

**Economic Development Retention Schedule - Correct as of 19 November 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>Bridlington Renaissance</b>					
BRE1	Bridlington Renaissance Contact Lists	Contact details for Renaissance Partnership members, sub-forums, other groups and newsletter subscribers. These details are stored on a Corporate Network Drive.	Until data subject unsubscribes	Corporate Policy	All contact information deleted from mailing list
BRE2	Bridlington Core Delivery Projects	Project files including meeting notes and minutes, project activities and financial & claims data associated with Bridlington Core Delivery, Townscape Heritage project and Gypsy Race Park. These details are stored on a Corporate Network Drive and/or held in County Hall.	10 years up to 2030	Corporate Policy & Contractual Obligations	Documents destroyed in line with contractual obligations where applicable or corporate policy.
BRE3	Burlington Parade Property Acquisitions	Details of property acquisitions on Burlington Parade, including grant information for some properties. These files are stored in Town Hall, Bridlington and a Corporate Network Drive.	12 years up to 2020	Legal and Contractual Obligations	Documents destroyed in line with contractual obligations where applicable or corporate policy.
BRE4	European Regional Development Fund (ERDF) and European Social Fund (ESF) Programmes 2000-2006	Project files including meeting notes and minutes, project activities and financial & claims data related to projects in Bridlington. These files are stored in Town Hall, Bridlington and a Corporate Network Drive.	12 Years after the EU has closed the Programme up to 2022	Contractual Obligation	Delete from corporate server
BRE5	Land Registry Records	Land ownership records from HM Land Registry. These details are stored on a Corporate Network Drive.	Permanent preservation	Corporate Policy	Retained
<b>Business Investment &amp; Tourism Services</b>					
BITS1	Inward Investment Administration	This data contains general company details, team minutes, photographs, enterprise zone and planning information. In addition to client details, company details, details of sites and premises available relating to enquiries and records of inward investment enquiries inc UKTI enquiries. This data is stored on a Corporate Network Drive and the Evolutive System.	7 years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS2	Tenant Files and Contract Information	Client and contractor information for business centres. This information is held at the relevant business centres. These details are stored on a Corporate Network Drive and/ or in County Hall.	10 years	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS3	Business Centre Administration	Unit applications, client enquiries, internal audits, schedules and rent information. This data is stored on a Corporate Network Drive.	3 years	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS4	Regional Growth Fund (RGF) Green Port Growth Programme Business Support Files	Company information, Consultant files and procurement information, Invoices, orders and grant information. This information is stored on the Corporate Network Drives and at County Hall.	12 Years up to 2028	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS5	Regional Growth Fund Green Port Growth Programme Site Assembly Files	Invoices, orders, grant information. This information is stored on the Evolutive system, Corporate Network Drives and at County Hall.	7 Years	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS6	Education Business Partnership Programme Files	Contract information and work experience records, High risk health and safety visit records. This information is stored by AllTogether (Nicholas Associated) Sheffield, on the Corporate Network Drives and at County Hall.	7 years after end of academic year. Final files to be destroyed in 2024/25.	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS7	Events Information	General events information, photographs and client details. This information is stored on the Corporate Network Drives and at County Hall.	5 years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS8	Tourism Unit	Business information and client details. This information is stored by NVG Ltd, on Corporate Network Drives and at County Hall.	Indefinite	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS9	Tourism Unit and Tourist Information Centres (TICs)	This is financial information, such as invoices, orders, till and PDQ printouts. This information is securely stored in the TICs.	7 years after being inactive (archived after 1 year) (PDQ information kept for 6 months, then confidentially destroyed)	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS10	Tourist Information Centres (TICs)	Visitor details, address, email, telephone details. This information is stored by NVG Ltd, on Corporate Network Drives and at County Hall.	1 year	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
BITS11	Contact Lists	Commercial and personal contact details. This information is stored on a Corporate Network Drives and at County Hall.	10 years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
<b>Employment, Education &amp; Skills</b>					
EES1	DBS Reports	DBS reporting spreadsheets. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Full records kept by DBS team.	Legal Obligation	Delete from network drive and external systems and/or destroy paperwork in line with requirements
EES2	Financial Records - Wheels 2 Work Project	Accounting for all project income and expenditure. This information is stored on corporate network drives, and/or at Adult Learning Centres.	3 years	Legal Obligation	Delete from network drive and external systems and/or destroy paperwork
EES3	Bike and User Records - Wheels 2 Work Project	Contracts, records of bikes rented, accident records, purchase dates, maintenance records etc. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Permanently if an accident, otherwise 2 years after disposal, or the the user leaves	Legal Obligation	Delete from network drive and external systems and/or destroy paperwork
