

# Thurrock Council document retention schedule

December 2019.

## Definitions of Disposal action terms used

<b>P: Archive or Permanent Retention</b>	This information has historical value. Public records and information may be offered to TNA (or Place of Deposit) for permanent preservation, and be made available to the public. Non-public records and information may need to be permanently retained by the Welsh Government for administrative purposes.
<b>D: Destroy</b>	This information is of a routine business nature and can be destroyed when the business need for retaining the information has expired.
<b>R: Review</b>	This information may have long term business value, or could potentially be of historical interest. A more thorough review therefore will be undertaken to determine its on-going value before a destruction decision is made.
<b>RGLA</b>	Retention Guidelines for Local Authorities – a guide produced by the Local Government Group of The Records Management Society of Great Britain
<b>TNA</b>	The National Archives

## Adult care services

### Asylum seekers

Document class	Disposal action	Retention period	Reason
Advice and support	Destroy	8 years	
Nationality checking	Destroy	8 years	

### Carers case files

Document class	Disposal action	Retention period	Reason
Agency provided services	Destroy	25 years after end of employment	RGLA 3.25
Assessment	Destroy	25 years after end of employment	RGLA 3.25
Financial support	Destroy	25 years after end of employment	RGLA 3.25
Legal	Destroy	25 years after end of employment	RGLA 3.25
Licensing	Destroy	25 years after end of employment	RGLA 3.25
Review	Destroy	25 years after end of employment	RGLA 3.25

### Residential homes

Document class	Disposal action	Retention period	Reason
Activities	Destroy	25 years from closure	RGLA 3.25
Diary's	Destroy	25 years from closure	RGLA 3.25
Menu	Destroy	25 years from closure	RGLA 3.25
Roster Sheet	Destroy	25 years from closure	RGLA 3.25

## Community support

Document class	Disposal action	Retention period	Reason
Day centres	Destroy	6 years from last action	
Groups	Destroy	6 years from last action	

## Registration of care

Document class	Disposal action	Retention period	Reason
Licensing	Permanent	Offer to archivist	RGLA 3.24

## Service user case file without mental health records

Document class	Disposal action	Retention period	Reason
Care Plan	Destroy	8 years after provision of support ended	RGLA 3.17
Carer details	Destroy	8 years after provision of support ended	RGLA 3.17
Contact sheet	Destroy	8 years after provision of support ended	RGLA 3.17
Essential Information	Destroy	8 years after provision of support ended	RGLA 3.17
Financial and commissioning	Destroy	8 years after provision of support ended	RGLA 3.17
Grants	Destroy	8 years after provision of support ended	RGLA 3.17
Health	Destroy	8 years after provision of support ended	RGLA 3.17

Document class	Disposal action	Retention period	Reason
Legal	Destroy	8 years after provision of support ended	RGLA 3.17
Licensing	Destroy	3 years after service provision ended	RGLA 3.17
Looked after in care	Destroy	8 years after provision of support ended	RGLA 3.17
Occupational therapy	Destroy	8 years after provision of support ended	RGLA 3.17
Referral	Destroy	8 years after provision of support ended	RGLA 3.17
Review	Destroy	8 years after provision of support ended	RGLA 3.17

### Service user case file with mental health records

Document class	Disposal action	Retention period	Reason
Mental Health	Destroy	10 years after service provision ended	RGLA 3.17

# Children and families services

## Adoption and fostering

Document class	Disposal action	Retention period	Reason
Adoptive Parent Files	Destroy	100 years from date of adoption or 118 years from date of birth	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Adoption Case Files	Destroy	100 years from date of adoption or 118 years from date of birth	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Information about adoption process	Superseded	10 years from being superseded	
Prospective adoptive parent files	Review	6 years	
Foster carer file	Destroy	10 years from provider status ceases EXCEPT – 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32

## Child protection

Document class	Disposal action	Retention period	Reason
Child protection register	Destroy	35 Years	RGLA 3.8 RGLA 3.9

Document class	Disposal action	Retention period	Reason
Child Protection Case Files	Destroy	50 years from date of birth	RGLA 3.8
Schedule 1 offenders	Destroy	5 years from closure	RGLA 3.9

## Child minding

Document class	Disposal action	Retention period	Reason
Registration	Permanent	Retain for 70 years then offer to archivist	RGLA 3.7
Support for childminders	Review	6 years from last action	RGLA 3.7

## Children looked after in care

Document class	Disposal action	Retention period	Reason
Children Looked After in Care Case Files	Destroy	75 years from date of birth	
Register of Children looked after in care	Permanent	Retain until the child is 23, or if the child dies before this, 5 years from date of death – then offer to Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
Complaints	Destroy	10 Years after complaint is dealt with	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
Children In Need / Edge of Care Case Files	Destroy	15 years from date of birth	

## Programme management and development

Document class	Disposal action	Retention period	Reason
Services for children	Destroy	7 years from closure	RGLA 3.20
Supporting children	Destroy	25 years from closure	RGLA 3.23
Supporting young persons	Destroy	15 years from closure	RGLA 3.23
Supporting adults	Destroy	7 years from closure	RGLA 3.23

## Residential homes

Document class	Disposal action	Retention period	Reason
Activities	Destroy	15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Diary	Destroy	15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Menu	Destroy	15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Roster Sheet	Destroy	15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
Registration	Permanent	Offer to archivist 50 years after closure	RGLA 3.1

## Social issues

Document class	Disposal action	Retention period	Reason
Substance misuse	Permanent	6 Years after Case Close	Limitation Act 1980.

## Special education needs

Document class	Disposal action	Retention period	Reason
Learning support	Destroy	Destroy – 35 years from closure	RGLA 3.13

## Supporting children

Document class	Disposal action	Retention period	Reason
Admission appeals	Destroy	3 years after last action	School Standards & Framework Act (1998)
Adoption process	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	Destroy	On the child's 21st birthday	
Assessment	Destroy	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Destroy	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Destroy	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Destroy	Destroy – 25 years from date of birth of youngest child	RGLA 3.15
Assessment	Destroy	Destroy – 25 years from date of birth of youngest child	RGLA 3.15



Document class	Disposal action	Retention period	Reason
Attendance and truancy	Destroy	End of the child's compulsory education. Destroy – Youth Clubs, U23 Records, Duke of Edinburgh Awards – Keep until 25th Birthday ( If not gained)	Business need for reference. Limitation Act 1980.
Child protection	Destroy	100 years after end of service provision	
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	Destroy	On child's 21st birthday	
Continuing care	Destroy	On child's 21st birthday	
Continuing care	Destroy	On child's 21st birthday	
Educational achievement assessments	Destroy	On child's 21st birthday	
Educational psychology	Destroy	35 years from closure	RGLA 3.13
Educational welfare	Destroy	On child's 21st birthday	
Finance and commissioning	Destroy	3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Destroy	3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
Financial support	Destroy	3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980

Document class	Disposal action	Retention period	Reason
Financial support –School Meals	Destroy	25 years from date of birth	RGLA 3.3
Financial support – School Award	Destroy	25 years from date of birth	RGLA 3.13
Financial support – Student loans	Destroy	25 years from date of birth	RGLA 3.15
Financial support – Travel pass	Destroy	25 years from date of birth	RGLA 3.19
Fostering Process	Destroy	25 years from date of birth	RGLA 3.5
Grants	Destroy	25 years from date of birth	RGLA 3.19
Health	Destroy	25 years from date of birth	
Hospital and home tuition	Destroy	25 years from date of birth	
Legal	Destroy	25 years from date of birth	RGLA 3.3
Licensing	Review	2 years after registration lapses	RGLA 9.16
Looked after in care	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	Destroy	On child's 21st birthday	
Review	Destroy	On child's 21st birthday	
School exclusions	Destroy	25 years from last action	RGLA 3.19
Special educational needs	Destroy	35 years from closure	RGLA 3.13

### Supporting disabilities – information on general support for individuals with disabilities

Document class	Disposal action	Retention period	Reason
Deaf	Destroy	5 Years from last contact or 3 years from the date of death	Limitation Act 1980.

