

**Technology and Transformation Retention Schedule - Correct as of 29 June 2018.**

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
<b>Business Transformation and Consultancy</b>					
Benchmarking/ Performance					
B.1	Benchmarking/Performance indicators	Measuring performance against other organisations	5 years	Common Practice	Delete/Destroy
B.2	Consultation projects/ including analysis	To inform decision making	3 years	Common Practice	Delete/Destroy
Projects					
B.3	Project work	Project documentation (project files, review documentation, correspondance, PIDS, presentation, analysis, funding submissions, and reports)	10 years	Common Practice	Delete/Destroy
B.4	Funding Documentation	Documentation supporting specific funding applications	10 years	Common Practice	Delete/Destroy
Reports					
B.5	Annual Reports	Short term asset reports documentating annual performance	10 years	Common Practice	Delete/Destroy
B.6	Asset Management/ Long term reports	Long term asset management/ strategies	10 years	Common Practice	Delete/Destroy
B.7	Reports	To provide more detail on pieces of work, and to advise SMT/CMT on particular issues.	4 years	N/A	Delete/Destroy
Staff					
B.8	Work experience and student placements	Records retaining to the management of work expereince and student placements	Retained for the period of the placement and then destroyed	Common Practice	Delete/Destroy
B.9	Records of meetings	Records of meetings, discussion, debate and decision making	3 years	Common Practice	Delete/Destroy
B.10	Service Plans	Details of the service	1 year	Common Practice	Delete/Destroy
B.11	Policies and Strategies	Explains the Council's and its partners position on a particular issue and the prioritise they will focus on	6 years	N/A	Delete/Destroy
B.12	Organisational Chart	Show staff structures	Until staff structure changes	Common Practice	Delete/Destroy
<b>ICT Customer Report</b>					
Legal					
B.13	Contracts- including pre contract advice	Written record of terms and agreements	30 years	Limitation Act	Delete/Destroy
B.14	ICT Diaster recovery plans	written plans in case of ICT diaster	30 years	Common Practice	Delete/Destroy
Benchmarking/ Performance					
B.15	Consultation projects/ including analysis	To inform decision making	3 years	Common Practice	Delete/Destroy
<b>ICT Business Solutions</b>					
Legal					
B.16	Contracts- including pre contract advice	Written record of terms and agreements	30 years	Limitation Act	Delete/Destroy
B.17	Procurement reports and documents	Written record or the procurement process	30 years	N/A	Delete/Destroy

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
B.18	Fostering Case files	These record the work of the Authority in placing children with foster carers, and monitor progress and outcomes	70 years	Legal Obligation	Delete/Destroy
<b>Budget</b>					
B.19	Monthly revenue budget	To assist budget holders in the management of their revenue budget.	3 years	Common practice	Delete/Destroy
<b>Staff</b>					
B.20	Recruitment records	Records kept by recruitment managers	1 year	Common practice	Delete/Destroy
B.21	Record of meetings	Records of meetings, discussion, debate and decision making	3 years	Common Practice	Delete/Destroy
B.22	Service Plans	Details of the service	1 year	Common Practice	Delete/Destroy
B.23	Policies and Strategies	Explains the Council's and its partners position on a particular issue and the prioritise they will focus on	6 years	N/A	Delete/Destroy
<b>Organisational Change and Digital Services</b>					
<b>Staff</b>					
B.24	Staff files	General correspondance re issues held in line managers	1 year	Common practice	Delete/Destroy
B.25	Recruitment records	Records kept by recruitment managers	1 year	Common practice	Delete/Destroy
B.26	Record of meetings	Records of meetings, discussion, debate and decision making	3 years	Common Practice	Delete/Destroy
B.27	Service Plans	Details of the service	1 year	Common Practice	Delete/Destroy
B.28	Policies and Strategies	Explains the Council's and its partners position on a particular issue and the prioritise they will focus on	6 years	N/A	Delete/Destroy
<b>Legal</b>					
B.29	Contracts- including pre contract advice	Written record of terms and agreements	30 years	Limitation Act	Delete/Destroy
B.30	Procurement reports and documents	Written record or the procurement process	30 years	N/A	Delete/Destroy
<b>Reports</b>					
B.31	Benchmarking data	Measuring performance against other organisations	5 years	Common Practice	Delete/Destroy
B.32	Consultation projects/ including analysis	To inform decision making	3 years	Common Practice	Delete/Destroy
B.33	Project work	Project documentation (project files, review documentation, correspondance, PIDS, presentation, analysis, funding submissions, and reports)	10 years	Common Practice	Delete/Destroy
<b>Service Wide Retention Schedule</b>					
B. 34	EY21 Accident Reports	Risk Assessments (maybe covered by G6 in generic schedule)	5 years for all (to include monthly, quarterly, half yearly and annual)	Health and Safety at Work Legislation Records of Children's Centres Risk Assessments for activities	Delete/Destroy
B. 35	EY22 Accident Reports	Risk Assessments (maybe covered by G6 in generic schedule)	5 years for all (to include monthly, quarterly, half yearly and annual)	Health and Safety at Work Legislation Records of Children's Centres Risk Assessments for activities	Delete/Destroy
B. 36	First aid records	Audit evidence that all First Aiders have up to date certificates	3 years	Common practice	Destroy - delete file/confidential waste

