

## RETENTION SCHEDULE

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Classification: OFFICIAL

## Document Location

This document is held by Information Services of Tamworth Borough Council, and the document owner is Director of Technology & Corporate Programmes.

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## Revision History

Revision Date	Version Control	Summary of changes
21/05/2018	1.01	First Draft

## Next Revision

Review Type	Date
Full Review - Annual	May 2019

## Approvals

Name	Title	Approved
Nicki Burton	Director – Technology & Corporate Programmes	
Nicola Hesketh	Project and Information Co-Ordinator	

## Document Review Plans

This document is subject to a scheduled annual review, or as changes dictate. Updates shall be made in accordance with business requirements and changes, and will be with agreement with the document owner.

## Distribution

The document will be available on the Intranet and Tamworth Borough Council website.

## Security Classification

This document is classified as OFFICIAL with access restricted to Tamworth Borough Council Staff and business partners.

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## **1 Introduction**

1.1. This document sets out the Council's responsibilities and activities in regards to best practice in the management of its records. Compliance with this schedule will assist in eliminating unnecessary records, reduce storage costs, improve working practices and enable the authority to support its management and storage of documents in accordance with ;

- Freedom of Information Act 2000
- Data Protection Act 1998
- General Data Protection Regulations
- Data Protection Bill

1.2. This document is intended as a framework for the development of individual directorate and detailed service guidance.

1.3. The attached schedule sets out the best practice regarding record retention and incorporates Retention Guidelines as issued by the Records Management Society and specific legislation pertaining to the records themselves

## **2 Scope**

This policy applies to all records held as recorded information by Tamworth Borough Council (including paper, electronic, audio-visual etc), which are created, collected, processed, used, stored and/or disposed of by the authority's employees, partners and agents in the course of the authorities business activities.

## **3 Reviewing the Schedule**

This schedule prescribes minimum and permanent retention periods. It will be reviewed on an annual basis, or as dictated by changes of legislation and / or best practise

## **4 Further Information**

National Archives Legislation <http://www.legislation.gov.uk/>

Information Commissioner <https://ico.org.uk/>

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
<b>Assembly Rooms</b>					
Arts and Events Accident Forms	21	3 years 4 months or Retain from date of birth of minor for 21 years and 4 months.	Y	Y	N
Arts & Events Database	22	From year records created + 1 year	N	Y	Y
Battle Of The Bands Entry Forms	23	From year records created + 1 year	N	Y	Y
Arts and Events Child Consent Forms	24	Minimum of 6 years	Y	Y	N
Arts and Events Hire Forms	25	Retain from year records created for 2 years.	N	Y	Y
Open Spaces Hirer Forms	26	Retain from year records created for 2 years.	N	Y	N
Spektrix Box Office Customer Information	27	From year records created + 1 year	N	Y	N
Bar Suppliers List	28	From year records created + 1 year	N	Y	N
<b>Audit</b>					
Audit Files	29	From year record created for 6 years	Y	Y	Y
Fraud Investigations	30	6 years	Y	Y	Y
<b>Benefits</b>					
Capita	32	Retain for 6 years from record closure	Y	Y	N
Civica	33	Retain for 6 years from record closure	Y	Y	N
Benefits Customer Files	56	Retain for 6 years from record closure	Y	Y	N
Benefits DWP Information Exchanges	117	Retain from year records created for 6 years.	Y	Y	N
HRMC Return	118	3 months from creation of record	Y	Y	N
Children's Information Files	119	We do not retain this information	Y	Y	N
<b>CCTV</b>					
Emergency Planning	34	Retained for 6 years from date of emergency	N	Y	N
TBC Out of Hours	35	Updated as required as long as the service is delivered with operational review	Y	Y	N
CCTV Access Logs	36	Retain for 1 year from record creation	N	Y	N
CCTV Evidence Logs	37	Retain for 6 years from record creation	N	Y	N
Partnership Against Business Crime	39	Retain for 6 years from record creation	N	Y	N
CCTV Handover Log	41	Retain for 1 year from record creation	N	Y	N
Contact List (staff and service users)	42	Retain for 1 year as long as the services is provided with an operational review	N	Y	N
Mayors In and Out Form	44	1 year from record creation	N	Y	N
Workplace Fire Safety Log	46	3 years from record creation	N	N	Y
<b>Chief Executives Office</b>					
Pentana Risk Registers	31	6 years from record closure	N	Y	Y
Municipal Charities Correspondence	387	Retain from year records created for 6 years	N	Y	N
Christmas Card List	388	1 year from record creation	N	Y	N
MP Enquiry Log	389	Retain from year created for 3 years	N	Y	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Ombudsman Correspondence	390	Retain from year records created for 3 years	N	Y	N
Secondary Employment Lists	391	Retain from year of record closure for 1 year	N	Y	N
Notification of Absence Forms	392	Retain from year records created for 1 year	Y	Y	N
MP Correspondence and General Correspondence	393	Retain from last contact for 2 years	Y	Y	N
<b>Community Safety</b>					
Community Warden Sheets	40	6 years from record creation	N	Y	N
Community Safety and Risk Meeting Logs	54	6 years from record creation	Y	Y	N
Community Warden body worn device footage	55	If not required for evidential purposes, keep for 31 days prior to reuse or destruction	N	Y	N
Community Warden notebooks	57	6 years from last entry	Y	Y	Y
Community Warden Patrol Report	59	1 year unless required for evidential support	Y	Y	N
Daily TVP Meeting Records	60	6 years from record creation	Y	Y	N
DVLA -NAFN- Vehicle Keeper Checks	61	6 years from record creation	N	Y	Y
Environmental Crime Notices	62	Retain from the date of the resolution of the enforcement for 6 years	Y	Y	Y
Anti-social behaviour enforcement	63	Retain from date of the resolution of enforcement action for 6 years	Y	Y	Y
Anti-Social Behaviour M3	64	Retain from date of the resolution of enforcement action for 6 years	Y	Y	Y
Environmental Crime M3	65	Retain from date of resolution of enforcement action for 6 years	Y	Y	Y
Prosecution - Evidence Gathering	66	Retain from date of the resolution of enforcement action for 6 years	Y	Y	Y
Adult Safeguarding Meetings	144	Retain from year records created for 6 years.	Y	Y	N
Children's Trust Board	145	Retain from date of recorded created for 15 years.	Y	Y	N
Safeguarding Referrals	146	Adults - retain from year records created for 6 years. Children - retain from year records created for 15 years.	Y	Y	N
External Agencies Safeguarding Policies	147	Retain from year records created for 6 years.	N	Y	N
PARB Records	148	Retain from year records created for 6 years.	Y	Y	Y
Play Safeguarding Referrals	149	Retain for 15 years from record created	Y	Y	N
TBC Safeguarding Folder	150	adults - 6 years from record creation. children - 15 years from record creation.	Y	Y	N
<b>Customer Services</b>					
Entrypass Gateway	43	Retain for 1 year from record creation	N	Y	N
Blue Badge	67	Retain from date of application for 3 years 6 months	Y	Y	N
Commercial Contacts	68	Subject to operational review whilst active	N	Y	Y
Cheques	70	N/A	Y	Y	N
CRM	71	Retain for 3 years	N	Y	Y
Enquiries Emails	73	Retain for 1 year from last contact	Y	Y	Y
HAT	74	1 year with operational review	Y	Y	Y
Haven	75	6 years with consent	Y	Y	N
Post/ Civica scanning of customer information	85	Retain from creation of records for 3 years	Y	Y	Y
Taxi	86	Retain from date licence expires for 6 years	Y	Y	Y
Tell Us	87	1 year for general, 3 years for complaints, 6 years from resolve for level one, 10 years for ombudsman complaints	Y	Y	Y