## Training

Document class	Disposal action	Retention period	Reason
Support training	Destroy	35 years from termination	RGLA 6.3

## Youth justice

Document class	Disposal action	Retention period	Reason
Case management	Destroy	25 years from date of birth or 10 years from last contact	RGLA 3.12

## Youth services

Document class	Disposal action	Retention period	Reason
Youth service provision	Destroy	25 years from date of birth or 10 years from last contact	RGLA 3.12

# Community safety and emergencies

## Advice

Document class	Disposal action	Retention period	Reason
Contingency planning	Destroy	2 years after advice superseded	Limitation Act 1980.
Fire safety planning	Destroy	2 years after advice superseded	Limitation Act 1980.
Home security	Destroy	2 years after advice superseded	Limitation Act 1980.
CCTV surveillance	Destroy	Destroy ( or recorded Over) after 30 days unless needed to enforcement Purposes	Limitation Act 1980.

## Emergency planning

Document class	Disposal action	Retention period	Reason
Emergency agencies	Superseded	2 Years from being Superseded	
Emergency plan	Permanent	Permanent – offer to archivist	RGLA 9.11
Emergency plan	Destroy	10 years after closure	RGLA 9.12

## Emergency service

Document class	Disposal action	Retention period	Reason
Notifications	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

Document class	Disposal action	Retention period	Reason
Fire safety legislation	Destroy.	2 years after matter is concluded	RGLA 9.19
Fire safety legislation	Destroy	7 years from last action	Police and Criminal Evidence Act. RGLA 9.21

## Fire prevention

Document class	Disposal action	Retention period	Reason
Fire certification	Destroy	7 years from last action	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	Destroy	7 years from last action	RGLA 9.20
Fire safety	Destroy	2 years after advice superseded	Business need for reference. Limitation Act 1980.
Fire safety inspections	Destroy	7 years from last action	RGLA 9.20
Incident monitoring	Permanent	Permanent – offer to archivist	RGLA 9.13
Incident monitoring	Destroy	7 years after closure	RGLA 9.14
Inspections	Destroy	7 years from last action	RGLA 9.20
Investigations	Destroy	7 years from last action	

## Measures against vandalism

Document class	Disposal action	Retention period	Reason
Flyposting	Destroy	After 6 years	Based (Section 2)
Removal of graffiti	Destroy	After 6 years	Limitation Act 1980 (Section 2)

## Training

Document class	Disposal action	Retention period	Reason
Training exercises	Destroy	10 years after closure	RGLA 9.12

## Consumer affairs

### Advice

Document class	Disposal action	Retention period	Reason
Advice	Destroy	7 years after creation	

### Enforcement

Document class	Disposal action	Retention period	Reason
Prosecution of offences – Dangerous and wild animals	Destroy	7 years from investigation complete	Police and Criminal Evidence Act 1984
Prosecution of offences – Health and safety at work	Destroy	7 years from investigation complete	Police and Criminal Evidence Act 1984
Prosecution of offences – Inspections	Destroy	7 years from investigation complete	Police and Criminal Evidence Act 1984
Prosecution of offences – Weights and measures	Destroy	7 years from investigation complete	Police and Criminal Evidence Act 1984

### Environmental health

Document class	Disposal action	Retention period	Reason
Animal control	Destroy	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984

## Investigation, inspections and monitoring

Document class	Disposal action	Retention period	Reason
Inspections – Equipment records	Destroy	6 years after disposal of the equipment	
Inspections – Food standards inspection forms	Destroy	7 years after inspection Complete	
Investigations	Destroy	Case data resulting in prosecution – Destroy 7 years after case closed Case data not resulting in prosecution – Destroy 3 years after case closed	
Monitoring – Air pollution	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Animal health	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Food hygiene	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Food hygiene, home care	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990



Document class	Disposal action	Retention period	Reason
Monitoring – Food safety	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Food standards	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Hazardous substances	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Land pollution	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – River pollution	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Pollution – Private water supplies	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Weights and measures	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990

Document class	Disposal action	Retention period	Reason
Monitoring – Swimming pools	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Product safety	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Infectious diseases	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring – Responsive	Destroy	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990
Monitoring- Nuisances	Destroy.	3 years from last action	Consumer rights act 2015,RGLA 9.3, Environmental Protection Act 1990

## Registration, certification and licensing

Document class	Disposal action	Retention period	Reason
Entertainment and drinks	Destroy	2 years after registration lapses	RGLA 9.16
Food premises	Destroy	2 years after registration lapses	RGLA 9.16
Licence premises	Destroy	2 years after registration lapses	RGLA 9.16

Document class	Disposal action	Retention period	Reason
Licensing – Animal boarding	Destroy	2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16
Licensing – 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 – Auction premises	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Building materials	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Butchers	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Caravan and camp site	Destroy	2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
Licensing – Cemetery	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Cooling Towers	Destroy	2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
Licensing – Credit licensing	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Credit licensing	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Dangerous wild animals	Destroy	2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
Licensing – Entertainment	Destroy	2 years after registration lapses	RGLA 9.16

Document class	Disposal action	Retention period	Reason
Licensing – Food business	Destroy	2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
Licensing – Food	Destroy	2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
Licensing – Hackney	Destroy	2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing – Highway projection	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Hoarding	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Infectious diseases	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Late hours catering	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Liquor	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Lottery registration	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Massage and special treatment	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Non medicinal poisons	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Nursing agencies	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Other hazardous substances	Destroy	2 years after registration lapses	RGLA 9.17
Licensing – Personal	Destroy	2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Document class	Disposal action	Retention period	Reason
Licensing – Pet shop	Destroy.	2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
Licensing – Petroleum	Destroy	2 years after registration lapses	Petroleum (Regulation) Acts 1928 and 1936
Licensing – Premises	Destroy	2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing – Private hire	Destroy	2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing – Public entertainment	Destroy	2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing – Riding establishment	Destroy	2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
Licensing – Sale of explosives	Destroy	2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
Licensing – Scrap metal	Destroy	2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
Licensing – Sex establishments	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Shops	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Scaffold	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Skip	Destroy	2 years after registration lapses	RGLA 9.16
Licensing – Street collections and lotteries	Destroy	2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16

Document class	Disposal action	Retention period	Reason
Licensing – Street trading	Destroy	2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
Licensing – Zoo	Destroy	2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16

# Council property

## Common land

Document class	Disposal action	Retention period	Reason
Registration	Permanent	Offer to archivist	

## Maintenance of council property

Document class	Disposal action	Retention period	Reason
Maintenance – Maintenance of council property	Destroy	7 years after last action	RGLA 7.27
Planned maintenance	Destroy	Assets over £50,000 – 12 years after all obligations/entitlements concluded – Assets under £50,000 – 6 years after all obligations/entitlements concluded	Limitations Act 1980 RGLA 7.29
Refurbishment	Destroy	Assets over £50,000 – 12 years after all obligations/entitlements concluded – Assets under £50,000 – 6 years after all obligations/entitlements concluded	Limitations Act 1980 RGLA 7.29
Responsive maintenance	Destroy	Assets over £50,000 – 12 years after all obligations/entitlements concluded – Assets under £50,000 – 6 years after all obligations/entitlements concluded	Limitations Act 1980 RGLA 7.29

## Property acquisition and disposal

Document class	Disposal action	Retention period	Reason
Acquisitions	Destroy	Assets over £50,000 – 12 years after all obligations/entitlements concluded – Assets under £50,000 – 6 years after all obligations/entitlements concluded	Limitations Act 1980.RGLA 7.29
Deeds	Permanent	Retain for the ownership of Property	
Disposal	Destroy	15 years after obligations or entitlements are concluded	RGLA 8.3
Disposal	Destroy	Destroy – 6 years after all obligations/entitlements concluded	Limitations Act 1980.RGLA 7.29
Disposal	Destroy	Destroy – 15 years after obligations or entitlements are concluded	RGLA 8.3

