

Thurrock Council – Document retention schedule, May 2018

Reasons key – 'RGLA' is a standard in the 'Retention Guidelines for Local Authorities', provided to members of the Information and Records Management Society.

Document class	What it includes	Retention period	Reason
Adult care services			
Asylum seekers			
Advice and support	Information on temporary accommodation, meals and other advice and support for asylum seekers.		
Nationality checking	Checking applications for British citizenship to ensure all the paperwork is correct before the application is submitted to the Home Office.		
Carers			
	Information relating to carers. Carer files would typically be organised by name and some form of identifier.		
Agency provided services	Information concerning our use of 'agency' care provisions.	Destroy – 25 years after end of employment	
Assessment	Assessment of suitability of a carer, information about carer's identity, history, etc.	Destroy – 25 years after end of employment	
Financial support	Details of financial support provided to carer.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Legal	Any legal issues.	Destroy – 25 years after end of employment	
Licensing	Details of the carer's driving and any other licences.	Destroy – 1 year after end of employment	
Review	Carer reviews.	Destroy – 25 years after end of employment	
Community support			
	Support for those who may be in need of community care.		
Day centres	Provision of day centres.	6 years from last action	Business need for reference. No legal considerations. Based on Limitation period for legal action
Groups	Information on recognised groups and organisations that provide advice and support for those who may be in need of community care.	6 years from last action	Business need for reference. No legal considerations. Based on Limitation period for legal action
Criminal justice			
	Services provided to individuals in the criminal justice system.		
Court orders	Community reparation and community service orders.		
People on bail	Support to the courts and to people on bail.		
Residential homes			
	Information relating to residential homes.		
Operation of homes	Details of home's activities.	Destroy – 25 years from closure	RGLA 3.25
Operation of homes	Details of home's diary.	Destroy – 25 years from closure	RGLA 3.25
Operation of homes	Details of home's menus.	Destroy – 1 year after closure	
Operation of homes	Record of home's rosters.	Destroy – 25 years from closure	RGLA 3.25
Registration	Any other related information including Care Home Licence details.	Permanent – offer to archivist	RGLA 3.24
Social issues			
	Information on general support for individuals with issues such as alcohol or drug		
Substance misuse	Work to prevent and action to address drug misuse and related issues.		
Supporting adults			
	Information relating to individual service users.		
Assessment	Assessment of whether applicant is eligible for services and judgements about what services should be provided.	Destroy – 6 years after last contact	RGLA3.18
Assessment	Details of assigned carers.	Destroy – 6 years after last contact	RGLA3.18
Assessment	Contact details for both client and carers.	Destroy – 6 years after last contact	RGLA3.18
Assessment	May include: name, date of birth, gender, address, ethnicity, religion, next of kin and support history of client.	Destroy – 6 years after last contact	RGLA3.18
Catering services	Management of catering services within social care.		
Finance and commissioning	Information relating to any financial support provided. Accounting information should go under 'Finance'.	Destroy – 8 years after provision of support ended	
Grants	Grants applied for client.	Destroy – 8 years after provision of support ended	
Health	The client's health details.	Destroy – 8 years after provision of support ended	
Legal	Details of any legal issues.	Destroy – 8 years after provision of support ended	

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Licensing	The Issue of Blue Badge Disabled Parking Permits (formally known as Orange Badges), for this individual.	Destroy – 3 years after service provision ended	
Looked after in care	Details about any residential care.	Destroy – 8 years after provision of support ended	
Mental health	Any details about the client's mental health.	Destroy – 10 years after last contact	RGLA 3.17
Occupational therapy	Details of any Occupational Therapy received.	Destroy – 8 years after provision of support ended	
Referral	Request for service or service transferred to another provider.	Destroy – 8 years after provision of support ended	
Review	Details of any review of services.	Destroy – 8 years after provision of support ended	
Transport services	Provision of transport.	6 years from closure	Business need for reference. No legal considerations. Based on Limitation period for legal action
Supporting disabilities	Information on general support for individuals with disabilities		
Deaf	Support for the deaf in communicating with those who can hear.		
Employment	Advice and support on training and employment.		
Equipment advice	Advice on purchase and/or loan of specialist equipment.		
Independence at home	Rehabilitation, advice to regain independence in the home or the provision of aids.		
Personal transport	Information on the Motability scheme.		
Children and families services			
Adoption and fostering	Adoption and fostering, information relating to the carer.		
Adoptive parent	Information about adoptive parents.	Destroy – 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Assessment	Assessment on suitability of a carer.	Destroy – 25 years from closure	RGLA 3.4
Financial support	Information about financial support.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Foster carer	Information that is foster care related.	Destroy – 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT – 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
Legal	Legal issues.	Destroy – 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT – 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
Licensing	Care or care licence.	Destroy – 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT – 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
Review	Details of reviews of the carer.	Destroy – 10 years from provider status ceases, EXCEPT – 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
Child protection	Information on protecting children from harm.	Permanent – offer to archivist	RGLA 9.18
Case assessment	Process involving individual case assessment.		
Case assessment	Process involving initial assessment and advice.	10 Years from Date of Closure	Common Practice
Registration	Consolidated listing of children requiring protection.	Destroy – 35 years from closure	RGLA 3.8
Schedule 1 offenders	Consolidated listing of section 1 offenders.	Destroy – 5 years from closure	RGLA 3.9
Childminding	Information related to child minding.	Permanent – retain for 70 years then offer to archivist	RGLA 3.6
Registration	Provision of a list of registered childminders.	Permanent – retain for 70 years then offer to archivist	RGLA 3.7

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Support for childminders	Information and support for those interested in becoming a registered childminder and those already registered.	Review 6 years from last action	Business need for reference. Based on Limitation period for legal action
Children looked after in care	Information on children in care.		
Registration	Consolidated listing of children looked after in care.	Retain until the child is 23, or if the child dies before this, 5 years from date of death – then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
Communications	Communication on child services.		
Complaints	Complaint records.	Destroy – 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991
Programme management and development	Programme management and development of services for children and families		
Services for children	Process involved in development of services or programmes for children.	Destroy – 7 years from closure	RGLA 3.20
Supporting children	Process involved in provision of services or programmes to support the development of children.	Destroy – 25 years from closure	RGLA 3.21
Supporting young persons	Process involved in provision of services or programmes to support the development of young persons.	Destroy – 15 years from closure	RGLA 3.22
Supporting adults	Process involved in provision of services or programmes to adults.	Destroy – 7 years from closure	RGLA 3.23
Residential homes	Information on residential homes for children.	Destroy – 7 years from closure	
Operation of homes	Documentation about the running of a children's home. Information about individual clients must go on the individual child file.	Destroy – 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Operation of homes	Information about activities in the home.	Destroy – 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Operation of homes	The home's diaries, or listing of daily occurrences within the home.	Destroy – 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Operation of homes	Menu information.	Destroy – 1 year from date of last entry	Children's Homes Regulations 2001 reg. 29
Operation of homes	Roster sheets and arrangements.	Destroy – 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Registration	Children's home register.	Permanent – offer to archivist 50 years after closure	RGLA 3.1
Social issues	Information on social issues.		
Substance misuse	The use of drugs for non-medical purposes including drug abuse and addiction.	6 Years after Case Close	Common Practice
Special education	Information on special education services.		
Learning support	Educational arrangements for those with learning difficulties, and support for other special cases e.g. talented or gifted children, or those disadvantaged by language or gender.	Destroy – 35 years from closure	RGLA 3.13
Supporting children	Information on services provided for the benefit of individual children.		
Admission appeals	Information in regard to appeals on admission to a specific school.	3 years after last action	School Standards & Framework Act (1998)
Adoption process	Information about adoption.	Destroy – 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Advice	Help given to assist an individual child.	Destroy – on child's 21st birthday	
Assessment	Assessment whether applicant is eligible for services or judgement about what service should be provided.	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Choice of services offered and action to be taken.	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Details of involved carers.	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Details of contact details for family/child and care staff.	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	May include: name, date of birth, gender, address, ethnicity, religion, next of kin and support history.	Destroy – 25 years from date of birth of youngest child	RGLA 3.15

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Attendance and truancy	Children not attending school.	Destroy – End of the child's compulsory education. Destroy – 2 Years – Youth Clubs, U23 Records, Duke of Edinburgh Awards – Keep until 25th Birthday (If not gained, destroy once gained)	Common Practice
Child protection	Any information concerning protection of the child or children.	Destroy – 100 years after end of service provision	
Children's rights	Information relating to children's rights.	Destroy – 75th birthday – or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
Continuing care	Details relating to the client as a student.	Destroy – on child's 21st birthday	
Continuing care	Student profile details.	Destroy – on child's 21st birthday	
Continuing care	Details about any work experience offered or undertaken.	Destroy – on child's 21st birthday	
Educational achievement assessments	Education history.	Destroy – on child's 21st birthday	
Educational psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident.	Destroy – 35 years from closure	RGLA 3.13
Educational welfare	Information relating to education welfare issues.	Destroy – on child's 21st birthday	
Finance and commissioning	Details about any commissioned services, accounting information goes under 'Finance'.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	General information about financial support provided, accounting information goes under 'Finance'.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Clothing grants provided.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Meals provided for pupils within schools.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Any student awards made.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Student loans provided.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Information relating to travel passes.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Fostering Process	Details about the management of the client's foster care.	Destroy – 35 years after carer has ceased to foster	RGLA 3.5
Grants	Details about other grants.	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Health	Details of any health issues.		
Hospital and home tuition	Tuition for sick children and pregnant schoolgirls in the home or a hospital environment.	Destroy – on child's 21st birthday	
Legal	Details relating to legal issues.	Destroy – on child's 21st birthday	RGLA 3.3
Licensing	Details of any licences for a child to take part in performing arts, sports or modelling activities, work or similar.	Review – 2 years after registration lapses	RGLA 9.16
Looked after in care	Information about any residential care arrangements.	Destroy – 75th anniversary of the child's birth or 15 years after death if the child dies before age 18	Children's Homes Regulations 2001 reg. 28
Referral	Request for service or service transferred to another provider.	Destroy – on child's 21st birthday	
Review	Details of any care reviews.	Destroy – on child's 21st birthday	
School exclusions	Permanent or temporary exclusion from school.	Destroy – 25 years from last action	RGLA 3.19
Special educational needs	Educational arrangements for those with learning difficulties, and support for other special cases e.g. talented or gifted children, or those disadvantaged by language or gender.	Destroy – 35 years from closure	RGLA 3.13
Supporting disabilities	Information on general support for individuals with disabilities		
Deaf	Supporting communication for the deaf.	5 Years from last contact or 3 years from the date of death	Common Practice
Training	Training provided to individuals working with children,		
Support training	Training provided to support individuals or organisations working with or for clients.	Destroy – 25 years from termination	RGLA 6.3