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Tensator	88	Retain for 1 year from record creation	Y	Y	N
Texting facility	91	Retain for 1 year from record creation	N	Y	Y
Tell us once	92	Retain for 1 year from record creation	Y	Y	N
Visitor book	93	Retain for 3 months from record creation	N	Y	N
Web Chat	94	Based on operational content	Y	Y	Y
Private Event Tickets	275	Retain for 3 months from record creation	N	Y	N
PDC, CC and Marmion House Booking Forms	394	Retain from year record created for 3 years	N	Y	N
Food Bank Vouchers	395	Retain from year record created for 6 years	N	Y	N
Green Badge Tours	396	Retain for 1 year from record creation	Y	Y	N
LA Travel	397	Retain for 1 year from record creation	N	Y	N
Local Groups Information	398	Retain for 1 year from record creation	Y	Y	N
Middleton tours	399	Retain for 1 year from record creation	Y	Y	N
Planning Application List	400	Retain permanently	N	Y	N
Post Collection Tray	401	Not applicable	Y	N	N
Receipt Books	402	Retain for 6 years from record closure	N	Y	N
Recorded delivery incoming	403	Retain for year record created plus 1	N	Y	N
Recorded delivery books	404	Retain for year record created plus 1	N	Y	N
Sale or Return Suppliers	405	Retain from date list expires for 6 years.	N	Y	N
Self-Employment Books	406	Retain for 6 years from record closure	N	Y	N
Temporary parking passes	407	Retain for 6 years from record creation	N	Y	N
Unescorted Badge Authority Folder	408	Retain for 6 years from record closure	N	Y	N
<b>Democratic Services</b>					
Candidate Information	78	Retain for 6 months from the election	N	Y	N
Election Process Files	79	Retain for 1 year from record creation	Y	Y	Y
Marked Register	80	Permanent	N	Y	N
Electoral Register (full and open)	81	Permanent	N	Y	N
Elections Staffing Files	116	Retain for 6 years from election	N	Y	N
Legal and Democratic Services Files	484	From year record created for 6 years	N	Y	N
Historic Minute and Report Books	485	From record creation for 6 years	N	Y	N
Mod.Gov System	486	From record creation for 6 years	N	Y	N
Legal Files	487	Retain from last action for 6 years unless required to keep permanently.	Y	Y	N
Election Process Files	69	1 year with operational review	N	N	N
<b>Economic Development</b>					
Business Grants	112	Retain for 6 years following the date of the last payment of the grant	Y	N	N
Business Growth Programme	113	Retain for 6 years from record creation	N	N	Y
Tamworth Enterprise Centre Tenant database	151	Retain for 6 years following the termination of the tenancy	N	Y	Y
Tamworth and Lichfield Business E-newsletter Database	153	Operational review	N	Y	Y