## Property and land management

Document class	Disposal action	Retention period	Reason
Accessibility	Destroy	7 years	RGLA 8.14 RGLA 8.15 RGLA 8.17
Building surveys	Destroy	7 years	RGLA 8.14 RGLA 8.15 RGLA 8.17



Document class	Disposal action	Retention period	Reason
Certification	Destroy	7 years	RGLA 8.14 RGLA 8.15 RGLA 8.17
Distribution and allocation of properties	Destroy	7 years	
Energy management	Destroy	7 years	
Facilities management	Destroy	7 years	
Fleet management	Destroy	7 years after disposal of the vehicle	RGLA 8.17
Health and safety	Destroy	1 year after process ceases or is superseded	RGLA 9.6
Internal agreements	Destroy	1 Year After Process Ceases or Superseded	
Land and property history	Destroy	12 years from life of property	RGLA 8.2
Management of leased property	Destroy	15 years after expiry of the lease	RGLA 8.8
Process of managing the occupancy of property	Destroy	Destroy – 7 years after conclusion of transaction	RGLA 8.9
Management of Estates of special interest	Permanent	Offer to archivist	RGLA 8.5
Management of renovations and development of other buildings and estates	Permanent	Retain for life of the building	RGLA 8.6
Property services	Destroy	15 years after expiry of lease	
Property strategy	Permanent	Offer to archivist	RGLA 8.1
Replacement programme	Permanent	Offer to archivist	RGLA 8.1
Inventories – Usage statistics	Destroy	2 Years after being Superseded	Limitation Act 1980.

Document class	Disposal action	Retention period	Reason
Security	Destroy	6 years from end of financial year after disposal of property	
Valuations	Destroy	6 years from end of financial year after disposal of property	

## Property use and development

Document class	Disposal action	Retention period	Reason
Car parking	Destroy	7 years after completion	
Design and construction	Destroy	7 years after completion	
Traveller sites	Destroy	3 years after closure	

# Crematoria and cemeteries

## Burial identity and location

Document class	Disposal action	Retention period	Reason
Burial identity and location	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24
Registration	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24
Cemetery plans	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24
Burial plot layout	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24
Booking applications	Destroy	5 year after last action	RGLA9.25
Summary management systems	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24
Exhumations	Permanent	Offer to archivist	Cremation (England & Wales) Regulation 2008 No 2841 RGLA 9.24

Document class	Disposal action	Retention period	Reason
Interment Service	Destroy	5 year after last action	RGLA9.25
Licensing	Destroy	5 year after last action	RGLA9.25
Memorial management	Destroy	Destroy after 7 years	Limitation Act 1980.

### Maintenance of burial grounds

Document class	Disposal action	Retention period	Reason
Planned Maintenance	Destroy	21 years after maintenance completed	
Redundant Churchyards	Destroy	21 years after maintenance completed	
Responsive Maintenance	Destroy	21 years after maintenance completed	

# Democracy

## Decision making

Document class	Disposal action	Retention period	Reason
Council and committee meetings – Minutes	Permanent	Offer to archivist	RGLA 1.4
Council and committee meetings – Other documentations or delegation	Destroy	After date of confirmation of the minutes	RGLA 1.4 RGLA 1.5
Cabinet Meeting	Permanent	Offer to archivist	RGLA 1.4
Member panels	Permanent	Offer to archivist	RGLA 1.4
Scrutiny Panel	Permanent	Offer to archivist	RGLA 1.4

## Executive

Document class	Disposal action	Retention period	Reason
Statutory appointments – Appointment files	Permanent	Offer to archivist	RGLA 6.24
Statutory appointments – Vacancy Files	Destroy	2 years after date of appointment	RGLA 6.25

## Governance

Document class	Disposal action	Retention period	Reason
The constitution of the council.	Permanent	Offer to archivist	RGLA 1.4

## Honours and awards

Document class	Disposal action	Retention period	Reason
Honours submissions	Destroy	5 years after last action	RGLA 1.8

## Member support

Document class	Disposal action	Retention period	Reason
Gifts and hospitality	Destroy	18 months after member leaves office	
Register of Interests	Retain	6 years from end of post (offer to Archivist)	Limitation Act 1980.

## Planning

Document class	Disposal action	Retention period	Reason
Cross departmental consideration	Destroy	3 years from closure	RGLA2.3
Forward Plan	Permanent	Offer to archivist	RGLA2.1
Strategic Plan	Permanent	Offer to archivist	RGLA2.2
Strategic Plan	Destroy	5 years from closure	RGLA2.7

## Representation

Document class	Disposal action	Retention period	Reason
Constituencies	Permanent	Offer to archivist	Electoral Registration and Administration Act 2013

Document class	Disposal action	Retention period	Reason
Elections – Ballot Papers Local Elections, Election Result	Destroy	6 months from date of poll	Business need for reference. Limitation Act 1980.
European elections – Ballot papers	Destroy	1 year after election	European Parliamentary Elections Regulations 1999
Electoral Register	Permanent	Offer to archivist	Representation of the People Regulations 1986.RGLA 1.1
Elections	Permanent	Permanent	
Emparishment	Permanent	Life of the Emparishment	Local Gov
Lists of councillors	Destroy	7 years	
Political parties' papers	Destroy	3 years after last action	RGLA 1.9

# Economic development

## Business intelligence

Document class	Disposal action	Retention period	Reason
Business Directory	Destroy	6 years from being superseded	Business need for reference. Limitation Act 1980.
European development	Retain	10 years offer to archivist	
Marketing	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

Document class	Disposal action	Retention period	Reason
Advice to business	Destroy	6 years from last action	Limitation Act 1980
Business awards (Grants)	Destroy	7 years after scheme to which grant relates is completed	
Business development	Destroy	6 years from closure	Limitation Act 1980
Business development(Fairs)	Destroy	7 years	
Film and television development	Destroy	7 years	
List of properties available to let	Destroy	6 years after superseded	Limitation Act 1980
Marketing Economic Data	Destroy	20 years after collected	
Voluntary sector development	Destroy	6 years from closure	Limitation Act 1980



## Regeneration

Document class	Disposal action	Retention period	Reason
Community development	Destroy	6 years	Limitation Act 1980
Regional development	Destroy	6 years	Limitation Act 1980
Strategy	Destroy	6 years	
Town centre management	Permanent	Offer to Archivist	Records Management Society Advisory

## Tourism

Document class	Disposal action	Retention period	Reason
Tourism development	Destroy	7 years	

## Training

Document class	Disposal action	Retention period	Reason
Workforce support and training	Destroy	3 years after last action	

## Education and skills

### Access and inclusion

Document class	Disposal action	Retention period	Reason
Traveller sites	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	7 years	
Operation of Children's Centres – Child crèche records	Destroy	7 years after closure	

### Admissions and exclusions

Document class	Disposal action	Retention period	Reason
Admissions and exclusion Appeals	Destroy	3 years after decision made	School Standards & Framework Act (1998)
General information involved regarding choosing a school.	Destroy	2 years from being superseded	

### Advice

Document class	Disposal action	Retention period	Reason
Advisory services	Destroy	7 years	

## Arts services

Document class	Disposal action	Retention period	Reason
Field centres	Destroy	Destroy after 7 years	
Music services	Destroy	7 years	
Provision in schools	Destroy	7 years	
Performances	Destroy	7 years	
Information on education relating to the arts	Destroy	7 years	

## Curriculum development

Document class	Disposal action	Retention period	Reason
International projects	Destroy	7 years	
Curriculum development	Destroy	7 years	
Out of schools projects	Destroy	7 years	
Outdoor education	Destroy	7 years	

## Education welfare

Document class	Disposal action	Retention period	Reason
Attendance and truancy	Destroy	3 years after last entry	