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Youth justice	Youth justice.		
Case management	Youth offending teams dealing with young people who have offended and youth teams dealing with preventing youth crime and supporting young people at risk.	Destroy – 25 years from date of birth or 10 years from last contact	RGLA 3.12
Youth services	Youth services.		
Youth service provision	Includes youth clubs and voluntary youth organisations as well as services provided to young people by statutory bodies.	Destroy – 25 years from date of birth or 10 years from last contact	RGLA 3.12
Community safety and emergencies			
Advice	Advice supplied to the public on community safety and emergencies.		
Contingency planning	Activities in relation to the requirement of local authorities to provide advice on contingency planning to business.	Destroy – 2 years after advice superseded	Common Practice
Fire safety planning	Activities relating to the provision of Fire Safety services.	Destroy – 2 years after advice superseded	Common Practice
Home security	Specific, immediate, and practical security advice to householders.	Destroy – 2 years after advice superseded	Common Practice
Community safety	Activities to make the community safer.		
CCTV surveillance	CCTV related information.	Destroy (or recorded Over) after 30 days unless needed to enforcement Purposes	Common Practice
Community wardens	Information on actions of community wardens. Including information shared with police and other agencies.		
Crime reduction	Activities designed to reduce the impact and fear of crime.		
Neighbourhood Watch	Council involvement in Neighbourhood Watch schemes.		
Emergency planning	Information on emergency planning.		
Emergency agencies	List of public contacts for emergency agencies.	Destroy when superseded	
Emergency call-outs	List of council contact numbers to use in the case of any emergency or major incidents.		
Emergency calls – 999	Process around receipt and despatch of emergency vehicles.		
Emergency plan	Document containing council's plans and procedures for dealing with emergencies.	Permanent – offer to archivist	RGLA 9.11
Emergency plan	Information on tests of the emergency plan.	Destroy – 10 years after closure	RGLA 9.12
Emergency warnings	Weather, security, incident warnings etc. made to the public.		
Emergency service	Information on activities related to the emergency services.		
Notifications	The process of notification to individuals and organisations on their failures to conform to licensing standards (legislation in regard to emergency services).	Destroy – 2 years after matter is concluded	RGLA 9.19
Special service provision	Saving cats from trees, unlocking doors, car accidents etc.	Destroy – 2 years after matter is concluded	
Enforcement	Enforcement of safety legislation.		
Fire safety legislation	Enforcement of fire safety legislation.	Destroy – 2 years after matter is concluded	RGLA 9.19
Fire safety legislation	Prosecutions for breach of fire safety legislation.	Destroy – 7 years from last action	Police and Criminal Evidence Act. RGLA 9.21
Fire prevention	Activities to prevent fires occurring.		
Fire certification	Documentation relating to applications from organisations for the granting of fire certificates.		The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates
Fire hydrants inspections	Fire hydrant inspection records.	Destroy – 7 years from last action	RGLA 9.20
Fire safety	Advice given to individuals and organisations on an individual basis relating to fire safety and emergencies.	Destroy – 2 years after advice superseded	Common Practice
Fire safety inspections	Fire safety inspection records.	Destroy – 7 years from last action	RGLA 9.20
Incident monitoring	Incident reports and frequency monitoring.	Permanent – offer to archivist	RGLA 9.13
Incident monitoring	Incident reports and frequency monitoring.	Destroy – 7 years after closure	RGLA 9.14
Inspections	Other fire safety information.	Destroy – 7 years from last action	RGLA 9.20
Investigations	Fire safety investigations records.		
Measures against vandalism	Reporting and measures against vandalism.		
Flyposting	Removal of illegally posted advertisements, leaflets and similar items.		
Removal of graffiti	Information reporting on and the removal of graffiti.		
Training	Training on how to deal with major incidents.		

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Training exercises	Training exercises for major incidents and fire services.	Destroy – 10 years after closure	RGLA 9.12
Consumer affairs			
Advice	Documentation relating to advice given to and from consumer affairs.	Destroy – 7 years after creation	
Campaigns	Information relating to campaigns within consumer affairs.		
Enforcement			
Prosecution of offences	Documentation relating to enforcement action on dangerous and wild animals.	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984
Prosecution of offences	Documentation relating to enforcement action on health and safety in the workplace.	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984
Prosecution of offences	Inspection of premises, individuals or organisations carried out.		
Prosecution of offences	Documentation relating to enforcement action on weights and measures.	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984
Environmental health			
Animal control	Information related to the environmental health function.		
Animal control	Information on activities to reduce the risk to human health from domesticated animals and/or the premises where they are kept, to prevent nuisance from pet animals or from the keeping or boarding of pet animals and to reduce the risk to animal health arising from commercial keeping of pet or similar non-livestock animals.	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984
Repatriation of deceased persons	Issuing of Cadaver Certificates.		
Investigation, inspections and monitoring			
	This is the unique identifier for an authority to specify the name and any unique reference number. A simple unique numbering sequence is the company registration number. (Companies Act 1985, Industrial and Provident Societies Act 1965 to 1978).		
Inspections	Inspection of premises, individuals or organisations carried out.	Destroy – 6 years after disposal of the equipment	
Inspections	Documentation regarding inspections made on establishments concerning food hygiene standards.	Destroy – 7 years after inspection Complete	
Investigations	Process of investigation of a possible infringement in this area.	Destroy – 7 years after inspection Complete	
Investigations	Investigations and reports on complaints regarding animals.	Destroy 3 Years From Last Action	Common Practice
Monitoring	The process of monitoring various aspects within this area.	Destroy – 7 years from last action	Consumer rights act 2015
Monitoring	Monitoring concerning pollution of the air.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of the health and well being of animals.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of food hygiene.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of food hygiene within home care programmes.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	The monitoring of food safety.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of food standards.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of hazardous substances.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of pollution of land.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of the spread and containment of pollution.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring the quality and safety of private drinking water supplies.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of the contamination of rivers.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	The monitoring of business and industry.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	Monitoring of swimming pool safety and hygiene standards.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	The monitoring and regulation of product safety.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	The monitoring of infectious disease.		
Monitoring	The monitoring of consumer affairs response.	Destroy – 3 years from last action	RGLA 9.3
Monitoring	The monitoring of general nuisance within the public domain.	Destroy – 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
Registration, certification and licensing			
	Consolidated listing of licensed activities requiring a register within the local authority.		
Entertainment and drinks	Consolidated listing of licensed entertainment and drink venues.	Destroy – 2 years after registration lapses	RGLA 9.16
Food premises	Consolidated listing of licensed of food premises.	Destroy – 2 years after registration lapses	RGLA 9.16
Licence premises	Consolidated listing of licensed for the sale or consumption of alcohol.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation involved with licensing of animal boarding establishments.	Destroy – 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16

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Licensing	Documentation involved with licensing of animal breeding.	Destroy – 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
Licensing	Documentation involved with licensing of auction premises.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation involved with licensing of building materials.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation involved with licensing of meat retailers.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation regarding caravan and camp site licences.	Destroy – 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
Licensing	Documentation relating to the licensing of cemeteries.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to the licensing of cooling towers.	Destroy – 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
Licensing	Documentation relating to the licensing of credit.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to the licensing of Crematoria.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Licensing documentation regarding dangerous wild animals.	Destroy – 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
Licensing	Documentation regarding Entertainment licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Licensing documentation regarding food.	Destroy – 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
Licensing	Documentation relating to the licensing of food related issues.	Destroy – 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
Licensing	Documentation relating to Hackney licensing.	Destroy – 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	Documentation relating to the licensing of Highway projection.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to hoarding licensing.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to the licensing and use of Infectious diseases.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to late hours catering licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to liquor licensing.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation regarding gambling and lottery licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to the licensing of massage and special treatment establishments.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation relating to the licensing of non medicinal poisons.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Licensing documentation regarding nursing agencies.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Licensing documentation regarding other hazardous substances.	Permanent – offer to archivist	RGLA 9.17
Licensing	Licensing documentation regarding fire safety and public entertainment.	Destroy – 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Licensing documentation regarding pet shop.	Destroy – 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
Licensing	Documentation relating to the licensing of petroleum.	Permanent – offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
Licensing	Documentation regarding premises licences.	Destroy – 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Documentation regarding premises licences.	Destroy – 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Documentation regarding entertainment licences.	Destroy – 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Licensing documentation regarding private hire taxi services.	Destroy – 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	Repealed by the Licensing Act 2003, retained for information already held.	Destroy – 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	Documentation regarding caravan and camp site licences.	Destroy – 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
Licensing	Documentation regarding sale of explosives licences.	Destroy – 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
Licensing	Documentation regarding scrap metal licences.	Destroy – 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
Licensing	Documentation regarding sex establishment licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation regarding the licensing of shops.	Destroy – 2 years after registration lapses	RGLA 9.16

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Licensing	Documentation regarding scaffolding licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation regarding skip licences.	Destroy – 2 years after registration lapses	RGLA 9.16
Licensing	Documentation regarding street collections and lotteries licences.	Destroy – 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
Licensing	Documentation regarding street trading licences.	Destroy – 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
Licensing	Documentation regarding zoo licensing.	Destroy – 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
Sex establishments	Consolidated listing of licensed of sex establishments.	Destroy – 2 years after registration lapses	RGLA 9.16
Council property			
Common land			
	Open land owned by the local authority.		
Grazing	Information related to grazing on common land.		
Registration	The local authority is responsible for maintaining a register of common land and village greens within its boundaries.	Permanent – offer to archivist	
Maintenance of council property			
	Maintenance records – typically organised by property		
Maintenance	Instruction manuals related to council property.	Destroy – 7 years after last action	RGLA 7.27
Planned maintenance	Documentation relating to the process of managing and undertaking planned maintenance of property.	Destroy – 7 years after last action	RGLA 7.27
Refurbishment	Documentation relating to the process of managing and undertaking planned renovations and development of property.	Destroy – 7 years after conclusion of transaction	RGLA 8.7
Responsive maintenance	Documentation relating to the process of managing and undertaking emergency maintenance of property.	Destroy – 7 years after last action	RGLA 7.27
Property acquisition and disposal			
	Information on the acquisition and disposal of property.		
Acquisitions	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property.	Destroy – 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Acquisitions	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property.	Destroy – 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Deeds	Deeds and associated documentation.		
Disposal	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy – 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy – 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal	Information on the disposal of property.	Destroy – 15 years after obligations or entitlements are concluded	RGLA 8.3
Property and land management			
	Management of Council land and property.		
Accessibility	Documentation and information relating to the access of property owned by the council.	Destroy – 7 years from closure	
Building surveys	Data collected from surveys conducted on council buildings.		
Certification	Certificates of approval.		
Distribution and allocation of properties	Documentation relating to the distribution of council property.		
Energy management	Documentation concerned with energy management within the council's property.		
Energy management	Papers concerning the management of energy within the council.		
Equipment disposal	Process involved in the disposal of council equipment.	Destroy – 6 Years if Equipment is under £50,000. Destroy – 12 Years of over £50,000	Common Practice
Facilities management	Process involved in the management of council facilities.		
Farm management	Documentation concerned with farm management.		
Feasibility	Process involved in checking the feasibility of council property.		
Fleet management	Information how vehicles have been allocated and maintained.	Destroy – 7 years after disposal of the vehicle	RGLA 8.15
Fleet management	Information on drivers.	Destroy – 7 years after closure	RGLA 8.17
Fleet management	Information on vehicle usage.	Destroy – 3 years after disposal of the vehicle	RGLA 8.16
Fleet management	Documentation regarding the process of acquisition and disposal of vehicles through lease or purchase.	Destroy – 7 years after disposal of the vehicle	RGLA 8.14