Asset Name	Retention Details	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
<b>Environmental Health</b>					
Accidents	96	If person concerned is under 18 - from birth to 21 years 4 months If person concerned is over 18 - 3 years 4 months	Y	Y	N
Fixed Penalty Notices	97	Retain from the date of resolution of any enforcement action for 6 years	N	Y	N
Inspection Food Hygiene	98	Retain for 6 years following the date of inspection	N	Y	N
Food registrations	99	From registration date, retain for 6 Years	N	Y	N
Requests for service/complaints	101	Complaints - 3 years, Level one - 6 years, ombudsman - 10 years	N	Y	N
Infectious diseases	109	Retain for 6 years from record creation	N	Y	N
Licensing	110	Retain from date license expires for 6 years	N	N	N
Notices	111	Retain for 6 years from record creation	N	Y	N
Parking Permits	272	Retain for 6 years from expiry	Y	Y	Y
<b>Finance</b>					
Financial Orders/ New creditor forms	72	Retain for 6 years from the end of the contract	N	Y	Y
Banking	283	Year records created plus 6 years	N	Y	Y
BACS Bottomline	285	Year record created plus 6 years	N	Y	Y
Insurance Records	286	Year claim resolved plus 6 years	Y	Y	Y
General Ledger Record	287	Year record created plus 6 years	N	Y	Y
Creditors Records	288	Year record created plus 6 years	N	Y	Y
Debtors Records	289	Year record created plus 6 years	N	Y	Y
Construction Industry Scheme - Creditors	290	Year record created plus 6 years	N	Y	Y
Version 1	294	Year record created plus 6	N	Y	Y
Bi4	297	Year record created plus 6 years	N	Y	Y
CP Data Management	300	Year record created plus 6 years	N	Y	Y
VAT	473	From year record created plus 6	N	Y	Y
Finance Payroll Records	474	Year record created plus 6	N	Y	Y
Reconciliations	475	Year record created plus 6	N	Y	Y
Housing rent	476	Year record created plus 6	N	Y	N
Budget Working Papers	477	Year record created plus 6	N	N	Y
Treasury	478	Year record created plus 6	N	Y	N
Finance - Elections	479	Year record created plus 6	N	Y	Y
InTend System	480	Year record created plus 6	N	Y	Y
Procurement Contracts	481	Year contract ends plus 6	N	Y	Y
Credit Card Refunds	482	Year record created plus 6	N	Y	Y
Sale of Council Houses	483	Permanently	N	Y	N
<b>Housing</b>					
Court Files ASB	323	Retain for 6 years from last action	Y	Y	N
CAS-Orchard	324	Retain for 6 Years from record creation	Y	Y	N
Evictions	325	Retain for 6 Years from last action	Y	Y	N
Former Tenants	326	Retain from last contact for 6 years	Y	Y	N
Garden Maintenance List	327	Dynamic list should be updated as required	Y	Y	N
Income Approaches	328	Retain from last action for 6 years	Y	Y	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Invoices	329	Retain from year record created for 6 years	N	Y	N
Recharges	330	Retain for 6 years from record creation	N	N	Y
Refunds	331	Retain from end of tenancy for 6 years	N	Y	Y
Tenancy Information File	332	Retain from end of tenancy for 6 years	Y	N	N
Housing complaints, compliments and requests	333	Complaints-3 years, Level One-6 years from resolve, Ombudsman Complaints-10 years	Y	Y	N
Customer Satisfaction 2017-2018	334	Retain from year record created for 3 years	Y	Y	Y
Tenant Involvement Database	335	Retain for 3 years from the year the record was created	Y	Y	N
Oaks Preservation Damp Surveys	339	Retain from date of the survey for 6 years	N	N	Y
Damp Surveys	340	6 years form contract end	N	N	Y
Structural Survey Reports	341	Retain from the date of the survey for 6 years	N	N	Y
Zurich	342	Retain for 6 years from date of survey	N	N	Y
Archive	343	Retain from the end of the tenancy for 6 years if related to a specific property or from contract end.	N	N	Y
Autoquench	344	Retain from date inspection/work carried out for 6 years	N	N	Y
Belgrave Gas Main	345	Update as Required	N	N	Y
BES	346	Update as required	N	N	Y
Building Regulations	347	Retain from date of work completion for 6 years	N	N	Y
Churchesfire	348	Retain from date of inspection for 6 years	N	N	Y
CO Detectors	349	Retain from date of inspection for 6 years	N	N	Y
Contract audit procedures	350	Review every 3 years	N	N	Y
Earthing and Lighting	351	Retain from date of inspection/work for 6 years	N	N	Y
Equipment Matrix 2017	352	Dynamic list updated as required	N	N	Y
Exley Photos	353	Retain from date inspection/work for 6 years	N	N	Y
Fire Safety Equipment	354	Retain from date of inspection/work for 6 years	N	N	Y
Ford Water and Darter Pumping Solutions	355	Retain from date of inspection/work for 6 years	N	N	Y
Garages and Property List	356	Retain from last action on the scheme for 6 years	N	N	Y
Graham Environmental	357	Retain from inspection/work for 6 years	N	N	Y
Jackson Fencing	358	Retain from inspection/work for 6 years	N	N	Y
Lift Repairs	359	Retain from inspection/work for 6 years	N	N	Y
Lone Worker Reports	360	Retain from year record created for 6 years	N	N	Y
MAST Referrals	361	Retain from inspection/work for 6 years	N	N	Y
Mears R and I Contract	362	Retain from end of contract for 6 years	N	N	Y
Morgan Lambert	363	Retain from last action on the contract for 6 years	N	N	Y
Morrison Asbestos Reports	364	Retain from last action on the contract for 6 years.	N	N	Y
NICEIC Reports	365	Retain from year record created for 6 years	N	N	Y
Pest Control Services	366	Retain from last action on the contract for 6 years	N	N	Y
1Recharges	367	Retain from year records created for 6 years	N	N	Y
Repairs Photos General	368	Retain from inspection/work for 6 years	N	N	Y
Sheltered alarms	369	Retain from last action on the contract for 6 years	N	N	Y
Staffordshire Fire and Rescue	370	Retain from last action on the contract for 6 years.	N	N	Y
Stair Passenger Lifts	371	Retain from inspection/work for 6 years	N	N	Y