## Employment skills

Document class	Disposal action	Retention period	Reason
Careers advice	Destroy	7 years	Limitation Act 1980

Document class	Disposal action	Retention period	Reason
Workplace training	Destroy	7 years	

## Life-long learning

Document class	Disposal action	Retention period	Reason
Adult and community services	Destroy	7 years	
Basic skills development	Destroy	7 years	

## Management of schools

Document class	Disposal action	Retention period	Reason
Admissions	Destroy	25 years from last action	RGLA 3.19
Emergency contacts	Destroy	2 years	Limitation Act 1980
General school information (school holidays etc.)	Destroy	7 years	Limitation Act 1980
School nursing and health promotion	Destroy	7 years	
Governing bodies	Destroy	3 years	
Governor contacts	Destroy	5 years after governor leaves	
Performance (SATS, GCSE and A Level Results)	Permanent	Permanent – Offer to archivist	
Plans and policies developed by the schools	Permanent	Permanent – Offer to archivist	
School catering	Destroy	3 years from closure	Limitation Act 1980

## Teaching

Document class	Disposal action	Retention period	Reason
Mentoring	Destroy	3 years from closure	
Teacher development	Destroy	3 years from closure	Limitation Act 1980

# Environmental protection

## Advice

Document class	Disposal action	Retention period	Reason
Biodiversity	Permanent	Offer to archivist	
Campaigns	Permanent	Offer to archivist	

## Conservation

Document class	Disposal action	Retention period	Reason
Archaeological services	Permanent	Offer to archivist	
Countryside conservation	Permanent	Offer to archivist	
Forest management	Permanent	Offer to archivist	
Heritage conservation	Permanent	Offer to archivist	
Nature conservation	Permanent	Offer to archivist	
Urban conservation	Permanent	Offer to archivist	
Woodland management	Permanent	Offer to archivist	

## Monitoring

Document class	Disposal action	Retention period	Reason
Coastal erosion	Permanent	Offer to archivist	
Environmental impact assessment	Permanent	Offer to archivist	
Environmentally sensitive areas	Permanent	Offer to archivist	

# Finance

## Accounts and audit

Document class	Disposal action	Retention period	Reason
Internal auditing	Destroy	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980
Reporting – Annual corporate financial reports	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
Reporting – Consolidated annual reports	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
Reporting – Consolidated financial statements	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
Reporting – Operating statements	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1

Document class	Disposal action	Retention period	Reason
Reporting – General ledger	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
Periodic financial reports (Monthly and quarterly reports)	Permanent	Offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1

## Asset management

Document class	Disposal action	Retention period	Reason
Asset registers	Destroy	15 years after superseded (Property) – 6 years after superseded (non Property) 7 years after sale or disposal of asset	Aligned to standard rule for Estate Management records, RGLA 7.27
Maintaining plant and equipment	Destroy	6 years after superseded (non Property)	RGLA 7.28
Maintenance	Destroy	7 years after sale or disposal of asset	RGLA 7.24
Reporting and reviewing asset status	Destroy	7 years after sale or disposal of asset	RGLA 7.26
Overall assets	Permanent	Offer to archivist	RGLA 7.25



## Financial provisions management

Document class	Disposal action	Retention period	Reason
Summary reports	Destroy	7 years after the transaction was concluded	RGLA 7.25
Loan Register	Destroy	7 years after the loan has been repaid	
Activities relating to the borrowing of money by the authority. Includes mortgages	Destroy	7 years after the loan has been repaid	RGLA 7.14
Annual budget	Permanent	7 years following financial year	RGLA 7.11
Debt management	Destroy	7 years after closure	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980 with additional 1 year 'safety' period in case of HMRC enquiry
Credit union management	Destroy	7 years following financial year	Evidence and Limitation of legal action with additional 1 year 'safety' period in case of HMRC enquiry
Funding bids	Destroy	7 years following financial year EU data – 12 years after closure	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980. EU data – additional 6 years 'safety' period in case of audit/enquiry.

Document class	Disposal action	Retention period	Reason
Strategy and planning	Destroy	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980

## Financial transactions management

Document class	Disposal action	Retention period	Reason
Expenditure – Receipt, expenditure and write offs of public monies	Destroy	6 years following financial year	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 following financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.RGLA 7.5
Fraud	Destroy	RIPA Case data resulting in prosecution – Destroy 7 years after case closed RIPA Case data not resulting in prosecution – Destroy 3 years after case closed	Recommended retention begins 18 years from date of birth for all cases involving minors, Police & Criminal Evidence Act 1984

Document class	Disposal action	Retention period	Reason
Funding applications	Destroy	Approved applications: 6 years following decision Unsuccessful Applications: 1 year following decision	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980
Income	Destroy	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980
Internal recharging	Destroy	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980
National insurance numbers	Destroy	2 years after the employee ceases employment	RGLA 7.8
Reconciliation	Destroy	2 years after administrative use is concluded	RGLA 7.6
Refunds	Destroy	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and Limitation Act 1980

## Local taxation

Document class	Disposal action	Retention period	Reason
Benefits and subsidies	Destroy	Resolution of the applications for Benefits + 6 years	Social Security Administrations Act 1992 Part VII
Council tax	Destroy	6 Year at this he end of the financial year	Statutory/Local Government finance act 1992
Valuation of assets other than property	Destroy	10 years after valuation was made	RGLA 7.20
Rateable property information	Permanent	Offer to archivist	RGLA 7.21
Valuation lists including council tax valuations	Permanent	Offer to archivist	RGLA 7.20

## National taxation

Document class	Disposal action	Retention period	Reason
National taxation – tax correspondence	Destroy	7 years after last action	VAT Act 1994, Taxes Management Act 1970
National taxation – taxation records	Destroy	5 years after the end of the financial year	VAT Act 1994, Taxes Management Act 1970

## Payroll and pensions

Document class	Disposal action	Retention period	Reason
Pay – payment of employees	Permanent	Permanent	RGLA 7.9
Pay – taxation records	Destroy	after administrative use is concluded	RGLA 7.10



# Health and safety

## Community safety

Document class	Disposal action	Retention period	Reason
Community safety campaigns	Destroy	6 years from being superseded	Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act

## Compliance

Document class	Disposal action	Retention period	Reason
Strategy and planning	Destroy	1 year after process ceases or is superseded	RGLA 9.6
System Processes	Destroy	1 year after process ceases or is superseded	RGLA 9.6
Strategy and planning – health and safety policy	Permanent	Permanent	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

## Monitoring

Document class	Disposal action	Retention period	Reason
Accidents and incident reporting	Destroy	3 Years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Accident books (adults)	Destroy	3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.RGLA 9.9
Accident books (children)	Destroy	25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.RGLA 9.10
Accidents and incident reporting	Permanent	Permanent	
Asbestos inspections	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	Destroy	6 years after equipment is de-commissioned	Limitation of legal action
Hazardous substances	Permanent	Offer to archivist	Control of Substances Hazardous to Health Regulations 2002
Health and safety inspections	Destroy	6 years after superseded	Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act

Document class	Disposal action	Retention period	Reason
Radiation	Destroy	40 years from last action	The Ionising Radiations Regulations 1985,RGLA 9.5
Activities relating to risk assessments carried out by the authority	Destroy	3 years after last assessment	Management of Health and Safety at Work Regulations 1999,RGLA 9.7

## Risk management

Document class	Disposal action	Retention period	Reason
Risk assessments	Destroy	3 years after last assessment	Management of Health and Safety at Work Regulations 1992.RGLA 9.7



# Housing

## Estate management

Document class	Disposal action	Retention period	Reason
Inspection and monitoring of the environment of business premises	Destroy	6 years	Limitation Act 1980
Inspection and monitoring of the environment of council estate car parking	Destroy	6 years	Limitation Act 1980
Inspection and monitoring of the environment of the council housing estate	Destroy	6 years	Limitation Act 1980
Garage application	Destroy	6 years from closure	Limitation Act 1980 Section 5
Garage rental (tenant file)	Destroy	6 years from closure	Limitation Act 1980 Section 5
Neighbour disputes	Destroy	Date of Dispute + 6 Years	Limitation Act 1980 (section 2)