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Health and safety	Health and safety issues specific to property owned by the council.	Destroy – 1 year after process ceases or is superseded	RGLA 9.6
Internal agreements	Information and documentation specific to internal agreements concerning council property.	Destroy – 1 Year After Procoess Ceases or Superseded	Common Practice
Land and property history	Historical documents about council property and land owned by the council.	Destroy – 12 years from life of property	RGLA 8.2
Leasing	Documents relating to the process of managing leased property.	Destroy – 15 years after expiry of the lease	RGLA 8.8
Leasing Management	Documents relating to the process of managing the occupancy of the property.	Destroy – 7 years after conclusion of transaction	RGLA 8.9
Management	The process of managing and undertaking renovations and development of property.	Permanent – offer to archivist	RGLA 8.5
Management	The process of managing and undertaking renovations and development of property.	Retain for life of the building	RGLA 8.6
Maps and directions	Maps and directions relating to council property.	Retain for life of the building	RGLA 8.6
Property services	Documentation concerned with services provided from council property.		
Property strategy	Overall reports on council property.	Permanent – offer to archivist	RGLA 8.1
Replacement programme	Documentation associated with replacement programmes.		
Scheduling	Inventories of specific properties or assets contained within them.	Destroy – 2 Years after administrative use is concluded	Common Practice
Security	Documentation relating security and processes related with security of the council's property.	Destroy – 6 years from end of financial year after disposal of property	
Usage statistics	Any data held concerned with usage of council property.	Destory – 2 Years after administrative use is concluded	Common Practice
Valuations	Valuation documentation and statistics.	Destroy – 6 years from end of financial year after disposal of property	
Property use and development	Information on how the property was developed and how it is being used.		
Car parking	Any documentation regarding the process of managing and undertaking renovations and development specific to car parking.	Destroy – 7 years after completion	
Design and construction	Documentation relating to the process of managing the design and construction of council property.	Destroy – 7 years after completion	
Traveller sites	Documentation relating to sites specifically designated as 'Traveller sites'.	Destroy – 3 years after closure	
Warehousing and storage	Process documentation concerning warehouse storage.		
Crematoria and cemeteries			
Burial identity and location	The location of burials and identity of who has been buried.		
Registration	Documentation regarding the layout of burial space in crematoria and cemeteries.	Permanent – offer to archivist	RGLA 9.24
Registration	Includes: Burial Register and plan of plot ownership and occupation. Crematorium Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership.	Permanent – offer to archivist	RGLA 9.24
Bookings	Documentation related to booking made for a cremation, interment or monument erection.	Destroy – 5 year after last action	RGLA9.25
Exhumations	Documentation regarding the process of regulation of exhumation.	Permanent – offer to archivist	RGLA9.24
Interment Service	Process relating to the burial or cremation of an individual.	Destroy – 5 year after last action	RGLA9.25
Licensing	Documentation regarding cemetery and crematoria licensing.	Destroy – 5 year after last action	RGLA9.25
Memorial management	Records relating to the ordering of a memorial.		
Maintenance of burial grounds	Maintenance records for burial grounds.		
Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	Destroy – 21 years after maintenance completed	
Redundant Churchyards	Documentation relating to disused churchyards, specifically their upkeep.	Destroy – 21 years after maintenance completed	
Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria.	Destroy – 21 years after maintenance completed	
Democracy			
Decision making	Information on decisions taken.		
Council and committee meetings	Agendas, meetings and minutes relating to full council decision making processes.	Permanent – offer to archivist	RGLA 1.4

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Council and committee meetings	Agendas, meetings and minutes relating to full council decision making processes.	Destroy after date of confirmation of the minutes	RGLA 1.5
Delegations	The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.		
Independent Remuneration Panel	Documentation relating to the Independent Remuneration Panel		
Meeting – cabinet	Agendas, meetings and minutes relating to the executive board of members.	Permanent – offer to archivist	RGLA 1.4
Member panels	Agendas, meetings and minutes relating to member panels.	Permanent – offer to archivist	RGLA 1.4
Referenda	Management of democratic activities including elections, assembly and committee meetings.		
Scrutiny Panel	Agendas, meetings and minutes relating to the scrutiny panel.	Permanent – offer to archivist	RGLA 1.4
Executive	Information on the Council executive.		
Statutory appointments	List of statutory appointments of the council.	Permanent – offer to archivist	RGLA 6.24
Statutory appointments	The process of selection of an individual for a statutory position.	Destroy – 2 years after date of appointment	RGLA 6.25
Governance	Information on how the Council is governed.		
Constitution	The constitution of the council.	Permanent – offer to archivist	RGLA 1.4
Honours and awards	Honours and awards.		
Honours submissions	The submissions and details of individuals considered for honours.	Destroy – 5 years after last action	RGLA 1.8
Lord lieutenancy	Documentation relating to Lord Lieutenancy.		
Member support	Support to council members.		
Gifts and hospitality	Register of gifts and hospitality.	Destroy – 18 months after member leaves office	
Register of Interests	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members.	Destroy – 6 years from end of post (offer to Archivist)	Common Practice
Planning	Council plans.		
Cross departmental consideration	Reports and minutes.	Destroy – 3 years from closure	RGLA2.3
Forward Plan	The list of items to be considered by the cabinet over the next four months.	Permanent – offer to archivist	RGLA2.1
Strategic Plan	Strategic management team minutes.	Permanent – offer to archivist	RGLA2.2
Strategic Plan	Monitoring and reviewing strategic plans.	Destroy – 5 years from closure	RGLA2.7
Representation	Information on representation.		
Constituencies	Ward names, numbers and boundaries.		
Elections	The activities carried out in the process of electing representatives at parish, district, county, parliamentary and European constituency level.	Destroy – 6 months from date of poll	Common Practice
Elections	European election ballot papers.	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
Elections	Local election ballot papers.	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
Elections	Election results.	Destroy 6 months from close of poll	RGLA 1.3
Elections	Summary certification of those eligible to vote.	Permanent – offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
Elections	The list of people registered to vote.		
Emparishment	The process in creating a new civil parish council.	Life of the Emparishment	Local Gov
Lists of councillors	Public contact details of your local representative of the council.		
Lists of meetings	List of meetings of Council and committees.		
Nominations	Listing of members and others representing the council on external bodies. Official delegation to represent councils' interests. Includes membership of other bodies.		
Political parties' papers	Leader of council papers, leader of opposition papers.	Destroy – 3 years after last action	RGLA 1.9
Economic development			
Business intelligence	Information relating to businesses in the local area		
Business listing	Listing of businesses trading within the local area. Only organisations that have requested inclusion included.		
European development	Information collected regarding European funding.		

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Marketing	The collection and management of the economic and social data about the local area.	Destroy – 20 years after collected	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.
Promotion	Management of activities to promote and examine the local economy.		
Advice to business	Information on providing advice to new or existing businesses.	Destroy – 6 years from last action	Business need for reference. Based on Limitation period for legal action
Business awards	Information regarding business awards and grants.	Destroy – 7 years after scheme to which grant relates is completed	
Business development	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability.	Destroy – 6 years from closure	Business need for reference. Based on Limitation period for legal action
Business development	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability.	Destroy after 7 years	
Film and television development	To promote area as a location and centre of excellence for the film and broadcasting industries.		
International relations	Encouraging relations with people from other countries and cultures to support the development of the local area.		
List of properties	A list of properties or land currently available to let within the area.	Destroy – 6 years after superseded	Business need for reference. Based on Limitation period for legal action
Markets	Information about markets, including farmers markets. Also renting market stalls from the Council.		
Voluntary sector development	The information relating to the encouragement of the voluntary sector activity.		
Regeneration	Regeneration of local communities and regions.		
Community development	Information relating to revitalising a specific area or community.		
Regional development	Participation in regional activities.		
Rural development	Information relating to reducing disadvantage and increasing access in rural areas.		
Strategy	Information relating to revitalising a specific area or community.		
Town centre management	Information relating to the management of business community in the town centres.	Permanent – (offer to Archivist when Superseded)	Records Management Society Advisory
Sustainability	Information about sustainability.		
Sustainable development	Information and documentation looking at sustainable development.		
Tourism	Information relating to tourism.		
Tourism development	The information relating to the development of tourism.		
Training	Information on training to support economic growth.		
Workforce support	Information about activities to support continued employment in the area.		
Education and skills			
Access and inclusion	Activities relating to educational access and inclusion.		
Project management	Educational access and inclusion related projects.		
Traveller sites	Activities aimed at ensuring access to education for travellers.	Destroy – 7 years after closure of project	
Operation of Children's Centres	Registration forms	Destroy – 7 years	
Operation of Children's Centres	Activity Registers	Destroy after 7 years	
Operation of Children's Centres	Child crèche records	Destroy 7 years after closure	
Admissions and exclusions	Information on school admissions and exclusions.		
Appeals	The process to question a decision or allocation which has been given.	Destroy – 7 years after decision made	
Parental choice	General information involved regarding choosing a school.	Retain until superseded	
Parental choice	Information specifically concerning school directories.	Retain until superseded	
Advice	Process in providing advice on education.		
Advisory services	Documentation on the different advisory services provided regarding education and skills.		
Arts services	Information on education relating to the arts.		
Field centres	Utilisation and management of field centres in arts education.	Destroy after 7 years	

