

**Culture and Customer 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
<b>LIBRARIES ARCHIVES &amp; MUSEUMS</b>					
<b>Library and Information Services</b>					
LAM1	Catalogue Database	A Database containing records with details of the acquisition of items and their location	Permanent	common practice	
LAM2	ARENA Public Access Collection Database	Filtered version of LIS Catalogue Database	Permanent	common practice	
LAM3	Card Catalogue Index	Card Index of authors and subjects for local studies collections - used as finding aid to identify items	Permanent	common practice	
LAM4	People's Network Sign In Sheets (Please note that from financial year 2018/2019 an electronic booking system is being rolled out across all service points)	Record of customer usage of IT facilities in accordance with the acceptable use policy	1 Year and 1 Year Archive. Shred after 2 Years	common practice	Archive/ Deleted / Shredded
LAM5	People's Network Acceptable Use signed declaration forms. (Please note that from financial year 2018/2019 an electronic booking system is being rolled out across all service points)	Evidence of acceptance of conditions of use of IT facilities	1 Year and 1 Year Archive. Shred after 2 Years	common practice	Archive/ Deleted / Shredded
LAM6	Borrower registration forms	Method of gathering information required in order to register as a library user and receive a library card. Information input into electronic Library Management System	Permanent if active member. Record deleted automatically if not active after 3 years	common practice	Deleted / Shredded
LAM7	Events Mailing List	List of customers who have requested to be notified of Literature Festival/Reader Development events	Permanent	common practice	
LAM8	Anti- Social Behaviour Incidents	List of Anti-Social behaviour incidents occurring in service points	Permanent	common practice	
LAM9	Goole, Howden and Snaith	Letters/documentation relating to Library Personnel across the authority	Records deleted when staff no longer work for the department	common practice	Deleted / Shredded
LAM10	Relief Staff Contacts List	Contact details for staff used regularly for relief work	Records deleted when staff no longer work for the department	common practice	Deleted / Shredded
LAM11	At Home Service Route Lists	Contact details for customers receiving home visits from the Mobile Library service	Records deleted when customers no longer receive the service	common practice	Deleted / Shredded
LAM12	Peripheral IT Equipment Inventory	Record of ICT items not purchased through central ICT procurement	Permanent	common practice	
LAM13	Library Development Office Statistics Folder	Details of failed SMS text messages/emails used to notify customers that items are due for return or ready for collection	Records kept for 1 year	common practice	Deleted / Shredded
LAM14	Tell Us Once Records	PDFs downloaded from "Tell Us Once" website containing details of deaths/Births from the ERYC Registrars office	Files kept for 1 year	common practice	Deleted / Shredded
LAM15	MARC Records	Files containing Bibliographical records for specialist materials from independent suppliers	Files uploaded to Library Management System then deleted after 1 month	common practice	Deleted / Shredded
LAM16	Reader Development Contacts List	Contact details of Authors available for events	Entries deleted if contact not used in 3 years	common practice	Deleted / Shredded
LAM17	List of independent stock suppliers	Contact details of publishers of Local History books	Entries deleted if contact not used in 3 years	common practice	Deleted / Shredded
LAM18	Schools Library Service Catalogue database	A Database containing records with details of the acquisition of items by the Schools Library service	Permanent. Individual records deleted when items withdrawn from stock	common practice	Deleted / Shredded
LAM19	Schools Library Service Membership database	Contact details of Schools subscribing to the SLS	Permanent. Individual records deleted when schools terminate their subscription	common practice	Deleted / Shredded
<b>Archives Service</b>					
<b>Collections</b>					
LAM20	Archives and local studies collections (analogue)	Documents and printed sources donated, deposited or transferred by individuals, organisations and official bodies Can contain personal and sensitive information Possible access restrictions: statutory closure, depositor/donor requests, unlisted or conservation reasons	Permanent	common practice	
LAM21	Archives and local studies collections (digital)	Digitised copies of records and digital sources held on the same terms as the analogue collections	Permanent	common practice	

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
LAM22	ERYC corporate archive	Analogue and digital records transferred by other ERYC services	Permanent	common practice	
	<b>Public service and outreach</b>				
LAM23	Enquiry correspondence and forms	Letters, emails and forms relating to customers requests for information Includes customers contact details Can include personal information depending on enquiry	3 years	common practice	Delete / Shredded
LAM24	East Riding Register of Deeds enquiries forms	Record of customers requests for information for research and legal enquiries, with charges paid Includes customers contact details and sometimes personal information	6 years as record of payment of charges	common practice	Delete / Shredded
LAM25	Copyright enquiries correspondence	Letters and emails from customers requesting permission to use archives and local studies sources in publications, exhibitions and online Includes customers contact details Requests covered under current Copyright Act	Permanent	common practice	
LAM26	Copying request forms	Record of copies of archives and local studies sources made by or provided for customers, with charges paid Includes customers contact details Requests covered under current Copyright Act	6 years as record of payment of charges	common practice	Delete / Shredded
LAM27	Incoming post register	Records summary information about post received and enclosures such as cheques Includes customers contact details	3 years as reference to enquiries then information deleted annually	common practice	Delete / Shredded
LAM28	Archive users database	Contains information about customers who have completed user ticket forms to use resources in the Archives Research Room Includes customers contact details	5 years then information deleted annually	common practice	Delete / Shredded
LAM29	Users day ticket forms	Record of day ticket customers who have used resources in the Archives Research Room Includes customers contact details	5 years	common practice	Delete / Shredded
LAM30	Users permanent/four year ticket forms (CARN system)	Record of customers who have a permanent ticket to use resources in the Archives Research Room Includes customers contact details	5 years	common practice	Delete / Shredded
LAM31	Archive users signing in registers	Record information including date of visit, customer name, ticket number, signature and research subject	Permanent	common practice	
LAM32	Archives and local studies request forms	Record of archives and local studies resources held in the repositories that have been requested by customers and staff Includes customers names, date of visit and items requested	Permanent	common practice	
LAM33	IT Acceptable Use Policy forms	Record of customers who have requested access to ERYC public computers network and agreed to follow Acceptable Use Policy Includes customers contact details	1 year existing files to be reviewed	common practice	Delete / Shredded
LAM34	Computer users signing in register	Records information including date, time, customer name and signature	3 months	common practice	Delete / Shredded
LAM35	World War One volunteers signing in register	Records information including date of visit, volunteer name, signature and project work given	Retained until end of project for statistical information	common practice	Delete / Shredded
LAM36	Annual photography pass forms	Record of customers issued with a photography pass to copy items in the Research Room, with annual charge paid Includes customers contact details	6 years as record of payment of charges	common practice	Delete / Shredded
LAM37	Locker keys issued to customers day sheets	Records customer name and key number issued	3 months	common practice	Delete / Shredded
LAM38	Microfilm and fiche reader booking day sheets	Records film/fiche number and customer name	3 months	common practice	Delete / Shredded
LAM39	Research Room counter annual diaries	Record of customers making advance bookings and other visitors expected	Permanent	common practice	
LAM40	Research Room visitors and contractors signing in registers	Record information including date of visit, name, company and purpose of visit	Permanent	common practice	
LAM41	Lost and found property book	Record of items found and items returned to customers Includes customers contact details	Permanent	common practice	
LAM42	Family and house history courses application forms	Record of customers attending family and house history courses Includes customers contact details	Retained until end of course	common practice	Delete / Shredded
LAM43	Treasure House events attendees lists	Lists of attendees including name, telephone number and email address in case events are cancelled, with charges paid	6 years as record of payment of charges	common practice	Delete / Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
LAM44	Archives Service e-newsletters	Bi-monthly e-newsletters produced for customers to publicise events and resources	Permanent	common practice	
LAM45	Enquiries, users and document issue statistics	Records summarising number of enquiries, users and items issued for performance evaluation	Permanent	common practice	
LAM46	Visitors survey forms (CIFPA)	Anonymised forms completed by customers as part of a regular national survey of archive users	Retained until end of survey	common practice	Delete / Shredded
LAM47	Visitors survey analysis (CIFPA)	Summary information produced from forms completed by customers as part of a regular national survey	Permanent	common practice	
LAM48	Credit card payment slips	Record of payments made by customers using credit cards Includes credit card numbers only	3 months	common practice	Delete / Shredded
LAM49	Credit card refund book	Records information including customers contact details and amount refunded	Permanent	common practice	
LAM50	Archives Service weekly money paying in books	Record amounts paid in at Cashiers Office	6 years for Audit purposes	common practice	Delete / Shredded
LAM51	Marriage certificates issued book	Records information including customers contact details and date the certificate was issued	Permanent	common practice	
LAM52	Treasure House CCTV footage	Visual record of customers, staff and visitors to the Treasure House site	1 month	common practice	Delete / Shredded
LAM53	Treasure House CCTV digital incident log	Record of copies of CCTV footage provided by formal request	Permanent	common practice	
	<b>Collections management and conservation</b>				
LAM54	Depositors correspondence files	Include correspondence, receipts and agreements which provide a record of provenance and information about restrictions on access and copyright Contains individuals, organisations and official bodies contact details Can include personal and sensitive information	Permanent	common practice	
LAM55	Accession registers	Record summary information about analogue and digital accessions when they are received Contains individuals, organisations and official bodies contact details	Permanent	common practice	
LAM56	Accessions database	Contains information about analogue and digital records donated, deposited or transferred by individuals, organisations and official bodies Can contain personal and sensitive information	Permanent	common practice	
LAM57	Depositors database	Contains contact details of individuals, organisations and official bodies who have donated, deposited or transferred records	Permanent	common practice	
LAM58	Catalogue database	Contains detailed information about catalogued analogue and digital records, including cataloguing work in progress Can contain personal and sensitive information	Permanent	common practice	
LAM59	Archives online catalogue	Public access version of the Catalogue database which does not include information about cataloguing work in progress Can contain personal and sensitive information	Permanent	common practice	
