

Asset Monitoring and Maintenance

Service/Record	Where held	Security Classification	Retention period	Method of disposal	Statutory provisions
Summary management reporting on the overall assets of our authority – - Asset Management Plan - Schedules of acquisition - Consolidated current asset reports - Annual reports - Summary of current assets - Asset registers	Electronic record and website		Permanent	Not applicable	Common practice
Subsidiary asset registers	Electronic record and secure storage		Destroy 7 years after the conclusion of the financial transaction that the record supports	Electronic deletion and confidential waste collection	Common practice
Process of reporting and reviewing assets status – - Routine returns and reports on asst status - Acquisition and disposal reports and proposals	Electronic record and secure storage		Destroy 2 years after administrative use is concluded	Electronic deletion and confidential waste collection	Common practice
The process of maintaining assets – - Condition surveys	Electronic record		Destroy 6 years after final action contracts executed underhand and 12 years after final action contracts executed under seal	Electronic deletion	Common practice
The process of maintaining plant and equipment – - Service records - Plant files	Secure Storage		Destroy 7 years after last action	Confidential waste collection	Common practice
Asset Acquisition and Disposal					
Management of the acquisition – by financial purchase or lease – and disposal – by sale or write off – process for assets – - Legal documents relating to the purchase/sale - Particulars of sale documents - Board of summary - Leases - Applications for leases, licences and rental revision - Tender documents - Conditions of contracts - Certificates of approval	Secure storage		Destroy 6 years if under £50K, 12 years if over £50K, after all obligations/entitlements are concluded	Confidential waste collection	Statutory
Property and Land Management					
Reports to management on overall property of the authority – - Consolidated property and buildings annual reports - Summary of leased property - Summary of local authorities owned property - Site register - Register of leases	Secure storage		Permanent	Confidential waste collection	
Property Acquisition and Disposal					
Management of the acquisition process – by financial lease or purchase - for real property – - Plans	Secure storage		Retain for life of property + 12 years	Confidential waste collection	
Management of the disposal process – by sale or write off – for real property – - Legal documents relating to the sale - Particulars of sale documents	Secure storage		Destroy 15 years after all obligations/entitlements are concluded	Confidential waste collection	

- Board of summary - Tender documents - Conditions of contracts					
Property Development and Renovation					
The process of managing and undertaking renovations and development of property					
Management – buildings and estates of 'special interest' – - Project specifications - Plans - Installation/operating manuals - Certificates of approval	Secure storage		Permanent	Confidential waste collection	
Management – all other buildings and estates – - Project specifications - Plans - Installation/operating manuals - Certificates of approval	Secure storage		Retain for life of property or building	Confidential waste collection	
Asbestos records	Electronic record		Permanent	Not applicable	
The action process involved in the development and renovation of property – - Work orders - Tender documents	Secure storage		Destroy 3 years after the conclusion of the transaction that the record supports	Confidential waste collection	
Final accounts Conditions of contract	Secure storage		Destroy 6 years after final action contracts executed underhand and 12 years after final action contracts executed under seal	Confidential waste collection	
Leasing and Occupancy					
The process of managing leased property – - Lease agreements - Rental expenditure authorities - Valuation queries - Applications for leases, licences and rental revision	Secure storage		Destroy 15 years after the expiry of the lease	Confidential waste collection	
The process of managing the occupancy of property – - Requests for works, cleaning	Secure storage		Destroy 7 years after the conclusion of the transaction that the record supports	Confidential waste collection	
The internal process to develop or extend the capabilities of a system used to support the activities of our authority	Held electronically by individual departments		Retain for life of system then destroy		Common practice
The process to implement a system used to support our activities – - Implementation plan	Held electronically by individual departments		Destroy 7 years after last action		Common practice
The process to support and administer a system used to support our activities	Held electronically by individual departments		Destroy 5 years after last action		
Transport Management					
The process of acquisition and disposal of vehicles through lease or purchase – - Leases - Contracts - Quotes - Vehicle log book (V5)	Secure storage and electronic record		Destroy at disposal of the vehicle	Electronic deletion and confidential waste collection and transfer to new owner	Common practice
The process of managing allocation and maintenance of vehicles – - Drivers hours log books - Drivers daily vehicle checks	Secure storage		Destroy 2 years after last record	Confidential waste collection	Operators Licence requirement

- Safety inspections and servicing					
The process of recording vehicle usage – - Vehicle tracking reports/Vehicle fuel reports	Electronic record		Destroy at sale or the disposal of the vehicle	Electronic deletion	Common practice
Local Land Charges					
The process of storing Local Land Charge search results, including original order paperwork	Secure storage and electronic record		12 Years from issue of results	Electronic deletion and confidential waste collection	Common practice
The process of storing Local Land Charge Personal search results, including original order paperwork	Secure storage		12 Years from issue of results	Confidential waste collection	Common practice
LLC register entry application requests	Secure storage		Permanent	Not Applicable	Common practice
Daily financial reconciliations	Secure storage		12 years from issue	Confidential waste collection	Common practice

Culture and Community Services

Land drainage files Flooding files Town Centre files	Secure storage at George Holmes Ind Estate		Permanent		Common practice
Grand Funding records	Secure storage at George Holmes Ind Estate and Civic offices		In accordance with Financial Regulations	Confidential Waste collection	
Facilities and Open Space records	Secure storage at George Holmes Ind Estate and Civic offices		Permanent		
Contracts	Secure storage in Legal Department				
Tree stock records	Secure storage in Civic Offices		Permanent		
Accident forms – Environmental Education Project	Paper copies in secure storage in EEP office		Permanent (40 yrs from date of accident)	N/A	H&S at work Act
Rosliston 'RASCALS' holiday club/after school club registers	Paper copies in secure storage at George Holmes Ind Estate		<i>Unclear – linked to child protection. Originally we were told 5 years when Rascals closed, then 8 years, then indefinitely</i>		