EES4	Contract Data Management	All learner application and enrolment data, contract monitoring, financial records, exam information etc. This information is stored on corporate network drives, and/or at Adult Learning Centres.	13 academic years if ESF match funded, 7 academic years if not	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES5	Apprenticeship and Explore Data Management	All learner application and enrolment data, contract monitoring, financial records, exam information etc. This information is stored on corporate network drives, and/or at Adult Learning Centres.	12 academic years if Levy funded, 7 academic years if not	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES6	Springboard Youth Contract Data Management	All learner application and enrolment data, contract monitoring, financial records etc. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until December 2026	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES7	Springboard ESF Data Management	Client folders, finance claims, contract monitoring, training etc.. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until August 2024	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES8	BBO Project Data Management	Client folders, finance claims, contract monitoring, training etc.. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until January 2034	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork

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EES9	ReNu Project Data Management	Client folders, finance claims, contract monitoring, training etc.. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until December 2033	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES10	Bounce Back Project Data Management	Client folders, finance claims, contract monitoring, training etc.. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until August 2024	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES11	Syrian Resettlement Project Data Management	Client folders, finance claims, contract monitoring, training etc.. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until October 2029	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES12	WorkChoice; Initial Steps; Inspire; Acceler8; OWEN Project Data Management	All project information. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until December 2022	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES13	Working Neighbourhood Fund; Future Jobs Fund; One Stop Shop; KickStart; Motivate; Meet the Buyer; Town Centre Management; Retail Brokerage; Care 4 A Career Project Data Management	All project information. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until 2019	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES14	Workstep; Aspire Project Data Management	All project information. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until December 2018	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES15	Refit Project Data Management	All project information. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until 2020	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES16	NCS Financial Information	Contractual financial information. This information is stored on corporate network drives, and/ or at Adult Learning Centres.	Retain until 2021	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES17	ESP; Next Step Project Data Management	All project information. This information is stored on corporate network drives, and/ or at Adult Learning Centres.	Retain until August 2023	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
EES18	Step Up 45+ Project Data Management	All project information. This information is stored on corporate network drives, and/or at Adult Learning Centres.	Retain until March 2027	Contractual Obligation	Delete from network drive and external systems and/or destroy paperwork
<b>Marketing</b>					
MAR1	East Riding Leisure Email Newsletters	Database of email address for the customers of East Riding Leisure. This data is stored by Bluestom marketing agency.	Retained until otherwise specified	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork
MAR2	Competition Entries	Postcards and emails with individuals contact details on are recived and held in County Hall, or on a Corporate Network Drive.	For the duration of the competition only	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork
MAR3	Shop & Save	Contributors database. Includes business and personal information. These details are stored on a Corporate Network Drive.	For the period that they are a member of the scheme	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork
<b>Print &amp; Design</b>					
PRD1	Contact Details for Communication and Invoicing	Name, address, telephone number and order information These details are stored on a Corporate Network Drive.	25 years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork
PRD2	Payroll Records	Name, address, telephone number and order information.	1 month	Corporate Policy	Printed and deleted automatically from secure network drive after one month
PRD3	Council Tax Records	Addressed letter with contents as defined by the data controller.	7 days	Corporate Policy	Printed and deleted automatically from secure network drive after seven days
PRD4	Job Sheets	Name, address, telephone number and order information These details are stored on a Corporate Network Drive.	3 years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork
<b>Regeneration &amp; Funding</b>					
REG1	European Regional Development Fund (ERDF) and European Social Fund (ESF) Programmes 2000-2006	All project files, including appraisals, claims, Humber PET and meeting information. This information is archived at Restore.	12 Years after the EU has closed the Programme up to 2022	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG2	European Regional Development Funding (ERDF) and European Social Fund (ESF) Programmes 2007-2013	All project files, including appraisals, claims, Humber PET and meetings associated with ERDF Programme 2007-2013. This information is archived at Restore.	12 Years after the EU has closed the Programme up to 2028	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG3	European Regional Development Funding (ERDF) and European Social Fund (ESF) Programmes 2014-2020	All project files., Including appraisals/claims/Humber PET/meetings) associated with ERDF Programme 2014-2020. This information is stored on a Corporate Network Drive.	12 Years after the EU has closed the Programme up to 2034	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG4	Fisheries Local Action Group (FLAG) Programme 2011-2015	All project files, including records, meetings and activities associated with SSCF - Bridlington Empowering Communities projects. This information is archived at Restore.	12 Years after the EU has closed the Programme up to 2028	Contractual Obligation	Data removed from archive and destroyed