LAM60	Research Room catalogues	Paper catalogues available onsite which cover most of the information provided in the Archives online catalogue Used to provide access to the collections when the online catalogue is unavailable Can contain personal and sensitive information	Permanent	common practice	
LAM61	Locations database	Contains information about the specific location of each catalogued record and summary lists of the contents of individual shelves	Permanent	common practice	
LAM62	Conservation database	Contains detailed information about conservation work required, in progress or completed on catalogued records	Permanent	common practice	
LAM63	Environmental control and monitoring database	Contains detailed information about environmental conditions in the repositories	Permanent	common practice	
LAM64	Environmental datalogger readings	Contains additional environmental monitoring information for specific locations in the repositories	Permanent	common practice	
LAM65	East Riding Archives Emergency Plan	Explains procedures to be followed and staff roles during an emergency event Includes staff contact details and information about priority collections	Permanent	common practice	
LAM66	Conservation customers files	Include letters, emails and related records which document conservation work undertaken for external clients Includes customers contact details	Permanent	common practice	

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
LAM67	Archives withdrawals register	Records information including date, items withdrawn, contact details of person withdrawing records and date when items are returned	Permanent	common practice	
LAM68	Volunteers application forms	Record information including volunteers contact details, skills and interests	Retained until end of project	common practice	Delete / Shredded
LAM69	Oral history project consent and copyright forms	Record information including name of interviewee and any restrictions on use of interview content	Permanent	common practice	
LAM70	The National Archives (TNA) annual accessions returns	Contain summary information relating to new accessions received each year	Permanent	common practice	
LAM71	CIPFA returns	Contain summary statistics relating to service management, collections and outreach activities	Permanent	common practice	
LAM72	Collections Management quarterly reports	Contain statistics and summary information about recently catalogued records and work in progress	Permanent	common practice	
<b>Museums Service</b>					
MS1	General correspondence 1	Letters from the public received / sent out by Museums Service	Permanent	common practice	Deleted / Shredded
MS2	General correspondence 2	Emails from the public received / sent out by Museums Service	3 years	common practice	Deleted / Shredded
MS3	Consultation questionnaires	Responses to services carried out by ERYC/partners	5 years	common practice	Deleted / Shredded
MS4	Consultation analysis	Analysis / interpretation of consultation findings	5 years	common practice	Deleted / Shredded
MS5	Funding applicatios	Application forms & supporting documents for funding bodies	5 years	common practice	Deleted / Shredded
MS6	Visitor figures	Data on numbers of visitors to museums sites / specific exhibitions & events	Permanent	common practice	Deleted / Shredded
MS7	Visitor comments books	Records of visitors views on services	3 years	common practice	Deleted / Shredded
MS8	Resources created from exhibition research	Preparation of exhibitions & ongoing research	5 years	common practice	Deleted / Shredded
MS9	Clearance forms	Oral history / photograph collection projects	Permanent	common practice	Deleted / Shredded
MS10	Accession records	Museum documentation - registers & copies	Permanent	common practice	Deleted / Shredded
MS11	Promotional material	Museum posters / advertising flyers etc	5 years	common practice	Deleted / Shredded
MS12	Room hire records	Room booking forms for Museum sites	6 years	common practice	Deleted / Shredded
MS13	Retail files	Contacts for gift shop / retail material, sales records, stock records	6 years	common practice	Deleted / Shredded
MS14	Museum artefacts	Collections of Museum objects, documents, photographs and art works	Permanent	common practice	Deleted / Shredded
MS15	Entry forms	Documents used to record loan/donation/sale of museum artefacts	Permanent	common practice	Deleted / Shredded
MS16	Object history files	Background information relating to museum artefacts	Permanent	common practice	Deleted / Shredded
MS17	Catalogue database	Museum Service collection database & associated images	Permanent	common practice	Deleted / Shredded
MS18	Public access collection databases	Filtered versions of Museum Service database - confidential information removed	Permanent	common practice	Deleted / Shredded
MS19	Movement records	Internal movement paperwork for artefacts	Permanent	common practice	Deleted / Shredded
MS20	Collection indices	Catalogue cross references e.g. by keywords	Permanent	common practice	Deleted / Shredded
MS21	Background subject files	E.g. artist biographies, object valuation records etc	Permanent	common practice	Deleted / Shredded
MS22	Card indices	Paper catalogue records	Permanent	common practice	Deleted / Shredded
MS23	Exit forms / loans paperwork	Paper records of loans in/out of museum objects including loan registers	Permanent	common practice	Deleted / Shredded
MS24	Loans paperwork	Digital records of loans in/out of museum objects	Permanent	common practice	Deleted / Shredded
MS25	Image archive	Historic images relating to East Riding individuals or organisations (may include some living individuals)	Permanent	common practice	Deleted / Shredded
<b>Bridlington Spa</b>					
BS	TBC				
BS	TBC				
<b>South Cliff</b>					
<b>Systems</b>					
SC1	In-site	online booking system system for South Cliff Caravan Park - hold booking details		common practice	delete / shredded
SC2	Telephone booking	telephone booking details (how taken?)		common practice	delete / shredded
SC3	Website contact form	contact form (how dealt with)		common practice	delete / shredded
<b>Security Office: The office is accessible to site staff and Security 24/7</b>					
SC4	Diaries	Yearly diaries - Customer contact details, Important hand over information	2 years	common practice	delete / shredded
SC5	Security Event Log	Nightly Event/Incident Log	Until file full, then archive	common practice	delete / shredded
SC6	Evidential Tape/CD Record	Shows CCTV signed out by police - Police Name & Rank	Until file full, then archive	common practice	delete / shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
SC7	Late Arrival Check in Form	Booking Form for late arrivals not booked to site.	Until book full, then archive	common practice	delete / shredded
SC8	Staff Rotas	Show work patterns of staff - Staff contact details	Shredded when expired	common practice	delete / shredded
SC9	CCTV Footage	Video print, provides a record of pictures - Printed Photographs	Wipes off system after so many months	common practice	delete / shredded
SC10	Staff hours	Shows details of staff hours worked (bank hols etc) - Staff Names - Staff Hours Worked	12 months then shred	common practice	delete / shredded
<b>Back of Reception: The reception is accessible for Grounds and Reception Staff, restricted access on an evening locked cupboards</b>					
SC11	Admin pigeon holes	Collection point for management, admin, - Sensitive data	Distributed to relevant staff for processing etc	common practice	delete / shredded
SC12	Barrier Pass Forms	Provides owner details for amending/adding to barrier passes/owner accounts - Customers personal data	Shredded after season end	common practice	delete / shredded
SC13	Caravan Insurance Files (paper)	Contains owners policy detail, pitch number and caravan details	Once placed in class shredded	common practice	delete / shredded
SC14	Caravan Insurance Files (electronic)	Contains owners policy detail, pitch number and caravan details	Once placed in class shredded	common practice	delete / shredded
SC15	Change of Ownership Authorisation letters/Wills	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC16	Site Licences	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC17	Gas Certificates (paper)	Contains owners details, pitch number and caravan details	Ongoing yearly	common practice	delete / shredded
SC18	Gas Certificates (electronic database)	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC19	Council Tax File (paper)	Contains owners home details	Until file full, then archive	common practice	delete / shredded
SC20	Council Tax File (electronic)	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC21	Bill Payment Receipts	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC22	Friends Loyalty Scheme Membership Forms	Contains Touring details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC23	Drain Down Authorisation Forms	Contains owners details, pitch number and caravan details	Ongoing yearly	common practice	delete / shredded
SC24	Insite Owners System	Shows Terms and Conditions for Clubs - Customer contact details	Until file full, then archive	common practice	delete / shredded
SC25	Insite Touring and Hire Fleet System	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC26	Strimming List (electronic)	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC27	Strimming List (paper)	Contains owners details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC28	Holiday Reminder Letters	Contains Touring details, pitch number and caravan details	Until file full, then archive	common practice	delete / shredded
SC29	Advertising File	Contains contractor details	Until file full, then archive	common practice	delete / shredded
SC30	Seasonal Pitch/Caravan Sales Waiting List	Contains Touring/Owner details, pitch number and caravan details	Once placed, shred or confidential waste bag	common practice	delete / shredded
SC31	Welcome Pack	Contains Touring details, pitch number and caravan details	Until collected	common practice	delete / shredded
SC32	Visitors Book	Shows any visitors names and purpose of visit - Visitor Names and signatures	TBC	common practice	delete / shredded
<b>Managers Office: The Managers Office is locked when office un-occupied, restricted access,</b>					
SC33	New Employee Starter Sheets	Shows new employee details - Staff contact details - Staff D.O.B - Staff Bank Details - Staff National Insurance No's	TBC	common practice	delete / shredded
SC34	Staff Inductions/ Development	Shows record of staff inductions and staff development - Personal Staff details	TBC	common practice	delete / shredded
SC35	Customer Issues	Formal Complaints - customers sensitive information	Shredded when replied	common practice	delete / shredded
SC36	Staff Sickness	Shows staff start and end of sickness - Staff Names - Staff sick dates	TBC	common practice	delete / shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
SC37	EDR Forms (Paper)	Shows staff interview, appraisals - Staff details - Staff comments	Retained by staff member, training	common practice	delete / shredded
SC38	EDR Forms (Email)	Shows staff interview, appraisals - Staff details - Staff comments	Retained by staff member, training	common practice	delete / shredded
SC39	Completed Time Sheets	New staff awaiting set up - Staff Names - Staff hours worked	When processed, filed in admin store	common practice	delete / shredded
SC40	Staff Rotas (Electronic)	Staff shift patterns - staff contact details	TBC	common practice	delete / shredded
SC41	EDR Forms	Shows completed staff EDR's - Staff details	Staff need to know how long to keep?	common practice	delete / shredded
SC42	Accident/Incident Report forms	Shows information of accidents/incidents - Customer/Staff contact details	When book full, archived	common practice	delete / shredded
SC43	Diary	2017 Sales Meeting Diary - Customer contact details	Until year end	common practice	delete / shredded
SC44	Lost & Found	Shows details of valuables lost or found in centre - Customer contact details	Until collected	common practice	delete / shredded
SC45	Staff Contact Details	Staff contact details - sites	Kept for continuous information	common practice	delete / shredded
SC46	Staff Training	Attendance record of staff for courses e.g. Safeguarding - Staff Names - Staff training attended	Once finished with filed with time sheets in Admin store	common practice	delete / shredded