## Housing provision

Document class	Disposal action	Retention period	Reason
Allocations	Destroy	6 years from closure	Limitation Act 1980 Section 5
Assessment – housing needs	Destroy	6 years from closure	Limitation Act 1980 Section 5

Document class	Disposal action	Retention period	Reason
Housing exchanges	Destroy	4 years	RGLA 8.10, Limitations Act 1980 Section 5.RGLA 3.26
Housing stock requirements	Destroy	4 years	RGLA 8.10, Limitations Act 1980 Section 5.RGLA 3.26
Homelessness	Destroy	7 Years after last action	Limitation Act 1980
Hostel providers	Destroy	7 Years after last action	RGLA 3.27
Housing applications	Destroy	7 Years after last action	Limitation Act 1980
Council housing register	Permanent	Offer to archivist	
Landlord accreditation schemes	Permanent	Permanent	

## Housing stock

Document class	Disposal action	Retention period	Reason
Emergency maintenance	Destroy	6 years	Limitation Act 1980 Section 5
Housing grants over £50,000	Destroy	12 years after last payment	Limitations Act 1980. RGLA 7.19
Housing grants under £50,000	Destroy	6 years after last payment	Limitations Act 1980. RGLA 7.19
Asbestos register	Destroy	50 Years	Control of Asbestos at Work Regulations 1987
Emergency maintenance	Destroy	6 Years from end of property ownership	Limitation Act 1980 Section 5
Property adaptations and alterations	Destroy	6 Years from end of property ownership	Limitation Act 1980 Section 5

Document class	Disposal action	Retention period	Reason
Repairs and renovation	Destroy	6 Years from end of property ownership	Limitation Act 1980 Section 5
Inspections		6 Years from end of property ownership	Limitation Act 1980 Section 5
Unauthorised occupants	Destroy	6 Years from end of property ownership	Limitation Act 1980 Section 5

## Managing tenancies

Document class	Disposal action	Retention period	Reason
Managing tenancies	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Adaptations	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Adaptations grants	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Advice	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Agreements – housing needs	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Approving alterations	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980

Document class	Disposal action	Retention period	Reason
Assessment – housing needs	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitations Act 1980
Breaches	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Evictions	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Housing repairs	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Insurance	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980 Section 5
Rent arrears	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Rent setting	Destroy	7 years after last use of property	Limitation Act 1980
Right to buy	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Temporary accommodation	Destroy	Ordinary tenancy 6 years. Tenancy under seal 12 years from termination of tenancy	Limitation Act 1980
Welfare services	Destroy	7 years after the tenancy has ended	Limitation Act 1980

# Human resources

## Administering employees

Document class	Disposal action	Retention period	Reason
Absence monitoring	Destroy	3 years from end of current tax year	
Discipline – no warning given	Destroy	6 Destroy immediately	RGLA6.4
Discipline – oral warnings	Destroy	6 months after warning	RGLA 6.7
Discipline – written warnings	Destroy	12 months after warning	RGLA 6.8
Discipline – final warnings	Destroy	18 months after warning	RGLA 6.7
Discipline – warnings involving children	Destroy	6 years from termination of employment	RGLA 6.7
Summary management information relating to disciplinary matters	Destroy	6 years from case closure	RGLA 6.7
Employee details	Destroy	6 years from termination of employment	RGLA6.4
Employment conditions	Destroy	6 years from termination of employment	
Grievances	Destroy	6 years from termination of employment	RGLA6.4
Individual training records	Destroy	6 years from termination of employment	RGLA6.4
Induction	Destroy	2 years after closure	
Job evaluation	Destroy	Date of Evaluation Completed + 6 years	Limitation Act 1980

Document class	Disposal action	Retention period	Reason
Leave	Destroy	2 years after action completed	RGLA6.13
Medical assessments	Destroy	6 years from termination of employment or 75 years after date of birth	RGLA6.10
Maternity/paternity	Destroy	3 years from end of current tax year	
Reporting	Destroy	6 years from termination of employment	
Termination	Destroy	6 years from termination of employment	RGLA 6.16

## Employee relations

Document class	Disposal action	Retention period	Reason
Disciplinary matters reporting	Destroy	6 Years	Limitation Act 1980 (section 2)
Trade union strategy	Permanent	Offer to archivist	RGLA 6.5
Trade union routine matters	Destroy	2 years after use is concluded	RGLA 6.6

## Equal opportunities

Document class	Disposal action	Retention period	Reason
Equalities and diversity	Destroy	6 years from last action	Business need for reference. Limitation Act 1980
Equalities and diversity – Investigations	Destroy	5 years after action completed	RGLA 6.9

## Monitoring employees

Document class	Disposal action	Retention period	Reason
Performance appraisal	Destroy	5 years after action completed	Business need for reference. Limitation Act 1980
Staff statistic documentation	Destroy	5 years after action completed	RGLA 6.12
Staff directory	Permanent	Offer to archivist	RGLA 6.1

## Occupational health

Document class	Disposal action	Retention period	Reason
Aggregated management information on absences	Destroy	2 years after action completed	RGLA 6.13
Sickness monitoring	Destroy	75 years after date of birth	RGLA6.10
Personal risk assessments	Destroy	12 Years	Employment Record Code Pt4
Sickness monitoring	Destroy	6 years from termination of employment	RGLA 6.4
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

Document class	Disposal action	Retention period	Reason
Authorisation	Destroy	6 years from termination of employment	RGLA 6.4,RGLA 6.11
Job descriptions	Destroy	2 years after superseded	RGLA 6.4,RGLA 6.11
Recruitment process	Destroy	6 years from termination of employment	RGLA 6.4,RGLA 6.11
Secondment	Destroy	6 years from termination of employment	RGLA 6.4,RGLA 6.11
Volunteers	Destroy	6 years from termination of employment	RGLA 6.4,RGLA 6.11

## Terms and conditions of employment

Document class	Disposal action	Retention period	Reason
Staff benefits	Destroy	6 years from last action	Limitation Act 1980
Staff facilities	Destroy	6 years from last action	Limitation Act 1980
Staff recognition	Destroy	6 years from last action	Limitation Act 1980
Terms and conditions	Permanent	Indefinite	Limitation Act 1980

## Training

Document class	Disposal action	Retention period	Reason
Performance management relating to training and development, including feedback statistics	Destroy	6 years	



Document class	Disposal action	Retention period	Reason
Support training	Destroy	6 years	
Training courses	Destroy	6 years	RGLA 6.17
Training courses – training courses concerning children	Destroy	35 years after course completed, or last entry	RGLA 6.18
Training courses – training Materials	Destroy	1 year after course superseded	RGLA 6.20
Training courses – course administration	Destroy	2 years after action completed	RGLA 6.17
Listing of corporate training activities and forward plans. Includes health and safety training	Destroy	6 years after action complete	Business need for reference. Limitation Act 1980

## Workforce planning

Document class	Disposal action	Retention period	Reason
Workforce development planning – financial rewards	Destroy	7 years after action completed	RGLA 6.15
Workforce development planning – strategy	Destroy	3 years after action completed	RGLA 6.15

# Information and communication technology

## Infrastructure

Document class	Disposal action	Retention period	Reason
Disposal – assets under £50,000	Destroy	6 years after all obligations / entitlements concluded	Limitations Act 1980. RGLA 7.29
Disposal – £50,000	Destroy	12 years after all obligations / entitlements concluded	Limitations Act 1980. RGLA 7.29
Help desk support	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980
Information security	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980
Network maintenance	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980
Server maintenance	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980
Strategy	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980
Web development	Destroy	6 years from last action	Legal evidence. Business need for reference. Limitation Act 1980

## System support

Document class	Disposal action	Retention period	Reason
Change control	Destroy	2 years after system no longer used	
Configuration management	Destroy	2 years after system no longer used	
System logs	Destroy	2 years after system no longer used	
Data management	Destroy	2 years after system no longer used	
Design and construction	Destroy	2 years after system no longer used	
Development	Destroy	2 years after system no longer used	
Implementation	Destroy	2 years after system no longer used	
Integration and interfaces	Destroy	2 years after system no longer used	
Maintenance	Destroy	2 years after system no longer used	
Manuals	Destroy	2 years after system no longer used	

# Information management

## Access to information

Document class	Disposal action	Retention period	Reason
Data protection	Destroy	when information no longer required	
Data protection	Destroy	3 years after previous notification	
Environmental information – Statistical data	Destroy	10 years after data created	TNA Retention and Disposal Guidance 14.
Environmental information – Information subject to a FOI request but scheduled for destruction	Destroy	6 months after last correspondence	TNA Retention and Disposal Guidance 14.
Environmental information – Individual transaction records	Destroy	3 years after date of creation	TNA Retention and Disposal Guidance 14.
Environmental information – Policy records	Destroy	5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information – Statistical data	Destroy	10 years after data created	TNA Retention and Disposal Guidance 14.
Freedom of information – 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.