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Swallowhurst New Properties	372	Retain from year records created for 6 years	N	N	Y
Trowers and Hamlins	373	Retain from last action on the contract for 6 years	N	N	Y
Wates R and I Gas Contract	374	Retain from last action on the contract for 6 Years	N	N	Y
Weston Power	375	Retain from last action on the contract for 6 years	N	N	Y
Weymouth House Door Entry Upgrade	376	Retain from last action on the contract for 6 years	N	N	Y
Data Folders	377	Retain from year records created for 3 years	N	N	Y
<b>Housing Conditions and Supply</b>					
Private Sector Leasing Scheme ownership files	132	6 years from the owner taking the property back	N	Y	Y
Suspected HMO Files	133	Under operational review. Retain whilst active	N	Y	Y
Mobile Homes Files	134	Retain for 6 years from licence expiry	N	Y	Y
Disrepair/Complaint Files	135	1 year from complaint resolution	N	Y	Y
House in Multiple Occupation licensing files	136	Retain from date licence expires for 6 years	N	Y	Y
Empty Home Files	137	Retain from year records created for 6 years.	N	Y	Y
Landlord Forum File	138	Dynamic list which is constantly updating or 1 year	N	Y	Y
New Housing Supply Complaints Log	139	Retain for 1 year from resolution	N	Y	Y
New Housing Supply Consultation	140	Retain from completion of survey until the legal/administrative purpose for its use has been fulfilled.	N	Y	Y
Private Sector Leasing Files	141	Retain from end of tenancy for 6 years.	Y	Y	Y
HEAT	142	Retain from date of assessment for 6 years.	Y	Y	Y
<b>Housing Solutions</b>					
Authority to release	264	Keep in line with retention on customer file	N	Y	N
Officer caseload spreadsheets	265	Retain from year record created for 6 years	Y	Y	N
Solutions fund	266	Retain from last contact for 6 years	Y	Y	N
Customer Satisfaction	267	Retain from year records created for 3 years	N	Y	Y
Training Logs	268	Retain from date of training plan expiry for 3 years	N	Y	N
B and B Log	269	Retain for 6 years from creation of records	N	Y	N
Complaints log	271	Complaints 3 years, Level one 6 years, Ombudsman complaints 10 years	Y	N	N
Housing register received application log	273	Retain from date of application for 6 years	Y	Y	N
Landlord services protocol spreadsheet	274	Retain for 1 year with operational review	N	Y	Y
Lender notification	276	Retain for 1 year from record received	Y	Y	N
Repossession Prevention Fund	277	Retain for 12 years from the last mortgage payment	Y	Y	N
Sanctuary Scheme	278	Retain from record creation for 6 years	Y	Y	N
Unable to find log	291	Remove when allocated or one year	Y	Y	N
S213 and S208 Referrals	292	Retain for 6 years from record created	Y	Y	N
Advisor Appointments	293	Retain for 6 years from last contact	N	Y	N
Band 1 Report	295	Retain from record creation for 1 year	N	Y	N
Bond Scheme Spreadsheet	296	Retain from last payment for 6 years	N	Y	N
P1E Duty Discharges	298	Retain from date of application for 6 years	N	Y	N
EAR	299	Updated 3 years or as required	N	N	Y
Homeless decision 33day monitoring	301	Retain from record creation for 1 year	N	Y	N