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Music services	Music tuition provided for individuals or groups within schools or music centres.	Destroy after 7 years	
Provision in schools	Organisation and management of bookings for arts performances.	Destroy after 7 years	
Performances	Orders and bookings made for arts services made by schools.	Destroy after 7 years	
Curriculum development	Information about developing the curriculum.		
International projects	Information on international projects.		
National curriculum	Helping schools and teachers develop the curriculum within schools.	Destroy after 7 years	
Out of schools projects	Data and information on out of school projects i.e. after school clubs, outings etc.	Destroy after 7 years	
Outdoor education	Documentation on the countryside with regards to outdoor education.		
Schools curricula	Helping schools and teachers develop the curriculum within schools.	Destroy after 7 years	
Education welfare	Information on education welfare.		
Attendance and Truancy	Data collected by student services on behaviour and attendance.		
Student welfare service	Documentation regarding student services and the support they provide.		
Employment skills	Information on providing job skills.		
Careers advice	The provision of careers advice.		
Workplace training	The process of developing the workforce skill.		
Life long learning	Learning for all ages.		
Adult and community services	Learning for all ages including non school, college or university settings.		
Basic skills development	Process to develop a basic level of skills and competencies.		
Basic skills development	Information on the different courses available to adults.		
Management of schools	General information and data held about individual schools. Case files are typically organised by school.		
Admissions	The process of admitting students to schools.	Destroy – 25 years from last action	RGLA 3.19
Emergency contacts	Details of emergency contacts.		
General information	General information involved regarding the school's holidays, etc.		
Governing bodies	A school is governed by a body like the board of a limited company – information, services and assistance for school governors.		
Governing bodies	Minutes of the school governors.	Destroy 3 years after the event	
Governor contacts	Contact details of school governors.	Destroy 5 years after governor leaves	
Health and nursing	School nursing and health promotion.		
Inspections	Details on inspections carried out within a school, specifically about dangerous structures.		
Performance	The results an individual schools has achieved, classified by school Key Stage 2 SATs results for primary schools and GCSE/A level results for Secondary schools.	Review every 7 years and then offer to archivist	
Plans and policies	Plans and policies developed by the schools.	Retain while policy operational then offer to archivist	
School catering	School meals and nutritional information.	Destroy – 3 years from closure	RMS – Business need for retention. Legal admissibility requirements
Teaching	Documentation relating to teaching staff and there development programs.		
Mentoring	The provision of learning mentors.		
Teacher development	Activities relating to the provision and support for education and learning.		
Environmental protection			
Advice	Documentation relating to advice given.		
Biodiversity	Information regarding biodiversity.	Permanent, offer to archivist after administrative use	
Campaigns	Documentation regarding campaigns specifically concerning environmental protection.	Permanent, offer to archivist after administrative use	
Conservation	Information about conservation.		
Archaeological services	Provision of archaeological services and consultancy to both commercial and public sector clients in the local area.		
Countryside conservation	Documentation relating to the management of the countryside.	Permanent, offer to archivist after administrative use	

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Forest management	Documentation relating to the management of forests.	Permanent, offer to archivist after administrative use	
Heritage conservation	Documentation looking specifically at heritage conservation.	Permanent, offer to archivist after administrative use	
Nature conservation	Documentation looking specifically at nature conservation.	Permanent, offer to archivist after administrative use	
Urban conservation	Documentation relating to conservation in towns and cities.	Permanent, offer to archivist after administrative use	
Woodland management	Documentation relating to the management of woodland.	Permanent, offer to archivist after administrative use	
Monitoring	Information on monitoring the environment.		
Coastal erosion	Data and information on coastal erosion.	Permanent, offer to archivist after administrative use	
Environmental impact assessment	Documentation relating to environmental impact assessments.	Permanent, offer to archivist after administrative use	
Environmentally sensitive areas	Data held concerning environmentally sensitive areas.	Permanent, offer to archivist after administrative use	
Finance			
Accounts and audit	Information related to accounting and auditing.		
Internal auditing	Activities relating to internal or external auditing of the authority.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Reporting	Activities relating to the consolidation of financial transactions and the production of financial statements. Includes ledgers, monthly management accounts and statutory returns.	Permanent – offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
Reporting	Accounting reports.	Destroy when administrative use is concluded	RGLA 7.2
Asset management	Management of financial assets.		
Maintaining assets	Activities relating to collection of information about the authority's fixed assets for accounting purposes.	15 years after superseded (Property)	Aligned to standard rule for Estate Management records
Maintaining assets	Activities relating to collection of information about the authority's fixed assets for accounting purposes.	6 years after superseded (non Property)	Business need for reference. Based on Limitation period for legal action
Maintaining assets	Information on plant and equipment.	Destroy – 7 years after sale or disposal of asset	RGLA 7.27
Maintaining assets	Information on maintenance of other assets.	Destroy – 7 years after last action	RGLA 7.28
Maintaining assets	Overall list of assets.	Permanent – offer to archivist	RGLA 7.24
Maintaining assets	Reports and reviews of assets	Destroy – 2 years after use is concluded	RGLA 7.26
Maintaining assets	Summary reports on assets.	Destroy – 7 years after the transaction was concluded	RGLA 7.25
Financial provisions management	Information on managing the finances of the authority.		
Borrowing	Activities relating to the borrowing of money by the authority. Includes mortgages.	Destroy – 7 years after the loan has been repaid	RGLA 7.14
Borrowing	Summary management of loans.	Permanent – offer to archivist	RGLA 7.15
Budget	Activities involved in planning and monitoring the authority's annual budget. Includes allocation of budget to administrative units within the authority. For longer term planning, see Strategy and planning.	Permanent – offer to archivist	RGLA 7.11
Budget	Information relating to the development of the budget.	Destroy – 2 years after budget adopted	RGLA 7.12
Budget	Actual against planned revenue and expenses.	Destroy after next year's budget has been adopted	RGLA 7.13
Credit union management	Activities involved in credit union management.	7 years following financial year	Evidence and Limitation of legal action with additional 1 year 'safety' period in case of HMRC enquiry

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Debt management	Activities involved in managing the debts owed to the council.	7 years after closure	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action with additional 1 year 'safety' period in case of HMRC enquiry
Donations	Activities involved in the administration of donations to the authority. For administration of grant funding, see Funding bids.		
Funding bids	Activities relating to applications by the authority for grant funding by external bodies. For applications to the authority for funding, see Funding applications.	Destroy – 7 years after closure	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action. EU data – additional 6 years 'safety' period in case of audit/enquiry.
Funding bids	Activities relating to applications by the authority for grant funding by external bodies. For applications to the authority for funding, see Funding applications.	EU data – 12 years after closure	
Strategy and planning	Activities involved in the long term planning of the authority's financial management. Includes the financial forecast. For annual budget planning, see Budget.	Destroy – 6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Financial transactions management			
Authorisation	Information on financial transactions.		
Expenditure	Activities involved in delegating authority for carrying out financial activities on behalf of the authority.		
Expenditure	Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums. For records relating to benefits claims, see Benefits and subsidies.	Destroy – 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
Expenditure	Travel expenses.	Destroy – 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5
Fraud	Activities relating to the detection, prevention and prosecution of financial irregularity.	Date Cases Resolved + 6 Year	Common Practice
Fraud	RIPA Case data resulting in prosecution – Destroy 7 years after case closed		
Fraud	RIPA Case data not resulting in prosecution – Destroy 3 years after case closed		
Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.	Approved applications: 6 years following decision	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.	Unsuccessful Applications: 1 year following decision	
Income	Activities involved in the collection of money owed to the council. Includes rent payments.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Internal recharging	The mechanism for recharging costs within the council.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Investments	Activities relating to the investment of the authority's funds.		
National insurance numbers	Processes involved in the collection of National Insurance Number.	Destroy 2 years after the employee ceases employment	RGLA 7.8

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Document class	What it includes	Retention period	Reason
Reconciliation	Activities involved in the reconciliation of accounts.	Destroy 2 years after administrative use is concluded	RGLA 7.6
Refunds	Documentation relating to refunds.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Local taxation	Local taxation documentation.		
Benefits and subsidies	Activities involved in the administration of benefits payments.	Resolution of the applications for Benefits + 6 years	Social Security Adminstations Act 1992 Part VII
Business rates	Business rates information (other than property valuation).		
Council tax	Council tax information.	Destroy – 6 Year + Current	Statutory/Local Government finance act 1992
Property valuation	Valuation of assets other than property.	Destroy – 10 years after valuation was made	RGLA 7.20
Property valuation	Rateable property information.	Permanent – offer to archivist	RGLA 7.21
Property valuation	Documentation relating to property valuation.	Permanent – offer to archivist	RGLA 7.20
National taxation	General documents relating to taxation and similar financial matters.		
Tax payments	Activities involved in managing the payment of taxes by the authority.	Destroy – 7 years after last action	RGLA 7.22
Tax payments	Activities involved in managing the payment of taxes by the authority.	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
Payroll and pensions	Information on payroll and pensions.		
Pay	Activities involved in the administration of remuneration to staff of the authority.	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
Pay	Non-accountable processes relating to payment of employees.	Destroy after administrative use is concluded	RGLA7.10
Pensions	Activities involved in the administration of pension schemes for current and former employees.	Destroy – 6 years from last pension payment	RGLA6.2
Health and safety			
Community safety	Documents relating to community safety issues		
Campaigns	Campaigns to promote compliance to health and safety policies.	Material Superseded + 6 years	Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act
Compliance	Information on compliance with health and safety legislation.		
Strategy and planning	Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment for employees.	Destroy – 1 year after process ceases or is superseded	RGLA 9.6
Strategy and planning	Health and safety policies.	Indefinite	Based on meeting obligations of Health and Safety at Work Act 1374 s. 2(3) plus supports need to keep medical records for lengthy periods of time
Training	Documentation relating to health and safety training.	Destroy – 6 years after superseded	Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act.
Monitoring	Monitoring of health and safety at work.		
Accidents and incident reporting	Information about the reporting of individual accidents and actions resulting from them.	Indefinite	Aligns to keeping of Occupational Health records; exceeds 3 years from date of last entry within: Social Security (claims and payments) Regulations 1979, Reg 25(3). Reporting of injuries, deceases and dangerous occurrences regulations 1995, reg 7
Accidents and incident reporting	Registers of accidents and incidents.	Destroy – 3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Accidents and incident reporting	Registers of accidents and incidents.	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
Asbestos inspections	Monitor the condition of known asbestos products within buildings.	Destroy – 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Equipment	Process of inspecting equipment to ensure it is safe.	Destroy – 6 years after equipment is de-commissioned	
Hazardous substances	Control and monitor the use of hazardous substances at work.	Permanent – offer to archivist	Control of Substances Hazardous to Health Regulations 2002
Health and safety inspections	Activities relating to internal or external inspections examining the authority's health and safety provision.	6 years after superseded	Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act
Radiation	Monitoring of radiation.	Destroy – 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5
Risk management	Management of health and safety risks.		
Risk assessments	Activities relating to risk assessments carried out by the authority. Includes workplace assessments.	Destroy – 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7
Housing			
Advice	Provision of housing advice.		
Advice to homeowners and tenants	Help and advice to private tenants or landlords.		
Enforcement	The enforcement of housing standards within the local area.		
Assessment- housing standards	Assessment of housing standards.		
Safety inspections	Safety inspections on homes in multiple occupation.		
Estate management	Documentation on the management of housing estates.		
Business premises	Documentation relating to the inspection and monitoring of the environment of business premises.		
Car parking surveys	Documentation relating to the inspection and monitoring of the environment of council estate car parking.		
Garage application	Applications for garage space.		
Garage rental	Documentation relating to garage rental and allocation.		
Housing inspections	Documentation relating to the inspection and monitoring of the environment of the council housing estate.		
Neighbour disputes	Documentation relating to the resolution of neighbour disputes involving council tenants.	Destroy – Date of Dispute + 6 Years	Limiation Act 1980 (section 2)
Housing provision	Information relating to the provision of housing.		
Allocations	Information relating to the process of allocating property (homes and garages) to applicants on the waiting list.		
Assessment – housing needs	Assessment of whether applicant is eligible for services or judgement about what service we should provide.		
Homelessness	Process in providing short term and emergency accommodation for homeless people.	Destroy – 7 Years after last action	Common Practice
Hostel providers	Documentation relating to hostel providers and youth hostels in general.		
Housing applications	Documents related to housing applications.	Destroy – 7 Years after last action	Common Practice
Housing applications	Documents related to unsuccessful housing applications.	Destroy – 7 years from closure	RGLA3.27
Housing applications	The register of individual housing applications.	Permanent – offer to archivist	RGLA3.26
Housing exchanges	Current register of properties available for exchange.		
Housing stock requirements	Information on amount and type of housing stock required.	Destroy – 4 years after last action	RGLA8.10
Landlord accreditation	Landlord accreditation schemes.		
Sheltered housing	Information on the provision of sheltered housing.		
Housing stock	Information relating to housing stock. Property may be identified by address and by the UPRN.		
Demolition	Demolition of housing stock.		
Emergency maintenance	Emergency or unplanned maintenance to council housing.		
Housing grants	Documentation relating to housing grants.	Destroy – 12 years after last payment	Limitations Act 1980. RGLA 7.19
Housing grants	Documentation relating to housing grants.	Destroy – 6 years after last payment	Limitations Act 1980. RGLA 7.19