Document class	Disposal action	Retention period	Reason
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.

## Archives

Document class	Disposal action	Retention period	Reason
Archives management	Destroy	2 years from being superseded	Business need for reference. Limitation Act 1980.

## Knowledge management

Document class	Disposal action	Retention period	Reason
Information asset register	Destroy	2 years from being superseded	Business need for reference. Limitation Act 1980.
Record surveys	Destroy	6 years	Business need for reference. Limitation Act 1980.
Circulation lists	Destroy	2 years from being superseded	Business need for reference. Limitation Act 1980.

## Records management

Document class	Disposal action	Retention period	Reason
Manual and electronic forms design	Permanent	2 years from being superseded	RGLA 2.10,RGLA 2.12
Standard templates	Destroy	2 years from being superseded	RGLA 2.10,RGLA 2.12
Forms development	Destroy	2 years from being superseded	RGLA 2.10,RGLA 2.12
Data Disposal Certificates	Destroy	12 years after last action	RGLA 2.12
Classification schemes	Permanent	2 years after being superseded	Limitation Act 1980.

## Registration

Document class	Disposal action	Retention period	Reason
Statutory registers	Permanent	Permanent – offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

## Legal services

### Advice

Document class	Disposal action	Retention period	Reason
Advice to the public – witness support	Permanent	Permanent	Based on ongoing precedent and evidential value
Provision of legal advice	Destroy	6 years after last action, major precedent – offer to archivist for review	Limitations Act 1980. RGLA 4.2
Witness support	Permanent	Permanent	Based on ongoing precedent and evidential value

### Bylaws – local bylaws

Document class	Disposal action	Retention period	Reason
Enactment	Permanent	Offer to archivist	RGLA 9.22
Enforcement	Destroy	2 years after matter is concluded	RGLA 9.23

### Land registration

Document class	Disposal action	Retention period	Reason
Land charges (searches)	Destroy	6 years from closure	Land Charges Act 1975. Limitation Act 1980
Land charges (registers)	Permanent	Permanent	

## Litigation

Document class	Disposal action	Retention period	Reason
Civil	Destroy	7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Commercial	Destroy	7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Criminal	Destroy	7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Debt recovery	Destroy	7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Agreements	Destroy	6 years after agreement ends	RGLA 4.3
Conveyancing – Deeds	Destroy	12 years from closure / termination of tenancy	RGLA 4.4
Conveyancing – Tenancy Agreements	Destroy	12 years from closure / termination of tenancy	RGLA 3.28

## Planning controls

Document class	Disposal action	Retention period	Reason
Certificate of Lawful Use or Development	Permanent	Offer to archivist	Town and Country Planning Act 1990
Lawful Use or Development (other documentation)	Destroy	12 years from date of agreement	Limitations Act 1980



Document class	Disposal action	Retention period	Reason
Section 106 agreements	Permanent	Offer to archivist	Town and Country Planning Act 1990
Other Documentation	Destroy	12 years from date of agreement	Town and County Planning Act 1990

## Leisure and culture

### Allotments

Document class	Disposal action	Retention period	Reason
Allotments	Destroy	6 years after provision ends	Limitation Act 1980. Local government Act 1972 Section 224

### Archives

Document class	Disposal action	Retention period	Reason
Museum catalogue	Destroy/ Permanent	Offer to archivist	RGLA 2.11
Deposits	Destroy/ Permanent	Offer to archivist	
Loans	Destroy/ Permanent	Offer to archivist	
Membership	Destroy/ Permanent	Offer to archivist	
Research	Destroy/ Permanent	Offer to archivist	

### Arts

Document class	Disposal action	Retention period	Reason
Clubs and societies	Destroy	6 years	Limitation Act 1980. Local government Act 1972 Section 224

## Community facilities

Document class	Disposal action	Retention period	Reason
Equipment	Destroy	6 years after use of equipment ends	
Venues	Destroy	2 years after being superseded	Business need for reference. Limitation Act 1980.

## Leisure promotion

Document class	Disposal action	Retention period	Reason
Exhibitions	Destroy	3 years.	
Inclusion	Destroy	3 years.	Business need for reference. Limitation Act 1980.
Parks and gardens events	Destroy	6 years after event	Business need for reference. Limitation Act 1980.
Play scheme	Destroy	6 years.	Business need for reference. Limitation Act 1980.

## Libraries

Document class	Disposal action	Retention period	Reason
Bookings	Destroy	6 years	Business need for reference. Limitation Act 1980.

Document class	Disposal action	Retention period	Reason
Bookings	Destroy	6 years	Business need for reference. Limitation Act 1980.
Catalogue	Destroy	2 years after administrative use concluded	
Fines	Destroy	6 years after settlement	As per standard retention for Finance and Accounting records. Limitation Act 1980.
Library development	Destroy	6 years	Business need for reference. Limitation Act 1980.
Loans	Destroy	6 years	Business need for reference. Limitation Act 1980.
Membership	Destroy	2 years after membership lapsed	Business need for reference. Limitation Act 1980.
Support for schools	Destroy	6 years from closure.	

## Museums

Document class	Disposal action	Retention period	Reason
Museum catalogue	Permanent	Permanent	Business need for reference. Historical value.
Museum development	Destroy	6 years	Business need for reference. Limitation Act 1980.

## Parks and open spaces

Document class	Disposal action	Retention period	Reason
Maintenance	Destroy	6 years from closure.	Business need for reference. Limitation Act 1980.
Playgrounds	Destroy	6 years	Business need for reference. Limitation Act 1980.

## Sports facilities

Document class	Disposal action	Retention period	Reason
Bookings	Destroy	6 years	
Bookings	Destroy	6 years	
Bookings	Destroy	6 years	
Equipment hire	Destroy	6 years	
Membership	Destroy	6 years	
Membership	Destroy	6 years	
Membership	Destroy	6 years	

## Sports

Document class	Disposal action	Retention period	Reason
Sports development	Destroy.	6 years	Limitation Act 1980.
Clubs and societies	Destroy.	6 years	Limitation Act 1980.