Economic Development

Address books - contacts in partner organisations, etc.	Electronic data (database and Outlook)		Indefinitely; Constantly updated	Electronic deletion	
Business Records: Business database, property records, enquiry records	Electronic data on Tractivity		Indefinitely; Constantly updated	Electronic deletion/Held in Archive	
Mailshots	Electronic data on network		Up to one year	Electronic deletion	
Event attendees	Electronic data on network plus Eventbrite		3 years	Electronic deletion	
Survey responses	Hard copy and electronic data on network		3 years	Electronic deletion; Confidential waste collection	

Property contacts	Electronic data on network		Indefinitely; Constantly updated	Electronic deletion	
Marketing:					
The National Forest Walking Festival (database of members of the public/potential attendees)	Electronic data on network		Individuals contacted periodically to confirm that they want to remain on the database	Electronic deletion	
Market traders (including insurance, food hygiene, etc certificates)	Electronic data on network		Individuals contacted periodically to confirm that they want to remain on the database; Certificates deleted after 2 years	Electronic deletion	
Wedding Fair Traders	Electronic data on network		Individuals contacted periodically to confirm that they want to remain on the database	Electronic deletion	
Property Bulletin recipients - enquirers, owners and agents, colleagues	Electronic data on network		Individuals contacted periodically to confirm that they want to remain on the database	Electronic deletion	
Projects & Initiatives					
SD Partnership members	Hard copy and electronic data on network		Lifetime of project; Constantly updated	Electronic deletion; Confidential waste collection	
Pancake Races participants	Hard copy and electronic data on network		Lifetime of project; Constantly updated	Electronic deletion; Confidential waste collection	
Photography (including credits)	Electronic data on network		Indefinitely	Electronic deletion	
Town Centre Group	Electronic data on network		Lifetime of project; Constantly updated	Electronic deletion	
Initiatives eg contacts for Breweries, Schools Pos, Community Venues, etc	Electronic data on network		Lifetime of project, Constantly updated	Electronic deletion	
Grants & Contracts					
Awards and recipients of business and VCO grants - historic and current	Hard copy and electronic data on network		Indefinitely	Electronic deletion; Confidential waste collection	
South Derbyshire Business Advice Service - contract, beneficiary records, attendance lists	Hard copy and electronic data on network		At least lifetime fo contract	Electronic deletion: Confidential waste collection	
Invoices and financial records	Hard copy and electronic data on network		Indefinitely	Electronic deletion, Confidential waste collection	

Enforcement, Certification and Prosecution

Registration, Certification and Licensing

<p>The administration of applications, registration, certification and licences in relation to the authorities registration requirements –</p> <ul style="list-style-type: none"> · Applications for animal registration · Applications for release of animals impounded · Certificates of registration of: <ul style="list-style-type: none"> o taxi drivers o beauty therapists · Animal movement licences · Gaming · Registration to sell poison 	Electronic record and secure storage		Destroy 2 years after registration or entitlement lapses	Electronic deletion and confidential waste collection	
<p>The process involved in licensing sites for the holding or use of toxic or hazardous substances – petroleum, agricultural chemical products or herbicides –</p> <ul style="list-style-type: none"> · Diesel licences · Petroleum licences · Health and safety licensing · Hazardous substances · Contaminated land register/pollution 	Hard copy and electronic record		Permanent		
Environmental Health					
<p>Enforcement inspection records;</p> <ul style="list-style-type: none"> · Food safety · Health and safety · Licensing enforcement · Environmental Permits 	Hard copy and electronic record		Destroy personal data after 6 years unless specific statute requires its retention. Non personal data may be retained for historical or research purposes	Electronic deletion and confidential waste collection.	Environmental Permitting Regulations 2010
<p>Service requests and complaint investigations;</p> <ul style="list-style-type: none"> · Food safety complaints · Infectious disease notifications · Health and safety · Licensing enforcement · Pollution/nuisance · Pest control 	Hard copy and electronic record		Destroy personal data after 6 years unless specific statute requires its retention. Non personal data may be retained for historical or research purposes	Electronic deletion and confidential waste collection.	
<p>Statutory notices</p>	Hard copy and electronic record		Permanent, unless the provisions of the statutory notice has been discharged in which case destroy after 6 years	Electronic deletion and confidential waste collection.	
<p>Prosecution or sanction for an individual or organisation for failing to meet their statutory responsibilities</p>	Hard copy and electronic record		Destroy after 5 years	Electronic deletion and confidential waste collection.	Rehabilitation of Offenders Act
<p>Environmental data</p>	Hard copy and electronic record		Permanent	Electronic deletion and confidential waste collection.	
<p>Private water supply records of risk assessments, sampling and analysis</p>	Hard copy and electronic record		Retain for at least 30 years	Electronic deletion and confidential waste collection.	Private Water Supply Regulations
<p>Abandoned vehicle investigations</p>	Hard copy and electronic record		Destroy after 2 years	Electronic deletion and confidential waste collection.	Requirement by DVLA for use of their WEE system
<p>Parking permits</p>	Electronic record		Destroy after 2 years	Electronic deletion	
<p>Fixed Penalty Notices and associated correspondence</p>	Hard copy and electronic record		Destroy after 2 years. Non personal data may be retained for historical or research purposes	Electronic deletion and confidential waste collection.	
<p>Non-evidential Body Mounted Video Camera data</p>	Electronic record		Destroy after 30 days	Electronic deletion	Rehabilitation of Offenders Act
Fraud Investigation					
<p>Fraud Investigation process: Intelligence material Documentary/Audio/Visually recorded evidence</p>	Electronic records and secure storage	RESTRICTED	2 years from date of investigation closure where no sanction administered or defendant acquitted - 5 years from date of investigation closure where a	Electronic deletion and confidential waste collection	Criminal Procedures and Investigations Act 1996