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Leases	Documentation relating to housing deeds.		
Planned maintenance	Program of maintenance to council housing over the next maintenance period.		
Private housing grants	Provision of grant assistance to improve the condition of private housing.		
Property adaptations	Details of properties adapted to clients' needs.		
Repairs and renovation	Documents relating to repairs and renovations of housing.		
Risk assessment	Register of asbestos in council housing.	Destroy – 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Unauthorised occupants	Squatters and unauthorised occupants.		
Managing tenancies	Information relating to the tenancy.	Destroy – 12 years from termination of tenancy	RGLA3.28
Adaptations	Discretionary assistance to disabled and elderly council tenants for their dwellings and gardens outside of normal tenancy arrangements.		
Adaptations grants	Provision of grant assistance to the adapting of homes.		
Advice	Advice given to council tenants.		
Agreements	Documentation relating to the tenancy agreement.	Destroy – 6 years after tenancy has expired	Limitations Act 1980
Agreements	Documentation relating to the tenancy agreement.	Destroy – 12 years after tenancy has expired	Limitations Act 1980
Approving alterations	Permission requested by tenants to undertake alterations.		
Assessment – housing needs	Assessment whether applicant is eligible for services or judgement about what service we should provide.		
Breaches	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.	15 Years after Expiry of agreement/lease	Common Practice
Evictions	Documentation relating to evictions of specific tenants.		
Housing repairs	Housing repairs documentation relating to specific properties.		
Insurance	Contents insurance for council tenants.		
Rent arrears	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.	Destroy 7 years after closure	RGLA 7.18
Rent setting	Documentation relating to rent setting of housing.		
Right to buy	Documentation relating to tenants statutory right to purchase council housing.	Destroy – 12 years after sale of house	RGLA7.17
Temporary accommodation	Provision of temporary accommodation.		
Tenancies	Personal details relating to tenancies held.		
Welfare services	Services associated with disadvantaged persons to enable them to continue living in their homes/community.		
Human resources			
Administering employees	Employee files usually have several identifiers, name and date of birth, NI number etc.		
Counselling	Documentation relating to counselling offered to an employee.	Destroy – 6 years from termination of employment	RGLA6.4
Absence monitoring	Records documenting an employee's absence due to sickness.	Destroy – 3 years from end of current tax year	
Discipline	Documentation relating to the discipline of employees.	Destroy – 6 years from termination of employment	RGLA6.4
Discipline	Disciplinary warnings – final.	Destroy – 18 months after warning	RGLA 6.7
Discipline	Proceedings where it proven to be unfounded.	Destroy immediately	RGLA 6.8
Discipline	Disciplinary warnings – oral.	Destroy – 6 months after warning	RGLA 6.7
Discipline	Disciplinary warnings – behaviour to children.	Keep on personnel file permanently	RGLA 6.7
Discipline	Disciplinary warnings – written.	Destroy – 12 months after warning	RGLA 6.7
Disclosure of interest	Register of declared interests of employees in relation to anything being transacted or discussed by the authority.		
Employee details	Documentation relating to individuals general or specific conditions of employment.	Destroy – 6 years from termination of employment	RGLA6.4
Employment conditions	Documentation relating to individuals general or specific conditions of employment.	Destroy 2 years after employee ceases employment	
Grievances	Documentation relating to grievances between the employer and employee's.	Destroy – 6 years from termination of employment	RGLA6.4
Individual training records	Documentation relating to an individuals training record and any work experience undertaken within the authority.	Destroy – 6 years from termination of employment	RGLA6.4
Individual training records	Documentation relating to proof of training course completion.	Destroy – 7 years after course completed	RGLA6.21

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Induction	Documentation relating to the process and undertaking of induction for new employees or councillors	Destroy – 2 years after closure	
Job evaluation	Documentation relating to the approach to performance appraisals	Date of Evaluation Completed + 6 years	Common Practice
Leave	Documentation relating to requested employee leave: annual, study, carers, special, compassionate, unpaid leave etc.	Destroy – 2 years after action completed	RGLA6.13
Medical assessments	Documentation regarding medical assessments and general information on healthy living.	Destroy – 75 years after date of birth	RGLA6.10
Maternity/paternity	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Destroy – 3 years from end of current tax year	
Reporting	Reports related to working hours and terms and conditions.		
Termination	Documentation relating to the leaving process: resignation, termination other than pension.	Destroy – 6 years from termination of employment	RGLA 6.16
Employee relations	Information on employee relations.		
Disciplinary matters reporting	Summary management information relating to disciplinary matters.	Closure of Case + 6 Years	Limitation Act 1980 (section 2)
Trade union liaison	Matters relating to the relationship with recognised unions.	Permanent – offer to archivist	RGLA 6.5
Trade union liaison	Documentation relating to liaison with unions and employee representative organisations.	Destroy – 2 years after use is concluded	RGLA 6.6
Equal opportunities	Information on equal opportunities		
Equalities and diversity	Equality and diversity documents which include information on fair treatment of employees and general guidelines.	6 years from last action	Business need for reference. Limitation period for legal action
Equalities and diversity	Investigation and reporting on specific cases.	Destroy – 5 years after action completed	RGLA 6.9
Monitoring employees	Information on monitoring employees.		
Performance appraisal	Documentation relating to the performance appraisal of an employee, including performance related pay if applicable.	Destroy – 5 years after action completed	Common Practice
Reporting	Staff statistic documentation.	Destroy – 5 years after action completed	RGLA 6.12
Staff directory	Employee/sectional contact details.	Permanent – offer to archivist	RGLA 6.1
Occupational health	Occupational health records.		
Absence reporting	Aggregated management information on absences, for instance, working days lost to various sickness categories.	Destroy – 2 years after action completed	RGLA 6.13
Occupational health	Documentation relating to occupational health and safety.	Destroy – 75 years after date of birth	RGLA6.10
Occupational health	Occupational health and safety training.	Destroy – 50 years after training completed	RGLA6.19
Personal risk assessments	Including restrictions i.e. cannot lift or desk work only.	Destroy – 12 Years	Employment Record Code Pt4
Sickness monitoring	Documentation relating to sickness absence, including medical certificates.	Destroy – 6 years from termination of employment	RGLA 6.4
Major injuries	Documentation relating to major injuries.	Destroy – 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
Recruitment	Recruitment of staff.		
Authorisation	Authorisation to recruit for a position.	Destroy – 5 years after recruitment finalised	
Job descriptions	The job description and person specifications for current posts.	Destroy – 2 years after superseded	
Recruitment	Process relating to the recruitment of an employee to the authority.	Destroy – 6 years from termination of employment	RGLA6.4
Recruitment	Documents relating to unsuccessful candidates.	Destroy – 6months after recruitment finalised	
Recruitment	Selection for a position.	Destroy – 1 year after recruitment finalised	RGLA 6.11
Recruitment process	Documentation relating to the recruitment process.	Destroy – 4 months for Job Adverts, Application Forms 5 Years for References	Common Practice
Secondment	Documentation relating to the process of secondments to or from the authority.	Destroy – 6 years from termination of employment	RGLA6.4
Volunteers	Documentation relating to volunteers available to or used by the council, including risk assessments.	Destroy – 6 years from termination of employment	RGLA6.4
Terms and conditions of employment	Terms and conditions for employees.		
Staff benefits	Documentation relating to staff benefits.	6 years from last action	Business need for reference. Limitation period for legal action