SC47	Caravan Sales Forms	Shows details of valuables lost or found in centre - Customer contact details	TBC	common practice	delete / shredded
SC48	Staff Appointments	Letters to confirm appointments - Staff sensitive data - Staff contact Details - NHS No	When processed, filed in locked cabinet	common practice	delete / shredded
SC49	Visa Debit Slips	Shows details of bookings - Customer contact details	Put into Archive store after a period of time	common practice	delete / shredded
SC50	Payslips	Staff payslips	Until collected by Staff	common practice	delete / shredded
<b>Archive Admin Store: Admin Store Room locked, in locked Compound – stores more recent data/historical</b>					
SC51	Old Diaries	Contact details, bookings	TBC	common practice	delete / shredded
SC52	Visa Debit Slips	Shows details of bookings - Customer contact details	TBC	common practice	delete / shredded
SC53	Debtors	Shows details of bookings - Customer contact details	TBC	common practice	delete / shredded
SC54	Staff data	Sickness records, payroll, timesheets, rotas	TBC	common practice	delete / shredded
SC55	Visitors Book Completed	Shows any visitors names and purpose of visit - Visitor Names and signatures	TBC	common practice	delete / shredded
SC56	Completed Accident & Incident books	Records details of accidents or incidents	TBC	common practice	delete / shredded
<b>Staff Room: Accessible to all staff</b>					
SC57	Staff Rotas (Paper)	Staff shift patterns - staff contact details	2 weeks then to shredder	common practice	delete / shredded
<b>Sewerby</b>					
S1	Annual pass application forms	Completed by new or renewing members - online or in person	10 years	common practice	Deleted / Shredded
S2	Business pass application forms	Completed by new or renewing members - online or in person	10 years	common practice	Deleted / Shredded
S3	Fidelity membership system	Central storage system for all annual and business pass holders - hosted offsite	Permanent (on Instant Loyalty system)	common practice	Deleted / Shredded
S4	Animal Adoptions	Yearly animal adoption scheme	10 years	common practice	Deleted / Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
S5	Animal Encounters	Daily animal encounter scheme	10 years	common practice	Deleted / Shredded
S6	Event organiser application forms	Completed by event organisers	10 years	common practice	Deleted / Shredded
S7	Activity booking forms	Completed by activity booking groups or individuals	10 years	common practice	Deleted / Shredded
S8	Cottage bookings - direct	Cottage guests booking stays direct with SH staff	Archived after 1 year	common practice	Deleted / Shredded
S9	Cottage bookings - via Cottages.com	Cottage guests booking stays via Cottages.com	Permanent	common practice	Deleted / Shredded
S10	Carer's cottage booking forms	Respite cottage guest details	Permanent	common practice	Deleted / Shredded
S11	Venue hire bookings	External and internal council room hire applications	10 years	common practice	Deleted / Shredded
S12	Group booking forms - organisations	Organisations booking visits to SH	10 years	common practice	Deleted / Shredded
S13	Group booking forms - schools	Schools booking visits to SH	10 years	common practice	Deleted / Shredded
S14	Staff contact details	Contact information for all staff members	Ongoing	common practice	Deleted / Shredded
S15	Staff monitoring reviews	Monthly workplace reviews	Archived after 1 year	common practice	Deleted / Shredded
S16	Staff job application forms	Application forms for seasonal and casual posts	Archived after 1 year	common practice	Deleted / Shredded
S17	Interview forms	Information recorded during interviews	Archived after 1 year	common practice	Deleted / Shredded
S18	Job references	External and internal reference letters and / or phone calls	Archived after 1 year	common practice	Deleted / Shredded
S19	Work placement application forms	Work placement information from external partners	Archived after 1 year	common practice	Deleted / Shredded
S20	Volunteer application forms	Zoo and museum application forms	Archived after 1 year	common practice	Deleted / Shredded
S21	What's On database	Electronic monthly newsletter database	Ongoing	common practice	Deleted / Shredded
S22	Survey - Post Code collection	Visitor Post Code collection	Archived after 1 year	common practice	Deleted / Shredded
S23	HHA Post Code collection	Historic Houses Association members Post Code collection	Archived after 1 year	common practice	Deleted / Shredded
S24	Credit / debit card receipts	Purchases made onsite in café, shop, pay boxes and Welcome Centre	6 months then destroyed	common practice	Deleted / Shredded
S25	Online credit / debit card transactions	Animal adoptions and annual pass online transactions	Archived after 1 year	common practice	Deleted / Shredded
S26	Invoices / Statements	Invoices for goods received from external companies	NA	common practice	Deleted / Shredded
S27	Sundry Debtors	Details of goods supplied by SH to external companies	NA	common practice	Deleted / Shredded
S28	IDAs	Details of goods supplied by SH to internal council departments	NA	common practice	Deleted / Shredded
S29	Customer communication - letters		10 years	common practice	Deleted / Shredded
S30	Customer communication - emails		Ongoing	common practice	Deleted / Shredded
S31	Debtors information	Bad debtors from Corporate Billing	Ongoing	common practice	Deleted / Shredded
S32	Site prices	Prices of all items available to visitors	Ongoing	common practice	Deleted / Shredded
S33	PC encryption passwords	ERYC numbers for PCs	Ongoing	common practice	Deleted / Shredded
S34	Till login numbers	Individual staff numbers for tills	Ongoing	common practice	Deleted / Shredded
S35	Licenses	Various licenses (zoo, alcohol, wedding etc.)	Ongoing	common practice	Deleted / Shredded
S36	Agreements	Agreements with external partners (e.g. Trinity House)	Ongoing	common practice	Deleted / Shredded
S37	Discount vouchers	Vouchers for visitors	Ongoing	common practice	Deleted / Shredded
S38	Images (possible children / adult safeguarding issues)	Photographs for use in marketing / CCTV images and video	Ongoing	common practice	Deleted / Shredded
S39	Change / cash / income collection	Cash and change to and from the site	Ongoing	common practice	Deleted / Shredded
S40	Lost and found log	Details of items lost and found onsite	Ongoing	common practice	Deleted / Shredded
S41	Amenity supplier information and readings	Telephone, gas, TV and electricity etc.	Ongoing	common practice	Deleted / Shredded
S42	Event participant list	Walking to Health and other bookable activities	Archived after 1 year	common practice	Deleted / Shredded
S43	Orders	External supplier orders	Ongoing	common practice	Deleted / Shredded
S44	Purchase card information	Staff purchase card transactions	Ongoing	common practice	Deleted / Shredded
S45	Posters, signs, brochures and flyers	General information - visitor and internal	Ongoing	common practice	Deleted / Shredded

#### Sports Play Arts

User Information					
SPA1	Participant Registration Forms	User information required in order to register for programmes. Ensures that basic details are collected and stored in relation to pricing, health and safety, safeguarding, permission for photos etc	One year after programme finishes	common practice	Deleted / Shredded
SPA2	Participant Registration Forms - hard copies	As above	One year after programme finishes	common practice	Deleted / Shredded
SPA3	Registers with contact details - hard copies	Hard copy registers for use at sessions - to record attendance and basic emergency contact details	One year after programme finishes	common practice	Deleted / Shredded
SPA4	Annual User Surveys, consultations and evaluation documents (inc contact details)	To determine customer views and satisfaction with the service offered, areas for improvement/development and trend analysis of performance	One year after programme finishes	common practice	Deleted / Shredded
SPA5	Programme Referral Forms	To hold sensitive data/contact details for a range of individuals	One year after programme finishes	common practice	Deleted / Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
SPA6	Programme Databases	To hold data and contact details for a range of individuals and groups	One year after programme finishes	common practice	Deleted / Shredded
SPA7	Photos	Photos for all programme areas/events and activities, including identifiable individuals	Two years	common practice	Deleted / Shredded
SPA8	Film clips	Footage of some programme areas/events and activities, including identifiable individuals	Two years	common practice	Deleted / Shredded
SPA9	Case Studies and Annual Service Report	To showcase our programmes and demonstrate impact of our work (including individual case studies and photos)	Six years	common practice	Deleted / Shredded
SPA10	Accident/Incident Forms (event/session participants)	Record all accidents and incidents at event/sessions	25 Years from DOB of child	common practice	Deleted / Shredded
SPA11	Supporting Families Drive	To hold sensitive data/contact details for a range of individuals	TBC	common practice	Deleted / Shredded
SPA12	Safeguarding Notes	Written record on specific concerns/incidents/decisions/actions taken	TBC	common practice	Deleted / Shredded
<b>Service Management and Finance</b>					
SPA13	Uber Grid, Quarterly Monitoring, Key Task Chart, Programme Planning	Internal planning tools to assist with the smooth running of the service	Three years	common practice	Deleted / Shredded
SPA14	Management planning notes and documents	Supports management planning and decisions for the service	Three years	common practice	Deleted / Shredded
SPA15	Freedom of Information (FOI) Requests	Background notes for information submitted for an FOI	Three years	common practice	Deleted / Shredded
<b>Project and Programme Area Files</b>					
SPA16	Funding bids and supporting information	Copies of bids and related documents, including drafts	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA17	Project finance information	Budget information specific to project	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA18	Project monitoring	Collated data and impact information	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA19	Project planning documents and plans	Wide variety of project-specific planning documents	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA20	Publicity information	Copies of posters, leaflets, information sent out through social media, press releases	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA21	Partner information	Details of partner organisations and their input (may include home addresses, for example)	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA22	Project meeting records	Minutes, agendas, action notes	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
SPA23	Project communication	Copies of letters and emails; record of phone conversations	Three years after project finishes (or longer if funder requires)	common practice	Deleted / Shredded
<b>Funding and Grants</b>					
SPA24	Commuted Sums Application Forms and related project information	To provide an audit trail showing the decision making process for the allocation of Commuted Sums	Ten years	common practice	Deleted / Shredded
SPA25	Section 106 Agreement (Legal Document)	Demonstrates the legal agreement in place for a particular housing development, including the open space requirement and the Commuted Sums requirement	Ten years	common practice	Deleted / Shredded
SPA26	Grant Forms & Supporting Documentation (eg TP Grants/Arts & Active Creative)	To provide an audit trail showing the decision making process for the all grants	Six years	common practice	Deleted / Shredded
<b>FORESHORES</b>					
F1	Allride Membership Forms	Application forms and photo identification - Sensitive information	Permanent	common practice	Deleted / Shredded
F2	Annual Let	Photo Identification of annual let users and signed Terms and Conditions	One year, Information is deleted when replaced with the new documents for each new year.	common practice	Deleted / Shredded
F3	Anti social behaviour and Tombstoning	Correspondance regarding ASB	Permanent	common practice	Deleted / Shredded
F4	Asset register and disposal	List of all items owned by Foreshores and authorisation to dispose of unwanted items	5 years	common practice	Deleted / Shredded
F5	Banking	Float Checks	At the end of the year the paper copies are scanned in, paper is then shredded.	common practice	Deleted / Shredded