Audio media RIPA documents Sanction documents and notices			sanction administered - 6 years from the date of conviction	collection.	
Prosecution					
Prosecution files	Electronic records and secure storage	RESTRICTED	Destroy 2 years after the date of acquittal or 6 years from the date of conviction	Electronic deletion and confidential waste collection	Criminal Procedures and Investigations Act 1996
Bye-Laws					
Enactment					
The process of making local laws – · Master Set of bye-laws · Policy development documents · Correspondence · Submissions	Secure storage		Permanent (Unless superseded when they can be destroyed once all enforcement action is completed)	Confidential waste	Required in evidence
Administration and Enforcement					
The process of administering and enforcing bye-laws – · Applications and certificates · Permits · Licences · Infringement notices – parking · Correspondence			Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased		
Waste Management					
The provision of hard waste removal, destruction and waste reduction services by the authority to ratepayers					
Collection					
The process of arranging the collection or transportation of household waste	Stored electronically on the DEFRA website		Not applicable	Not applicable	Statutory (Environmental Protection Act 1990)
The process of arranging the collection or transportation of controlled waste	Stored electronically on the DEFRA website		Not applicable	Not applicable	Statutory (Environmental Protection Act 1990)

Financial management

Accounts and audit					
Reporting					
The process that consolidates financial transactions on an annual basis for corporate reporting purposes - Consolidated annual reports - Consolidated financial statements - Statement of financial position - Operating statements - General ledger	Electronic record		Permanent	Not applicable	Common practice
Public Display accounts	Electronic record and website		Destroy 7 years after the end of the financial year in which the records were created	Electronic deletion	Common practice
The process that supports and consolidates financial transactions on a periodic basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books –					

<ul style="list-style-type: none"> - Consolidated monthly and quarterly returns - Consolidated monthly and quarterly financial statements - Working papers for the preparation of the above - Monthly accrual statements - Cashflow statements - Creditor listings and reports - Debtor listings and reports 	Electronic record		Current year + 6 years	Electronic deletion	Common practice
Asset register					
Register of all fixed assets: <ul style="list-style-type: none"> - Land - Property - Held for sale - Community assets - Dwellings - Vehicles, plant & equipment - Under construction 	Electronic record		Current year + 6 years	Electronic deletion	HMRC - Compliance Handbook Manual CH15400
Register of all leases: <ul style="list-style-type: none"> - Vehicles, plant & equipment - Industrial units 	Electronic record		Current year + 6 years		HMRC - Compliance Handbook Manual CH15400
Financial transactions management					
Management of the approvals process for purchase, including investigations – <ul style="list-style-type: none"> - Appointments and delegations - Audit investigations - Arrangements for the provision of goods and/or services 	Secure storage		Current year + 6 years	Confidential waste collection	Statutory
Identification of the receipt. Expenditure and write offs of public monies – <ul style="list-style-type: none"> - Allowances - Invoices - Credit card statements - Cash books - Cheque counterfoils - Bank statements - Subsidiary ledgers – annual - Journals – annual - Vouchers - Periodic payment records - Creditor notes 	Electronic record and secure storage for 2 months		Current year + 6 years	Electronic disposal and confidential waste collection	Statutory This period may be reduced with the agreement of C & E and or the I R
<ul style="list-style-type: none"> - Work Orders - Delivery notes - Petty cash - Receipts - Records of receipt books issued - Registrars quarterly returns - Sales records - Periodic income records - Income posting slips - Debtor accounts – non-current records - Income correspondence 	Electronic record and secure storage		Current year + 2 years	Electronic disposal and confidential waste collection	CIPFA and common practice
Credit checks for new customers and suppliers	Electronic records		Destroy 2 years after administrative use is concluded	Electronic deletion	Common practice
Processes that balance and reconcile financial accounts – <ul style="list-style-type: none"> - Reconciliation - Summaries of accounts 	Electronic records		Destroy 2 years after administrative use is concluded	Electronic deletion	Common practice

Insurance					
Insurance claims					
Claims made against the Council - property damage	Electronic and secure storage		Case concluded + 6 years	Electronic deletion and confidential waste collection	Limitation Act 1980 (Section 2)
Claims made against the Council - personal injury	Electronic and secure storage		Case concluded + 4 years	Electronic deletion and confidential waste collection	Limitation Act 1980 (section 11)
Claims management datatbase	Electronic records		Case concluded + 6 years	Electronic deletion	Limitation Act 1980 (Section 2)
Insurance policies					
Policies purchased to cover activities	Electronic records		Current year + 6 years	Electronic deletion	Common practice
Motor insurance database	Electronic records		Life of vehicle	Electronic deletion	Common practice
Public Liability and Employer's Liability	Electronic records		Date of expiry of policy + 40 years	Electronic deletion	The Employer's Liability (Compulsory Insurance) Regulations 1998
Payroll					
Payroll records: - Timesheets - Overtime - Expense claims	Electronic records		Current year + 6 years	Electronic deletion	Common practice
Taxation					
VAT returns	Electronic records		Current year + 6 years	Electronic deletion	HMRC - Compliance Handbook Manual CH15400
VAT documents	Electronic records		Current year + 6 years	Electronic deletion	HMRC - Compliance Handbook Manual CH15400
VAT partial exemption calculation	Electronic records		Current year + 6 years	Electronic deletion	Common practice
CIS returns	Electronic and secure storage		Current year + 6 years	Electronic deletion and confidential waste collection	Common practice
Employee benefit taxation records – - Motor vehicle logs - Fringe benefits tax records	Electronic records and secure storage		Destroy 7 years after the end of the financial year in which the records were created	Electronic deletion and confidential waste collection	Statutory – Taxes Management Act 1970; Audit Commission Act 1998
Financial provisions					
Budgets and Estimates					
The process of finalising our annual budget – - Annual budget	Electronic records and website		Permanent	Not applicable	Common practice
The process of developing our annual budget – - Draft budgets - Departmental budgets - Draft estimates	Electronic records and website		Destroy 2 years after administrative use is concluded	Electronic deletion	Common practice
Budget Monitoring - Quarterly statement	Electronic records and website		Destroy 2 years after administrative use is concluded	Electronic deletion	Common practice
Treasury management					
Loans					
The activity of borrowing money to enable us to perform our functions and exercise our powers – - Loan files	Secure storage		Date of repayment + 12 years	Confidential waste collection	Limitation Act 1980 (Section 8)
Summary management of loans – - Loans registers	Secure storage		Permanent	Not applicable	Common practice
Investments and Mortgages					
Records relating to all investments: - approval of broker confirmation - details of lender - term of loan	Electronic		Date of repayment + 12 years	Electronic deletion	Limitation Act 1980 (Section 8)