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Staff facilities	Documentation regarding facilities for staff including proposals for leisure facilities and eateries.		
Staff recognition	Staff recognition documentation.	6 years from last action	Business need for reference. Standard retention rule for Finance and Accounting records. Limitation period for legal action.
Terms and conditions	The general terms and conditions of employment with the council.	Indefinite	Business need for reference. Limitation period for legal action.
Training	Training information. Training courses are typically identified by name and date.		
Driver training	Driver training documentation.		
Reporting	Performance management relating to training and development, including feedback statistics.	6 years	Business need for reference. Limitation period for legal action
Support training	Training provided to support individuals or organisations working with or for clients.	7 Years after action completed	
Training courses	Training documentation relating to specific courses and sessions.	Destroy – 2 years after action completed	RGLA 6.17
Training courses	Training courses concerning children.	Destroy – 35 years after course completed, or last entry	RGLA 6.18
Training courses	Training course materials.	Destroy – 1 year after course superseded	RGLA 6.20
Training courses	Documentation relating to training courses and initiatives.	Destroy – 2 years after action completed	RGLA 6.17
Training plan	Listing of corporate training activities and forward plans. Includes health and safety training.	6 years after action complete	Business need for reference. Limitation period for legal action
Workforce planning	Information on workforce planning.		
Workforce development planning	Documentation relating to workforce management.	Destroy – 7 years after action completed	RGLA 6.15
Workforce development planning	Documentation relating to workforce management and salaries.	Destroy – 3 years after action completed	RGLA 6.14
Information and communication technology			
Infrastructure	Information relating to the infrastructure.		
Disposal	Documentation relating to the process of disposal of hardware and software belonging to this authority.	Destroy – 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal	Documentation relating to the process of disposal of hardware and software belonging to this authority.	Destroy – 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
Fault reporting	Customer (public) reporting of faults relating to council services.		
Licensing	Documentation in relation to software licensing.		
Help Desk Support	Help desk support information relating to specific systems or pieces of software.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Information security	Data security information and documentation.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Network maintenance	Documentation relating to the maintenance and support of the network.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Server maintenance	Documentation relating to system servers and their maintenance.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Spatial data management	Documentation relating to geographic information systems.		
Storage	Documentation relating to storage systems and servers.		
Strategy	Documentation relating to an ICT Strategy.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Web development	Includes development of Internet, Intranet and Extranet.	Destroy – 6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
System support	Documentation relating to a specific application. System logs may be identified by application, hardware etc.		
Change Control	Documentation relating to planned changes to a specific system.	Destroy – 2 years after system no longer used	
Configuration management	Documentation relating to the configuration of the system.	Destroy – 2 years after system no longer used	
Data Management	Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces.	Destroy – 2 years after system no longer used	
Design and Construction	Documentation relating to the design and construction of systems.	Destroy – 2 years after system no longer used	
Development	Documentation relating to the development of systems and software. Includes web technology development, programming.	Destroy – 2 years after system no longer used	
Implementation	Documentation relating to systems implementation	Destroy – 2 years after system no longer used	
Integration and interfaces	Documentation in relation to data conversion, data matching, data mapping and system interfacing.	Destroy – 2 years after system no longer used	
Maintenance	Documentation relating to the maintenance and support of software and systems. Includes website.	Destroy – 2 years after system no longer used	
Manuals	Manuals and user information relating to specific systems and software.	Destroy – 2 years after system no longer used	
Information management			
Access to information	Providing access to Council information.		
Data protection	Process around the request under data protection.	Destroy when information no longer required	
Data protection	Process of notifying the Information Commissioner on data held.	Destroy – 3 years after previous notification	
Environmental information	Statistical data about the number of requests you answered and their outcomes etc. Details of access decisions.	Destroy – 10 years after data created	TNA Retention and Disposal Guidance 14.
Environmental information	Information subject to an EIR request but scheduled for destruction.	Destroy – 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
Environmental information	Case file records detailing the EIR request, the consideration of possible exemptions and subsequent appeals.	Destroy – 3 years after date of creation	TNA Retention and Disposal Guidance 14.
Environmental information	Procedures for handling EIR requests and other documents regarding practical implementation of EIR.	Destroy – 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information	Statistical data about the number of requests you answered and their outcomes etc. Details of access decisions.	Destroy – 10 years after data created	TNA Retention and Disposal Guidance 14.
Freedom of information	Information subject to a FOI request but scheduled for destruction.	Destroy – 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
Freedom of information	Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals.	Destroy – 3 years after date of creation	TNA Retention and Disposal Guidance 14.
Freedom of information	Procedures for handling FOI requests and other documents regarding practical implementation of FOI.	Destroy – 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information	The publication scheme that is required under the Freedom of Information Act 2000.	Permanent – offer to archivist	
Archives	Information on permanent storage of items.		
Archives management	The consolidated listing of all records held by the authority.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Knowledge management	Information related to education and training.		
Information asset management	List of information assets.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Information asset management	Information relating to an audit of records of various types.	6 years	Business need for reference. Limitation period for legal action.
Information asset management	Information in regards circulation lists, address books etc.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Records management	Information on managing the records of the authority.		
Compliance	Information and data standards as used by the authority, e.g. E-GMS, planning data set etc.	Permanent – offer to archivist	RGLA 2.10
Forms development	Standard templates.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Forms development	Manual and electronic forms design.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Image capture	Audio visual library information.	Not Currently Used – Read Only	

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Retention scheduling	Information regarding disposal of the council's records.	Destroy – 12 years after last action	RGLA 2.12
Tracking	Information regarding tracking and tracing the movement of information from records, archives and libraries.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Registration	Registers.		
Statutory registers	Statutory data registers.	Permanent – offer to archivist unless specific legislation requires otherwise	Limitations Act 1980
Legal services			
Advice	Information on advice provided.		
Advice to the public	Community legal services.	Indefinite	Based on ongoing precedent and evidential value
Provision of legal advice	Providing advice to clients and services which are legally privileged relating to all aspects of the legal system.	Destroy – 6 years after last action, major precedent – offer to archivist for review	Limitations Act 1980. RGLA 4.2
Witness support	Witness support schemes.	Indefinite	Based on ongoing precedent and evidential value
Bylaws	Local bylaws.		
Enactment	The process of making local laws.	Permanent – offer to archivist	RGLA 9.22
Enforcement	The process of administering and enforcing bylaws.	Destroy – 2 years after matter is concluded	RGLA 9.23
Land and highways	Information on land and highways.		
Acquisition	Documentation relating to the process of acquiring land in relation to roads.		
Disposal	Disposal of land associated with the highway.		
Land registration	Land registration.		
Land charges	Searches and title investigations.		
Land charges	Legal documentation relating to land charges.	Permanent (Common Practice Rutland)	
Litigation	Process dealing with civil and criminal litigation, debt recovery, commercial litigation.		
Civil	Civil litigation.	Destroy – 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Commercial	Commercial litigation.	Destroy – 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Criminal	Criminal litigation.	Destroy – 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Debt recovery	Debt recovery.	Destroy – 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Precedent cases	Judgments relied on to fight current cases – setting standards to work within.	Indefinite	Based on precedential and evidential value
Management of legal activities	Management of legal activities.		
Archive deposits	Legal documentation relating to archive depositors.		
Agreements	Agreements including non-contractual agreements between public bodies.	Destroy – 6 years after agreement ends	RGLA 4.3
Conveyancing	Commercial and other leases, Title investigations, Disposal of Freehold and Leasehold properties, Right to Buy applications etc.	Destroy – 12 years after closure	Limitations Act 1980. RGLA 4.4
Conveyancing	Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another) procedures are in place to ensure the efficient and lawful use of easements.		
Conveyancing	Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, way leaves and land.	Destroy – 12 years from termination of tenancy	RGLA 3.28
Copyright	Information on who owns the information. For example, ensuring no breaches of copyright.		
Drafting	A range of pro-forma legal agreements used in all areas of law.		
Trusts	Documentation related to legal services and trusts.		
Planning controls	Information on planning controls.		
Certificate of Lawful Use or Development	Lawful development certificate.	Permanent – offer to archivist	Town and Country Planning Act 1990
Certificate of Lawful Use or Development	Files relating to Lawful Development Certificates.	Destroy – 12 years from date of agreement	Limitations Act 1980
Section 106 agreements	Section 106 Agreement.	Permanent – offer to archivist	Town and Country Planning Act 1990

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Section 106 agreements	Files relating to a planning obligation or legal agreement made under section 106 Town and County Planning Act 1990.	Destroy – 12 years from date of agreement	Limitations Act 1980
Leisure and culture			
Allotments	Information relating to the provision of allotments.		
Allotments	Information relating to the provision of allotments.		
Archives	General archive information.		
Archive development	Archive development records.		
Cataloguing	The consolidated listing archival resources available to the public.	Permanent – offer to archivist	RGLA 2.11
Deposits	Depositor records.		
Loans	Documentation related to loans within the archive.		
Membership	Documentation related to membership of the archive.		
Research	Information relating to research services.		
Arts	Information on services related to the arts.		
Arts development	Documentation related to art development		
Clubs and societies	Documentation related to care within clubs and societies.		
Community facilities	Community centres and halls.		
Equipment	Hire items of equipment for events.		
Grants	Provision of grants to village halls and other local facilities.		
Venues	Details on any venues the local authority may have available for private/business hire.	Destroy – Date Superseded + 2 years	Business need for reference. Limitation period for legal action.
Leisure promotion	Promotion of leisure activities and events.		
Countryside events	Information related to countryside programmes and events.		
Exhibitions	Exhibitions arranged by or held on Council premises.	Destroy – 3 Years	Not Currently Used – Read Only
Inclusion	Activities and events targeted at specific groups of people.		
Parks and gardens events	Information related to parks and gardens.	Destroy – 6 years after event	Business need for reference. Limitation period for legal action.
Play scheme	Documentation relating to play schemes.		
Libraries	Documentation relating to the general existence of libraries.		
Book ordering	Documentation relating to book ordering.		
Bookings	Documentation relating to conventional library bookings.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Bookings	Documentation relating to web-based library bookings.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Catalogue	Documentation relating to the library catalogue.	Destroy – 2 years after administrative use concluded	
Fines	Documentation relating to library fines including guidelines and procedures.	Destroy – 6 years after settlement	As per standard retention for Finance and Accounting records. Limitation period for legal action.
Library development	Documentation relating to library development.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Loans	Documentation relating to library loans.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Membership	Documentation relating to library membership.	Destroy – 2 years after membership lapsed	Business need for reference. Limitation period for legal action.
Support for schools	School library services.		
Museums	Documentation regarding museums.	Destroy – 10 years after closure	
Deposit	Documentation relating to a depositor within a museum.		
Loans	Documentation regarding museum loans.		
Museum catalogue	Documentation regarding museum catalogue.	Permanent	Business need for reference. Historical value.
Museum development	Documentation regarding museum development.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Parks and open spaces	Information about parks and open spaces owned by the local authority.		
Maintenance	Maintenance of parks and open spaces.		

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Playgrounds	Playgrounds and play areas.		
Sports facilities	Documentation attached to general sport facilities.		
Bookings	Documentation related to general sports bookings.		
Bookings	Documentation related to the booking of specific sporting facilities.		
Bookings	Documentation related to membership of sports classes and training regimes.		
Equipment hire	Details of sports equipment that is available for hire.		
Membership	Information related to general sports membership.		
Membership	Information related to the membership of golf clubs.		
Membership	Information regarding leisure centre membership.		
Sports	Information related to sports and recreation services.		
Sports development	Information related to sport development programmes.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Clubs and societies	Documentation associated with sports clubs.		
Tourism	Information for tourists.		
Tourist accommodation	Information about tourist facilities in the local area. Includes lists of visitors' accommodation available locally and information relating to the accreditation of such accommodation.	Superseded + 2 years	Data Protection Act. Business need for reference.
Tourist accommodation	Process of accrediting visitor accommodation.	Successful applications – 2 years after accreditation period ends	Data Protection Act. Business need for reference.
Tourist accommodation	Process of accrediting visitor accommodation.	Unsuccessful applications – 1 year from decision	
Tourist accommodation	Information related to tourist accommodation registers.		
Visitor information	Leisure and cultural services provided or supported by the council for the community. Specifically includes visitor attractions.		
Visitor information	Maps, direction and locations available for public leisure.		
Management			
Ceremonial	Ceremonial events.		
Civic and royal events	Documentation relating to civic functions or visits by royalty to the local area.	Permanent – offer to archivist	RGLA 2.24
Civic and royal events	Information on planning and organising an event.	Destroy – 7 years after use	RGLA 2.25
Corporate gifts	Documentation relating to the provision of corporate gifts.		
Communication support	Supporting communication with and around the Council.		
Interpreting and translation	Language translation services.		
Mail processing	Processes connected with handling mail and associated communications.	Superseded + 6 years	Business need for reference. Limitation period for legal action
Publication	Guides, books and other publications that the council makes available on a chargeable basis.		
Publications received	Information management publications.		
Staff communications	Staff communication documentation.	4 years	Business need for reference. Limitation period for legal action
Corporate communication	Communication with the public.		
Campaigns	Documentation relating to the promotion of a business through publicity campaigns.	Permanent (transfer to archive)	
Corporate branding	Documentation relating to the process of creating and the use of a corporate image and relevant guidance within the authority.	Superseded + 6 years	Business need for reference. Limitation period for legal action
Corporate publicity	Documentation relating to corporate publicity.	6 years	Business need for reference. Limitation period for legal action.
Graphic design	Documentation relating to graphic design requirements of the authority.	Destroy – 3 years from last action	RGLA 2.19
Marketing	Documentation relating to the marketing of the council or a specific function or service.	Permanent – offer to archivist	RGLA 2.23
Media cuttings	Compilation of media in which the local area or authority is mentioned.	Permanent – offer to archivist	RGLA 2.22
Media liaison	Documentation relating to liaison between the council and local media.	Destroy – 3 years from closure	RGLA 2.21
Media releases	Information released to the media.	Destroy – 6 years then offer to archivist	Business need for reference. Limitation period for legal action.
Media releases	Documentation relating to media releases the promotion of business.	Destroy – 6 years then offer to archivist	Business need for reference. Limitation period for legal action.