F6	Banking	Float Checks	7 years	common practice	Deleted / Shredded
F7	Banking	Merchant Copy Card Transactions	6 months	common practice	Deleted / Shredded
F8	Beach Award applications	Paperwork submitted for beach awards	5 years	common practice	Deleted / Shredded
F9	Beach Wheelchair Membership Forms	Application forms and photo identification - Sensitive information	Permanent	common practice	Deleted / Shredded



Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
F10	Conference and other presentations	Presentations and conference notes relating to bathing waters/foreshores related matters	Permanent	common practice	Deleted / Shredded
F11	Countryside Access	Information about right to roam, coastal access, land ownership	Permanent	common practice	Deleted / Shredded
F12	Data protection	Information and asset information ensuring legal compliance	Until updated version is published	common practice	Deleted / Shredded
F13	DEFRA	European bathing water legislations	Permanent	common practice	Deleted / Shredded
F14	Emergency plans	Pollution control plans, Flood plans etc	Until updated version is published	common practice	Deleted / Shredded
F15	Environment Agency	Bathing water results, compliance to legislation, pollution information and incident logs, investigation information	Permanent	common practice	Deleted / Shredded
F16	Equality and Diversity	Information to ensure compliance in anti discrimination laws and voluntary schemes	Until updated version is published	common practice	Deleted / Shredded
F17	Event planning	Event diary, booking sheets, booking agreements	5 years	common practice	Deleted / Shredded
F18	Finance	Budgets, prices, contracts, contact numbers, procurement regs, procedure notes etc to ensure financial law and policy compliance	As per financial regulations	common practice	Deleted / Shredded
F19	Flamborough SPA	Information regarding the special protection status held by the Headland and documents relating to duties and obligations pertaining to managing the site	Until updated version is published	common practice	Deleted / Shredded
F20	Foreshores Office Payment List	List of every item of Income into Foreshores in date order	Retained in paper form for two years before being scanned in, paper copy shredded	common practice	Deleted / Shredded
F21	Foreshores Office Payment List	List of every item of Income into Foreshores in date order	7 years	common practice	Deleted / Shredded
F22	Hornsea Boat Compound	Insurance information, vehical information - Sensitive Information	One year, Information is deleted when replaced with the new documents for each new year.	common practice	Deleted / Shredded
F23	HR/Staff information	Written Information relating to Staff/HR as well as Photo Identification - Sensitive Information	Dependent if on-going issues, if the staff member concerning has left, how long etc	common practice	Deleted / Shredded
F24	Inspection sheets	Daily, weekly and monthly Foreshore inspection documents	Permanent	common practice	Deleted / Shredded
F25	Insite Booking System	The booking system used to process all chalet bookings, holds, addresses, contact numbers, emails, payment methods and times, booking notes	Permanent	common practice	Deleted / Shredded
F26	Insurance	Certificates and LOLER/PUWER certifications/expiry dates	10 years	common practice	Deleted / Shredded
F27	IT	PRD's, cyber attack information, compliance documents for chip and pin	Until updated version is published	common practice	Deleted / Shredded
F28	Land ownership documents	Plans of who holds responsibility for certain areas of the coastline, including council departments and private landowners/tenants	Until updated version is published	common practice	Deleted / Shredded
F29	Land Train Private Hire	Application Forms	5 years	common practice	Deleted / Shredded
F30	Landtrains	Procurement information, dimensions, maintenance schedules, VOSA details	Permanent	common practice	Deleted / Shredded
F31	Legal documentation	Bylaws, PSPO's, legal agreements, contracts documents	Until updated version is published	common practice	Deleted / Shredded
F32	Licensing	Premises licences, alcohol licences, trading licences	Updated annually	common practice	Deleted / Shredded
F33	Lifeguards	All documentation relating to the RNLI's provision of the lifeguarding service	5 years	common practice	Deleted / Shredded
F34	Long Let Waiting Lists	Potential customer contact details, name, numbers, addresses	Refreshed with up to date information	common practice	Deleted / Shredded
F35	Lost property	Information about lost and found property and the disposal of unclaimed items	6 months after item is disposed of	common practice	Deleted / Shredded
F36	Maritime Management Organisation	Seabed and associated areas - management plans and information	Permanent	common practice	Deleted / Shredded
F37	Marketing literature	Information relating to Foreshores facilities and local tourist attractions	Permanent	common practice	Deleted / Shredded
F38	Media	Media articles and press releases pertaining to Foreshores	Permanent	common practice	Deleted / Shredded
F39	Minutes	Minutes of meetings - team, interdepartment, external	Permanent	common practice	Deleted / Shredded
F40	Paddling pools	Water sample results, legal obligations, pool plant documentation, training information, H&S documents	Permanent	common practice	Deleted / Shredded
F41	Payroll	Electronic timesheets, scanned timesheets, actual hours spreadsheet	12 months from staff termination date	common practice	Deleted / Shredded
F42	Photographs	For Tourism, R&M, information, locational use	Permanent	common practice	Deleted / Shredded
F43	Print and Design	Proofs for printable, auditable stationery	Permanent	common practice	Deleted / Shredded
F44	Regeneration	Plans, minutes and drawings from regeneration plans along the coast	Permanent	common practice	Deleted / Shredded
F45	Repairs and maintenance	Works requests, tender information, outstanding works listing, photographs of defects, maintenance schedules	Permanent	common practice	Deleted / Shredded
F46	Risk analysis	Analysis of risk to council reputation of failure of the service	5 years	common practice	Deleted / Shredded
F47	Risk Assessments	ALL HELD CENTRALLY ON SEVRON	Updated annually	common practice	Deleted / Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
F48	Safeguarding	Advice and policy regarding safeguarding of users and staff	Until updated version is published	common practice	Deleted / Shredded
F49	Signage	List and photos of all signs owned/managed by Foreshores	Until updated version is published	common practice	Deleted / Shredded
F50	Staff Contact details	Name and contact number	Removed when staff member leaves	common practice	Deleted / Shredded
F51	Staff Contact Emergency Details	In case of emergency contact details - Sensitive Information	Removed when staff member leaves	common practice	Deleted / Shredded
F52	Sundry Debtor	Invoices and credit notes raised to debtors	7 years	common practice	Deleted / Shredded
F53	Surveys	Results of tourism annual surveys	Permanent	common practice	Deleted / Shredded
F54	Telephone numbers	Useful contacts list, staff and emergency phone lists	Permanent	common practice	Deleted / Shredded
F55	Transformation	Star chamber and transformation documentation and presentations	Permanent	common practice	Deleted / Shredded
F56	Vehicle maintenance	Fleet numbers, insurance details, service dates, fleet hire expiry dates, VOSA documentation	Permanent	common practice	Deleted / Shredded
F57	Wiltshorpe Boat Compound	Personal information of those who have a boat (s) and/or jetski (s) in the compound - sensitive	7 years	common practice	Deleted / Shredded
F58	Withernsea	Seafront development plans, events brochures, licence agreements, R&M informations, minutes from meeting with Town Council	Permanent	common practice	Deleted / Shredded
F59	Yorkshire Water	Partnership information, bathing water improvement scheme information, liaison meeting minutes, asset maps, fact sheets	Permanent	common practice	Deleted / Shredded
F60	Yorkshire Wildlife Trust	Details of environmental initiatives and partnership working	Permanent	common practice	Deleted / Shredded
<b>Countryside Access Team</b>					
CAT1	Public Rights of Way files	These records cover the maintenance and enforcement of PROWs with historical evidence, permissions and authorisations	20 years	common practice	Deleted / Shredded
CAT2	Public Rights of Way files	These records cover the maintenance and enforcement of PROWs with historical evidence, permissions and authorisations	20 years	common practice	Deleted / Shredded
CAT3	Yorkshire Wolds Way files	These files contain information about the maintenance development and management of the YWV national trail	10 years	common practice	Deleted / Shredded
CAT4	England Coast Path files	These files contain information about the maintenance, development and management of the ECP national trail	15 years	common practice	Deleted / Shredded
CAT5	Open access files	These files contain information about the maintenance, development, and management of access land	20 years	common practice	Deleted / Shredded
CAT6	Walking The Riding web site	These files contain information about the development, and management of the web site	10 years	common practice	Deleted / Shredded
CAT7	Disused railway lines files	These files contain information about the maintenance, development and management of disused railway lines	30 years	common practice	Deleted / Shredded
CAT8	Local nature reserves	These files contain information about the maintenance, development and management of local nature reserves (including Country Parks and non designated LNRs)	30 years	common practice	Deleted / Shredded
CAT9	Picnic sites	These files contain information about the maintenance, development and management of picnic sites	20 years	common practice	Deleted / Shredded
CAT10	Countryside Events	These files contain information about the countryside events programme	10 years	common practice	Deleted / Shredded
CAT11	Countryside events Booking System	The BEARS system contains information about members of the public who book on countryside events	10 years	common practice	Deleted / Shredded
CAT12	Events, Education and activities	These files contain information about activities that take place on LNRs and link to education and outreach work	10 years	common practice	Deleted / Shredded
CAT13	ArcGIS	These files contain mapping information relevant to the use of the GIS system to manage PROWs and land used for open air recreation	10 years	common practice	Deleted / Shredded
CAT14	CAT general	These files contain information that helps Officers within the team perform their day to duties, and includes 'useful information'.	10 years	common practice	Deleted / Shredded
CAT15	Website	These files contain information that is used on the corporate website	10 years	common practice	Deleted / Shredded
<b>LEISURE</b>					
<b>Systems</b>					

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L1	CRM (Customer Retention Management System)	Holds information on customer's record management - Name, Address, Email, Phone numbers D.O.B - Health Questionnaire - Activity Usage & History Notes	Lifetime of Membership or 12months after inactivity	common practice	Deleted/Shredded
L2	TCP (Total Control Premier)	Stock control System used for recording transactions, Altering Prices and Till layouts	6 Years after the financial year end	common practice	Deleted/Shredded
L3	Masterpiece	Financial Software	6 Years after the financial year end	common practice	Deleted/Shredded
L4	Bears Version 1	Bookable system for classes & tone zone - Contact details (currently in process of being replaced by Bears V2)	2 months from booking	common practice	Deleted/Shredded
L5	Bears Version 2	Bookable system for classes & tone zone - Contact details	2 months from booking	common practice	Deleted/Shredded
L6	BV2 Paperwork	Limited members details	Destroy when Input onto system	common practice	Deleted/Shredded
L7	ICT Incident Logs	Information on customers IT/Bears issues - Customer contact details	5 years from the last complaint (inc electronic)	common practice	Deleted/Shredded
L8	ASH	Sundry debtors management system - Debtor number - Payments made and any outstanding debt - Name, Address & contact numbers	7 Years	common practice	Deleted/Shredded
