

Records Retention Schedule

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Author	Martin McGuinn (Corporate Records Manager)
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Introduction

Manchester City Council is committed to the efficient management of records for the effective delivery of our services, to document our decisions and actions transparently and to comply with our legal responsibilities. The Lord Chancellor's [Code of Practice on the Management of Records 2021](#) issued under Section 46 of the Freedom of Information Act 2000, requires the Council to have and to implement a records retention schedule. This Records Retention Schedule sets out the minimum periods for which the Council's business records should be retained. It also specifies what should be done with the records once their retention periods are reached.

Application of this schedule will give employees confidence that they are managing the Council's records in compliance with

- Business needs
- Legal requirements
- Best practice

Using the Records Retention Schedule to identify and dispose of eligible records on a routine and timely basis ensures compliance, reduces costs and helps us to manage our records effectively. Implementing the Records Retention Schedule is also a requirement of the Council's [Records Management Policy](#).

Scope

This Records Retention Schedule applies to all documents defined as records - 'Information created, received and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business' i.e. evidence of Manchester City Council's actions, transactions, decisions and agreements.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held and should be applied to all copies including backups.

Responsibilities

Heads of Service/Managers are responsible for:

- Ensuring local procedures are implemented to comply with the Council's Records Management Policy and supporting guidance;
- Ensuring staff understand their record keeping responsibilities and have adequate time and resources to properly undertake these activities and attend corporate awareness training sessions;
- Ensuring recordkeeping systems enable identification of records due for disposal
- Ensuring records due for disposal are routinely identified and reviewed to ensure they are no longer required;
- Contributing to and enforcing compliance with business retention and disposal requirements set out in the appropriate retention and disposal schedules;
- Identifying vital business records and records suitable for historical permanent preservation;
- Identifying whether semi active physical records should be located off site in secure storage;
- Ensuring that appropriate access restrictions and password protections are used for human resources and other confidential information stored on shared drives;
- Highlighting any concerns in terms of records and information management with the Corporate Records Manager in the Democratic Services Legal Team.

All staff are responsible for:

- Managing the information they create and use on a day to day basis;
- Retaining all records in line with identified business requirements and as outlined in the Appropriate retention and disposal schedule;
- Ensuring records are saved and filed in such a way that it is meaningful and facilitates retrieval by those with similar access privileges;
- Disposing of records in accordance with the requirements of the Records Retention Schedule and Records Management Guidance;
- Bringing any issues in relation to information and records management to the attention of their managers allowing, if necessary, for these to be raised with the Corporate Records Manager based within the Democratic Services Legal Team as soon as possible.

Legal Requirements

The Council is obliged to meet the legal requirements for the retention and disposal of records. Each entry in the Records Retention Schedule references the specific legislation or guidance that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, retention periods are based on common best practice.

Systematic and timely records disposal in line with this schedule is fundamental to the Council's compliance with information access legislation:

Data Protection Legislation

The Council will comply with the principles relating to the processing of personal data set out in the UK General Data Protection Regulation ('UK GDPR') and the Data Protection Act 2018 ('DPA 2018'). We retain personal data only for as long as necessary for the purpose it is processed.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemption(s) apply. [The Code of Practice 2021](#) issued under 46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

The Local Government Act 2000

S.22 requires that written records of a local authority executive, or a committee of such an executive are be made available to the public.

UK Covid-19 Inquiry

The UK Covid-19 Inquiry has been set up to examine the UK's response to and impact of the Covid-19 pandemic and learn lessons for the future. The Inquiry will examine, consider and report on preparations and the response to the up to and including the Inquiry's formal setting-up date, 28 June 2022. Bodies exercising public functions, including local authorities, are required to comply with the Inquiry. They must "ensure that a full and clear record of their part in events exists, is accessible, and that they apply a precautionary principle by retaining all material that could be relevant - including emails, text or WhatsApp messages and other communications."

Under section 35 of the Inquiries Act 2005 it is an offence to alter, destroy or prevent relevant documents from being provided to the Inquiry. Documents that may be relevant to the Inquiry, considering the [Inquiry's Terms of Reference](#), must be securely retained and kept accessible in case they need to be disclosed to the Inquiry.

Records Retention and Disposal Policies

Policies contained within this schedule give details of retention periods, criteria triggering the start of the retention period, disposal action and the authority (e.g. legislation, codes of practice or guidance) forming the basis for keeping records.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulations, or to support legitimate business need. Any divergence from policies contained in this schedule requires liaison with the Corporate Records Manager and the Information Asset Owner.

Adult Social Care

Title	Accommodation Support
Scope	Placement planning, residential and nursing care, supported accommodation and lodgings provision
Retention	7 years after no longer in receipt of accommodation services
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.

Title	Case Management
Scope	Management and administration of adult health and care cases including enquiry processing, referral, needs assessment, care and support planning, key information recording
Retention	7 years after no longer in receipt of services
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.

Title	Community Living and Disabilities Support
Scope	Collection of benefits, day care and meals, administration of personal allowances, housing needs and adaptation support, personal care, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support excluding education support.
Retention	7 years after no longer in receipt of community and disability services
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.

Title	Mental Health Support
Scope	Mental health case records including psychological assessment records
Retention	20 years after no longer in receipt of services, or 8 years after the patient's death if the patient died while receiving treatment
Disposal	Destroy
Authority	Records Management: Code of Practice for Health and Social Care 2021

Title	Public Health
Scope	Records relating to public health assessments and investigations. Records relating to strategies to improve public health. For health screening see the Health and Safety section .
Retention	6 years from the end of the assessment, investigation or strategy
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Retained Advice
Scope	Records relating to specialist advice given to citizens on complex rules about entitlement to DWP's welfare benefits, advocacy for citizens to secure justice, assistance with the form-filling and mandatory reconsideration stages of benefit claims, and by representing citizens in person at First Tier Tribunals. Commission and analyse medical evidence including obtaining GP records. Apply for charitable grants. Low level debt work on Council Tax and rent.
Retention	7 years after no longer in receipt of advice and support.
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.

Title	Vulnerable Adult Protection and Support
Scope	Investigation and protection planning, guardianship and receivership administration
Retention	7 years after no longer in receipt of protection and support services
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.