- audit letter					
Records relating to mortgages: - details of lender incl property address for mortgage - term of loan - repayment details					
- Financial statements - Attachment of earnings/benefits - Miscellaneous recovery documentation	Electronic records and secure storage		Destroy physical paper records after 3 months – destroy electronic images 7 years after the conclusion of the financial transaction that the record supports		Statutory and common practice
Records relating to inspection processing – - Benefits investigations referrals - BIU FR1 Adjudication decisions - Suspected Fraud reports - Visit documentation	Electronic records and secure storage		Destroy physical paper records after 3 months – destroy electronic images 7 years after the conclusion of the financial transaction that the record supports	Electronic deletion and confidential waste collection	Statutory and common practice
Council Tax Valuation					
The valuation of rateable land within a municipal district for the purpose of the making of the rate – - Valuation lists - Correspondence - Objections - Reports	Secure storage		Permanent	Not applicable	Common practice
Property History					
The recording of information for rateable properties identifying the person or company rated, including details of the value of the property – - Rate books - Rate cards - Registers of rateable properties	Electronic records		Permanent	Not applicable	Common practice
Rates and Local Authority Tax Correspondence					
The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters – - Notices - Objections - Applications - Correspondence - Rate certificates - Notices of acquisitions and disposition - Rate property file	Electronic records		Destroy 7 years after last action	Electronic deletion	Common practice
Financial provisions					
Budgets and Estimates					
The process of finalising our annual budget – - Annual budget	Electronic records and website		Permanent	Not applicable	Common practice Only one version of the annual budget needs to be kept
The process of developing our annual budget – - Draft budgets - Departmental budgets - Draft estimates	Electronic records and website		Destroy 3 years after annual budget adopted	Electronic deletion	Common practice
The process of reporting which examines the budget in relation to actual revenue and expenditure – - Quarterly statement	Electronic records and website		Destroy after next years' annual budget has been adopted and that years accounts have been audited and closed	Electronic deletion	Common practice

Treasury management					
Loans and Investments					
The activity of borrowing money to enable us to perform our functions and exercise our powers – - Loan files	Secure storage		Destroy 7 years after the loan has been repaid	Confidential waste collection	Statutory
Summary management of loans – - Loans registers	Secure storage		Permanent	Confidential waste collection	Common practice
Revenues and benefits					
Records relating to Revenues processing, including Council Tax reduction - Notices Objections Appeals Tribunals Authorisations Applications Person and property files Investigation Grant claims Recovery and enforcement Valuation and banding Reports Joint working Inspections	Electronic records and secure storage		Destroy physical paper records after 3 months – destroy electronic images 7 years after the conclusion of the financial transaction that the record supports	Electronic deletion and confidential waste collection.	Statutory and common practice
Records relating to Housing Benefits processing – Applications Notices Correspondence Authorisations Appeals Tribunals Overpayments Person and property files Returns Discretionary payment Investigation Joint working Visits	Electronic records and secure storage		Destroy physical paper records after 3 months – destroy electronic images 7 years after life of Claim	Electronic deletion and confidential waste collection.	Statutory and common practice
Council Tax Valuation					
The valuation of rateable land within a municipal district for the purpose of the making of the rate – - Valuation lists - Correspondence - Objections - Reports	Secure storage		Permanent	Not applicable	Common practice
Property History					

The recording of information for rateable properties identifying the person or company rated, including details of the value of the property – - Rate books - Rate cards - Registers of rateable properties	Electronic records		Permanent	Not applicable	Common practice
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Customer Services

Recording of some inbound phone calls for training and monitoring purposes	Electronic records		Recording of some inbound phone calls	Electronic deletion	Common practice
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General public services

Emergency Planning

Process to develop the emergency/disaster plan for the local community – Emergency plan	Electronic records and secure storage	Protect	6 Years	Electronic Disposal and Confidential Waste	Civil Contingencies Act 2004
Business Continuity Plan Framework document for ensuring District Council can continue to deliver critical services	Electronic records and secure storage	Protect	6 Years	Electronic Disposal and Confidential Waste	Civil Contingencies Act 2004

Housing

Housing Register Application - Application form - Supporting information	Electronic data is stored in Abrisas. When allocated a tenancy this information is kept on the property file - currently held in locked cabinets. Keys to cabinets are secured in a key safe each evening.		Electronic data is stored in Abrisas. When allocated a tenancy this information is kept on the property file.	Electronic deletion and confidential waste collection	
Homelessness - Declaration and supporting information - Temporary Accommodation agreements	Electronic data is stored in Abrisas. Individual application files are retained for 12 months in hardcopy and then scanned electronically unless allocated a Council tenancy when this information is kept on the property file		Electronic data is stored in Abrisas. Individual application files are retained for 12 months in hardcopy and then scanned electronically unless allocated a Council tenancy when this information is kept on the property file.	Electronic deletion and confidential waste collection	
Property file Tenancy Audit - Housing register - Application form and supporting information - Tenant letters	Electronic data is stored in Orchard arcHouse. Individual property files Current property related paperwork stays on the property files which are kept in cupboards with a combination lock.		Electronic data is stored in Orchard arcHouse. Property related paperwork stays on the property file Tenancy agreement, notice to quit and any important paperwork scanned and archived. All other paperwork disposed of upon tenancy termination.	Electronic deletion and confidential waste collection	Limitations Act 1980