## Tourism

Document class	Disposal action	Retention period	Reason
Tourist accommodation	Destroy	Superseded + 2 years	
Tourist accommodation – Accreditation process	Destroy	Successful applications – 2 years after accreditation period ends	
Tourist accommodation – Accreditation process	Destroy	Unsuccessful applications – 1 year from decision	

# Management

## Ceremonial

Document class	Disposal action	Retention period	Reason
Permanent	Permanent	Permanent – offer to archivist	RGLA 2.24
Civic and royal events	Destroy	7 years after use	RGLA 2.25

## Communication support

Document class	Disposal action	Retention period	Reason
Interpreting and translation	Destroy	3 years.	Business need for reference. Limitation Act 1980
Mail processing	Destroy	6 years after being superseded	Business need for reference. Limitation Act 1980
Staff communications	Destroy	4 years	Business need for reference. Limitation Act 1980

## Corporate communication

Document class	Disposal action	Retention period	Reason
Campaigns	Permanent.	Offer to archives	
Corporate branding	Destroy	6 years from being superseded	Business need for reference. Limitation Act 1980

Document class	Disposal action	Retention period	Reason
Corporate publicity	Destroy	6 years	Business need for reference. Limitation Act 1980.
Graphic design	Destroy	3 years from last action	RGLA 2.19
Marketing	Permanent	Offer to archivist	RGLA 2.23
Media cuttings	Permanent	Offer to archivist	RGLA 2.22
Media liaison	Destroy	3 years from closure	RGLA 2.21
Media releases	Destroy	6 years – Offer to archivist	Business need for reference. Limitation Act 1980.
Media releases	Destroy	6 years then offer to archivist	Business need for reference. Limitation Act 1980.
Public relations	Permanent	Offer to archivist	
Public relations	Destroy	10 years after use concluded	RGLA 2.20

## Enquiries and complaints

Document class	Disposal action	Retention period	Reason
Complaints	Destroy	6 years from conclusion, or 10 years for Children in Care complaints	Information Governance Ombudsman. Limitation Act 1980.
Complaints to Ombudsman	Destroy	10 years from closure	Information Governance Ombudsman. Limitation Act 1980.



Document class	Disposal action	Retention period	Reason
Compliments	Destroy	6 years from receipt date	Business need for reference. Limitation Act 1980.
Customer satisfaction	Destroy	6 years	Business need for reference. Limitation Act 1980.

### External audits

Document class	Disposal action	Retention period	Reason
Audits	Destroy	6 years after audit	Limitation Act 1980 Section 2

### Preparing business

Document class	Disposal action	Retention period	Reason
Meetings	Destroy	6 years	Business need for reference. Limitation Act 1980.
Partnership and agency working where local authority owns the record	Permanent	Offer to archivist	RGLA 1.6
Partnership and agency working where local authority does not own the record	Destroy	3 years after last action	RGLA 1.7

## Project management

Document class	Disposal action	Retention period	Reason
Project initiation document	Destroy	6 years from conclusion of project	Limitation Act 1980.
Project initiation document • Business case	Destroy	6 years from conclusion of project	Limitation Act 1980.
Unit or team plans	Destroy	6 years from conclusion of project	Limitation Act 1980.
Initiation and delivery	Destroy	6 years from conclusion of project	Limitation Act 1980.
Issues log	Destroy	6 years from conclusion of project	Limitation Act 1980.
Lessons learned	Destroy	6 years from conclusion of project	Limitation Act 1980.

## Quality and performance

Document class	Disposal action	Retention period	Reason
Assessments	Destroy	2 years from closure	RGLA 2.18
Best value reviews	Destroy	5 years from closure	RGLA 2.17
Inspections	Destroy	6 years	Limitation Act 1980.
Process mapping	Permanent	Offer to archivist	Limitation Act 1980.
Voice recordings	Destroy	1 year.	Limitation Act 1980.

## Statutory returns

Document class	Disposal action	Retention period	Reason
Reports to government	Destroy	7 years from closure	RGLA 2.5

## Strategic planning

Document class	Disposal action	Retention period	Reason
Business cases	Destroy	6 years	Business need for reference. Limitation Act 1980.
Corporate initiatives	Destroy	5 years after initiative ends	Business need for reference. Limitation Act 1980.
Organisational structure	Destroy	3 years	Business need for reference. Limitation Act 1980.
Policies and procedures	Permanent	Offer to archivist	RGLA 2.6
Public consultation (Minor policies)	Destroy	1 year from closure	RGLA 2.9
Public consultation 9 (Major policies)	Destroy	5 years from closure	RGLA 2.8
Service level agreements	Destroy	2 years after the term of contact has expired	RGLA 4.13

# Planning and building control

## Building control

Document class	Disposal action	Retention period	Reason
Application files	Permanent	Destroy after 3 years if rescinded otherwise permanent – offer to archivist	Building Act 1984
Pre application discussion	Correspondence before an application is submitted.	2 years	Business need for reference. Limitation Act 1980.
Building control register	Permanent	Offer to archivist	RGLA 10.8

## Development control

Document class	Disposal action	Retention period	Reason
Pre application discussion	Destroy	6 years from conclusion	Limitations Act 1980
Appeals files	Destroy	6 years from conclusion of appeal	Limitations Act 1980
Planning Application Files	Destroy	10 years after planning permission expires	Limitations Act 1980
Decision Notices	Permanent	Offer to archivist	RGLA 10.6
Sites and Monuments Register	Permanent	Permanent	RGLA 10.3
Enforcement notices	Destroy	3 years after compliance with enforcement notice	RGLA 10.13
Planning Register	Permanent	Offer to archivist	RGLA 10.6
Planning obligations – Tree works	Destroy	5 years after application decision	RGLA 10.6
Tree preservation orders	Tree preservation orders.	Offer to archivist	RGLA 10.6

## Forward planning

Document class	Disposal action	Retention period	Reason
Agriculture	Permanent	Permanent	RGLA 10.7
Countryside	Permanent	Permanent	RGLA 10.7
Nature reserves	Permanent	Permanent	RGLA 10.7
Protected sites	Permanent	Permanent	RGLA 10.7
Policies	Permanent	Permanent	RGLA 10.7
Economic regeneration	Permanent	Permanent	RGLA 10.7
Heritage listing	Permanent	Permanent	RGLA 10.7
Housing development	Permanent	Permanent	RGLA 10.7
Local plan	Permanent	Permanent	RGLA 10.7
National planning policy	Permanent	Permanent	RGLA 10.7
Urban centre planning	Permanent	Permanent	RGLA 10.7
Process of maintaining the countryside and developing open spaces for public amenity	Destroy	7 Years	RGLA 10.7
Planning schemes consultation	Destroy/ Permanent	15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
Regional plans (mineral, waste and stature)	Permanent		RGLA 10.1,RGLA 10.4

# Procurement

## Procurement

Document class	Disposal action	Retention period	Reason
Approved supplier listing	Destroy	6 years after superseded	Limitation Act 1980
Pre tender (advice, calls for expressions of interest)	Destroy	2 years	Legal evidence dependent on contract type. Limitation Act.
Successful tender files	Destroy	Ordinary Tender – 6 years after term of contract has expired, Tender under Seal 12 years after term of contract has expired	RGLA 4.7
Unsuccessful tender files	Destroy	1 year after start of contract	RGLA4.10
Contract files	Destroy	Ordinary Tender – 6 years after term of contract has expired, Tender under Seal 12 years after term of contract has expired	Limitations Act 1980,RGLA 4.6
Post tender negotiation	Destroy	1 year after the term of the contract has expired	RGLA 4.11
Contract monitoring – service level agreements	Destroy	2 years after the term of the contract has expired	RGLA 4.13
Contract monitoring – compliance reports	Destroy	2 years after the term of the contract has expired	RGLA 4.13
Contract monitoring – performance reports	Destroy	2 years after the term of the contract has expired	RGLA 4.13
Product information	Destroy	3 years	
Requisition	Destroy	7 years after end of financial year	RGLA 7.3

## Coroners

### Inquiries into deaths

Document class	Disposal action	Retention period	Reason
Coroner investigations and inquest case files	Destroy/ Permanent	Offer to archivist if proceeding to an inquest – 15 years if not	TNA Retention and Disposal Guidance 13 RGLA 5.6,RGLA 5.7

### Marriage services

Document class	Disposal action	Retention period	Reason
Marriage service – advice and support	Destroy	3 years after last action	RGLA 5.2,RGLA 5.3,RGLA 5.4
Conducting a marriage service	Destroy	3 years after last action	RGLA 5.2,RGLA 5.3,RGLA 5.4
Marriage notices	Destroy	3 years after last action	
Register of approved wedding premises	Destroy		RGLA 5.2,RGLA 5.3,RGLA 5.4
Certificate copy applications	Destroy	3 years after last action	RGLA 5.2,RGLA 5.3,RGLA 5.4