L9	Information @ Work (formerly known as Annite)	Electronic Document Management System - Direct Debit Details: Account number & Sort code - Contact details - Signature - D.O.B	6 Years after the financial year end	common practice	Deleted/Shredded
<b>Memberships</b>					
L10	General Membership Info (network file)	Contains info on -memberships -promotions -Les Mills info -competitions -equipment repair -general customer letters/mail merges -Talented athletes	3 Years or 1 month following promotions	common practice	Deleted/Shredded
L11	Corporate Schemes (network file)	Contains information on the corporate membership schemes that ER Leisure have	3 Years or 1 month following promotions	common practice	Deleted/Shredded
L12	Contains information on memberships (Leisure centre network files)	Contains information on memberships at ERL Beverley	3 Years or 1 month following promotions	common practice	Deleted/Shredded
L13	Core & Corporate membership's Direct Debit Forms	Name, address, bank details, DOB, signature, spending for new member. dispatch to Finance dept	Not retained Dispatched to Corporate Billing	common practice	Deleted/Shredded
L14	Sites Core & Corporate Membership Filling System (Paper)	Membership Records • Application Form • Front Header Sheet • Batch Header Sheet Cancellation/Amend/Suspend forms	Lifetime of Membership or 12months after inactivity	common practice	Deleted/Shredded
L15	Sites Core & Corporate Membership Filling System (PDF Copies)	Membership Records • Application Form • Front Header Sheet • Batch Header Sheet Cancellation/Amend/Suspend forms	Lifetime of Membership or 12months after inactivity	common practice	Deleted/Shredded
L16	Corporate Membership Filing System – ERYC	Membership Records -Application Form -Front Header -Batch Header Sheet - T&C's	Lifetime of membership or 12 months of inactivity	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L17	Partner Membership Filing System	Membership Records -Application Form -Front Header -Batch Header Sheet - T&C's	Lifetime of membership or 12 months of inactivity	common practice	Deleted/Shredded
L18	ARCHVED User forms pre 2015	• Personal details, name, address, medical details	1 year from last recorded use	common practice	Deleted/Shredded
L19	Are your details Correct forms'	Provides members details for amending/adding - Customers personal data	Destroyed after input on CRM	common practice	Deleted/Shredded
<b>Promotions</b>					
L20	Promotions (Paper)	Shows who have taken out a promotion to contact to transfer over to full memberships - Customer names & Telephone numbers	Destroy 1 month following promotion	common practice	Deleted/Shredded
L21	Promotions (Electronic)	Shows who have taken out a promotion to contact to transfer over to full memberships - Customer names & Telephone numbers	Destroy 1 month following promotion	common practice	Deleted/Shredded
L22	Gift of Health	Shows customers who bought GOF 2016 - Customer contact details	Destroy 1 month following promotion	common practice	Deleted/Shredded
<b>Sure Saver, Passport to Leisure &amp; Supporting Families</b>					
L23	Sure Saver & Passport to Leisure (Paper)	User Application Forms -Personal details -Contact details -Scheme notes	1 year after application	common practice	Deleted/Shredded
L24	Passport to Leisure (Electronic)	Application forms & sent welcome letters . PDF's and Word documents - Name Address, Contact Details, & D.O.B	1 year after application	common practice	Deleted/Shredded
L25	Family Support Service Scheme	Personal Details - Membership Details - Name & Telephone Contact Number	1 year after application	common practice	Deleted/Shredded
<b>Health</b>					
L26	Central leisure Health (network file)	Contains info on : -handover files -boditrax -exercise referral -health & fitness meeting files -health plus files -health plus testimonials -health trainers -livewell -live well videos -NHS health checks - Young live well	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediatley	common practice	Deleted/Shredded
<b>Live well</b>					
L27	Sites Live Well - Membership Records	Membership Records - Application Form - Front Header Sheet - Batch Header Sheet	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediatley	common practice	Deleted/Shredded
L28	Sites Live Well - Original Paperwork & Email correspondences	Personal Details - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediatley	common practice	Deleted/Shredded
L29	Live Well - CRM	Personal Details - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediatley	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L30	Live Well Removed customer filing system	Personal details -Health questionnaire -Activity usage & history notes - T&C's	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L31	Live Well Completed customer filing system	Personal details -Health questionnaire -Activity usage & history notes - T&C's	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L32	Live Well to contact folder	Personal details -scheme notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L33	Live Well Old Scheme Removed	Personal details -Health questionnaire -Activity usage & history notes - T&C's	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L34	Live Well – 3mths – pre 2014 folder	Personal details -Health questionnaire -Activity usage & history notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L35	Young Live Well - Membership Records	Membership Records - Application Form - Front Header Sheet - Batch Header Sheet	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L36	Young Live Well - Original Paperwork & Email correspondences	<b>Personal Details</b> - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L37	Young Live Well (CRM)	<b>Personal Details</b> - Health Questionnaire - Activity Usage & History Notes	Lifetime of Membership or 12months after inactivity	common practice	Deleted/Shredded
<b>GP Exercise Referral</b>					
L38	GP Exercise Referral - Membership Records	Membership Records - Application Form - Front Header Sheet - Batch Header Sheet	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L39	GP Exercise Referral - Original Paperwork & Email correspondences	<b>Personal Details</b> - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L40	GP Exercise Referral - CRM	<b>Personal Details</b> - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L41	Ex Referral Q4 16-17 – With/Horn/SHSC	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L42	Ex Referral Q4 16-17 – Halt/Goole	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L43	Ex Referral Q4 16-17 – Driff/FSSC	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L44	Ex Referral Q4 16-17 – Brid	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L45	Ex Referral Q4 16-17 – Bev	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L46	Ex ref Q3 – 16/17	Personal details -Health questionnaire -Activity usage & history notes -referral forms	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
<b>Healthy Lifestyles</b>					
L47	Healthy lifestyles	Personal Details - Health Questionnaire - Activity Usage & History Notes - Weight	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L48	Healthy lifestyles (Email Correspondence)	Personal Details - Health Questionnaire - Activity Usage & History Notes - Weight	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
<b>Cardiac Rehabilitation</b>					
L49	Cardiac Rehab (Paperwork)	Shows patients details and progress on scheme - Customer contact details - Customer Health information and medical Records - D.O.B	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L50	Cardiac Rehab (CRM)	Shows patients details and progress on scheme - Customer contact details - Customer Health information and medical Records - D.O.B	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
<b>Weight Management</b>					
L51	Weight Management	Membership Records - Application Form	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L52	Weight Management	Personal Details - Health Questionnaire - Activity Usage & History Notes	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
L53	Weight Management (CRM)	Manage memberships and user Activity - Name, address, telephone number - Activity history & membership notes - User card allocation	1 year after completion or any duplicate info i.e. Once entered onto CRM destroy forms / emails immediately	common practice	Deleted/Shredded
<b>Health - Other</b>					
L54	Health Trainers Swim Scheme	Scheme Notes Personal Details - Membership Details - Name & Telephone Contact Number	6 months after last recorded use	common practice	Deleted/Shredded
L55	Health Checks	Membership Records - Application Form	Lifetime of Membership or 12months after inactivity	common practice	Deleted/Shredded
L56	Walking to Health	Registration forms - name, Address and contact numbers	Destroy after sending to Sport Play & Arts	common practice	Deleted/Shredded
<b>Customer Exercise Programme Cards</b>					

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L57	Customer Exercise Programme Cards	Shows members details of appointments, TZ programme, progress - Exercise Programme details - Name	6 months from last use	common practice	Deleted/Shredded
<b>Tone Zone Disclaimer Forms</b>					
L58	Tone Zone Disclaimer forms (Paper)	Consent forms for anyone wanting to use the TZ who have not had an induction Membership Records - Application Form - Front Header Sheet - Batch Header Sheet	1 Year from the date on the form	common practice	Deleted/Shredded
L59	Tone Zone Disclaimer forms (Electronic)	Consent forms for anyone wanting to use the TZ who have not had an induction - Customer contact details	1 Year from the date on the form	common practice	Deleted/Shredded
L60	Tone Zone Non Induction Check list	Gives details to check in files as to whether customer has had Tone Zone induction in the past - Customer names & Telephone numbers	1 Year from the date on the form	common practice	Deleted/Shredded
<b>Bookings &amp; Clubs</b>					
L61	Fitness Class Booking Files (Bears V2)	Personal Details - Membership Details - Name & Telephone Contact Number	2 months from booking	common practice	Deleted/Shredded
L62	Fitness Class Booking Files (Paper)	Personal Details - Membership Details - Name & Telephone Contact Number	2 months from booking	common practice	Deleted/Shredded
L63	South Cave Archived Fitness Class Booking Files (Paper)	Personal Details - Membership Details - Name & Telephone Contact Number	2 months from booking	common practice	Deleted/Shredded
L64	Withernsea Archived used class booking forms, Bears I	Booking system - contact details	2 months from booking	common practice	Deleted/Shredded
L65	Swimming Lesson Bookings & Application Forms, and Waiting lists - Children's - Adult - Parent & Toddler	Swim Lesson Bookings -Name, Address, D.O.B, contact details	6 months from last recorded use	common practice	Deleted/Shredded
L66	Swimming Lessons membership information(Paper) - Children's - Adult - Parent & Toddler	Information and contact details on pupils involved in swimming lessons past & present - Name, address, D.O.B, contact details - Grades	6 months from last recorded use	common practice	Deleted/Shredded
L67	Swimming Lessons membership information (Electronic)	Information and contact details on pupils involved in swimming lessons past & present - Name, address, D.O.B, contact details - Grades	6 months from last recorded use	common practice	Deleted/Shredded
L68	School Swimming Lessons (Electronic)	School Swimming Lessons info - Schools - Registers - Time Tables	6 months from last recorded use	common practice	Deleted/Shredded
L69	School Swimming Lessons (Paper)	School Swimming Lessons info - Registers - Time Tables	6 months from last recorded use	common practice	Deleted/Shredded
L70	Pre-school Swimming Lessons	Folder of Swimmers	6 months from last recorded use	common practice	Deleted/Shredded
L71	Disability Swimming Records	Information and contact details on pupils involved in swimming lessons past & present - Name, address, D.O.B, contact details	6 months from last recorded use	common practice	Deleted/Shredded
L72	Free Swim Pass	Folder of Swimmers	6 months from last recorded use	common practice	Deleted/Shredded
L73	Advanced Holiday Payment Book	Shows swim lesson holiday payments - Customer contact details	6 months from last recorded use	common practice	Deleted/Shredded