REG5	Fisheries Local Action Group (FLAG) Programme 2016-2020	All project files, including records, meetings and activities associated with FLAG projects. This information is stored on a Corporate Network Drive.	2030	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG6	LEADER Local Action Group RDPE 2008-2013	All programme files including claims, records, meetings and correspondence associated with all projects/ This information is archived at Restore.	10 Years up to 2024	Contractual Obligation	Data removed from archive and destroyed
REG7	LEADER Local Action Group RDPE 2014-2020	All programme & project files, including records, meetings and activities associated with CWWW LEADER LAG and projects. This information is stored on a Corporate Network Drive.	10 Years up to 2031	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG8	Regional Growth Fund (Green Port Growth Programme)	All project files associated with RGF GPGP programme. This information is stored on a Corporate Network Drive and paper files in lockable cabinets at County Hall.	12 Years up to 2028	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG9	Humber Technical Assistance Partnership (HTA) 2007-2013 EU Funding Programme	All project documents associated with HTA. This information is archived at Restore.	Retain until 2025	Contractual Obligation	Data removed from archive and destroyed
REG10	Humber Technical Assistance Partnership (TAP) 2 2014-2020	All project documents associated with HTA (2). This information is stored on a Corporate Network Drive and County Hall.	12 Years up to 2028	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements

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REG11	Yorkshire Coast Community-Led Local Development (CLLD)	All project files including records, meetings and activity documents. This information is held in the Economic Development Group drive, on Flexi-Grant® and paper files will be archived at Restore as required.	12 Years up to 2030	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG12	Flexi-Grant®	Web based system for recording external funding and grants given out from the Council. This information is stored on a Corporate Network Drive and in the Flexi-Grant® fund management system.	7 Years	Legal Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG13	East Riding 4 Community	Web based grant/funding searches for community groups, storing grant information and or related funding searches. This information is stored on a Corporate Network Drive.	7 Years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG14	GRANTfinder	Web based grant/funding searches for community groups, storing grant information and or related funding searches. This information is stored on a Corporate Network Drive.	7 Years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG15	Humber Rural Access to Opportunities Programme (HRAOP)	All project files including records, meetings and activity documents. This information is archived at Restore.	7 Years up to 2019	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG16	Modernising Rural Delivery Humber	All project files, including records, meetings and activities associated with Modernising Rural Delivery Humber projects. This information is archived at Restore.	7 Years up to 2019	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG17	Withernsea SRB	All project files, including records, meetings and activities associated with Withernsea SRB projects. This information is archived at Restore.	12 Years up to 2021	Contractual Obligation	Data removed from archive and destroyed
REG18	Market Town Network and Initiative /Leader+	All project files, including records, meetings and activities associated with the Market Town Network and initiative/ Leader+ project. This information is archived at Restore.	12 Years up to 2019	Contractual Obligation	Data removed from archive and destroyed
REG19	Miscellaneous Yorkshire Forward	All project files, including records, meetings and activities associated with miscellaneous Yorkshire Forward+ project. This information is archived at Restore.	12 Years up to 2019	Contractual Obligation	Data removed from archive and destroyed
REG20	Market Towns Renaissance & Community Infrastructure	All project files, including records, meetings and activities associated with miscellaneous Yorkshire Forward+ project. This information is archived at Restore.	12 Years up to 2022	Corporate Policy	Data removed from archive and destroyed
REG21	Safer and Stronger Communities Fund (SSCF) Bridlington Empowering Communities	All project files, including records, meetings and activities associated with Market Towns Renaissance & Community Infrastructure projects. This information is archived at Restore.	12 Years up to 2021	Corporate Policy	Data removed from archive and destroyed
REG22	Health and Safety Records	Record of Health & Safety checks and incidents. This information is stored on a Corporate Network Drive and at County Hall.	3 Years	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG23	Renaissance Partnership Contacts	Basic contact information, including addresses and telephone numbers. This information is stored on a Corporate Network Drive.	Until data subject unsubscribes	Corporate Policy	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG24	High Street Fund	All project files including records, meetings and activities associated with the High Street Fund. This information is stored on a Corporate Network Drive and at County Hall.	7 Years	Contractual Obligation	Delete from network drive, external systems and/or destroy paperwork in line with requirements