Asset Name	Retention Details		<u>Sensitive</u>	<u>Non</u>	<u>Non</u>
			<u>Personal</u>	<u>Sensitive</u>	<u>Personal</u>
Housing Register Reports	302	Retain from record creation 1 year	N	Y	N
Housing Solutions Duty Log	303	Retain from record creation 2 years	N	Y	N
Housing Solutions Performance Monitoring Allocation Spreadsheet	304	Retain for 1 year from record creation	N	N	Y
Registered Provider Reporting	306	Retain from record creation 1 year	N	Y	N
Partnership Register	307	Retain for 1 year from record creation	N	N	Y
Policy Register	308	Operational review	N	Y	N
Homeless Preventions Monitoring	309	Operational review	N	N	Y
Reduced preference monitoring	311	Retain from last contact for 6 years	N	N	N
SWEP	312	Retain from record creation for 6 years	Y	N	N
Temporary Accommodation Monitoring	313	Retain from record creation for 6 years	Y	N	N
Temporary Accommodation Spread Sheets	314	Retain from record creation for 6 years	Y	N	N
Homelessness approaches	315	Retain from record creation for 6 years	Y	N	N
Housing Register Applications	319	Retain from record creation for 6 years	Y	N	N

### Housing Voids and Allocations

Housing Bidding Shortlists	279	Retain from record creation for 6 years	Y	Y	N
Garage Bidding Shortlist	280	Retain from record creation for 6 years	N	Y	N
Mutual Exchange Register	281	Retain from record creation for 6 years	N	Y	N
Regeneration Payment - Tenant Details	282	Retain from record creation for 6 years	N	Y	N

### Human Resources

Absence Spreadsheet/ Long term Sick Agency	185	Retain from record creation for 1 year	Y	N	N
Application forms/ application process	186	Retain from record creation for 6 years	Y	N	N
Counselling Client list	187	Retain from recruitment finalisation for 1 year	Y	N	N
DBS	188	Retain from date of birth for 85 years.	Y	N	N
E-Learning System	189	Retain from date check completed for 6 months for application information. 6 years from date of check complete for outcome	N	N	N
HR and Payroll System -Historic	190	Retain on system until contract end. Training information is retained date of training completed for 3 years	Y	N	N
HR and Payroll System	191	Refer to individual retention for items contained within one file. Or from termination for 6 years	Y	N	N
Lockers	192	Refers to retention to individual files within the system, or from termination for 6 years	Y	N	N
Management information reports	193	Retain until key is returned	N	Y	N
Reckonable service spreadsheet	194	Retain for 3 years from record creation	N	N	N
Redundancy Spreadsheet	195	Retain for 6 years from termination	Y	N	N
Service review information	196	Retain from Date of Birth of the individual made redundant for 80 years	N	Y	N
Staff electronic files	197	Retain from date reorganisation is completed for 6 years	Y	N	N
Staff files paper	198	Refer to individual retention for items contained within the file. Or from termination for 6 years	Y	Y	N
	199	Refer to individual retention for items contained within the file. Or from	Y	Y	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Time recording system	200	termination for 6 years. Retain from year record created for 1 year	Y	N	N
Training Sheets	201	Retain for 3 years from date of training	N	Y	N
Volunteers	202	Retain from termination for 6 years	Y	N	N
Work Experience	203	Retain from end of work experience for 6 years	Y	N	N
Workbook	204	Retain for 1 year with operational review	Y	N	N
<b>ICT</b>					
Corporate Spatial Data Repository	106	Retain for 3 years from record creation	N	N	Y
Local Land and Property Gazetteer	115	Retain for 3 years from record creation	N	N	Y
Subject Access Requests	270	Retain from year records created for 2 years	Y	Y	Y
Request Database	305	Retain from year records created for 2 years	N	Y	Y
FOI Emails	310	Retain from year records created for 2 years	N	Y	Y
Mobile phone bill	318	Contract end for 6 years	N	Y	Y
FOI Response letters	321	Retain from year records created for 2 years	N	Y	N
Councillors and TBC broadband information	322	Retain from contract end for 6 years	N	Y	Y
OS Background Mapping	336		N	N	Y
OS Contractors and End User License Database	337	Operational review	N	Y	N
OS Mastermap Database	338		N	N	Y
Active Directory	378	Retain from year record created for 6 years	N	Y	N
Application Support Task Log	379	Retain from creation of records for 3 years	N	Y	N
Firewall Rule Base	380	Operational review	N	N	Y
Keypass	381	Operational review	N	N	Y
Sophos Mobile Control Database	382	Retain from year records created for 6 years	N	Y	N
Sostenuto	383	Retain from year created for 6 years	N	Y	N
System Centre	384	Operational review	N	N	Y
Telephone System Database	385	Update as required	N	Y	N
User Information Database	386	Retain from year records created for 6 years	N	Y	N
<b>Landlord Services</b>					
B&B Invoices	120	6 years from record created	Y	Y	N
Business Objects Reports	121	6 years from record creation	Y	Y	Y
Datasave – former housing applicant files	122	Retain from date of application for 6 years	Y	Y	Y
Datasave – former housing tenant files	123	6 years from tenancy end	Y	Y	Y
Housing Direct Debits	124	Tax year record created + 6 years	N	Y	N
Housing Emerald Upload	125	6 years from record creation	N	Y	N
Housing End of Year (Rents and Repairs)	126	End of financial year record created + 6 years	N	Y	Y
Landlord Services Performance Report	127	Maximum of 5 years for benchmarking	N	N	Y
Orchard Person Details	128	6 years from end of tenancy	Y	Y	N
Orchard Property Details	129	For personal information - retain from end of tenancy for 6 years.	N	Y	Y
Orchard Repairs	130	Retain from end of tenancy for 6 years.	N	Y	Y
Orchard In-house Training Documentation.	131	Updated with operational review	Y	Y	Y
Disabled Facilities Grants	170	6 years from grant payment	Y	Y	N