### Registration of births, marriages and deaths

Document class	Disposal action	Retention period	Reason
Registration (marriage, births, deaths and citizenships)	Permanent	Offer to archivist	TNA Retention and Disposal Guidance

## Treasure trove

Document class	Disposal action	Retention period	Reason
Treasure trove inquests	Destroy	2 years after last action	TNA Retention and Disposal Guidance 13.RGLA 5.8



# Risk management and insurance

## Claims

Document class	Disposal action	Retention period	Reason
Claims	Destroy		Limitations Act 1980,RGLA 8.19,RGLA 8.20

## Insuring against loss

Document class	Disposal action	Retention period	Reason
Insurance Policies	Destroy	6 years	Limitations Act 1980,RGLA 8.19,RGLA 8.20
Insurance Renewals	Destroy	6 years	Limitations Act 1980,RGLA 8.19,RGLA 8.20
Insurance Summary Arrangements	Permanent	Offer to archivist	RGLA 8.18

## Risk management

Document class	Disposal action	Retention period	Reason
Business continuity planning	Destroy	6 years	Limitation Act 1980.
Risk Register	Destroy	6 years	Limitation Act 1980.
Risk assessment Valuations	Destroy	6 years	Limitation Act 1980.

# Transport and infrastructure

## Design and construction

Document class	Disposal action	Retention period	Reason
Roads and highways	Permanent	Offer to archivist	RGLA 11.7
Highways, traffic management schemes and road signs. Includes feasibility studies	Permanent	Offer to archivist	RGLA 11.7

## Harbours and waterways

Document class	Disposal action	Retention period	Reason
Boat moorings	Permanent	Offer to archivist	
Port facilities	Permanent	Offer to archivist	
Watercraft Registration	Permanent	Offer to archivist	

## Highway development control

Document class	Disposal action	Retention period	Reason
Adoption of new highways	Permanent	Offer to archivist	RGLA 11.3
Highway extent queries	Permanent	Offer to archivist	RGLA 11.2
Highway extinguishment	Destroy/ Permanent	7 years after extinguishment. Offer order and map to archivist	
Process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy/ Permanent	7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4

## Highway enforcement

Document class	Disposal action	Retention period	Reason
Parking, including fines	Destroy	3 years after compliance with enforcement notice	RGLA 11.5 Highways Act 1980
Use and maintenance of Transport & Highways	Destroy	3 years after compliance with enforcement notice	RGLA 11.5 Highways Act 1980
Scaffolding	Destroy	7 years	RGLA 11.5 Highways Act 1980

## Infrastructure management

Document class	Disposal action	Retention period	Reason
Cycle routes	Destroy	7 years	Limitations Act 1980,RGLA 8.21
General Maintenance	Destroy	7 years	Limitations Act 1980,RGLA 8.21
Markings and signage	Destroy	7 years	Limitations Act 1980,RGLA 8.21
Street furniture	Destroy	7 years	Limitations Act 1980,RGLA 8.21
Street naming and numbering	Permanent	Permanent	Limitations Act 1980,RGLA 8.21

## Public transport

Document class	Disposal action	Retention period	Reason
Community transport	Destroy	3 Years after being superseded	RGLA 11.11
Concessions	Destroy	3 Years after being superseded	RGLA 11.11

Document class	Disposal action	Retention period	Reason
Public transport plan	Destroy	3 Years after being superseded	RGLA 11.11
Timetable	Destroy	3 Years after being superseded	RGLA 11.11

## Rights of way

Document class	Disposal action	Retention period	Reason
Searches	Destroy	6 years	
Orders	Destroy	6 years	
Locations	Permanent	Offer to archivist.	
Planning applications	Permanent	Offer to archivist.	

## Road maintenance

Document class	Disposal action	Retention period	Reason
Bridge inspections	Destroy	12 years after action completed	RGLA 11.9
Drains and gullies	Destroy	12 years after action completed	RGLA 11.9
Emergency maintenance	Destroy	12 years after action completed	RGLA 11.9
Hazard removal	Destroy	12 years after action completed	RGLA 11.9
Inspections	Destroy	12 years after action completed	RGLA 11.9
Kerbs	Destroy	12 years after action completed	RGLA 11.9
Planned maintenance	Destroy	12 years after action completed	RGLA 11.9
Scheduled maintenance	Destroy	12 years after action completed	RGLA 11.9
Verge maintenance	Destroy	12 years after action completed	RGLA 11.9

## Road safety

Document class	Disposal action	Retention period	Reason
Accident investigations	Destroy	7 years after use.	
Road safety awareness	Destroy	7 years after use.	
Safety audits	Destroy	7 years after use.	
School crossing patrols	Destroy	7 years after use.	

## School transport

Document class	Disposal action	Retention period	Reason
School transport services (Applications)	Destroy	1 Year after Transport Finishes	

## Traffic management

Document class	Disposal action	Retention period	Reason
Abnormal loads	Destroy	2 years after consent given	
ANPR Data	Destroy	2 years after consent given	
Gritting and snow clearance	Destroy	7 years.	
Parking permits	Destroy	7 years.	
Parking Schemes	Destroy	7 years.	
Parking sites	Destroy	7 years.	
Controlled parking zones	Destroy	7 years.	
Scaffolding	Destroy	7 years.	
Skips	Destroy	7 years.	

Document class	Disposal action	Retention period	Reason
School routes	Destroy	7 years.	
Street lighting	Destroy	7 years.	
Traffic calming	Destroy	7 years.	
Traffic reduction	Destroy	7 years.	
Traffic orders	Destroy	5 years	

## Transport planning

Document class	Disposal action	Retention period	Reason
Development control	Permanent	Permanent	
Transport strategy	Permanent	Permanent	
Local transport plan	Permanent	Permanent	
Transport modelling Projects	Destroy	2 years after last use	RGLA 11.1
Traffic Census data	Destroy	2 years after last use	RGLA 11.1
School travel plans	Destroy	2 years after last use	RGLA 11.1
Employer travel plans	Destroy	5 years after use	
School travel plans	Destroy	5 years after use	

## Waste management

### Fly-tipping

Document class	Disposal action	Retention period	Reason
Fly-tipping	Destroy	7 years.	Limitations Act 1980.

### Street cleaning

Document class	Disposal action	Retention period	Reason
Road cleansing	Destroy	2 years after last action	RGLA 9.26

### Waste collection

Document class	Disposal action	Retention period	Reason
Waste collection	Destroy	2 years after last action	RGLA 9.26
Abandoned vehicles	Destroy	2 years after last action	RGLA 9.26
Bulk	Destroy	2 years after last action	RGLA 9.26
Controlled	Destroy	2 years after last action	RGLA 9.27
Domestic	Destroy	2 years after last action	RGLA 9.26
Trade	Destroy	2 years after last action	RGLA 9.26

### Waste disposal

Document class	Disposal action	Retention period	Reason
Waste sites management	Permanent	Offer to archivist	RGLA 9.28,RGLA 9.30,RGLA 9.29

Document class	Disposal action	Retention period	Reason
Waste sites Development	Permanent	Offer to archivist	RGLA 9.28,RGLA 9.30,RGLA 9.29
Waste sites Equipment	Destroy	6 years	RGLA 9.28,RGLA 9.30,RGLA 9.29
Waste sites Inspections	Destroy	6 years	RGLA 9.28,RGLA 9.30,RGLA 9.29
Waste sites – Permits	Destroy	7 years after permit expires	RGLA 9.28,RGLA 9.30,RGLA 9.29

### Waste reduction

Document class	Disposal action	Retention period	Reason
Short term storage	Destroy	10 years after closure	RGLA 9.29
Recycling	Destroy	5 years after use	Limitation Act 1980.