Benefits and Support

Title	Business Rates
Scope	Records relating to business rates administration and business rates relief.
Retention	6 years
Disposal	Destroy
Authority	Local Government Finance Act 1992

Title	Council Tax
Scope	Records relating to council tax applications for exemptions and reductions and new council tax applications.
Retention	6 years from creation
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Discretionary Housing Payments
Scope	Records relating to Discretionary Housing Payment applications, appeals and overpayments.
Retention	6 years
Disposal	Destroy
Authority	Limitation Act 1980 s.2

Title	Energy Bills Support
Scope	Records relating to Energy Bills Support Scheme Alternative Fund (EBSSAF) and the Alternative Fuel Payments Alternative Fund (AFPAF)
Retention	7 years
Disposal	Destroy
Authority	Requirement of the Department for Business, Energy and Industrial Strategy (BEIS)/Department of Energy Security and Net Zero (DESNZ)

Title	Housing Benefit
Scope	Records relating to housing benefit claims, appeals and overpayments.
Retention	6 years
Disposal	Destroy
Authority	Limitation Act 1980 s.2

Title	Test and Trace Support Payments
Scope	Records relating to test and trace support payment applications
Retention	6 years
Disposal	Destroy
Authority	Limitation Act 1980 s.2

Title	Welfare Provision Scheme
Scope	Records relating to Welfare Provision Scheme applications and payments.
Retention	6 years
Disposal	Destroy
Authority	Limitation Act 1980 s.2

Births, Marriages and Deaths

Title	Birth, Civil Partnership, Marriage and Death Registers
Scope	Birth, civil partnership, marriages and deaths registers
Retention	Permanent
Disposal	Registers over 100 years old are kept by the Archives Service
Authority	Best practice

Title	Burial and Cremation Records
Scope	Burial registers, coroners certificates, cremation registers, grave books, interment orders
Retention	Permanent
Disposal	Permanent preservation
Authority	Local Authority Cemeteries Order 1977

Title	Coroners Inquests
Scope	Coroners Investigations and Inquests
Retention	15 years from completion of investigation or inquest
Disposal	Destroy
Authority	Coroners (Investigations) Regulations 2013

Title	Counterfoils of Certificates for Birth, Marriage, Death and Still Birth
Scope	Counterfoils of Certificates for Birth, Marriage, Death and Still Birth
Retention	2 years from date of issue
Disposal	Destroy
Authority	Registrar General

Children and Families

Title	Adoption
Scope	<p>The Statutory Guidance on Adoption published by the DfE in 2013 specifies "Section 56" information that is covered by the 100 year retention rule as being:</p> <ul style="list-style-type: none"> • Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals • Background information including the child's birth and medical history, education, and development • Information supplied by the birth parent and other birth relatives including photographs, and letters • Information supplied by the adoptive parent(s) after the adoption • Information supplied by any foster carer • Information that the adopted person has asked to be kept, this would include their views on any contact • A copy of the child's permanence record (CPR) • The prospective adopters' report • Written record of the proceedings of the adoption panel and the agency decision • Any consent to placement and placement orders and any withdrawal of consent • The Adoption Placement Report • The Adoption Support Plan • The Adoption Placement Plan • Any other information the agency considers necessary to keep • Care leaver support records
Retention	100 years from date of adoption order
Disposal	Destroy
Authority	Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005

Title	Case Management
Scope	Management and administration of children and families cases, including: enquiry processing, referral, needs assessment, care and support planning, key information recording
Retention	Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management: Code of Practice for Health and Social Care 2021

Title	Children in Need and Education Support
Scope	Parent and family education support, childcare provision and monitoring, support of gifted and talented children, post-16 support, physical and sensory disability support, psychological and behavioural support and assessment
Retention	Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management: Code of Practice for Health and Social Care 2021

Title	Foster Care Supervision and Support
Scope	Foster carer enquiry, application and assessment records, case files and statutory register maintenance
Retention	Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal. Retain records of successful applicants for 10 years from the date their approval is terminated or 10 years from the date on which the placement is terminated.
Disposal	Destroy
Authority	The Fostering Services (England) Regulations 2011, reg. 32.

Title	LADO Cases
Scope	Safeguarding allegations against adults working with children referred to the Local Authority Designated Officer (LADO).
Retention	<p>LADO referrals that do not progress due to lack of evidence, or progress to strategy meeting but are found to be malicious, false or unfounded – review 10 years from closure. If person not considered to pose a risk of harm after this time, all records should be destroyed.</p> <p>LADO referrals that that progress to strategy meeting whereby the allegation is found to be unsubstantiated or substantiated – retain until the alleged perpetrator reaches the age of 100, then destroyed.</p>
Disposal	Destroy
Authority	North West LADO Retention Policy

Title	Looked After Children Support
Scope	<p>The Care Planning, Placement and Case Review (England) Regulations 2010 specifies that the case records of a Looked After Child, retained until the child's 75th birthday, must include:</p> <ul style="list-style-type: none"> • care plan, including any changes made to the care plan and any subsequent plans • reports obtained under regulation 7 • any other document created or considered as part of any assessment of • child's needs, or of any review of child's case • any court order relating to children • statutory complaints relating to Children's social services • details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services <p>In addition:</p> <ul style="list-style-type: none"> • Care leaver support records
Retention	Retain records until the child's 75 th birthday or, if the child dies before the age of 18 for 15 years from the age of the child's death.
Disposal	Destroy
Authority	Arrangements for Placement of Children by Voluntary Organisations and Others (England) Regulations 2011 reg.10 and Care Planning, Placement and Case Review (England) Regulations 2010 reg.50

Title	Prospective Adopters
Scope	Adopter enquiry, application and assessment records, case files and statutory register maintenance
Retention	<p>If the application is not approved or withdrawn retain records for 3 years from the date of refusal/withdrawal.</p> <p>If the application is approved but does not proceed to adoption order retain the records for 10 years from the date of termination of approval.</p>
Disposal	Destroy
Authority	Adoption Agencies Regulations 2005

Title	Residential Homes Management and Administration
Scope	Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations – Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts
Retention	15 years from date of last entry
Disposal	Destroy
Authority	Destroy

Title	Safeguarding
Scope	Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies
Retention	Retain records until service user's 25th birthday (unless Looked After or Adopted, see other entries)
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management: Code of Practice for Health and Social Care 2021

Title	Targeted Intervention and Support
Scope	Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention
Retention	Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management: Code of Practice for Health and Social Care 2021