<ul style="list-style-type: none"> - SDDC permission letters - Mutual Exchange applications - Direct Debit Forms - Contents Insurance form - ASB or neighbour nuisance - Supporting People request form 	At point of termination - Tenancy agreement, notice to quit and any important paperwork scanned and archived. All other paperwork disposed of. Should not be retaining any DD details - need to review process				
Court paperwork <ul style="list-style-type: none"> - Court submission documents - Court judgement paperwork 	Electronic data is stored in Orchard arcHouse. Individual property files		Scanned and archived upon tenancy termination	Electronic deletion and confidential waste collection	Limitations Act 1980
Garage Property file <ul style="list-style-type: none"> - Application form - Tenant letters - SDDC permission letters - Court paperwork 	Scanned and archived upon tenancy termination		6 year standard - to be determined	Electronic deletion and confidential waste collection	
Rent Accounting area summary report <ul style="list-style-type: none"> - Weekly financial statement on rents 	Electronic data is stored in Orchard Filed in a annual folder		6 year standard - to be determined	Electronic deletion and confidential waste collection	
Cash Receipting summary report <ul style="list-style-type: none"> - Weekly financial statement on rents 	Electronic data is stored in Orchard Filed in a annual folder		6 year standard - to be determined	Electronic deletion and confidential waste collection	
Housing Benefit import report <ul style="list-style-type: none"> - Confirmation report of amounts posted to Orchard arcHouse from the HB system 	Electronic data is stored in Orchard Filed in a annual folder		6 year standard - to be determined	Electronic deletion and confidential waste collection	
Refund Form <ul style="list-style-type: none"> - Request to receive a refund of rent 	Electronic data is stored in Orchard Filed in a annual folder		6 year standard - to be determined	Electronic deletion and confidential waste collection	
Right to Buy <ul style="list-style-type: none"> - Right to Buy applications and supporting documentation 	Completions sent to Legal Services		If withdrawn retained on the property file	Electronic deletion and confidential waste collection	
Sheltered Housing Support Plans <ul style="list-style-type: none"> - Detailed information gathered to set up an agreed action plan of support 	Stored in Individual person files		Destroyed upon each 6 monthly review (review)	Electronic deletion and confidential waste collection	
The process of offering financial help with welfare housing provision and maintenance	Stored in individual files in locked drawers.		Destroyed upon each 6 monthly review (Review)		
Mortgages – Mortgage agreements <ul style="list-style-type: none"> - Correspondence 	Secure storage (Finance/Legal)	Move to Legal	Last payment + 6 years if signed Last payment + 12 years if sealed		Statutory
'Right to Buy' <ul style="list-style-type: none"> Sale documents Agreement concerning sales 	Secure storage		6 year standard - to be determined	Confidential waste collection	Common practice Statute Limitation Act 1980
Housing Grants (various) – <ul style="list-style-type: none"> - Initial enquiry form - Application form - Owners/tenants certificate - Supporting documentation 		Section to be reviewed	Electronically archived after 3 years Electronic records and manual grant register kept indefinitely	Securely destroyed by scanning company	

- Correspondence - Grant Approval - Certificate of Satisfactory Completion - Completion Certificate - Payment details	Stored in individual grant files, electronically on the grants database and a manual entry made in the appropriate grant register				
Disabled Facilities Grants (both Private and Council) – - Initial test of resources form - Social Services Referral - Application form - Owners/tenants certificate - Supporting documentation - Correspondence - Grant Approval - Certificate of Satisfactory Completion - Completion Certificate - Payment details	Stored in individual grant files, electronically on the grants database and a manual entry made in the appropriate grant register		Electronically archived after 3 years Electronic records and manual grant register kept indefinitely	Securely destroyed by scanning company	Statutory Limitations Act 1980
Housing Enforcement – - Complaint details - Correspondence - Enforcement Notices	Hard copy and electronic record	Move to Matt H	Destroy after 6 years unless specific statute requires its retention	Electronic deletion and confidential waste collection.	Housing Act 2004
Caravan Licensing –	Hard copy and electronic record	Move to Matt H			Caravan and Development Control 1960
Housing Stock - - Emergency maintenance - Property adaptations - Repairs and history	Electronic data is stored in Orchard arcHouse. Individual property files				
Risk assessments - - Asbestos register & reports - Legionella reports	1. All paper records held on disc and more recent Armstrong York surveys also available through a Portal. 2. No health surveillance of those removing unclassified asbestos 3. Electronic (Excel) records held on		50 years from last action or 75 years from date of birth (greater) Keep the last one issued	Electronic deletion and confidential waste collection Electronic deletion	Control of Asbestos Regulations 2012
Housing improvements - - Contracted projects - Project files	Secure storage (Legal safe) Paper files		Sealed and signed by Chief Executive and Chairman - kept for 12 years 12 years	Confidential waste collection	
Safety Certificates - - Gas certificates - Electrical certificates	Electronic LGSR & CP4(PDF) on v:\media\housing\repairs and improvements\improvements\certificates. Paper CP4 also kept in a file. Paper or Electronic records held on v:\media\housing\repairs and improvements\improvements\certificates.		Electronic certificate = current year plus previous 2 years. Paper CP4's = current year plus 2 years. Keep at least the current plus one	Confidential waste collection	