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Document class	What it includes	Retention period	Reason
Public relations	Documentation relating to public relations.		
Public relations	Media reports.	Permanent – offer to archivist	
Public relations	Published work.	Destroy after use is concluded – one copy to archive	RGLA 2.20
Public relations	Statistics.	Destroy – 10 years after use concluded	
Enquiries and complaints	Enquiries and complaints to the Council.		
Appeals	Formal complaints received and response to the complaint. Includes the FOI, EIR and data protection complaints process.	Destroy – 6 Years from closure	Business need for reference. Limitation period for legal action.
Complaints	Complaints which result in significant changes of policy.	Permanent – offer to archivist	RGLA 2.14
Complaints	Summary form of complaints.	Permanent – offer to archivist	RGLA 2.13
Complaints	Identification of a specific complaint to the council.	Destroy – 10 Years from closure	Information Governance Ombudsman. Limitation period for legal action.
Complaints to Ombudsman	Documents related to Ombudsman complaints.	Destroy – 10 Years from closure	Information Governance Ombudsman. Limitation period for legal action.
Compliments	Compliments and comments and response received and response to them.	Destroy – 6 Years	Business need for reference. Limitation period for legal action.
Customer profiling	Information provided by an individual or organisation that includes personal preferences.		
Customer satisfaction	Feedback on council performance in relation to services or other aspects of council business.	Destroy – 6 Years	Business need for reference. Limitation period for legal action.
Stage 1 complaints	Documents related to stage 1 complaints.	Destroy – 10 Years from closure	Information Governance Ombudsman. Limitation period for legal action.
Stage 1 complaints	Documents related to stage 1 complaints.	Destroy – (12 months for working documents)	
Stage 2 complaints	Documents related to Stage 2 complaints.	Destroy – 10 Years from closure	Information Governance Ombudsman. Limitation period for legal action.
Stage 2 complaints	Documents related to Stage 2 complaints.	Destroy – (12 months for working documents)	
External audits	The external activities (usually carried out by district audit) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.		
Audits	Documentation on audits.		
Preparing business	Preparing business.		
Meetings	Information regarding meetings.	Destroy – 6 years	Business need for reference. Limitation period for legal action.
Officer representation	Documentation relating to officer representation.		
Partnership and agency working	Documentation relating to agency working.	Permanent – offer to archivist	RGLA 1.6
Partnership and agency working	Documentation relating to agency working.	Destroy – 3 years after last action	RGLA 1.7
Project management	Activities are often organised into projects.		
Closure	Information obtained by reviewing the project.		
Governance	Document created at the start of the project to indicate how it will be run.		
Governance	Planning documentation.		
Initiation and delivery	Unforeseen events requiring action.		
Start up	Information related to planning a business operation or service.		
Quality and performance	Information on quality and performance.		
Assessments	Assessments.	Destroy – 2 years from closure	RGLA 2.18
Best value reviews	Best value reviews.	Destroy – 5 years from closure	RGLA 2.17
Inspections	Documentation relating to the external inspections received by the authority in relation to corporate or service specific performance management.		
Process mapping	Information relating to specific quality initiatives such as ISO 9000.		
Statutory returns	The process of preparing information to be passed on to central government as part of statutory requirements		
Reports to government	Reports to government.	Destroy – 7 years from closure	RGLA 2.5
Strategic planning	Information related to planning a business operation or service.		

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Document class	What it includes	Retention period	Reason
Business cases	Information related to identifying a need or requirement for a business or service process.		
Corporate initiatives	Documentation relating to corporate initiatives.	Destroy – 5 years after initiative ends	
Organisational structure	Organisational structure of the school library service.		
Policies and procedures	Documentation relating to policies and procedures of the council.	Permanent – offer to archivist	RGLA 2.6
Public consultation	The process of consultation with the public.	Destroy – 1 year from closure	RGLA 2.9
Public consultation	The process of consultation with the public.	Destroy – 5 years from closure	RGLA 2.8
Service level agreements	Information relating to agreements made between separate internal units or teams on a contractual basis.		
Planning and building control			
Building control			
Application processing	Application files containing application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports and contravention notices.	Destroy after 3 years if rescinded otherwise permanent – offer to archivist	Building Act 1984
Application processing	Correspondence before an application is submitted.	2 years	Business need for reference. Limitation period for legal action.
Building regulations	Documentation related to building standards and inspection.		
Registration	Building control register sheets.	Permanent – offer to archivist	RGLA 10.8
Unauthorised works	Information relating to unauthorised works.		
Covenant control			
Policies	Information relating to covenanted properties.		
Covenant controls	Covenant control files containing applications, correspondence, drawings and notices.		
Development control			
Application processing	Information on planning applications, enforcing restrictions and maintaining public registers to enforce local strategy.		
Application processing	Documentation related to planning appeals.	Destroy – 6 years from conclusion of appeal	Limitations Act 1980
Application processing	Application files containing application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs and s.106 agreements.	Destroy – 10 years after planning permission expires	
Application processing	Decision notices on planning applications.	Permanent – offer to archivist	RGLA 10.6
Application processing	Pre-application discussion documentation relating to a specific building.		
Conservation areas	Information regarding specific sites and monuments.	Permanent	RGLA 10.3
Enforcement	The enforcement of demolition guidelines and laws.	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
Hedges	Actions to resolve disputes over evergreen hedges.		
Registration	Register sheets including application register, decision register, consultation register, enforcement register, s.106 register, tree works register.	Permanent – offer to archivist	RGLA 10.6
Planning obligations	Documentation relating to planning obligations.		
Tree	Information containing reference to listed tree-life.	Destroy – 5 years after application decision	
Tree	Tree preservation orders.	Permanent – offer to archivist	RGLA 10.6
Forward planning			
Economic regeneration	Planning future development.		
Heritage listing	Information on activities to support economic regeneration in the local area.		
Heritage listing	The consolidated listing of heritage buildings and sites.		
Housing development	Documentation related to social housing development.		
Local plan	Local planning documentation.		
National planning policy	National planning policy information.		
Natural environment	Information on agriculture, countryside, nature reserves and protected sites.	Permanent – offer to archivist	RGLA 10.7
Natural environment	The process of maintaining the countryside and developing open spaces for public amenity.	Destroy – 7 years after administrative use concluded	RGLA 10.7
Planning policy	Planning policy documentation in relation to specific buildings.		
Planning schemes	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments.	Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
Regional plan	Regional planning information.		
Regional plan	Mineral plans.	Permanent – offer to archivist	RGLA 10.4
Regional plan	Waste plans.	Permanent – offer to archivist	RGLA 10.4

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Regional plan	Structure plans.	Permanent – offer to archivist	RGLA 10.1
Sustainable development	Information on biodiversity, flooding and pollution.		
Urban centre planning	Town and city centre planning documentation.		
Procurement			
Contracting			
Approved suppliers	Documentation relating to contracts. Maintaining a list of approved suppliers to the local authority.	Superseded + 6 years	Business need for reference. Limitation period for legal action. Standard retention rule for financial and accounting records.
Contract awards	Information of who was successful in obtaining a contract or contracts we undertake for others.	Contract end + 6/12/15 years	Legal evidence dependent on contract type. Limitation Act.
Contract awards	Contract documents and any contract amendments.	Destroy – 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
Contract awards	Contract documents and any contract amendments where contract is under seal.	Destroy – 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
Contract awards	Negotiation files related to specific contracts.	Destroy – 1 year after the term of the contract has expired	RGLA4.11
Contract awards	Performance monitoring and review of awarded contracts.	Destroy – 2 years after the term of the contract has expired	RGLA4.13
Contract management	The monitoring of contracts.	Contract end + 6/12/15 years	Legal evidence dependent on contract type. Limitation Act.
Requisition	Documentation on non tendered contracts.	Destroy – 7 years after the end of the financial year	RGLA 7.3
Market information			
Product evaluation	General information on products that the authority might consider purchasing. Information on any products evaluated.		
Product information	Information held by the organisation on products with a view to purchase at a later stage (e.g. product literature).	3 years	Business need for reference. Limitation period for legal action.
Tendering			
Tenders	Inviting organisations to tender for contracts. Tender issuing and return.	Destroy – 1 year after start of contract	RGLA 4.7
Tenders	Tendering of contracts, responses and their evaluation.	Destroy – 6 years after the term of the contract has expired	
Tenders	The process of calling for expressions of interest.	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
Tenders	Tendering of contracts, responses and their evaluation for contracts under seal.	Destroy – 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
Tenders	Documentation relating to unsuccessful tenders.	Destroy – 1 year after start of contract	RGLA4.10
Tendering policies	Documentation relating to tendering policies.	Superseded + 6 years	Business need for reference. Limitation period for legal action.
Registration and coroners			
Inquiries into deaths			
Coroners inquests	The Coroner has a duty to investigate the circumstances of sudden, unnatural or uncertified deaths that are reported to him. Inquiries leading to an inquest.	Permanent – offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.7
Investigations	Inquiries not proceeding to an inquest.	Destroy – 15 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.6
Registration	Register of reported deaths.	Permanent – offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.5
Marriage services			
Conducting a marriage service	Information relating to marriage services. Process of arranging and carrying out a marriage service.	Destroy – 3 years after last action	RGLA5.3
Registration	Register of places approved to hold wedding services.	6 years after registration lapsed	Business need for reference. Limitation period for legal action.
Registration of births, marriages and deaths			
Advice and support	Registration of significant life events. Supplying advice and support on arrangements that need to be made.	2 years	Business need for reference. Limitation period for legal action.