Title	Youth Offending
Scope	Pre-court decisions, reprimands, final warnings. Records regarding support provided to young offenders who are subject to a warning, reprimand or pre-court procedures. Records relating to parents who are either ordered to or voluntary agree to participate in parenting programmes. Victim file records relating to support and intervention and their potential
Retention	<p>Offender case record - On completion of the order reduce to YOT specific information and retain for 3 years. If looked after child 75 years from date of birth. If the child dies before attaining the age of 18 years, retain 15 years from date of death.</p> <p>Parent file should be retained in conjunction with retention period for offender case record.</p> <p>Victim file should be stored separately from the offender file.</p> <p>Information on victims should be destroyed when the restorative justice intervention in a case is at an end. Information that is retained for evaluation purposes must be anonymous.</p>
Disposal	Destroy
Authority	<p>Good Practice based on Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011.</p> <p>Good Practice based on Youth Justice Board Advice on Information Management in Youth Offending Teams (England) Jan 2011.</p> <p>Work with victims and restorative justice: youth offending teams guidance, 2014</p>

Communications

Title	Communications Management and Marketing
Scope	Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing.
Retention	6 years after date created
Disposal	Destroy
Authority	Best practice based on National Archives Guidance

Title	Consultation and Engagement
Scope	Community and stakeholder consultation and engagement including surveys, questionnaires, display materials
Retention	6 years after date created
Disposal	Destroy
Authority	Best practice

Title	Events Management
Scope	Management of communications, marketing, engagement and training events to promote MCC, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation
Retention	6 years after event
Disposal	Destroy
Authority	Best practice

Community Safety and Trading Standards

Title	Animal Health and Welfare Inspection and Monitoring
Scope	Animal health and welfare inspection and monitoring Excluding complaint investigation and enforcement, and registration and licensing
Retention	6 years after closure or change of use of site
Disposal	Destroy
Authority	Best practice

Title	Civil Emergency Planning and Response
Scope	Emergency response planning, exercise planning and operation, incident response and recovery management, and review
Retention	3 years after date created
Disposal	Destroy
Authority	Based on a 3-year timescale in which an action can be brought in the case of personal injury or property damage under Limitation Act 1980 s.11

Title	Fair Trading Inspection and Monitoring
Scope	Fair trading monitoring and inspection excluding, complaint investigation and enforcement, and registration and licensing
Retention	Retain records 6 years after closure or change of use of site. If MCC no longer responsible for function transfer to new authority.
Disposal	Destroy or transfer to new authority
Authority	Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2

Title	Sample and Product Testing
Scope	Testing and analysis of samples and products Including sample receipt, handling and storage, testing and analysis, testing methodologies, reports, sample return or disposal
Retention	6 years from date created
Disposal	Destroy
Authority	Based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A

Crime and Anti-Social Behaviour

Title	Anti-Social Behaviour
Scope	Action plan orders, anti-social behaviour orders, curfew orders, forfeiture and destruction orders, parenting orders, anti-social behaviour injunctions and criminal behaviour orders
Retention	6 years from the end of the order
Disposal	Destroy
Authority	Best practice

Customer Service

Title	Complaints Management
Scope	Processing and investigation of, and response to complaints against MCC concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation
Retention	<p>Retain records for stage 1 complaints for 3 years from closure or last action.</p> <p>Retain records for stage 2 complaints or complaints involving a regulator or ombudsman for 6 years from closure.</p> <p>Statutory complaints relating to Children’s Social Services retain from date of birth of child for 75 years.</p>
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2

Title	Customer Enquiries and Feedback
Scope	Processing of customer feedback and comments Excluding complaints management processes.
Retention	2 years from date created; Voice recordings of customer enquiries – 400 days
Disposal	Destroy
Authority	Best practice

Democracy

Title	Civic Offices Support
Scope	Provision of support in relation to their civic functions Including: Events arrangement, event attendance administration, civic gift giving and receiving, civic exchanges administration
Retention	6 years from date created
Disposal	Destroy
Authority	Part VA of the Local Government Act 1972

Title	Constitution
Scope	Constitution
Retention	Retain on section for 6 years
Disposal	Transfer to Archives Service for permanent preservation
Authority	Best practice

Title	Decision Making (Council, Executive and Committees)
Scope	Agendas, Minutes and Reports for full Council, Executive and Committee Meetings
Retention	Permanent
Disposal	Bound minute books transferred to Archives+
Authority	Part VA of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and business need.

Title	Electoral System Support
Scope	Provision of support for the county electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses
Retention	1 year after date of election to which the records relate
Disposal	Destroy
Authority	Based on a 1-year timescale in which an action can be brought under the Representation of the People Act 1983 s.76

Title	Members
Scope	Member email accounts and case work for constituency and portfolio work
Retention	<p>All member email accounts and constituency case work not held in email to be deleted at the end of their term of office (normally on the 4th day after the ordinary day of election).</p> <p>Exec member portfolio case work not held in email should be transferred to the successor lead member and retained for 3 years from closure.</p> <p>If a member has been a leader, their email account should be deleted 6 years since they last held the office of leader.</p>
Disposal	Destroy
Authority	Best practice

Title	Member Support
Scope	Provision of support to Members Including processing of member requests for information, advice and research, maintenance of member information
Retention	6 years from date created
Disposal	Destroy
Authority	Best practice

Title	Petitions
Scope	All records relating to the processing of petitions received
Retention	6 years from the date of the petition. The petition must be available at the principal office for inspection by members of the public.
Disposal	Destroy
Authority	Local Authorities (Referendums) (Petitions) (England) Regulations 2011, Regulation 12

Education

Title	Admissions and Transfers Processing
Scope	Primary, secondary school admissions and transfers excluding appeals processing
Retention	6 years from end of academic year to which the records relate
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2

Title	Adult Education
Scope	Records cover Enrolment, Initial Assessment, Attendance Registers, Achievement, Examination results, Learner Support including Additional Learning Support, Discretionary Learner Support, Safeguarding and IAG interviews.
Retention	Retain records for 15 years to meet the requirement of funders ESFA and ESF.
Disposal	Destroy
Authority	Funding provider (ESFA and ESF) requirement

Title	Allegations of Abuse Made Against Teachers and Other Staff
Scope	All records relating to allegations of abuse made against teachers and other staff where a child may have been harmed or is at risk of being harmed.
Retention	Retain records until normal retirement age or for 10 years, whichever is longer. Allegations that are found to be malicious should be removed from the personnel file.
Disposal	Destroy
Authority	Keeping Children Safe in Education 2023: statutory guidance for schools and colleges