L74	Junior 6 wk Holiday Swim Card	Shows customers who have bought swim card - Customer contact details	6 months from last recorded use	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L75	ARCHIVED Swimming Lesson folder, registers, NPLQ course	Swim lesson details - Customer contact details	6 months from last recorded use	common practice	Deleted/Shredded
L76	Gymnastics sheets	Contains expression of interest forms, Old registers - Customer contact details - Customer medical details & contacts	Destroy once removed from waiting list. 6 monthly check of curent class members. Destroy any not attendance after 2 months.	common practice	Deleted/Shredded
L77	Gymnastic/Tumble time Courses	Provides information for course payments - Customer contact details - Customer medical details & contacts	Destroy once removed from waiting list. 6 monthly check of curent class members. Destroy any not attendance after 2 months.	common practice	Deleted/Shredded
L78	Party Forms, Folders & Conferences (Paper)	Contact Details - Name & Address Details (Parents) - Childs Name & D.O.B - Type of Party	1 year following party completion	common practice	Deleted/Shredded
L79	Party Folder, Forms , confirmation letters & Conferences (Electronic)	Contact Details - Name & Address Details (Parents) - Childs Name & D.O.B - Type of Party	1 year following party completion	common practice	Deleted/Shredded
L80	Party Bookings (Diary)	Party Bookings	1 year following party completion	common practice	Deleted/Shredded
L81	Party Bookings Archived 2013 - 2014	Contact Details - Name & Address Details (Parents) - Childs Name & D.O.B - Type of Party	1 year following party completion	common practice	Deleted/Shredded
L82	Party Bookings 2008 - 2013	Contact Details - Name & Address Details (Parents) - Childs Name & D.O.B - Type of Party	1 year following party completion	common practice	Deleted/Shredded
L83	Block Bookings (Masterpiece)	Personal Details - Name & Telephone Contact Number - Bank Details	1 year following activity completion	common practice	Deleted/Shredded
L84	Block Bookings (Electronic)	Personal Details - Name & Telephone Contact Number - Bank Details	1 year following activity completion	common practice	Deleted/Shredded
L85	Block Bookings (Paper)	Personal Details - Name & Telephone Contact Number - Bank Details	1 year following activity completion	common practice	Deleted/Shredded
L86	VAT exemption (Block Bookings)	Shows vat exemption for block bookings - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L87	ARCHIVED Room, area block bookings, booking forms	Shows details of bookings - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L88	Haltemprice Cricket Booking Forms	Shows details of cricket bookings - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L89	Haltemprice Clubs Booking Forms Shows Terms and Conditions for Clubs	Shows Terms and Conditions for Clubs - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L90	Haltemprice Trampoline Waiting List	Shows interest in joining Trampoline club - Customer contact details	Destroy once removed from waiting list. 6 monthly check of curent class members. Destroy any not attendance after 2 months.	common practice	Deleted/Shredded



Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L91	Haltemprice Trampolines Register	Shows registers for tramps course - Customer contact details	Destroy once removed from waiting list. 6 monthly check of current class members. Destroy any not attendance after 2 months.	common practice	Deleted/Shredded
L92	Haltemprice 3G Booking Forms/details	Provides booking information on 3G Bookings - Customer contact details	2 months after booking	common practice	Deleted/Shredded
L93	Haltemprice Event Bookings	Shows information on event bookings - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L94	Haltemprice Main Hall Bookings Diary	2017 Main Hall Booking Diary - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L95	Haltemprice Conference Booking forms	Shows booking details - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L96	Haltemprice ARCHIVED Conference room bookings, diaries, grass pitches, course sheets	Shows details of bookings etc - Customer contact details	1 year following activity completion	common practice	Deleted/Shredded
L97	Bridlington Clip n Climb Forms	Holds Personal details	1 year following activity completion	common practice	Deleted/Shredded
L98	Duty Officers Diary	Names & Contact Details for Bookings	1 year following activity completion	common practice	Deleted/Shredded
L99	Summer Activities	Personal details Name and contact details	3 months following completion of event	common practice	Deleted/Shredded
L100	Hornsea Football Folder	Personal Details	1 year following activity completion	common practice	Deleted/Shredded
L101	Withernsea Activity Booking forms (Paper)	Details of facility bookings - Customer name & contact details	1 year following activity completion	common practice	Deleted/Shredded
L102	Withernsea Booking forms (Electronic)	Details of facility bookings - Customer name & contact details	1 year following activity completion	common practice	Deleted/Shredded
L103	South Cave Activity Booking Forms	Details of facility bookings - Customer name & contact details	1 year following activity completion	common practice	Deleted/Shredded
L104	South Cave Hall Hire Bookings 2011 - 2017	Personal details name and contact details	1 year following activity completion	common practice	Deleted/Shredded
<b>Crèche</b>					
L105	Accident Forms	Shows details of accidents of children whilst in the crèche - Childs name & D.O.B - Accident Records	25 years from DoB of child	common practice	Deleted/Shredded
L106	Registration Forms	Shows Childs allergies, disabilities, if with social service - Childs name & D.O.B - Childs parents - contact details	1 year from last use	common practice	Deleted/Shredded
L107	Medical Consent Forms	Shows what medication child is on, if staff need to administer and when - Childs Name - Childs Health details	1 year from last use	common practice	Deleted/Shredded
L108	Foster Care Forms	Shows details of child in Foster Care - Childs name - Childs details	1 year from last use	common practice	Deleted/Shredded
L109	Allergy File	Shows any allergies for child - Childs Name	1 year from last use	common practice	Deleted/Shredded
L110	Staff update book	Shows day to day details for staff to keep up to date and aware of issues with children - Childs name and D.O.B - Any issues Child has had	1 year from last use	common practice	Deleted/Shredded
L111	Visitors Book	Shows any visitors names and purpose of visit - Visitor Names and signatures	1 year from last use	common practice	Deleted/Shredded
L112	Archived crèche sheets	Shows details of all crèche forms - contact details - Medical details	1 year from last use	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
LI13	ERL Goole Crèche Records	Children's Records - Application Form - Registers - Medical Records - Accident Record Books	1 year from last use. Accident records 25 years from DoB of child.	common practice	Deleted/Shredded
LI14	ERL Driffield Crèche Records	Registration forms & Booking forms/registers - Child & parent names, address, DOB - Contact Details - Allergy/safeguarding info - Medical info	1 year from last use	common practice	Deleted/Shredded
<b>Training</b>					Deleted/Shredded
LI15	Training (network file)	Individual folders with information on the various courses run by East Riding Leisure	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI16	NPLQ/Lifeguard Training & Public Courses (Paper)	Folder of Swimmers Interest List - Personal details	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI17	NPLQ/Lifeguard Training & Public Courses (Electronic)	Personal Details -Name & Telephone Contact Number	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI18	Paediatric First Aid Training	Course Details Personal details Name, Address, Contact details & D.O.B - Card Receipts -Course information	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI19	IQL Assessments folders for all leisure sites	Contains candidate assessment forms/ coursework	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI20	RLSS course folder	Contains course candidate information, course information	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI21	Pool Plant training folders	Contains information on pool plant operations	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI22	Behaviour Change workshop sheet	Training information	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI23	Autumn Training 2017	Personal details -Course information	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
LI24	Active IQ 2012/13 folder	Contains course information	3 years following the finish of the course (awarding body regs)	common practice	Deleted/Shredded
<b>Customer Feedback &amp; Complaints</b>					
LI25	Customer Feedback (Paper)	Details of feedback from customer forums - Customer names - contact details - comments	6 Years from last complaint (including electronic)	common practice	Deleted/Shredded
LI26	Customer Feedback (Electronic)	Details of feedback from customer forums - Customer names - contact details - comments	6 Years from last complaint (including electronic)	common practice	Deleted/Shredded
LI27	Customer Complaints (Paper)	Formal Complaints (Paper) - Customer Name & Address - Sensitive data	6 Years from last complaint (including electronic)	common practice	Deleted/Shredded
LI28	Customer Complaints & Leisure responses (Electronic)	Formal Complaints (Electronic) - Customer Name & Address - Sensitive data	6 Years from last complaint (including electronic)	common practice	Deleted/Shredded
<b>Lost Property</b>					

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L129	Lost Property File	Shows details of valuables lost or found in centre - Customer contact details - Name & Address	3 months after input date	common practice	Deleted/Shredded
<b>Accident &amp; Incident Reports</b>					
L130	Accident Report forms (Paper)	Shows information of accidents/incidents - Customer name & contact details - Customer medical details	Keep Reportable Accidents (RIDDOR) Permanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form.	Health and Safety Guidance & Legislation	Destroy / Delete - File confidential shredding
L131	Accident Report Logs (Electronic)	Personal Details - Name & Telephone Contact Number	Keep Reportable Accidents (RIDDOR) Permanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form.	Health and Safety Guidance & Legislation	Destroy / Delete - File confidential shredding
L132	Accident Report Logs (Paper)	Personal Details - Name & Telephone Contact Number	Keep Reportable Accidents (RIDDOR) Permanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form.	Health and Safety Guidance & Legislation	Destroy / Delete - File confidential shredding
L133	Haltemprice Accident & Incident books	Records details of accidents or incidents	Keep Reportable Accidents (RIDDOR) Prmanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form.	Health and Safety Guidance & Legislation	Destroy / Delete - File confidential shredding
L134	Haltemprice Accidents & incidents books ARCHIVED	Shows Records of any accidents or incidents - Contact details - Medical and pay details	Keep Reportable Accidents (RIDDOR) Prmanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form.	Health and Safety Guidance & Legislation	Destroy / Delete - File confidential shredding
<b>CCTV</b>					
L135	CCTV Footage Records	Provides a record of CCTV images - Printed Photographs	3 months	common practice	Deleted/Shredded
L136	Evidential Tape/CD Record	Shows CCTV signed out by police - Police Name & Rank	3 months	common practice	Deleted/Shredded
<b>Finance</b>					
