

Chief Executive Retention Schedule - Correct as of 1 June 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
CXRET 001	Chief Executive/Directors	Confidential CX/Director information	6 years	Common Practice	N/A
CXRET 002	Chief Executive/Directors	CMT Papers	Permanent	Common Practice	N/A
CXRET 003	Meetings	Meeting Papers associated with CX/Director work	3 years or until end of project	Common Practice	N/A
CXRET 004	Personnel	Staffing Information including EDR's	1 year or when staff member leaves post	Common Practice	Destroy-delete file/confidential waste
CXRET 005	Service Plans	Details of Service	1 year (6 years centrally)	Common Practice	Destroy-delete file/confidential waste
CXRET 006	Finance	Authorised signatories, annual assurance statement, scheme of delegation etc	6 years	Common Practice	Destroy-delete file/confidential waste
CXRET 007	Health & Safety	All Health & Safety records including inspections, risk assessments	5 years for all	Health & Safety at work act	Destroy-delete file/confidential waste
CXRET 008	Annual Leave Cover	Record of annual leave and cover arrangements for CX/Directors	Current Leave Year	Common Practice	Destroy-delete file/confidential waste
CXRET 009	IT and Telephones	Administration of telephones and IT equipment in the Directors Office	Whilst current	Common Practice	Destroy-delete file/confidential waste
CXRET 010	PA Protocols	Procedure notes to support CX/Director	Whilst current	Common Practice	Destroy-delete file/confidential waste
CXRET 0011	Templates	Electronic templates to support CX/Director	Whilst current	Common Practice	Destroy-delete file/confidential waste