Title	Pupil Records
Scope	Learning support, Missing children, pupil record.
Retention	Retain records until pupil's 25 th birthday
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2

Title	School Appeals
Scope	Administration of appeals panels and council case preparation including school exclusions, admissions, statementing and home-school transport appeals excluding advocacy and parental support relating to appeals processes.
Retention	Retain records until pupil's 25 th birthday
Disposal	Destroy
Authority	Best practic

Title	School Capacity Planning
Scope	Review of school places including development and submission of proposals for expansion or reduction in capacity of local authority maintained schools and changes to school catchment areas
Retention	6 years after date of end of review, decision not to proceed or completion of Implementation
Disposal	Destroy
Authority	Best practice

Title	SEN Assessment and Support
Scope	Special Educational Needs (SEN) assessment and statementing including Education Health Plans (EHC) and education support
Retention	Retain records until end of academic year in which service user's 31 st birthday occurs
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and requirements of Children and Families Act 2014 s.46

Environment

Title	Advice Provision
Scope	Provision of environmental management, protection and improvement advice
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Environmental Enforcement
Scope	Complaint investigation, informal resolution, and enforcement action
Retention	6 years from resolution or end of enforcement action
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Food Safety Enforcement
Scope	All records relating to food safety enforcement actions, including improvement notices and prohibition notices
Retention	6 years from date of completion of enforcement action
Disposal	Destroy
Authority	Food Safety Act 1990

Title	Food Safety Inspections
Scope	All records relating to the management of food safety inspections
Retention	6 years from year created
Disposal	Destroy
Authority	Limitation Act 1980 s.2

Title	Pest Control
Scope	Records relating to the provision of pest control services
Retention	6 years from date created
Disposal	Destroy
Authority	Best practice

Finance

Title	Accounting and Reporting
Scope	Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records
Retention	Current financial year + 6 years
Disposal	Destroy
Authority	Companies Act 2006, s.388, Accounts and Audit Regulations 2015 and Finance Act 1998 Sch.18 pt. 3

Title	Banking Administration
Scope	Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation
Retention	Current financial year + 6 years.
Disposal	Destroy
Authority	Companies Act 2006, s.388, Accounts and Audit Regulations 2015 and Finance Act 1998 Sch.18 pt. 3

Title	Budgets Management
Scope	Management of capital and revenue budgets
Retention	Current financial year + 6 years
Disposal	Destroy
Authority	Companies Act 2006, Accounts and Audit Regulations 2015 and Finance Act 1998 Sch.18 pt. 3

Title	Charities and Trusts Administration
Scope	Administration of charity, trust and endowment for which MCC acts as trustee including annual reports, deeds, instruments, winding-up records
Retention	Retain administrative records 6 years from the end of the current financial year. Retain trust deeds and charity and endowment instruments until charity, trust or endowment wound up
Disposal	Destroy
Authority	Best practice based on 6-year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165

Title	External Funding Acquisition
Scope	Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration
Retention	6 years from the end of funding period unless otherwise specified by external funding body
Disposal	Destroy
Authority	Best practice and funding body requirements

Title	Financial Planning
Scope	Strategic medium and long term financial planning
Retention	6 years from the end of planning period or strategy superseded
Disposal	Destroy
Authority	Companies Act 2006, Accounts and Audit Regulations 2015 and Finance Act 1998 Sch.18pt. 3

Title	Grant Funding Administration
Scope	Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting
Retention	6 years from the end of funding or monitoring period or period specified by funding body
Disposal	Destroy
Authority	Best practice or funding body requirements

Title	Income Processing
Scope	Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls
Retention	Current financial year + 6 years
Disposal	Destroy
Authority	Companies Act 2006, Accounts and Audit Regulations 2015 and Finance Act 1998 Sch.18 pt. 3

Title	Loans and Leasing Administration
Scope	Processing of staff loan and leasing applications, administration of loans, repayments and leasing
Retention	6 years from the end of the lease period or settlement of loan
Disposal	Destroy
Authority	Best practice

Title	Payroll Administration
Scope	Transactional HR records including expenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records
Retention	Retain records in line with Pension Scheme Administration (i.e. 6 years after death of last beneficiary). Payroll data is needed to administer pensions.
Disposal	Destroy
Authority	Income Tax (Pay As You Earn) Regulations 2003

Title	Pension Fund Management
Scope	Pension fund management records including fund management strategy, policy and guidance influencing decisions
Retention	6 years from the end of scheme
Disposal	Destroy
Authority	The Retirement Benefits Schemes (Information Powers) Regulations 1995 r.15

Title	Pension Scheme Administration
Scope	Records of member and employer pension contributions, member notifications administration of pension benefit payments to scheme members, repayment of contributions to members withdrawing from scheme including copies of legislation, regulation, guidance notices, policies affecting contributions and payments (Note: documents that may not be readily available from other sources in the long-term)
Retention	6 years after death of last known beneficiary of member
Disposal	Destroy
Authority	The Retirement Benefits Schemes (Information Powers) Regulations 1995 r.15

Title	Procurement
Scope	Pre-tender planning, tender process, contract award and contract management including requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence
Retention	<p>Retain unsuccessful tenders 1 year after contract award decision.</p> <p>Retain awarded contract records 6 years (signed – 'simple contracts'), 12 years (under seal), 15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable.</p> <p>Contracts register - permanent</p>
Disposal	Destroy
Authority	Retention of unsuccessful tenders – Best practice. The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B.