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Document class	What it includes	Retention period	Reason
Certification	Records of applications for copies of certificates.		
Certification	Issuing of certificates.	Destroy – 7 years after last action	RGLA 5.2
Notification	Process of arranging for a marriage notice to be displayed. Wedding banns.	Destroy – 2 years after last action	RGLA 5.4
Registration	The process of registering a marriage.	Permanent – offer to archivist	RGLA 5.1
Registration	Process of registering a birth.	Permanent – offer to archivist	RGLA 5.1
Registration	Process of registering citizenship.	Permanent – offer to archivist	RGLA 5.1
Registration	Process of registering the death of individuals.	Permanent – offer to archivist	RGLA 5.1
Treasure trove	Information on treasure trove.		
Inquests	Process of investigation of a treasure trove.	Destroy – 2 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.8
Risk management and insurance			
Claims	Handling claims against the council.		
Claims processing	Documentation relating to claims made against the council.	Destroy – 7 years after all obligations and entitlements are concluded	Limitations Act 1980. RGLA 8.21
Insuring against loss	Insuring against loss.		
Insurance	Documentation relating to insurance policies.	Destroy – 7 years after the terms of the policy have expired	RGLA8.19
Insurance	Renewal information.	Destroy – 5 years after the policy has been renewed	RGLA8.20
Insurance	Summary of arrangements relating to insurance.	Permanent – offer to archivist	RGLA8.18
Risk management	Management of risk.		
Business continuity planning	Documentation relating to business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.	Superseded + 6 years	Business need for reference. Limitation period for legal action.
Education	Campaigns related to risk management		
Risk assessment	Consolidated listing of, and assessment of risks.	Destroy – Closure + 5 years	
Risk assessment	Valuations as part of the risk assessment process.		
Transport and infrastructure			
Design and construction	Design and construction of transport infrastructure.		
Roads and highways	Documentation related to the design and constructions of roads and highways.	Permanent – offer to archivist	RGLA 11.7
Traffic management schemes	Design and construction of highways, traffic management schemes and road signs. Includes feasibility studies.		
Harbours and waterways	Information relating to harbours or inland waterways.		
Boat moorings	Information relating to boats and their moorings.		
Port facilities	Documentation related to port facilities.		
Port facilities	Estimated time of arrival notification documentation.		
Port facilities	Notifications related to imported goods.		
Registration	Documentation related to watercraft.		
Highway development control	Responsibility for highways.		
Highway adoption	Adoption of new highways.	Permanent – offer to archivist	RGLA 11.3
Highway extent queries	Handling of highways extents enquiries from solicitors, developers, districts etc.	Permanent – offer to archivist	RGLA 11.2
Highway extinguishment	Extinguishment of highways.	Destroy – 7 years after extinguishment. Offer order and map to archivist	
Notification	Documentation relating to notification to the public of maintenance, changes in status, and closures, etc.		
Planning control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments.	Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4
Road classification	Gazetteer of highways types.		
Highway enforcement	Information to ensure highways are safe and free from obstruction.		
Advertising hoarding	Documentation related to the control of advertising hoarding.		
Highways	Documentation relating to enforcement of the proper use and maintenance of transport and highways.	Destroy – 3 years after compliance with enforcement notice	RGLA 11.5
Parking	Enforcement of parking infringement includes both on-site and off-site.	Destroy – 2 Years after payment received or case closed	Common Practice

Thurrock Council – Document retention schedule, May 2018

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Document class	What it includes	Retention period	Reason
Parking fines	Documentation related to parking fines.	Destroy – 3 Years after payment received or case closed	Common Practice
Road reinstatement	Documentation related to the reinstatement of roadways.		
Scaffolding	Documentation related to the regulation of scaffolding and the enforcement of rules and regulations associated with this.	7 Years (Permits & Licenses)	Highways Act 1980
Speeding fines	Documentation related to speeding fines.		
Weight limits	Documentation related to the enforcement of weight limits.		
Infrastructure management	Documentation on managing transport infrastructure.		
Cycle routes	Provision for cycle routes.		
Geotechnical services	Feasibility studies, desk studies, geotechnical site investigations, site and laboratory testing and contaminated land studies provided by the local authority.		
Maintenance	Documentation related to general maintenance of transportation systems.		
Markings and signage	Installation of instruction and warning signs.		
Public conveniences	Provision of public conveniences. Toilets. Maintenance and cleaning.		
Service providers	Documentation relating to service providers.		
Street furniture	Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc.	Destroy – 7 years after last action	RGLA 11.8
Street naming and numbering	Documentation on the street naming development naming and property numbering/naming.	Permanent	Common Practice
Surveys	Survey data relating to transport and infrastructure.		
Taxi ranks	Provision of designated taxi ranks.		
Public transport	Information on public transport.		
Community transport	Transport for members of the community. Includes schemes such as 'dial-a-ride', shopmobility, community bus and car schemes.		
Concessions	Information regarding the transport concessions offered to the disabled.		
Public transport plan	Information about future plans, public transport routes and timetable.	Destroy – 3 years after superseded or last action	RGLA 11.11
Timetable	The timetabling of public transportation system.	3 Years after being superseded	
Rights of way	Documentation relating to the process for creating and maintaining rights of way in the local area. Includes the Rights of Way Definitive Map. May include information relating to cycle routes.		
Enquiries	Enquiries and correspondence from the public concerning rights of way.		
Locations	Information, including maps defining the locations and routes of rights of way.	Permanent – offer to archivist.	
Orders	Orders creating public rights of way.	Destroy – 6 years from conclusion of transaction	
Planning applications	Management of the council's responses from a rights of way management perspective to planning applications and proposals.	Retain for 5 years as a live file – Transfer to Archive	Common Practice
Ploughing and cropping	Regulation of ploughing and cropping on public rights of way.		
Searches	Rights of way searches carried out by the council.		
Road maintenance	Road maintenance.		
Bridge inspections	Regular inspections of bridges on highways.	12 Years after Completion	Common Practice
Drains and gullies	Keeping drains and gullies clear and provision of advice on drainage.	Destroy – 12 years after action completed	Common Practice
Emergency maintenance	Documentation related to emergency maintenance.	Destroy – 12 years after action completed	RGLA 11.9
Hazard removal	Removal of hazards on the road. Including removal of dead animals, oil spills etc.	Destroy – 12 years after action completed	
Inspections	Documentation relating to inspection of adopted highways.		
Kerbs	Vehicle crossovers.		
Planned maintenance	Documentation relating to unplanned and planned maintenance.	Destroy – 12 years after action completed	RGLA 11.9
Scheduled maintenance	Documentation related to scheduled maintenance.	Destroy – 12 years after action completed	RGLA 11.9
Verge maintenance	Documentation related to the maintenance of verges.		
Road safety	Information on road safety.		
Accident investigations	Investigations into road traffic accidents for the purposes of improving road safety.	Destroy – 7 years after use.	
MOT testing	MOT testing of vehicles by accredited council garages.		
Road safety awareness	Documentation relating to road safety awareness.		
Safety audits	Audits / inspections of highways from a road safety perspective.	Destroy – 7 years after use.	

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Document class	What it includes	Retention period	Reason
School crossing patrols	Documentation relating to school crossing patrols.		
Speed cameras	Includes information on the reason for the siting of the camera, any settings etc.		
School transport	Transport to and from school.		
School transport services	Documentation relating to school transport services.	Applications – 1 Year after Transport Finishes	Common Practice
Traffic management	Management of traffic.		
Abnormal loads	Consent for moving an abnormal load.	Destroy – 2 years after consent given.	
Gritting and snow clearance	Keeping roads and pavements clear when weather conditions may prove hazardous.		
Monitoring	Includes the monitoring of highway, transport and traffic use.		
Parking	Documentation relating to parking permits, parking schemes, skips, scaffolding etc. Includes information relating to the development and management of controlled parking zones.	Destroy – 7 years after issue	
Parking sites	Documentation relating to the specifics of parking sites.		
School routes	The activity of planning, and programming the continued safety of school routes.		
Street lighting	The activity of planning and programming the continued effectiveness of street-based lighting.		
Traffic calming	The management and control of traffic calming measures.		
Traffic reduction	The activity of planning, and programming the continued flow, diversion or reduction of traffic.		
Traffic orders	Traffic management and parking requires to be regulated by various statutory orders.	Destroy – 7 years after action completed	RGLA 11.6
Traffic orders	Implementation of road traffic orders.	Destroy – 5 years after action completed	
Traffic orders	The planning and investigation of road traffic orders.	Destroy – 5 years after action completed	
Weather forecasting	The effects of weather conditions on the transport system.		
Transport planning	Planning transport developments.		
Development control	Documentation associated with the approval of planning applications which affect this section.		
Strategy and planning	Development of transport strategy.		
Strategy and planning	The planning of transport issues.	Permanent – offer to archivist	RGLA 11.1
Transport modelling	The carrying out of transport modelling projects.		
Transport modelling	Traffic census data.	Destroy – 2 years after last use	
Travel plans	Employer travel plans.	Destroy – 5 years after use	
Travel plans	School travel plans.	Destroy – 5 years after use	
Waste management			
Fly tipping	Information related to fly tipping.		
Fly tipping	Dumped rubbish which varies in size from a single bin bag to several truck loads of construction waste.		
Street cleaning	Information on street cleaning.		
Pest control	The management and control of pests.		
Road cleansing	The cleaning of public roadways.		
Waste collection	Information on waste collection.	Destroy – 2 years after last action	RGLA9.26
Abandoned vehicles	A vehicle which deemed to have been abandoned by its owner, as defined in the Refuse Disposal Amenity act 1978 and the Clean Neighbourhoods Act 2005.	Destroy – 2 years after last action	RGLA9.26
Bulk	The disposal of commercial waste, as defined in the Environmental Protection Act 1990.	Destroy – 2 years after last action	RGLA9.26
Controlled	The disposal of hazardous waste as defined in the Hazardous Waste Directive 2005 and the European Waste Catalogue.	Destroy – 6 years after last action	RGLA9.27
Domestic	The process of arranging the collection or transportation of home care waste.	Destroy – 2 years after last action	RGLA9.26
Trade	The process of arranging the collection or transportation of trade waste.	Destroy – 2 years after last action	RGLA9.26
Waste disposal	Information on the disposal of waste.		
Waste sites	Information on waste disposal sites and their management.	Permanent – offer to archivist	RGLA9.28

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Document class	What it includes	Retention period	Reason
Waste sites	Information on sites used for the short term storage of waste.	Destroy – 10 years after site closure	RGLA9.29
Waste sites	Information on the equipment installed at waste sites and its operation.	Destroy – 6 years after use	
Waste sites	Records of inspections of waste sites.	Destroy – 6 years after inspection	
Waste sites	Permits issued covering the use of waste sites.	Destroy – 7 years after permit expires	
Waste sites development	A plan held by local and regional authorities detailing the provisions for current and future waste management activities.	Permanent – offer to archivist	RGLA 9.30
Waste reduction	Information on reducing the amount of waste.		
Composting	The treatment of biodegradable waste, either aerobically or anaerobically to produce a product that can be reused as either compost or a soil improver.		
Recycling	The establishment of public recycling receptacles.	Destroy – 5 years after use	Common Practice