Asset Name	Retention Details		Sensitive	Non	Non
			Personal	Sensitive	Personal
Sheltered Housing Housing File	171	6 years from end of tenancy	Y	Y	N
Sheltered Housing Referrals Folder	172	Retain until referral organisation has completed any action.	Y	Y	N
Sheltered Housing Safeguarding Referral	173	Destroy once action confirmed from Safeguarding Officer	Y	Y	N
Sheltered Tenancy Sustainment Plans	174	Retain from date plan ends for 6 years.	Y	Y	N
Sheltered Visitors Book	175	Retain from date of visit for 6 years	N	Y	N
Sheltered Accident Forms	176	3 years 4 months or retain from date of birth of minor for 21 years and 4 months.	Y	Y	N
Bad Weather Tenant Contacts	177	Operational review	Y	Y	N
Concessionary TV Licence	178	Destroy after licence expiry	N	Y	N
Sheltered Daily Visit Sheets	179	From record creation for 6 years	N	N	N
Sheltered Guest Room Bookings	180	6 years from record creation	N	Y	N
Sheltered Tenant Letters	181	6 years from record creation	Y	Y	N
Sheltered Needs Assessments	182	Retain from date of assessment for 6 years	Y	Y	N
Sheltered Tenant Risk Assessments	183	Two years from risk assessment removal	Y	Y	N
WEL Dwelling Reports	184	6 years from record creation	Y	Y	N
Cancelled Supported Housing Referrals	222	6 years from termination of referral	Y	Y	N
Supported Housing Tenant Profiles	225	3 years from record creation	Y	Y	N
Supported Housing Tenant Files	226	6 years from tenancy end	Y	Y	N
Supported Housing Support Referrals	227	6 years from record creation	Y	Y	N
Supported Housing Support Plans	230	6 years from record creation	Y	Y	N
Supported Housing Waiting List	232	Operational Review	Y	Y	N
Move On and void Memos	234	Retain for 1 year from record creation with operational review	N	Y	N
Supported Housing Tenant Letters	236	Letters from to be kept with tenant file until destruction. Letters written on behalf - issue tenant with a copy and destroy 3 months after record creation.	Y	Y	N
Extra Care	238	Year record created plus 6 years	Y	Y	N
HomeLink	239	Retain from year records created for 6 years.	Y	Y	N
Supporting People Charges	241	Retain from year record created for 6 years	N	Y	N
Supporting People Performance	243	Retain from year record created for 6 years	N	Y	N
<b>Partnerships</b>					
Contracts - Covalent	228	Retain for date of last payment of the grant for 6 years.	N	Y	N
Grants folder	229	Retain from date of last payment of the grant for 6 years.	N	Y	N
Grant - Covalent	231	Retain from data of last payment of the grant for 6 years	N	Y	N
Health and Wellbeing Board Folder in TSP Folder	233	Retain from date of meeting/decision for 6 years	N	Y	N
Partnership Support and Development folder	235	Retain from date of last payment for 6 years	N	Y	N
PCC Commissioning Folder	237	Retain from date contract awarded for 6 Months	N	Y	N
Tamworth Locality Commissioning	240	Retain for 6 years from policy expiry date	N	Y	N
Tamworth Strategic Partnership	242	Retain from date of contract awarded for 6 Months	N	Y	N
Voluntary and Community Sector Folder	244	Retain from date of contract awarded for 6 months	N	Y	N
<b>Payroll</b>					
Attachment of Earnings Notification	409	End of AoF plus 3 years	Y	N	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
Business Continuity Plan	410	It is expected that this will be a dynamic list which is updated as required	N	Y	N
Payroll Business Continuity Reports	411	It is expected that this is a dynamic list updated as required	Y	N	N
Canvass Elections Annual Payments	412	Retain from date of election for 6 years	N	Y	N
Car loan paperwork	413	Retain from financial year in which loan was taken out for 6 years	N	Y	N
CIS Monthly return (Subcontractors)	414	Retain for 6 years from record creation	N	Y	N
CIS subcontractor new start verification	415	Retain for 6 years from record creation	N	Y	N
Contract change letters	416	1 year from the change being actioned	N	Y	N
Annual Council Tax deductions	417	1 year from final deduction	N	Y	N
Councillors allowance payments & YE reports	418	Retain from year records created for 6 years	N	Y	N
Annual Councillor Labour and Conservative deductions	419	Retain from creation of records for 6 years	N	Y	N
Councillors Member records	420	Retain from creation of records for 6 years	Y	N	N
Salaries diaries	421	It is expected that this will be a dynamic list or 1 year	N	Y	N
Elections staff records and payments	422	Retain from date of election for 6 years	Y	N	N
Employee notification of a change to personal info	423	Termination of contract +6	Y	N	N
Employment Status checks	424	Check complete + 6 years	N	Y	N
E-Payslip (Password) Master List	425	Dynamic list being updated as required or 1 year	N	Y	N
Essential User forms, current and leavers together	426	Retain from year records created for 6 years	N	Y	N
Expenses Claim	427	Retain from creation of records for 6 years.	N	Y	N
First Aid - Annual Changes	428	1 year from change being actioned	N	Y	N
GMBATU - Annual union changes	429	Final deduction + 3 years	N	Y	N
Gourmet Annual Deductions	430	From record creation +2 years	N	Y	N
Health shield monthly member list	431	Retain from year records created for 6 years.	N	Y	N
Health shield monthly ss of new starters &leavers	432	Retain from year records created for 6 years	Y	N	N
Employee Health shield deduction authorisation or New Starter Form	433	Retain from year records created for 6 years	Y	N	N
I Connect monthly pension return	434	From termination of employment for 6 years	Y	N	N
I Connect monthly pension return	435	Retain from year records created for 6 years.	Y	N	N
IR35 New Starter form & assessment & invoices	436	Termination of contract + 6 years	Y	N	N
ITrent monthly Payroll reports	437	Retain from creation of records for 6 years	Y	N	N
ITrent system – Implementation testing documents	438	Retain from date system commissioned until date system decommissioned	Y	N	N
ITrent system – Year End service pack testing	439	Retain from date system commissioned until date system decommissioned	N	Y	N
ITrent System LIVE	440	From termination of contract for 6 years	Y	N	N
ITrent System TEST	441	From termination of contract for 6 years	Y	N	N
ITrent System - TRAIN	442	From termination of Contract for 6 years	Y	N	N
Jury Service loss of earnings form	443	From completion of Jury Service for 3 years	N	Y	N
Leaflet delivery payments	444	Retain from date of payment for 6 years	N	Y	N
Long Term sick report (from HR)	445	Retain from tax year to which the sick pay relates for 3 years.	N	Y	N
Mileage Claim	446	Retain from creation of records for 6 years.	N	Y	N
National Insurance age exemption spreadsheet	447	Retain from end of the financial year to which records relate for 3 years.	N	Y	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
National Fraud Report	448	Retain from end of the financial year to which records relate for 3 years.	Y	N	N
Overtime & Casual hrs Claim	449	Retain from creation of records for 6 years.	N	Y	N
P11d Copy	450	Retain from creation of records for 6 years.	Y	N	N
Electronic P60's	451	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Pay scale spreadsheet information	452	From Financial year end for 3 years	N	Y	N
Payslip-Electronic	453	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Pension Forms	454	Retain from year records created for 6 years.	Y	N	N
Redundancy – employee payment details / quote	455	Retain from dob of the individual made redundant for 80 years	N	N	N
Returning Officer Fee Payments	456	Retain from date of election for 6 years.	N	Y	N
RTI electronic filing to HMRC pre RTI	457	Retain from end of the financial year to which records relate for 3 years.	Y	N	N
Child Care Vouchers annual assessment	458	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Salary Sacrifice Childcare Voucher Deductions	459	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
St Giles Employee Authorisation	460	Until termination of contract or removal of consent + 3 years	N	Y	N
Staff Records	461	From termination of contract for 6 years	Y	N	N
Strike Deductions	462	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Student loan from HM Revenue & Customs	463	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Subscription reimbursement payments	464	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Surveys earning surveys Local Government Associate	465	Year record created for 6 years	Y	N	N
Tax Codes	466	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Authorised Signatories	467	Dynamic list updated as required	N	Y	N
Labels for printed payslips	468	Dynamic list updated as required	N	Y	N
Termination form	469	From year of record creation for 6 years	Y	N	N
Annual union rebanding letter	470	Retain from end of the financial year to which records relate for 3 years.	N	Y	N
Union employee authorisation for deduction	471	Employee authorisation for payroll to make the union deduction	N	Y	N
All Year End Documents	472	Retain from end of the financial year to which records relate for 3 years.	Y	N	N
<b>Performance and Corporate Relations</b>					
Logins	47	Update as Required	N	N	Y
Press Photography	48	Retain from record creation for 3 years	N	N	Y
Stock Photography	49	Retain for 1 year from record creation	N	N	Y
Tamworth Photography	51	Retain from record creation for 3 years	N	N	Y
Press Contact List	52	Update as required	N	N	Y
Printer contact list	53	Update as required	N	N	Y
Customer Access survey Consultation 2015	248	Retain from completion of the survey until the legal/administrative purpose for its use has been reached	Y	N	N
Customer Access Survey Consultation 2017	250	Retain from completion of survey until the legal/administrative purpose for its legal use has been fulfilled	Y	N	N
Citizens Panel	256	Operational review	Y	N	N
Mosaic Public Sector	257	Retain from record creation for 3 years	N	N	Y
Public Space Protection Order Consultation	258	Retain from completion of survey until the legal/administrative purpose for its use has been fulfilled.	N	Y	N