Title	Purchasing and Payment Processing
Scope	Orders, credit notes, creditor invoices, payment records, records of advances
Retention	Current financial year + 6 years
Disposal	Destroy
Authority	Companies Act 2006 and Value Added Tax Act 1994 Schedule 11, para.6 and Finance Act 1998 Sch.18 pt. 3

Title	Taxes Management
Scope	Payment of collected taxes and National Insurance contributions to H.M. Revenue and Customs and claims and negotiation of refunds for e.g. overpayment excluding transactional HR records
Retention	6 years from the end of the tax year to which the records relate
Disposal	Destroy
Authority	Taxes Management Act 1970 s.12B, Value Added Tax Act 1994, Schedule 11, para. 6

Health and Safety

Title	Accident and Incident reporting and Investigation (Adults)
Scope	Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults
Retention	3 years from the end of investigation
Disposal	Destroy
Authority	Security (Claims and Payments) Regulations 1979, Reg. 25(3); Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Reg. 12

Title	Accidents and Incident Reporting and Investigation (Children)
Scope	Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children
Retention	Retain records until child's 25 th birthday
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	Advice Provision
Scope	Provision of health and safety advice and support
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Hazardous Substances Control
Scope	Surveying, testing, identification, monitoring, risk assessment, management plans, records of control measures plans of work, licenses, notifications of works and remediation or demolition works including work operations and processes involving hazardous substances Excluding individual health surveillance and exposure monitoring
Retention	Retain records 100 years after date created. Retain records until disposal or demolition of affected premises or end of operations involving hazardous substances
Disposal	Destroy or transfer copy to new owner of premises at disposal
Authority	Based on a period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A and Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.11; Control of Asbestos Regulations 2012 Reg.22; Ionising Radiations Regulations 2017 Reg. 24

Title	Health Surveillance and Exposure Monitoring
Scope	Health and exposure monitoring of employees (identifiable individuals) working with or exposed to substances hazardous to health
Retention	Retain identifiable individual's records for 40 years from the date of the last entry. For exposure to ionising radiation monitoring retain records until 75 th birthday or 30 years from the date of the last entry.
Disposal	Destroy. Note: Should MCC cease to exist, monitoring records should be provided to Health and Safety Executive (HSE)
Authority	Control of Substances Hazardous to Health Regulations 2002 Reg. 11, Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22, Ionising Radiations Regulations 2017 Reg. 25

Title	Risk Assessment
Scope	Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits Excluding hazardous substances
Retention	6 years after assessment has been superseded
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Housing

Title	ECO ₄ (including Flex and supporting programmes)
Scope	Records relating to confirmation of resident eligibility for grant funding
Retention	Records relating to confirmation of resident eligibility for grant funding
Disposal	Destroy
Authority	Best practice and Limitation Act 1980, s.2

Title	Home Improvement Assistance
Scope	Records relating to home repairs assistance grants and secured loans for home improvements.
Retention	Home Repairs Assistance Grants – 10 years or upon repayment if earlier Secured Loans – 6 years from settlement of loan.
Disposal	Destroy
Authority	Repayment conditions as specified in the Manchester Home Improvement and Relocation Assistance Policy 2017

Title	Home Upgrade Grant Phase 2
Scope	Records relating to confirmation of resident eligibility for grant funding Paperwork confirming compliant installation of measures on completion of works
Retention	6 years from completion of works
Disposal	Destroy
Authority	Department for Net Zero and Energy Security (DESNZ), as defined within the Memorandum of Understanding with Manchester City Council for the delivery of the programme 2023

Title	Homelessness Services
Scope	Records relating to applications from those who are threatened with or experiencing homelessness. Records relating to accommodation and support service
Retention	6 years from the last action on the case
Disposal	Destroy
Authority	Limitation Act, section 2

Title	Housing Applications
Scope	Records relating to housing applications
Retention	6 years from date of application
Disposal	Destroy
Authority	Limitation Act 1980, section 2

Title	Housing Enforcement
Scope	Improvement notices, hazard awareness notices, prohibition notices, demolition orders
Retention	6 years from date of notice or order
Disposal	Destroy
Authority	Housing Act 2004 and Housing Act 1985, section 265

Title	Housing Repairs
Scope	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning
Retention	6 years from last action
Disposal	Destroy
Authority	Limitation Act 1980, section 2

Title	Right to Buy
Scope	Tenant's notice, landlord's offer notice, completion documents
Retention	12 years from date of sale
Disposal	Destroy
Authority	Housing Act 1985

Title	Selective Licensing
Scope	Records relating to the designation and management of selective licensing areas
Retention	6 years from date selective licensing area expires
Disposal	Destroy
Authority	Limitation Act, section 2

Human Resources

Title	Attendance and Time Recording
Scope	Timesheets, clocking in data, drivers log cards
Retention	2 years from date created
Disposal	Destroy
Authority	Working Time Regulations 1998, Reg. 9

Title	Disciplinary and Grievance Procedures Administration
Scope	Administration of formal disciplinary and grievance processes including tribunal cases
Retention	6 years from the end of MCC employment. If unfounded, disciplinary records should be destroyed immediately after the end of the investigation.
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	Disclosure and Barring Service Checking
Scope	Record of routine Disclosure and Barring Service (DBS) checks having been made during employment where required by nature of job role
Retention	Retain records of checking DBS certificate 6 years after termination of relevant contract. Do not retain original certificate.
Disposal	Destroy
Authority	DBS Code of Practice 2015, The Information Commissioner's Office, Employment Practices Code (data protection), Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	Health Assessment
Scope	Manager referred and self-referred employee health assessment records
Retention	Retain records 6 years from last assessment
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Industrial Relations Management
Scope	Management of relationship between MCC, trade unions or employee representative organisations
Retention	10 years from date created or agreement ceases to be effective
Disposal	Destroy
Authority	CIPD Recommendation

Title	Leave Administration
Scope	Annual leave, adoption leave, sick leave and special leave. Includes maternity and paternity leave, and non-statutory leave e.g. contractual leave and unpaid leave
Retention	3 years after end of financial year in which records created
Disposal	Destroy
Authority	Statutory Maternity Pay (General) Regulations 1986 reg.26, Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9

Title	Performance Monitoring and Appraisals
Scope	Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets
Retention	3 years from date created
Disposal	Destroy
Authority	Best practice

Title	Personnel Records
Scope	Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts
Retention	6 years from end of employment. 25 years from end of MCC employment if worked with children or vulnerable adults
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	Pre-Employment Health Screening
Scope	Pre-employment health screening assessment
Retention	1 year from date created
Disposal	Destroy
Authority	Best practice

Title	Recruitment and Termination Administration
Scope	Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration
Retention	Retain interview panel notes and scoring for 6 months from recruitment decision. Retain records of contract offer 6 years after end of employment
Disposal	Destroy
Authority	Best practice based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	References
Scope	References given for employees who have left MCC, or for employees moving to a different role within the Council
Retention	6 years from the date of the reference.
Disposal	Destroy
Authority	Best practice based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	Sickness Absence Management
Scope	Formal sickness absence management processes including sickness absence records, self-certification, occupational health referrals and reports, return to work documentation, formal absence process records.
Retention	Retain records 3 years after end of financial year in which records created. Sick notes and fit notes should not be retained beyond the period to which they relate.
Disposal	Destroy
Authority	Best practice