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
B. 37	Fire Warden Records	Record details of training of fire evacuation for staff	Reviewed on staff change	Health and Safety at work act	Destroy on leaving fire warden role
B. 38	Health and Safety records	All Health and Safety records including Health and Safety inspections/HoS assessments and risk assessments	5 years for all (to include monthly, quarterly, half yearly and annual)	Health and Safety at work act	Destroy - delete file/confidential waste
B. 39	Accident reports	Record all accidents at work	DOB + 25 years for accidents to a child 6 years for accidents to an adult	Health and Safety at work act	Permanent preservation - Archive
B. 40	Employee absence records	To monitor staff absence	18 months	Common practice	Destroy - delete file/confidential waste
B. 41	Training records	Record training	As long as employee records are required	Common practice	Destroy - delete file/confidential waste
B. 42	Employee Development Records including the wellbeing at work section.	Record discussions at Employee development meetings	1 year or when staff member leaves post	Common practice	Destroy - delete file/confidential waste
B. 43	Recruitment records	Records kept by recruiting managers (copy applications, interview notes for unsuccessful candidates etc)	1 year	Common practice	Destroy - delete file/confidential waste
B. 44	Job outlines and job specifications	Provide description of duties and responsibilities	Until relevant job amended/deleted	Common practice	Destroy - delete file/confidential waste
B. 45	Organisational chart	Show staff structures	Until staff structure changes	Common practice	Destroy - delete file/confidential waste
B. 46	Probationary review: month 1-4	Detail of probationary discussions	1 year	Common practice	Destroy - delete file/confidential waste
B. 47	Final probationary review form	Complete form Detailing probationary review and decisions	1 year	Common practice	Destroy - delete file/confidential waste
B. 48	Conduct interviews and staff supervision	informal performance management relating to staff conduct	1 year	Common practice	Destroy - delete file/confidential waste
B. 49	Staff files	General correspondence re staff issues held by line managers	1 year after staff leaves authority	Common practice	Destroy - delete file/confidential waste
B. 50	ERDF Projects	All projects are required to retain documents for a period after the activity has ended and these should be kept in an acceptable format so that they can be inspected where necessary.	Grant recipients will be informed of retention periods at the end of a project. The period is dependent on when the final claim is submitted to the Managing Authority. The retention period will be unique to each project and cannot be specified at the outset. As a general rule, ESF/ERDF projects will need to retain documents until at least 2033.	ERDF 2014-2020 Document Retention Guidance ESIF-GN-I-008, Version 1	Prior to destruction of documents, confirmation should be sought from the Managing Authority (for ESF, the Department of Work and Pensions and for ERDF, the Department of Communities and Local Government).
B. 51	Copies of orders	Record orders placed with suppliers	6 years	Common practice	Destroy - delete file/confidential waste
B. 52	Complaints	Complaints, responses and related records	5 years from last complaint (including electronic)	Common practice	Destroy - delete file/confidential waste
B. 53	Work experience and student placements	Record relating to the management of work experience and student placements	Retained for the period of the placement and then destroyed	Common practice	Destroy - delete file/confidential waste

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
B. 54	EY20	Records of volunteers working for service in Children's Centres, SENDIAS (FSH) service and Portage (including applications forms references and DBS checks)	1 - 5 years after volunteer left	Common practice	Destroy - delete file/confidential waste
B. 55	Service area newsletters	Information for service users/staff/etc	3 years	Common practice	Destroy - delete file/confidential waste
B. 56	Service plans	Details of service	1 year (6 years centrally)	Common practice	Destroy - delete file/confidential waste
B. 57	Policies and Strategies	Explains the Council's/ Council's and its partners position on a particular issue and the priorities they will focus on	6 years (unless legislation states otherwise)	N/A	Destroy - delete file/confidential waste
B. 58	Emails	Email communication by staff	Automated retention period to be implemented following approval by CMT	Common practice	Destroy - delete file/confidential waste