Legal and Democratic Services

Election

Electoral Register - Preparation – summary certification of those eligible to vote	Electronic record		Permanent	Not applicable	Common practice
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Main Election Documents/ Referenda (UK Parliamentary, European Parliamentary, Local including Parish, PCC and County Elections)					
- Ballot Papers	Secure Storage		Destroy 1 year from Declaration of results	Confidential Waste	Statutory
- Ballot Papers Accounts					
- Postal voting Statements					
- All polling station forms					
- Tendered votes list					
- Marked Register and Proxy Voters list					
- Corresponding Number List					
- Certificate of Employment					
- Postal Voting Packs(rejected at adjudication Stage)					
- Notice of Alterations					
- Unused ballot papers					
- Unused lost and spoilt postal vote packs					
- Issued lost and spoilt paperwork					
Other Elections Documents(UK Parliamentary, European Parliamentary, Local including Parish, PCC and County Elections)					
- Candidate Nomination papers					
- Consent to Nomination					
- Home address form(UKGPE Only)					
- Appointment of Agents					
Referenda	Secure Storage		Destroy 1 year from Declaration of results	Confidential Waste	Statutory
All main Election Documents					
Registration	Secure Storage		Permanent	Confidential Waste	Common practice
Full Electoral Register					
Postal Vote Applications(when application is made for a specific Election)	Secure Storage		Destroy 1 year after Postal Vote Application Deadline	Confidential Waste	Common practice
Postal Vote Applications(for all elections entitled to vote at)	Electronic Record Secure Storage		Permanent or until either replaced by signature refresh form or cancelled	Electronic deletion and Confidential waste for paper records	Common practice
HEF, ITR and QEA Forms	Electronic Record		1 year from publication of months register	Electronic deletion	Partly Statutory/partly common practice
All ECU Expenses Returns	Electronic Record		Destroy after 5 years plus one	Electronic Deletion	Common practice
Candidate Expenses (UK Parliamentary, European Parliamentary, Local including Parish, PCC and County Elections)	Secure Storage		Destroy 2 years from the last adte to return	Confidential Waste	Common practice
- Declaration by Candidate					
- Declaration by Election Agent(if appointed)					
- Return of Candidate spending					
Scanned Documents	Electronic Record		Life of Electors Registration	Electronic deletion and Confidential waste for paper records	Common practice
Voting – local elections only - Ballot papers	Secure storage		Destroy 6 months from close of poll	Confidential waste collection	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986
Results – declaration of results - Consolidated returns of votes received	Electronic record		Permanent	Not applicable	Representation of the People Regulations 1986
Council and Committee Meetings					
The formal process of preparing business for Council consideration and making the record of discussion, debate and resolutions –	Electronic Record Secure Storage		Permanent	Not applicable	Local Govt Act 1972, Section 100c
- Council minutes					
- Council agenda and business papers					
- Council notice papers and proceedings					
- Indexes					
- Committee minutes					
- Registers of delegations to Special Committees					

Member Code of Conduct	Electronic Record and Secure storage held by Monitoring Officer		Destroy 6 years after last action	Electronic deletion and Confidential waste collection	Common practice
Civic and Royal Events					
The recording of ceremonial events and civic occasions	Secure storage		Destroy 7 years after administrative use is concluded	Confidential waste collection	Common practice
The process of organising a ceremonial event or civic occasion	Secure storage		Destroy 7 years after administrative use is concluded	Confidential waste collection	Common practice
Legal and contracts					
Litigation					
The process of managing, undertaking or defending for or against litigation on our behalf: - Criminal case files - Civil case files - Correspondence	Secure storage		Major litigation – permanent Minor destroy 6 years after last action	Confidential waste collection.	Common practice
Advice					
The process of providing legal advice on a point of law	Electronic record and secure storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common practice
Agreements					
Process of agreeing terms between organisations – this does not include contractual agreements – Concordat	Electronic record and secure storage		Destroy 6 years after agreement expires or is terminated	Electronic deletion and confidential waste collection	Common practice Depends on value of agreement, mainly to do with agreements between public bodies, not in regard to contracts
Conveyancing					
The process of changing ownership of land or property	Electronic record and secure storage		Permanent	Not applicable	Common practice
Conveyancing files for: - Sales - Purchases	Electronic record and secure storage		Destroy 12 years after closure or after all obligations/benefit of covenants etc have been discharged, if later.	Confidential Waste collection	Partly statutory / partly common practice
Leases (files)	Electronic record and secure storage		Destroy 12 years after end of lease	Confidential waste collection	Partly statutory / partly common practice
Leases (deeds)	Secure storage		Destroy · 12 years after end of lease if under seal · 6 years after end of lease if under hand	Confidential waste	Statutory
Title Deeds (purchase) Copy of conveyances/transfers (Sales)	Secure storage		Permanent	Not applicable	Common practice
Contract files and documents	Secure storage		Destroy · 12 years after end of lease if under seal · 6 years after end of lease if under hand	Confidential waste	Statutory
Contracts					
Pre Contract Advice	Electronic and Secure Storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common practice
Contract Management					
Contract operation and monitoring – - Service Level Agreements - Compliance reports - Performance reports	Held departmentally by Contract Manager in secure storage		Destroy 6 years after the terms of the contract have expired	Electronic deletion and confidential waste collection	Common practice
Management and amendment of contract – - Minutes and papers of meetings			Ordinary Contract: destroy 6 years after the terms of contract have expired		