Title	Staff Training (individual training records)
Scope	Training and development records relating to attendance and achievement of individual employees excluding records of training for work with hazardous substances
Retention	6 years from end of employment
Disposal	Destroy
Authority	CIPD guidance

Title	Training Provision
Scope	Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records
Retention	Retain course administration records 6 years after date created. Retain course content and supporting materials until superseded or course no longer provided
Disposal	Destroy
Authority	Best practice

ICT

Title	ICT Service Design
Scope	ICT architecture management, capacity and availability management, design coordination, service catalogue maintenance
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Title	ICT Service Operation
Scope	ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management
Retention	1 year from date created
Disposal	Destroy
Authority	Best practice

Title	ICT Service Transition
Scope	Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration management, transition planning and support
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Information Management

Title	Access to Information
Scope	Records relating to the management of requests for information made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and subject access requests under the UK GDPR/Data Protection Act 2018.
Retention	3 years from closure
Disposal	Destroy
Authority	Best practice

Title	CCTV Recording
Scope	CCTV recordings from MCC owned, operated or commissioned cameras or surveillance equipment
Retention	31 days from date of recording
Disposal	Destroy
Authority	MCC CCTV Code of Practice

Title	Data Incident Reporting
Scope	Data incident response and investigation, compliance audit
Retention	6 years from closure
Disposal	Destroy
Authority	Business need

Title	Records Storage Management
Scope	Records transfer processing, retrieval, transfer and disposal
Retention	Retain records for lifetime of organisation
Disposal	Transfer to new authority
Authority	Best practice based on Freedom of Information Act's 46 Code of Practice

Title	Regulation of Investigatory Powers Act Processing
Scope	RIPA application forms and approvals for directed surveillance and access to communications data
Retention	Keep central record updated. Retain applications, renewals, cancellations, reviews and copies of notices for 5 years.
Disposal	Destroy
Authority	MCC RIPA Policy and RIPA codes of Practice

Legal

Title	Contracts and Agreements
Scope	Commercial contracts and agreements
Retention	Retain for 6 years from the end of the contract if not executed as a deed. Retain for 12 years from the end of the contract period if executed as a deed. Construction contracts should be retained for 15 years from the end of the contract to allow for long-stop latent damage/negligence period.
Disposal	Destroy
Authority	Limitation Act 1980, sections 5, 8 and 14B.

Title	Legal Advice
Scope	General legal advice files/cases
Retention	6 years from case closure
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Litigation
Scope	Litigation legal advice files/cases, personal injury claims
Retention	Retain settled files for 12 months, Retain advice (non-complex) for 3 years from case closure, Retain advice (complex) for 7 years from case closure
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Planning
Scope	Planning legal advice files/cases
Retention	Retain planning legal advice cases for 6 years from case closure, Retain planning appeal cases for 12 years from case closure, Tree Preservation Orders advice file 12 years from closure, order kept for life of the tree
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Prosecutions
Scope	Prosecution case files
Retention	6 years from closure. Littering prosecutions 6 months from closure.
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Leisure and Culture

Title	Allotments
Scope	Records relating to the allocation of allotments to individual allotment holders and the management of the tenancy. Allotment waiting lists should be kept up to date
Retention	6 years from the end of the tenancy
Disposal	Destroy
Authority	Limitation Act 1980, section 2

Title	Cultural Collections Access Management
Scope	Administration public access to library, museum and archive collections and resources, provision of outreach services, research services excluding member and reader administration Excluding reader and membership administration, and library loans administration
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Cultural Collections Acquisition
Scope	Surveying, assessment and acquisition of archive, museum and art items or collections, legal transfer of ownership and loan agreements, excluding financial transaction records
Retention	Retain survey and unsuccessful bid records 6 years after decision not to acquire or bid outcome. Retain acquisition records during lifetime of deposit or ownership.
Disposal	Destroy or transfer records to new owner or depositor
Authority	Best practice

Title	Collections and Stock Management
Scope	Archive, artwork and museum collection cataloguing, conservation, restoration, display, loan, de - accessioning and disposal records and library stock management records
Retention	Retain records until disposal of item or collection. Retain until disposal of library stock item
Disposal	Destroy or return to depositor or transfer to new owner or responsible body
Authority	Best practice

Title	Leisure and Social Activities
Scope	Records related to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people
Retention	1 year from date created
Disposal	Destroy
Authority	Best practice

Title	Leisure Passes
Scope	Records relating to the management of leisure pass schemes
Retention	Retain for 6 years from pass expiry
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Leisure and Sport Session Registers
Scope	Registers relating to sports and leisure activity sessions
Retention	3 years
Disposal	Destroy
Authority	Best practice

Title	Libraries: Reader, Membership and Loans Administration
Scope	Administration of library membership, archive service reader cards, library loans and requests
Retention	6 years from end of membership, account inactive or loan returned
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Parks
Scope	Records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces. Inspection reports
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, section 2

Licences and Permissions

Title	Alcohol and Entertainment Licence
Scope	Clubs premises certificates, personal licences, premises licences, provisional statements, sex establishments, stage hypnotism, temporary event notices
Retention	6 years from the end of the licence Temporary event notices – 2 years from the end of the licence
Disposal	Destroy
Authority	Licensing Act 2003

Title	Animal Welfare Licences
Scope	Animal boarding, animal movement, bird licence, dangerous wild animals, dog breeding establishment, performing animal registration, pet shop licence, riding establishment licence
Retention	1 year from licence expiry
Disposal	Destroy
Authority	Best practice

Title	Caravan Sites and Moveable Dwellings
Scope	Records relating to the application for and receipt of a caravan licence by named individuals
Retention	6 year from licence expiry
Disposal	Destroy
Authority	Limitation Act, s.2, Caravan Sites and Control of Development Act 1960/Caravan Sites Act 1968/Mobile Home Act 2013