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Tamworth Listens Question Time Event 2014	263	Retain from year records created for 3 years	Y	N	N
<b>Planning</b>					
Business development programme 2012-2015	95	Retain for 25 years	N	N	Y
Conservation Grants	245	Retain from date of last payment of the grant for 6 years	Y	Y	N
Planning Enforcement	246	Retain from year records created for 6 years.	Y	Y	N
Planning General Enquiries	247	Year record created plus one year	Y	Y	N
Planning Applications (all service areas)	249	Permanently	Y	Y	N
Planning Pre-Application Enquiries	251	15 years from record creation	Y	Y	N
Brownfield Land Register	259	6 years from record creation	N	Y	Y
Planning Conservation and Heritage	260	Permanently	N	Y	N
Local Plan and Evidence Base	261	6 years from plan expiry	N	Y	Y
Self-Build Register	262	Permanently	Y	Y	N
<b>Property Services</b>					
Investment Property Files	143	Retain from end of tenancy for 6 years.	N	Y	Y
<b>Revenues</b>					
PAYE.net	77	Operational review	Y	Y	Y
CT account & property details	152	All records may need to be kept from 1st April 1993	N	N	N
Council Tax property owner information	154	All records may need to be kept from 1st April 1993	N	Y	N
CT discount & exemption information - general	155	All records may need to be kept from 1st April 1993	Y	Y	N
Civica general correspondence	156	6 years from record creation	Y	Y	N
Revenues Court Lists	157	6 years from record creation	N	Y	N
Council Tax write off documentation	158	6 years from record creation	N	Y	N
Revenues Write Off Headers	159	6 years from record creation	N	Y	N
Revenues Write Off Spreadsheets	160	6 years from record creation	N	Y	N
Council Tax & NNDR annual billing files	161	6 years from record creation	N	Y	N
Business Rates A/C & property information	162	Retain from year records created for 6 years.	N	Y	N
Business Rates Owner information	163	From record end for 6 years	N	Y	N
Business Rates exemptions/reductions & discounts	164	6 years from record creation	Y	Y	N
Business Rates Bank details	165	Updated as required or 6 years from account closure	N	Y	N
Sundry Income debtor details	166	6 years from record creation	N	Y	N
Bacs reports (electronic)	167	6 years from record created	N	Y	N
I Mail/PSL outgoing post	168	N/A	N	Y	N
Civica General Filing	169	6 years from record creation	Y	Y	N
<b>Sports Development</b>					
PARQ Medical Questionnaire	220	Retain for 2 years from last contact	N	N	N
Exercise Programme Cards	221	Retain for 2 years from last contact	N	Y	N
Signing in Sheets	223	Retain for 1 year from record creation	N	Y	N
Sports Grant forms	224	Retain from the date of last payment of the grant for 6 years	N	Y	N