- Changes to requirements - Variation forms - Extension of contract - Complaints - Disputes on payments	Held departmentally by Contract Manager in secure storage		Contracts Under Seal: destroy 12 years after the terms of the contract have expired	Electronic deletion and confidential waste collection	Common practice
Planning					
Advice	Electronic record and secure storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common practice
S106, Unilateral Undertaking , Deed of vaitaions or any other agreement	Electronic Record and secure storage		Permanent	Not applicable	Common Practice
Licensing					
Applications/Notices	Electronic Record		Destroy 3 years after expiry of Licence or any renewals	Electronic Deletion	Common Practice
Plans	Electronic record and secure storage		Destroy 3 years after expiry of Licence or any renewals	Electronic deletion and confidential waste collection	Common Practice
ID Documents including DBS	Electronic		Destroy 3 years after expiry of Licence or any renewals	Electronic Deletion	Common Practice
Medical Certificates including Eye sight Certificates	Electronic		Destroy 3 years after receiving updated/new certificates	Electronic Deletion	Common Practice
Investigations	Electronic record and secure storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common Practice
Licence Documents/Correspondence	Electronic Record		Destroy 3 years after expiry of Licence or any renewals or closure of premises	Electronic Deletion	Common Practice
Criminal Checks	Electronic Record		Destroy 6 months after last action	Electronic Deletion	Common Practice
Bank Account Details	Electronic Record		Destroy 1 month after last action	Electronic Deletion	Common Practice
Prosecutions	Electronic record and secure storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common Practice
Complaints	Electronic record and secure storage		Destroy 3 years after expiry of Licence or last action	Electronic deletion and confidential waste collection	Common Practice
Public Consultation	Electronic record and secure storage		Destroy 12 years after last action	Electronic deletion and confidential waste collection	Common Practice
Correspondence from Third Parties/Partners	Electronic record and secure storage		Destroy 6 years after last action	Electronic deletion and confidential waste collection	Common practice

Management and administration

Corporate Planning and Reporting					
Corporate planning and reporting activities – - Corporate plans - Strategy plans - Business plans - Annual reports	Electronic record (may be printed for archiving)	Unclassified	Permanent	Not applicable	Common practice
The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions – - Leadership Team Minutes - Members and Leadership Team Minutes	Electronic record and secure storage	Protect	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement
Information Management					
Data Protection – – Subject Access Request - Notification	Electronic Record and secure storage	Restricted	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement
Freedom of Information and Environmental Information – – Policy Records – Access status records - Individual transaction records	Electronic records and secure storage	Protect	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement

- Information scheduled for destruction					
Enquiries and Complaints					
The management in the summary form of enquiries and complaints directed to the council – - Indexes - registers	Electronic record	Unclassified	Permanent	Not applicable	Common practice
The management of detailed responses on council actions, policy or procedures – - Reports - Returns - Correspondence - Ombudsman	Electronic record and secure storage	Protect	Current financial year and 3 prior years	Electronic disposal and confidential waste collection	Organisation judgement
The management in the summary form of enquiries and complaints directed to the council – - Indexes - registers	Electronic record		Permanent	Not applicable	Common practice
The management of enquiries, submissions and complaints which result in significant changes in Policy or procedures – - Reports - Returns - Correspondence	Electronic record		Permanent	Not applicable	Common practice
The management of detailed responses on council actions, policy or procedures – - Reports - Returns - Correspondence - Ombudsman	Electronic record and secure storage		Destroy 6 years after administrative use is concluded	Electronic disposal and confidential waste collection	Common practice
The management of routine responses on council actions, policy or procedures – - Printed material - Form letters	Electronic record and secure storage		Destroy 2 years after administrative use is concluded	Electronic disposal and confidential waste collection.	Common practice

Management and administration

Corporate Planning and Reporting					
Corporate planning and reporting activities – - Corporate plans - Strategy plans - Business plans - Annual reports	Electronic record (may be printed for archiving)	Unclassified	Permanent	Not applicable	Common practice
The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions – - Leadership Team Minutes - Members and Leadership Team Minutes	Electronic record and secure storage	Protect	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement
Information Management					
Data Protection – - Subject Access Request - Notification	Electronic Record and secure storage	Restricted	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement
Freedom of Information and Environmental Information – - Policy Records					

– Access status records – Individual transaction records – Information scheduled for destruction	Electronic records and secure storage	Protect	Current financial year and 3 prior years	Electronic deletion and confidential waste collection	Organisation judgement
Enquiries and Complaints					
The management in the summary form of enquiries and complaints directed to the council – – Indexes – registers	Electronic record	Unclassified	Permanent	Not applicable	Common practice
The management of detailed responses on council actions, policy or procedures – – Reports – Returns – Correspondence – Ombudsman	Electronic record and secure storage	Protect	Current financial year and 3 prior years	Electronic disposal and confidential waste collection	Organisation judgement
The management in the summary form of enquiries and complaints directed to the council – – Indexes – registers	Electronic record		Permanent	Not applicable	Common practice
The management of enquiries, submissions and complaints which result in significant changes in Policy or procedures – – Reports – Returns – Correspondence	Electronic record		Permanent	Not applicable	Common practice
The management of detailed responses on council actions, policy or procedures – – Reports – Returns – Correspondence – Ombudsman	Electronic record and secure storage		Destroy 6 years after administrative use is concluded	Electronic disposal and confidential waste collection	Common practice
The management of routine responses on council actions, policy or procedures – – Printed material – Form letters	Electronic record and secure storage		Destroy 2 years after administrative use is concluded	Electronic disposal and confidential waste collection.	Common practice

Organisational Development Unit

Human Resources & Training

Absence Monitoring records	Electronic employee file - Resourcelink		6 years after termination of employment	Electronic deletion	
Disciplinary Matters	Electronic employee file - Resourcelink and internal network		In line with Disciplinary Procedure	Electronic deletion from personal file Confidential waste for paper records	
Grievance matters	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion from personal file Confidential waste for paper records	
Occupational Health reports & other medical assessment	Electronic employee file - Resourcelink and internal network		50 years after last action	Electronic deletion	Health & Safety legislation
Employment administration (contracts, changes, letters etc)	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion	
Maternity, Paternity, adoption, parental etc	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion	
Personal data including date for workforce monitoring next of kin details, emergency contact etc	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion	
Training records (internal and external)	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion	