REG25	Local Grant Scheme (Community Partnerships)	Applications, schedules and reconciliations 2010-2015, Bids and allocations 2010-2015. This information is archived at Restore.	7 Years to 2022	Contractual Obligation	Data removed from archive and destroyed
REG26	Community Partnerships	All documentation related to community partnerships. This information is archived at Restore.	Retain until 2025	Contractual Obligation	Data removed from archive and destroyed
<b>Sustainable Development</b>					
SUS1	Consultations	These records relate to the process of consulting the public, staff and partners in the development of policies and other initiatives. Documents include participant responses and records relating to the consultation process and analysis.	Destroy 5 years after Closure	Common Practice	Confidential Shredding or Permanent deletion from server
SUS2	EU Funded Projects	These records relate spending against contracts, claims and information on project and partnership management and delivery. Examples include the Waterways Partnership under LEADER and Sullied Sediments.	7 years after programme has ended - always check with the accountable body before destroying	EU guidance	Confidential Shredding or Permanent deletion from server
SUS3	Grant Applications (UK) or Financial Assistance Plans (e.g. Pathfinder)	This refers to all funding bids and applications for financial assistance made to UK funders. These records also include the offers, contracting and financial reporting, and records regarding programme/project management and delivery.	Hard copies - 5 years or as directed by the funder Electronic copies - 5 years	Outlined in contract from funding body	Confidential Shredding or Permanent deletion from server
SUS4	Ecological and Species Records	These records capture the activity of recording information on historical buildings, monuments and ecology at specific sites across the East Riding as elsewhere when relevant.	Permanent	None	NEYEDC collate, manage and disseminate ecological data of this type and ensure it is kept as a permanent record
SUS5	Databases (Contact Lists, Partnership Lists)	These contact databases are generated and used for business purposes only.	Until data subject unsubscribes	GDPR	Confidential Shredding, Recycling bin or Permanent deletion from server
SUS6	GIS Data & Mapping	The storage of information by generated using GIS.	Permanent	Common Practice	Permanent preservation after administrative use concluded
SUS7	Audit Records (External)	These records relate to third party audits carried out for assurance or to achieve certification or standard.	Permanent	Common Practice including the ISO14001:2015 Standard	Permanent. Offer to Archivist (transfer to place of deposit after administrative use is concluded)
SUS8	Correspondence with the public	These records include enquires and information sent to the team by members of the public and the management of detailed responses on council actions, policy or procedures.	Detailed responses - Destroy 6 years after administrative use is concluded Routine responses - Destroy 2 years after administrative use is concluded	Common Practice	Confidential Shredding or Permanent deletion from server
SUS9	Environmental Management System (EMS) Records	These include the Audit Plan, Aspects & Impacts Register, Objectives and Targets and Measurements.	3 years	ISO14001:2015 Standard	Permanent deletion from server
SUS10	Internal EMAS Audits	This refers to all records relating to current and completed Internal EMAS Audits.	Destroy 3 years from last action	ISO14001:2015 Standard	Offer to archivist or delete of server

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SUS11	Event Information	These are records that relate to the planning and delivery of events involving members of the public and partners.	Ongoing while active	None	Permanent while active, retained for 5 years then permanent deletion from server
SUS12	Images	This relates to images of people where they are recognisable.	Destroy 6 years after administrative use is concluded	Common Practice	Confidential Shredding or Permanent deletion from server
SUS13	Petty Cash and Volunteer/Beneficiary Expenses	These records relate to the administration of petty cash claims and volunteer/beneficiary expense claims.	7 years	Common Practice	Confidential Shredding or Permanent deletion from server
<b>Valuation &amp; Estates</b>					
VAE1	Property Acquisition Files	Property acquisition correspondence with internal departments and external parties, property particulars, legal documentation. This information is stored on a Corporate Network Drive and County Hall.	20 years after file closure	Legal Obligation	confidential shredding
VAE2	Property Acquisition Files (sensitive schemes)	Controversial schemes, high profile properties, buildings of significant historical, social or economic interest. This information is stored on a Corporate Network Drive and County Hall.	Indefinite	Legal Obligation & Corporate Policy	permanent preservation
VAE3	Property Disposal Files	Property disposal correspondence with internal departments and external parties, property particulars, legal documentation. This information is stored on a Corporate Network Drive and County Hall.	12 years after file closure	Legal Obligation	permanent deletion from server
VAE4	Property Disposal Files (sensitive schemes)	Controversial schemes, high profile properties, buildings of significant historical, social or economic interest. This information is stored on a Corporate Network Drive and County Hall.	Indefinite	Legal Obligation	permanent preservation
VAE5	General Valuation & Estates Correspondence and Reports	Granting, taking of leases and licences, estate management, provision of advice (including valuations), and compensation claims. This information is stored on a Corporate Network Drive and County Hall.	6 years after file closure	Legal & Contractual Obligation	confidential shredding
VAE6	Property Enquiries	Property related enquiries. This information is stored on a Corporate Network Drive and County Hall.	3 years after file closure	Legal Obligation	confidential shredding
VAE7	Other Valuation & Estates Files	Procedure notes, valuation reports, spreadsheets, photographs etc. This information is stored on a Corporate Network Drive and County Hall.	Indefinite	Legal Obligation	permanent preservation