy
HEP04	Multi Agency Emergency Plans	Emergency plans produced on behalf of the Humber Local Resilience Forum	Permanent	Retention Guidelines for Local Authorities	Offer to Archivist
HEP05	Training and workshop records	Training attendance lists, master training record lists, exercise feedback	7 years for attendance lists. Traning materials one year after superceded.	Retention Guidelines for Local Authorities	Destroy
HEP06	Exercise records	Records connected to exercising an emergency plan: reports, scoping minutes, attendance lists, exercise comments and feedback, exercise inject material	10 years for all exercise records except incidental inject material, which should be deleted after the exercise report has been produced.	Retention Guidelines for Local Authorities	Destroy
HEP07	Rota information	Staff rotas	When superceded	n/a	Destroy
HEP08	Emergency Contact Information	Contact details for Council staff and external partners who have agreed to be contacted in the event of an emergency.	When superceded	n/a	Destroy
HEP09	Distribution lists	Email distribution lists for key emergency roles, emergency plan holders and partners.	When superceded	n/a	Destroy
HEP10	Emergency response information	Situation reports, logs, afer action reports and other information produced during the response to an emergency.	7 years for minor incidents, permanent for major incidents	Retention Guidelines for Local Authorities	Offer to Archivist
HEP11	Community Risk Register	Risk assessments of hazards that may cause an emergency.	Permanent	Retention Guidelines for Local Authorities	Offer to Archivist
HEP12	Invoice information	Records of information used to raise invoices to COMAH and Pipeline Operators (e.g. staff timesheets, charges made by emergency services, room hire, printing cost)	6 years	Common Retention Policy	Destroy
HEP13	Public Information Leaflets	Public advice on preparing for an responding to an emergency.	When superceded	n/a	Destroy
REG1	Performance Data/service information, plans etc	Electronic files on registrars drives	6 years after the financial year end	LA retention period	Shred/delete when no longer relevant
REG2	Birth Registers	Paper and web based registers	Held indefinitely	Births and Deaths Registration Act 1953	N/A
REG3	Death Registers	Paper and web based registers	Held indefinitely	Births and Deaths Registration Act 1953	N/A
REG4	Marriage Registers and Indexes	Paper and web based registers	Held indefinitely	Marriage Act 1949	N/A
REG5	Digitised index records		Held indefinitely	B&D Dreg Act 1953 + Marriage Act 1949	N/A
REG6	celebratory services records	Booking forms and ceremony info	6 months afer event	Locally agreed by RMT	Confidential shredding.
REG7	Approved (licenced) premises	Paper based applications	1 year after licence expiry	LA retention period	Confidential shredding.
REG8	Approved (licenced) premises (e-records)	Web site applications	1 year after licence expiry	LA retention period	Delete information from e-forms and website
REG9	Nationality and Settlement Checking Service (NCS, SCS, JCAP)	Booking form & associated paoerwork from Appt	6 years after the financial year end	Locally agreed by RMT	Confidential shredding.
REG10	Citizenship records	HO paperwork at ceremonies	Once payment from HO received and reconciled	Locally agreed by RMT	Confidential shredding.
REG11	Church/Clergy Information	Information rec'd from Church & GRO	Until 6 months after retirement or move to other church	GRO retention period	Confidential shredding.
REG12	Change of Name Deeds	Paperwork completed at interview	10 Years after initial interview	Locally agreed by RMT	Confidential shredding.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
REG13	Booking forms	Completed at time of booking	6 months after ceremony	Locally agreed by RMT	Confidential shredding.
REG14	Payment records	PVs & associated paperwork	6 years after the financial year end	LA retention period	Confidential shredding.
REG15	Stopford Agenda Diary	Appointment info web based	6 months after appointment	Locally agreed by RMT	Deleted at source
REG16	Online certificate application	Application info web based	Delete at point of contact	LA retention period	Delete information from e-forms and website
REG17	Certificate application	Paper based with financial	6 years after the financial year end	LA retention period	Confidential shredding.