Training records (Health & safety)	Electronic employee file - Resourcelink and internal network		50 years after last action	Electronic deletion	Health & Safety legislation
Performance Development Reviews	Electronic employee file - Resourcelink		6 years after termination of employment	Electronic deletion	
Job evaluation questionnaires	Internal network		4 years after date of implementation	Electronic deletion	
Human Resources Policies and Procedures	Intranet site and internal network		2 years for Policies that are superseded	Electronic deletion	
Termination of employment	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion	
Recruitment Administration (successful employee)	Electronic employee file - Resourcelink and internal network		6 years after termination of employment	Electronic deletion from personal file Confidential waste for paper records	
Recruitment Administration (unsuccessful applicants)	Internal network and Derbyshire County Council hosted recruitment website		12 months following completion of interview	Electronic deletion from personal file Confidential waste for paper records	
Disclosure Barring Service (DBS)	On-line website used		As per DBS guidelines	As per DBS guidelines	DBS guidelines
Employee relations – (Collective agreements, disputes, claims)	Internal network		6 years after administrative use is concluded or revised agreement in place	Electronic deletion	
Health & Safety					
Accident records	Assessnet - hosted H&S IT system and paper records		40 years from date of accident	Electronic deletion from Assessnet Confidential waste for paper records	Health & Safety at Work Act 1974
Health & Safety Audits	Electronic record		6 years from completion of Audit	Electronic deletion	
Risk Assessments	Electronic record		3 years from completion of assessment	Electronic deletion	Management of Health & Safety at Work Regulations 1992
Health & Safety Inspections	Electronic record		40 years from inspection	Electronic deletion	
Health and Safety - DSE training	Assessnet - hosted H&S IT system		6 years after termination of employment	Electronic deletion	
Corporate Policy and Procedures	Electronic records on intranet		2 years for Policies that are superseded	Electronic deletion	
Policy & Communications					
Corporate Plan	Website, Intranet, electronic record		Permanent archive	Na	
Corporate performance information	Electronic record		6 years after administrative use is completed	Electronic	
Public consultation	Secure storage and electronic record		5 years from completion date	Electronic deletion and Confidential waste for paper records	
Media releases and articles	Electronic record		Permanent archive	Na	
Corporate design and production	Electronic record		One copy for archive; 3 years after use is concluded	Electronic deletion and recycled for other materials	
Website, Intranet & Social Media	Electronic record		Annual review of information	Electronic deletion as required	
Printing	Secure storage and electronic record		1 month after completion date	Electronic deletion, confidential waste and recycling	

Planning

Development Management					
Planning Application files – Complete file. (including works to trees and hedgerows)	Paper files SDDC Offices/ Off Site Storage		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
	Microfiche SDDC Offices				
Tree preservation orders	Electronic Archives SDDC Servers			Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
	Paper files SDDC Legal Archives				
Decision Notices (Planning Application Register)	Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
	Paper files SDDC Offices				

Permitted Development Enquiries	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Index Cards	Electronic Archives SDDC Servers		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Pre Application Advice/Preliminary Enquiries	Paper files SDDC Offices/ Off site storage Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Appeal Files (Including Hearings & Inquiries)	Paper files SDDC Offices/ Off Site Storage Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Appeal Decisions	Electronic Archives SDDC Servers		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Planning Enforcement					
Planning Enforcement Files	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to electronic archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Enforcement Notice Register	Electronic Archives SDDC Servers		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Planning Agreements					
Agreements Made Pursuant To Section 106 Of The TCPA 1990	Original Agreements SDDC Legal Archive. Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Section 106 Monitoring Files	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Building Control					
Building Regulation Application Files -Complete File	Paper files SDDC Offices Microfiche SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Building Control Register	Paper files SDDC Offices Microfiche SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Demolition Notices	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities

Dangerous Structures files	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Competent Persons Scheme Register	Electronic Archives SDDC Servers		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Street Naming & Numbering Records	Paper files SDDC Offices Electronic Archives SDDC Servers		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Unauthorised Works/ Enforcement Files	Paper files SDDC Offices Electronic Archives			Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Policy/Local Plans					
South Derbyshire Local Plan Adopted 1998	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding except for the representations made during the process of the Local Plan.	Common Practice as per Retention Guidelines for Local Authorities
South Derbyshire Local Plan Review	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding except for the representations made during the process of the Review.	Common Practice as per Retention Guidelines for Local Authorities
South Derbyshire LDF	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding except for the representations made during the process of the Review.	Common Practice as per Retention Guidelines for Local Authorities
Neighbouring Development Plans and Consults.	Paper files SDDC Electronic Archives SDDC		Permanent		Common Practice as per Retention Guidelines for Local Authorities
National Policy (and Regional incl LEP's)	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Topic Areas (e.g. transport, housing, environment)	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Planning Projects (e.g. Town Centre)	Paper files SDDC Electronic Archives SDDC		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Minerals and Waste	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Infrastructure and Public Utilities	Paper files SDDC Electronic Archives SDDC			Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Heritage Library (e.g. parish plans, parish histories)	Paper files SDDC Electronic Disk SDDC		Permanent		Common Practice as per Retention Guidelines for Local Authorities
Planning consults	Paper files SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities

Publications (e.g. Conservation Area histories, conservation area character statements)	Paper files SDDC Electronic Archives SDDC		Permanent	Are given/sold to interested parties so could be scanned but hard copies still to be retained.	Common Practice as per Retention Guidelines for Local Authorities
Better Design	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Design – planning consults	Paper files SDDC Electronic Archives SDDC		Permanent	Once paper files are scanned and added to archive the paper file is sent for secure shredding.	Common Practice as per Retention Guidelines for Local Authorities
Landscape	Electronic Archives SDDC		Permanent		Common Practice as per Retention Guidelines for Local Authorities