Title	Children in Employment and Entertainment
Scope	Body of persons approval (BOPA), chaperone licence, performance licence, work permit for child 13 to 16
Retention	Retain until child's 25 th birthday
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Distribution of Free Printed Material
Scope	Records relating to consent to distribute free printed material
Retention	6 years from expiry of consent
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Food Business Registration
Scope	Records relating to the registration of food businesses
Retention	6 years from expiry of registration
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Gambling and Lotteries
Scope	Gambling premises licences, gaming and machine licences, lottery licences, temporary use notices and occasional use notices
Retention	6 years from expiry of licence; temporary use notices and occasional use notices – 2 years from expiry
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Hair and Body Treatment
Scope	Records relating to registrations for hairdressing, acupuncture, massage, tattooing, piercing and electrolysis
Retention	6 years from expiry of registration
Disposal	Destroy
Authority	Limitation Act, s.2, Local Government (Miscellaneous Provisions) Act 1982

Title	Highway and Pavement Licences
Scope	Crane permit, hoarding permit, projection over the highway, scaffolding permit, skip permit, stopping up orders, table licence
Retention	6 years from expiry
Disposal	Destroy
Authority	Limitation Act, s.2

Title	House to House and Street Collections
Scope	Permits for house to house and street collections for charity
Retention	2 years from expiry of licence
Disposal	Destroy
Authority	House to House Collections Act 1939, Best practice

Title	Licensing Appeals and Prosecutions
Scope	Records relating to licensing appeals and prosecutions
Retention	6 years from case closure
Disposal	Destroy
Authority	Limitation Act, s.2

Title	Markets and Street Trading
Scope	Market stalls, street trading and secondhand goods licences
Retention	1 year from expiry of licence
Disposal	Destroy
Authority	Best Practice

Title	Scrap Metal and Motor Salvage
Scope	Licences for scrap metal dealing and motor salvage operating
Retention	6 years from expiry of licence
Disposal	Destroy
Authority	Limitation Act s.2, Scrap Metal Act 1964, Vehicle Crimes Act 2001

Title	Taxi Licensing
Scope	Hackney carriage and private hire vehicle licences
Retention	6 years from expiry of licence
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Management

Title	Business Planning
Scope	Business planning to achieve operational service delivery priorities based on corporate priorities and management of MCC's relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations, including joint service delivery planning, monitoring and review
Retention	6 years from date created. Working papers and drafts to be retained for 1 year when superseded.
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Performance Monitoring and Reporting
Scope	Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within MCC
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Policy and Procedures Development
Scope	Development and review of MCC corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring
Retention	6 years from date superseded
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Research and Analysis
Scope	Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation
Retention	Retain raw datasets until out of date and/or no longer required. Retain processed data, analysis and interpretation 6 years from date processed or created.
Disposal	Destroy
Authority	Best practice

Title	Strategic Planning
Scope	Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes
Retention	6 years from date superseded. Retain working papers and drafts for 1 year after strategy adoption
Disposal	Destroy
Authority	Best practice

Title	Transformation and Change Management
Scope	Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery
Retention	6 years after date created. Retain working papers and drafts to be retained for 1 year after implementation completed.
Disposal	Destroy
Authority	Best practice

Parking

Title	Blue Badge Applications
Scope	Management and administration of blue badge applications, including supporting documentation
Retention	Retain records for the life of the badge (3 years) + 1 year from the expiry of the badge
Disposal	Destroy
Authority	Best practice

Title	Parking Permits
Scope	All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Street Parking Enforcement
Scope	Records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Physical Assets

Title	Equipment Management
Scope	Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage
Retention	6 years from disposal of equipment, fixed plant or system
Disposal	Destroy
Authority	Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A

Title	Facilities Management
Scope	Visitors books and signing-in sheets, venue and resources enquiries and booking
Retention	1 year from date created
Disposal	Destroy
Authority	Best practice

Title	Premises Design and Construction Supervision
Scope	Building, site and fixed plant and systems design and construction including large scale / high value planned maintenance excluding procurement
Retention	Retain records 15 years after completion. Retain as built records until MCC no longer responsible for premises, site or structure
Disposal	Destroy
Authority	Best practice based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b

Title	Vehicle and Fleet Maintenance
Scope	Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing Excluding financial transactions e.g. vehicle purchase and sales contracts and leasing
Retention	6 years from disposal of vehicle
Disposal	Destroy
Authority	Best practice based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A

Planning and Building Control

Title	Building Control
Scope	Records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings)
Retention	Retain from construction completion for 15 years.
Disposal	Destroy
Authority	Building Control Performance Standards 2017

Title	Building Control Inspections
Scope	Records relating to the process of inspecting building work for the purpose of insuring compliance
Retention	Retain from issue of final certificate of inspection for 15 years.
Disposal	Destroy
Authority	Building Control Performance Standards 2017

Title	Common Land and Village Greens
Scope	Common land and village green registers, applications to register common land or village green
Retention	Permanent
Disposal	None
Authority	Best practice

Title	Developer Contribution and Obligation Negotiation
Scope	Negotiation and management of developer contributions and obligations for developments impacting on for e.g. highways and school places including Assessment of impact of proposed developments, negotiation, agreements and engrossment of contributions and obligations, monitoring of compliance and developer funding contribution expenditure monitoring
Retention	6 years from expiry of funding period or lifetime of development
Disposal	Destroy or transfer to new authority
Authority	Best practice based on requirements of Town and Country Planning Act 1990 s.106 and Highway Act 1980 s.278

Title	Land and Property Enquiry Processing
Scope	Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, petroleum storage sites and rights of way searches
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Mineral and Waste Site Inspection and Monitoring
Scope	Inspection and monitoring of mineral extraction and waste sites
Retention	Retain records until MCC is no longer responsible for function
Disposal	Destroy
Authority	Best practice

Title	Planning Application Processing
Scope	Processing of mineral and waste development planning applications including appeals and public inquiry processes including post-application advice
Retention	Retain records until MCC is no longer responsible for function
Disposal	Transfer to new authority
Authority	Best practice

Title	Planning Consultation Processing
Scope	Processing, co-ordination and submission of planning application consultation responses in relation to applications made to other decision-making authorities for which MCC is the statutory consultee or development may impact MCC interests
Retention	6 years from end of consultation period
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Pre-Planning Application Advice Provision
Scope	Provision of pre planning advice, documents, consultations, assessment, Regulation 21 statements
Retention	6 years from date created
Disposal	Destroy
Authority	Best practice based on maintaining records in case of negligence under Limitation Act 1980 s.14A