<u>Asset Name</u>	<u>Retention Details</u>	<u>Sensitive Personal</u>	<u>Non Sensitive Personal</u>	<u>Non Personal</u>	
<b>Tamworth Castle</b>					
Commercial Contacts	205	Retain for 1 year with operational review	N	Y	Y
Casual Employee timesheets and holiday records	206	Retain for 3 years from creation of records	N	Y	N
Accident/ Incident books	207	Retain from date of accident for 3 years and 4 months. Or until 21 years and 4 months of age for under 18s.	Y	Y	N
Event customers	208	Operational review or 1 year	Y	N	N
Object Donations Day Book	209	Permanent	Y	Y	N
Object Exit Form	210	Permanent	Y	Y	N
Object loans In and Out	211	Permanent	Y	Y	N
School workshop Booking	212	Retain from date of the trip for 6 years	Y	N	Y
Visitor Book	213	1 year from record creation	N	Y	N
Tamworth Castle Volunteer Staff	214	Retain from termination for 6 Years	N	N	N
Wedding bookings and notices	215	Retain from date license expires for 6 years	Y	N	N
Marketing Photos	216	Retain from date granted for 3 Years	N	Y	N
Model release forms	217	Retain for 3 years from the date consent was granted	N	Y	N
Employee Information Files	218	6 years from contract end	N	Y	N
Visitors Survey	219	Retain from completion of survey until the legal/ administrative purpose for its use has been fulfilled	Y	N	N