L137	Central Leisure Finance folder (network file)	Contains info on central leisure work: -budgets -assets -journals -order requisitions -payment vouchers -procurement protocols -signatories -sundry debtors -vat -bacs payment details -cost & detail codes - Personal Sensitive Data - Confidential Data	Invoices 6 years after the financial year end. Budgets 3 years. Reports 4 Years (unless legislation states otherwise). Sundry Debtors + Payment Vouchers 7 Years. Procrument 30 years for ERDF (ordinary contracts 6 years / contracts under seal 12 years).	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L138	Sundry Debtors (Paper)	Invoicing system for room hire/ Records Expenditure - Names, addresses/tel nos for charging	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L139	Sundry Debtors (Electronic)	Invoicing system for room hire/ Records Expenditure - Names, addresses/tel nos for charging	7 yrs	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L140	ARCHIVED Sundry Debtors	Invoicing system for room hire/ Records Expenditure - Names, addresses/tel nos for charging	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L141	Payment vouchers (Paper)	Details of refunds made to individuals, Records Petty Cash - Names, addresses for refunds	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L142	Payment vouchers (Masterpiece)	Personal Details - Name & Telephone Contact Number - Bank Details	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L143	Banking	Banking	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L144	Debtors Defaults	Membership bad debtors from Corp Billing - Customer contact details	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L145	Streamline Receipts	Receipts of credit card payments - Card information	6 months	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L146	Receipt Envelope	Persons name with receipt to collect when paid over phone - Names & Receipts	6 months or destroy after event has taken place	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
L147	ARCHIVED Banking	Records Banking	7 Years	Financial Regulations Retention Guidelines for Local Authorities 7.4	Deleted/confidential shredding
<b>Post</b>					
L148	Central Leisure Office – post trays	Holds post in/out sensitive information	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
L149	Haltemprice Wire Post tray	Contains post for Admin - Sensitive information	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
L150	Haltemprice Secure tin post box	Locked box - Any membership forms, DD's, paperwork collected by to go through to Admin - Sensitive Data	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
L151	Haltemprice Locked Post Tin	Holds any forms, paperwork to be transferred to reception locked tin at end of day - Customer contact details - Customer Health information and medical Records - D.O.B	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
L152	Haltemprice Admin pigeon holes	Collection point for management, admin, TZ coordinator - Sensitive data	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
L153	Haltemprice DO's pigeon holes	Contains post for DO's - Sensitive information	Send within 5 days. Destroy once dealt with or store under correct activity header.	common practice	Deleted/Shredded
<b>Staff</b>					
L154	Team timesheets (network file)	Central leisure team daily time sheets - Staff Names	7 Years	common practice	Deleted/Shredded
L155	Team whereabouts (network file)	Holds info on Central Leisure team weekly whereabouts - Staff Names - Staff rotas	7 Years	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L156	Staff current and former Annual /sick leave (Paper)	Record details of staff leave & sickness - Name/payroll no/details of illness	18 Months	common practice	Deleted/Shredded
L157	Staff current and former Annual /sick leave (Electronic)	Record details of staff leave & sickness - Name/payroll no/details of illness	1 Year after leaving the authority	common practice	Deleted/Shredded
L158	Personal Staff Files	Allows us to set up staff member on the system and keep track of any changes given from staff - Name address, tel no, bank details.	1 Year after leaving the authority	common practice	Deleted/Shredded
L159	Staff timesheets	Gives an account of what hours staff have worked that week. - Name and payroll number only	7 yrs	common practice	Deleted/Shredded
L160	Recruitment forms (Paper)	Staff applications - Name, address, sensitive data	Input electronically then destroy	common practice	Deleted/Shredded
L161	Recruitment forms (Electronic)	Staff applications - Name, address, sensitive data	Send to Recruitment Services destroy any copies.	common practice	Deleted/Shredded
L162	iTrent Staff (Paper)	Holds Staff terminations, changes in work patterns, contact details, NI no. DOB - Staff sensitive personal data	Destroy when staff leave employment	common practice	Deleted/Shredded
L163	iTrent Staff (Emails)	Holds Staff terminations, changes in work patterns, contact details, NI no. DOB - Staff sensitive personal data	Destroy when staff leave employment	common practice	Deleted/Shredded
L164	Completed EDR	Completed EDR Forms - Staff contact details	1 Year after leaving the authority	common practice	Deleted/Shredded
L165	EDR Forms (Paper)	Shows staff interview, appraisals - Staff details - Staff comments	1 Year after leaving the authority	common practice	Deleted/Shredded
L166	EDR Forms (Email)	Shows staff interview, appraisals - Staff details - Staff comments	1 Year after leaving the authority	common practice	Deleted/Shredded
L167	EDR - Staff	Completed shows record of anything disclosed - Staff contact details	1 Year after leaving the authority	common practice	Deleted/Shredded
L168	EDR Forms	Shows completed staff EDR's - Staff details	1 Year after leaving the authority	common practice	Deleted/Shredded
L169	Managers Pending File	Working issues, staff lists, contact details, complaints, HR folders - Staff and customers sensitive personal data	3 years after the event has finished	common practice	Deleted/Shredded
L170	Staff Issues	Information on staff personal/work issues - Staff details - Staff comments	1 Year after leaving the authority	common practice	Deleted/Shredded
L171	Monthly Paid staff file	Used to work out hourly contract staff hours - Staff names - employee ref. No's	7 Years	common practice	Deleted/Shredded
L172	Staff Rotas (Paper and Electronic)	Show work patterns of staff - Staff contact details	7 Years	common practice	Deleted/Shredded
L173	Staff Uniform	Names and uniform sizes for ordering - Staff names - Staff clothing sizes	1 Year after leaving the authority	common practice	Deleted/Shredded
L174	New Employee Starter Sheets	Shows new employee details - Staff contact details - Staff D.O.B - Staff Bank Details - Staff National Insurance No's	1 Year after leaving the authority	common practice	Deleted/Shredded
L175	Staff Inductions/ Development	Shows record of staff inductions and staff development - Personal Staff details	1 Year after leaving the authority	common practice	Deleted/Shredded
L176	Staff New Appointments	Shows Information to set up new employees - Staff contact details	1 Year after leaving the authority	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L177	Staff Appointments (Paper)	Letters to confirm appointments - Staff sensitive data - Staff contact Details - NHS No	Input electronically then destroy	common practice	Deleted/Shredded
L178	Staff Appointments (Electronic)	Letters to confirm appointments - Staff sensitive data - Staff contact Details - NHS No	2 years	common practice	Deleted/Shredded
L179	Staff NPLQ	Shows copy of staff certificates, IQL. Completed staff assessment forms Staff contact details - Staff D.O.B	1 Year after leaving the authority	common practice	Deleted/Shredded
L180	Gymnastics Certificate copies/ Volunteer forms	Provides information of Qualification gained - Staff names & qualifications	1 Year after leaving the authority	common practice	Deleted/Shredded
L181	Staff Sickness (Paper and Electronic)	Shows staff start and end of sickness - Staff Names - Staff sick dates	18 months	common practice	Deleted/Shredded
L182	Completed Time Sheets	New staff awaiting set up - Staff Names - Staff hours worked	7 Years	common practice	Deleted/Shredded
L183	Payroll queries (Paper and Electronic)	Details of queries with copies of payslips - Staff sensitive data - Staff contact Details - National Insurance No's - Staff Pay	1 month after termination	common practice	Deleted/Shredded
L184	Staff Training	Attendance record of staff for courses e.g. Safeguarding - Staff Names - Staff training attended	1 Year after leaving the authority	common practice	Deleted/Shredded
L185	Staff hours	Shows details of staff hours worked (bank hols etc) - Staff Names - Staff Hours Worked	7 Years	common practice	Deleted/Shredded
L186	Staff Risk Assessment	Risk assessment of instructor taking class, i.e.. TZ if pregnant - Staff contact details	3 years after the event has finished	common practice	Deleted/Shredded
L187	Risk Assessment Practices	Information on Procedures to follow - Duty Officer Names	3 Years	common practice	Deleted/Shredded
L188	CRB checks	Shows details of staff CRB (DBS) - Sensitive information - National Insurance No's	After expiry date on certificate	common practice	Deleted/Shredded
L189	Staff Consultation Folder	Information on staff restructuring - Staff contact details	3 years	common practice	Deleted/Shredded
L190	HR/Staff information	Information concerning staff/HR - Staff sensitive personal data	1 Year after leaving the authority	common practice	Deleted/Shredded
L191	Staff Contact Details	Staff contact details - sites	3 months after leaving the authority.	common practice	Deleted/Shredded
L192	Staff Payslips	Staff Payslips - Staff Earnings - National Insurance No - Sensitive personal data	1 month after termination	common practice	Deleted/Shredded
L193	ARCHIVED Staff Rotas, payroll, returns, time sheets, Holiday cards	Shows staff details - Staff contact details - Staff hours and pay details	Timesheets & Rotas 7 Years. All other staff information 1 year after leaving the authority.	common practice	Deleted/Shredded
L194	ARCHIVED Staff data	Sickness Records, payroll, timesheets, rotas	Timesheets & Rotas 7 Years. All other staff information 1 year after leaving the authority.	common practice	Deleted/Shredded
L195	Annual Leave sheets	Records Leave	1 year from the end of the financial year	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L196	Job Application Forms	Job Applications	Send to Recruitment Services then destroy	common practice	Deleted/Shredded
L197	Personnel & Recruitment Files	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded
L198	Personnel & Recruitment Files	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded
L199	Staff Sickness Folder	Staff Sickness record - Sensitive personal data	18 months	common practice	Deleted/Shredded
L200	Holiday Record file	Holiday Records	1 year from the end of the financial year	common practice	Deleted/Shredded
L201	Holiday Forms	Holiday Forms	1 year from the end of the financial year	common practice	Deleted/Shredded
L202	Certificates/Storage	Certificates/Storage	1 year after termination	common practice	Deleted/Shredded
L203	Recruitment forms (Paper)	Staff Applications - Name & Address - Sensitive data	1 year after termination	common practice	Deleted/Shredded
L204	Recruitment forms (Electronic)	Staff Applications - Name & Address - Sensitive data	1 year after termination	common practice	Deleted/Shredded
L205	Staff EDR's (Paper)	Records staff training and progress - Staff Name - Training details	1 year after termination	common practice	Deleted/Shredded
L206	Staff EDR's (Electronic)	Records staff training and progress - Staff Name - Training details	1 year after termination	common practice	Deleted/Shredded
L207	Safeguarding – details of incidents (Paper)	Records details of safeguarding issues - May contain sensitive data	Input electronically then destroy electronic copies period tbc	common practice	Deleted/Shredded
L208	Safeguarding – details of incidents (Electronic)	Records details of safeguarding issues - May contain sensitive data	TBC	common practice	Deleted/Shredded
L209	Staff disciplinarys	Records details of staff disciplinarys - May contain sensitive data	1 year after termination	common practice	Deleted/Shredded
L210	Staff current and former Annual /sick leave (Paper)	Record details of staff leave & sickness - Staff Name - Staff Payroll number - Details of illness	18 months	common practice	Deleted/Shredded
L211	Staff current and former Annual /sick leave (Electronic)	Record details of staff leave & sickness - Staff Name - Staff Payroll number - Details of illness	18 months	common practice	Deleted/Shredded
L212	Personal Staff Files	Allows ERL to set up staff member on the system and keep track of any changes given from staff - Staff Name, Address & contact details - Bank details	1 year after termination	common practice	Deleted/Shredded
L213	Staff timesheets	Gives an account of what hours staff have worked that week - Staff Name - Staff Payroll number	1 year after termination	common practice	Deleted/Shredded
L214	Personnel & Recruitment Files	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded
L215	Sick File	Personal Details - Name & Telephone Contact Number	18 months	common practice	Deleted/Shredded
L216	EDR's /People Management	Personal Details - Name & Telephone Contact Number - EDR's	1 year after termination	common practice	Deleted/Shredded
L217	Staff Training	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L218	Leisure Support Network File	Personal Details - Annual Leave	1 year from the end of the financial year	common practice	Deleted/Shredded
L219	Monthly Time Sheets	Personal Details - Name & Telephone Contact Number - Payroll number	7 Years	common practice	Deleted/Shredded
L220	Casual Timesheets	Personal Details - Name & Telephone Contact Number	7 Years	common practice	Deleted/Shredded
L221	Induction Records	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded
L222	Assessment Reports	Personal Details - Name & Telephone Contact Number	1 year after termination	common practice	Deleted/Shredded
L223	DBS	Personal Details - Name & Telephone Contact Number - Discloses info	After expiry date on certificate	common practice	Deleted/Shredded
L224	Sickness Returns	Staff Illness - Personal details - Medical details	18 months	common practice	Deleted/Shredded
L225	Sickness Returns	Personal Staff information Medical information	18 months	common practice	Deleted/Shredded
L226	Interview Notes	Personal Questions and Answers	Send to Recruitment Services then destroy	common practice	Deleted/Shredded
L227	Disciplinary	Personal Details Union	1 year after termination	common practice	Deleted/Shredded
L228	Contractors	Names and phone numbers	Updated by I&F annually	common practice	Deleted/Shredded
L229	Cafe Staff Notice Board	Contact Telephone numbers	3 months after termination	common practice	Deleted/Shredded
L230	Pay slips	Names, wages and payroll number	1 month after termination	common practice	Deleted/Shredded
L231	EDR Training	Staff Names	1 Year after leaving the authority.	common practice	Deleted/Shredded
L232	Staff Contacts	Staff phone numbers	3 months after leaving	common practice	Deleted/Shredded
L233	Recruitment	Appointment and termination Forms - names, D.O.B - Address - National Insurance number	1 Year after leaving the authority.	common practice	Deleted/Shredded
L234	Wages	Staff hours of work for payments - names, pay details	7 Years	common practice	Deleted/Shredded
L235	Address Box	Staff & 'useful' contact numbers - Staff contact details	Destroy	common practice	Deleted/Shredded
<b>Leisure Office (Central and Misc)</b>					



Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L236	<b>Leisure Centres network file including the following folders:</b> -Adventure Playground -Aquatots -Best Practice -Beverley Leisure -Bridlington Sports Centre -Bv2 -Campus -Catering Folder -CCTV -Corporate Letterhead Templates -CRM data exercises -CSIT -Cyclical Engineering -David Johnston Folders -Driffield -EMAS NOVEMBER 14 -Equalities -ERL Bridlington -ERL Francis Scaife VLOG -Facilities -FIDELITY	Contains information across sites and Leisure Services as a whole on all subjects as listed in first column	Invoicing 6 Years after the financial year end. Keep Reportable Accidents (RIDDOR) Permanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form. Risk Assessments 3 Years. H&S Inspections 6 Years. Staff Files 1 Year after employee leaves the authority. Staff Rotas 7 Years. All other items please see specific areas within this document.	common practice	Deleted/Shredded
L237	<b>Continued..</b> -Francis Scaife -Francis_ -Fraud Awareness -Goole -GYM RA 2013-14 -Haltemprice -Health & Safety -Health Checks -Hornsea -IMS Project -Induction & Training -Leisure Centre Risk Register -Les Mills -Les Mills Instructor videos -Liam Woodall -LIVE WELL -Mac+ -Masters -Meeting Room RA 2013-2014 -Membership T&C's -Misc	*	Invoicing 6 Years after the financial year end. Keep Reportable Accidents (RIDDOR) Permanatly. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form. Risk Assessments 3 Years. H&S Inspections 6 Years. Staff Files 1 Year after employee leaves the authority. Staff Rotas 7 Years. All other items please see specific areas within this document.	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L238	Continued... -Newly Refurbished Tone Zone GOOLE -obesity stuff -Office RA 2013-2014 -Outside Areas RA 2013-2014 -Pool & Plant -Pool plant room RA 2013-2014 -Procurement -Projects -Promotions -Qualifications -QUEST Best Practice Leisure -Reception Minutes -recruitment – 2014 inwards paperwork -ResQmat -RLSS Trainer Assessor -Sagewash -Sauna – steam – spa -SB -Security -Shape up for Summer -SHolderness	*	Invoicing 6 Years after the financial year end. Keep Reportable Accidents (RIDDOR) Permanently. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form. Risk Assessments 3 Years. H&S Inspections 6 Years. Staff Files 1 Year after employee leaves the authority. Staff Rotas 7 Years. All other items please see specific areas within this document.	common practice	Deleted/Shredded
L239	Continued.... -SHORTCUTS -Social Media -South Cave G -STA Material -Staff Policy 2016 -Swiss Ball info -Tony Coleman -Volleyball Competition -Withernsea -Work experience	*	Invoicing 6 Years after the financial year end. Keep Reportable Accidents (RIDDOR) Permanently. Children Keep for 25 years from DoB of child. All other non reportable 3 years after date on accident form. Risk Assessments 3 Years. H&S Inspections 6 Years. Staff Files 1 Year after employee leaves the authority. Staff Rotas 7 Years. All other items please see specific areas within this document.	common practice	Deleted/Shredded
L240	Leisure Sites (network file)	Contains info on all leisure sites	TBC	common practice	Deleted/Shredded
L241	Projects (network file)	Contains: -project information	3 Years	common practice	Deleted/Shredded
L242	Meetings (network file)	Contains info on meetings within Central Leisure	3 Years	common practice	Deleted/Shredded
L243	Suppliers (network file)	Holds info on: -tills/Gpos/plu's -suppliers -fidelity -suppliers -orders -TCP -CRM	6 Years	common practice	Deleted/Shredded
L244	Schools Out (network file)	Holds information on school holiday activities across sites	1 Year after completion of event	common practice	Deleted/Shredded
L245	ERL Business Technicians network folder	Hold information on Business Technician work loads - Personal Sensitive Data	3 years or after the event has taken place	common practice	Deleted/Shredded
L246	Business Technicians work trays - 6 lockable desk cabinets	Holds Business Technicians daily work/in trays	Destroy once dealt with	common practice	Deleted/Shredded
L247	P: Drive of all Central Leisure Team	Holds work related information	TBC	common practice	Deleted/Shredded
L248	East Riding Leisure – email inbox	Contains emails received from customers internal and external	1 Year after event taken place. Complaints: 5 years from last complaint.	common practice	Deleted/Shredded
L249	ERYC – non payers Audit	Holds information on customers who have not paid their membership fees -Personal sensitive data	Lifetime of membership or 12 months of in activity	common practice	Deleted/Shredded

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
L250	ERYC – cancellations – Bridlington	Membership records -Application Form -Front Header -Batch Header Sheet - T&C's	1 year after last recorded use	common practice	Deleted/Shredded
L251	Misc Letters for other memberships file	Hold information on letters sent to customers	1 Year after date of letter issued	common practice	Deleted/Shredded
L252	Service & Performance Plan 2007-08 file	Holds information on the performance plan 07/08	3 Years	common practice	Deleted/Shredded
L253	Multi-function purpose machine	Photocopier/ fax machine/ scanner	Delete once used	common practice	Deleted/Shredded
L254	Confidential Waste Cabinet	Holds office confidential waste for disposal	Until cabinet is full then disposed of immediately	common practice	Deleted/Shredded
L255	Jabba (Storage unit)	Holds archived documents that are no longer required within Central Leisure Team	Depending on type detory in line with topi i.e. fiannce 7 years, complaints 5 years etc	common practice	Deleted/Shredded
L256	Print & Design (network file)	Contains : -proofs -stock spreadsheet -delivery notes	6 Years	common practice	Deleted/Shredded
L257	Print & Design forms and certs	Holds information on print and design forms and certificates	6 Years	common practice	Deleted/Shredded
L258	Print & Design – Adverts/Vouchers/Cards	Holds information on print and design advertisements/vouchers/cards	6 Years	common practice	Deleted/Shredded
L259	Print & Design – Leaflets & Flyers	Holds information on print and design advertisements/vouchers/cards	6 Years	common practice	Deleted/Shredded
L260	P & D Posters and Banners	design proofs -quotes	6 Years	common practice	Deleted/Shredded
L261	Print & Design Quotes, orders placed 2014/15	design proofs -quotes	6 Years	common practice	Deleted/Shredded
L262	P2P Folders	P2P	6 Years	common practice	Deleted/Shredded
L263	Maintenance Files	Maintenance Files	6 Years	common practice	Deleted/Shredded
L264	First aid/Vending	First aid/Vending	Vending 6 Years. First Aid: Keep all reportable RIDDOR forms permanently. Keep for 25 years after DoB for Children. Keep 3 Years for non reportable accidents.	common practice	Deleted/Shredded
L265	Membership Payroll	Membership Payroll	7 Years	common practice	Deleted/Shredded
L266	E Return	E Return	7 Years	common practice	Deleted/Shredded
L267	Credits	Hospital Letters	Destroy 1 year after last use	common practice	Deleted/Shredded
L268	Interest List	Personal Details	Destroy once registered onto activity	common practice	Deleted/Shredded
<b>CUSTOMER SERVICES</b>					
CSN01	Housing Benefit and C Tax Application Forms	Application Form and associated documents/proofs	8 weeks	Common practice	Destroy - delete file/confidential waste
CSN02	Housing applications	Completed with customers details	8 weeks	Common practice	Destroy - delete file/confidential waste
CSN03	Key logging in and out sheets	Name and signature of contractors and people viewing properties	6 months	Common practice	Destroy - delete file/confidential waste
CSN04	Housing keys to be collected / tennancy pack	Tennancy pack including keys etc details name, add & tel no	1 - 2 weeks	Common practice	Destroy - delete file/confidential waste
CSN05	Blue badge photos	Photograph taken on site	1 month	Common practice	Destroy - delete file/confidential waste
CSN06	Post dated and query cheques	Signed cheques	1 month	Common practice	
CSN07	Radar key signing log	Name, address & signature of customer who bought one along with details of proofs shown	Until sheet is full	Common practice	Send to Highways
CSN08	Senior railcard voucher sheet	Name and postcode of cust written on sheet	When sheet full	Common practice	Destroy - delete file/confidential waste

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
CSN09	Clothing grant checklist	Benefit name and number	Duration of issues	Common practice	Destroy - delete file/confidential waste
CSN10	CPZ scratchcards sheet	Name & address	1 month	Common practice	Send to Car Parking
CSN11	Peoples Network sign in sheet	Signature	2 years	Common practice	Destroy - delete file/confidential waste
CSN12	Yorswitch registrations	Name, address and tel no	Until campaign ends	Common practice	Destroy - delete file/confidential waste
CSN13	Peoples Network declaration Adults	Name and address, contact no, signature	1 mth	Common practice	Send to Libraries (BIB)
CSN14	Peoples Network declarations Child	Name and address & parents signature	7 years	Common practice	Destroy - delete file/confidential waste
CSN15	Electoral register	Electoral register	1 year	Common practice	Destroy - delete file/confidential waste
CSN16	Library cards	That have been accidentally left behind.	1 mth	Common practice	Destroy - delete file/confidential waste
CSN17	Branch diary	Cust name and phone no	1 year	Common practice	Destroy - delete file/confidential waste
CSN18	Library event folder	Cust name and phone no	1 year	Common practice	Destroy - delete file/confidential waste
CSN19	Failed text and SMS report	Home and mobile numbers and address	2 weeks	Common practice	Destroy - delete file/confidential waste
CSN20	Reservations	Name on slip in book	2 weeks	Common practice	Destroy - delete file/confidential waste
CSN21	Incident reports & warning letters	Customer's name and address and incident details	1 year	Common practice	Destroy - delete file/confidential waste