Title	Street Naming and Numbering
Scope	Applications for new street names and new property numbers
Retention	Application – 6 years from date created Official decision document approving new street name or new property number – permanent.
Disposal	Destroy applications; Retain decision documents permanently
Authority	Best practice based on GeoPlace guidance

Property

Title	Acquisitions and Compulsory Purchase Orders
Scope	Land and property acquisitions, compulsory purchase orders
Retention	Retain the advice file for 12 years from completion. Retain the deeds for as long as the land/property is owned by MCC, then transfer to new owner.
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Land Charges Register
Scope	Land charges register
Retention	Permanent
Disposal	None
Authority	Best practice

Title	Leasehold Licences
Scope	Licences to assign a lease, licences to occupy, licences to sublet a lease
Retention	Retain licences to assign (by letter) for 3 years from closure, Retain licences to assign (by deed) for 6 years from closure, Retain licences to occupy for 12 years from closure, Retain licences to sublet (by letter) for 3 years from closure, Retain licences to sublet (by deed) for 6 years from closure
Disposal	Destroy
Authority	Best practice

Title	Leasehold Notices
Scope	Section 25/26 Notices, Leasehold Reform Act notices
Retention	3 years from closure
Disposal	Destroy
Authority	Best practice

Title	Leases
Scope	Short term and long term leases
Retention	Retain advice file for 12 years from closure, Retain lease agreement as a deed
Disposal	Destroy
Authority	Best practice

Title	Property Deeds
Scope	Deeds relating to purchase, sale and lease of land and property, grant of easements, most other land transactions, closure of streets and passages
Retention	Retain for as long as the land or property is owned by the Council
Disposal	Transfer to new owner if sold
Authority	Best practice

Title	Sale of Land or Property
Scope	Legal advice records relating to the sale of land or property
Retention	Retain legal advice records relating to the sale of land or property for 12 years from closure.
Disposal	Destroy advice files. Transfer deed to new owner at completion.
Authority	Best practice

Risk Management and Insurance

Title	Audit
Scope	Audit of financial management, administration, systems, and transactions to identify and prevent fraud and misappropriation, prevention or investigation of alleged fraud and / or misappropriation
Retention	6 years from audit, investigation or legal action
Disposal	Destroy
Authority	Best practice

Title	Business Continuity Planning
Scope	Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records
Retention	6 years after superseded
Disposal	Destroy
Authority	Best practice

Title	Insurance Claims Administration
Scope	Administration of liability and non-liability insurance claims
Retention	6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24). Retain subsidence claims 100 years
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Insurance Policies Administration
Scope	Administration of insurance policies including: arrangement, variation, renewal and termination of policies
Retention	Retain liability policy documents 40 years after policy expiration or termination. Retain non-liability documents 10 years after policy expiration or termination.
Disposal	Destroy
Authority	Best practice

Transport, Highways and Traffic Management

Title	Highway Asset Management
Scope	Traffic and asset data management, dispute resolution
Retention	15 years after end of life of structure. or asset no longer part of highway
Disposal	Destroy
Authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b

Title	Highway Adoption and Dedication
Scope	Administration of developer agreements (Highways Act 1980 s38), Adoption of road by MCC (as Highway Authority), dedication of land as public highway
Retention	Retain records until MCC no longer responsible for function
Disposal	Transfer to new authority
Authority	Best practice

Title	Highway Maintenance
Scope	Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5

Title	Highway Scheme Delivery
Scope	Delivery of highway schemes including programme management, scheme brief development, site investigations and feasibility study, public consultation, scheme design, scheme delivery planning and monitoring Excluding procurement and contract management, and ongoing asset management
Retention	15 years after scheme completion. Retain as built records until MCC no longer responsible for premises, site or structure then transfer to new authority
Disposal	Destroy
Authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b

Title	Highway Works Regulation
Scope	Regulation and co - ordination of works on the highway including licensing and issue of permits for access crossings, cattle grids, cellars and openings, cranes and booms, excavation, licensing of amenities and facilities, tree planting, fencing, minor local improvements, private apparatus and structures , skip and deposit, temporary traffic signals, and Inspection of sites and third party works on or affecting the highway
Retention	6 years after expiry of permit or licence, or from change to, or removal of, licensed structure
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Title	Passenger Transport Provision
Scope	Public transport provision of community, voluntary and provision of public, school, special needs and social care transport provision Including route planning, capacity management and scheduling Excluding procurement, contract management and complaint investigation
Retention	6 years from date created
Disposal	Destroy
Authority	Based on a 6-year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5

Title	Rights of Way Network Management
Scope	Created, establishment, modification or extinguishment of rights of way, licensing of structures and permissive paths including landowner declarations (Highways Act 1980 s 31)
Retention	Retain records until MCC no longer responsible for function
Disposal	Transfer to new accountable body
Authority	Best practice

Title	Traffic Management
Scope	Abnormal load management, congestion management, traffic incident management excluding civil contingency planning and response
Retention	6 years from date created
Disposal	Destroy
Authority	Best practice

Title	Traffic Regulation
Scope	Traffic Regulation Orders (TROs) including temporary orders
Retention	Retain TROs 6 years after extinguishment or expiry of order
Disposal	Destroy
Authority	Best practice

Waste, Recycling and Street Cleansing

Title	Assisted Collections Applications
Scope	Applications for assisted bin collections
Retention	Destroy applications confidentially when approved. Keep list of assisted collections updated.
Disposal	Destroy
Authority	Business requirement

Title	Food Waste Recycling
Scope	All records relating to the implementation and monitoring of food waste recycling
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Household Waste Collections
Scope	Requests for household waste collections
Retention	2 years from date of request
Disposal	Destroy
Authority	Business requirement

Title	Larger Bin Applications
Scope	Applications for larger bins
Retention	Destroy applications confidentially when approved. Keep list of decisions updated.
Disposal	Destroy
Authority	Business requirement

Title	Recycling Advice
Scope	All records relating to the provision of general information about waste and recycling
Retention	1 year from date created
Disposal	Destroy
Authority	Business requirement

Title	Recycling Bags and Containers
Scope	Requests for recycling containers
Retention	2 years from date of request
Disposal	Destroy
Authority	Business requirement

Title	Street Cleansing
Scope	Street cleansing monitoring reports
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

Title	Waste Reduction
Scope	Records relating to the development, implementation and monitoring of waste reduction programmes. Includes standards and SLAs
Retention	6 years from date created
Disposal	Destroy
Authority	Limitation Act 1980, s.2

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