

SALISBURY
CITY COUNCIL



Salisbury City Council Document Retention Policy

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Appendix 1: Key Disposal Retention Considerations

Other reference: Please consider Doc 55346 Parish and Town Records issued by the Wiltshire and Swindon History Centre

Salisbury City Council Document Retention Policy

1. Introduction

- 1.1. In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can take many different forms e.g. letters received from third parties, copy letters which have been sent out, invoices, completed application forms, plans/drawings, financial records, registers, contracts/deeds, e-mail communications (and any attachments), photographs, tape recordings. Many of the above documents can be retained as 'hard' paper records or in electronic form.
- 1.2. Retention of specific documents may be necessary to:
 - 1.2.1. Fulfil statutory or other regulatory requirements.
 - 1.2.2. Evidence events/agreements in the case of disputes.
 - 1.2.3. Meet operational needs.
 - 1.2.4. Ensure the preservation of documents of historic or other value.
- 1.3. The untimely destruction of documents could cause the Council
 - 1.3.1. Difficulty in defending litigious claims.
 - 1.3.2. Operational problems.
 - 1.3.3. Reputational damage.
 - 1.3.4. Failure to comply with the Freedom of Information or Data Protection Acts.
- 1.4. Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:
 - 1.4.1. There is a shortage of new storage space.
 - 1.4.2. Disposal of existing documents can free up space for more productive activities.
 - 1.4.3. Indefinite retention of personal data may be unlawful under the Data Protection Act, which holds that personal data processed for any purpose must not be kept for longer than is necessary for that purpose.
 - 1.4.4. Reduction of fire risk (in the case of paper records).
 - 1.4.5. There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers.
- 1.5. Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, the Freedom of Information Act requires the Council to have clearly defined policies and procedures in place for disposing of records, and that these are well documented.

2. Scope/Purpose

- 2.1. The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a particular document (or set of documents) should either be:
 - 2.1.1. Retained – and if so in what format, and for what period; or
 - 2.1.2. Disposed of – and if so when and by what method.
- 2.2. Additionally, this policy seeks to clarify the roles and responsibilities of managers in the decision making process.
- 2.3. This policy is not concerned with the disposal/retention of unused materials (e.g. stocks of paper, unused forms, and duplicated documents).

3. The Retention/Disposal Protocol

- 3.1. Any decision whether to retain or dispose of a document should be taken in accordance with the retention/disposal protocol. This protocol consists of:

- 3.1.1. The key disposal/retention considerations criteria checklist, set out in Appendix 1. Essentially no document should be disposed of unless all these have been considered in relation to the document.
- 3.1.2. The Retention Schedules (taken from the Records Management Society) contained in Appendix 2. These provide guidance on recommended and mandatory minimum retention periods for specific classes of documents/records.
- 3.2. Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document.
- 3.3. In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal (paragraph 5 below).

4.1 Roles and Responsibilities for Managers

- 4.1. Responsibility for determining (in accordance with the Retention/Disposal protocol) whether to retain or dispose of specific documents rests with the Manager in respect of those documents that properly fall within their remit or control as Managers should be broadly conversant with the types of documents received, generated and stored by his/her Service. Due to the clear benefits resulting from the disposal of unnecessary documentation, Managers are expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.
- 4.2. Managers may delegate the operational aspects of this function to one or more senior officers within their area. However in doing so they should ensure that any such officer is fully conversant with this Policy and is also familiar with the operational requirements of their area in relation to document retention/disposal.

5. Disposal

- 5.1. Disposal can be achieved by a range of processes:
 - 5.1.1. Confidential waste –making available for collection by a designated refuse collection service.
 - 5.1.2. Physical destruction on site – for example shredding of paper records
 - 5.1.3. Deletion – for computer files
 - 5.1.4. Migration of documents to external body
- 5.2. Under no circumstances should paper documents containing personal data or confidential information be deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection Act. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked 'Confidential Waste' refuse bins.
- 5.3. Managers must note that the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.
- 5.4. Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value.
- 5.5. Disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal is particularly important due to the Freedom of Information Act (as mentioned in 3.2).

6. Data Protection Act 1998

- 6.1. All staff need to be aware that under the Data Protection Act personal data processed for any purpose must not be kept for longer than is necessary for that

purpose. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

6.2. The Data Protection Legislation contains no interpretive provisions and so it is a matter for reasonable judgement and common sense as to how long personal data should be retained. In some instances, it will be necessary to retain personal data over a long period of time.

6.3. Managers and their staff need to be aware that it can be relatively easy to fall foul of the Data Protection Act regarding the retention of personal data. Managers should therefore seek advice from the Corporate Services Manager or HR Manager if they are unclear.

Key Disposal/Retention Considerations

Introduction:

No document should be earmarked for disposal unless due regard has first been given to:

- The Five Key Disposal/ Retention considerations detailed in this Appendix
- The Retention Schedules contained in Appendix 2

1. Key Consideration No.1 - Has the document been appraised?

- 1.1. As a first step, the nature/contents of any document being considered for disposal should be ascertained. No document/s should be earmarked or designated for disposal unless this has been done. Insofar as *existing documents* are concerned it follows that the above can only be achieved by the carrying out of physical inspection and appraisal. The process may only take a few minutes – perhaps even seconds. Nonetheless it can be a skilled task – depending on the complexity of the document/s concerned – and should only be undertaken by officers who possess sufficient operational knowledge to enable them to identify the document concerned and its function within both the individual Service and corporate frameworks. Any decision to the effect that *future documents* of a specified description be disposed of on expiry of a specified retention period should be an informed one *i.e.* taken with a full appreciation and understanding of the nature and function of such document.
- 1.2. If appraisal is inadvertently overlooked or carried out negligently, or by an employee who lacks the necessary background operational knowledge, the Council runs the very real risk of important documents being destroyed in error.

2. Key Consideration No.2 - Is retention required to fulfil statutory or other regulatory requirements?

- 2.1. There is, in fact, very little specific legislation that stipulates mandatory retention periods for documents in local government. The pieces of legislation which do, either directly or indirectly, impose minimum retention periods as follows:
 - 2.1.1. **Tax Legislation:** Minimum retention period for certain financial records are imposed by statute such as the VAT Act 1994, and the Taxes Management Act 1970. These retention periods are identified in the retention schedules.
 - 2.1.2. **Statutory Registers:** Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislation that these records be maintained on a permanent basis, unless otherwise.
 - 2.1.3. **The Local Government Act 1972, S, 225:** Any document deposited with the proper officer of the Council in accordance with statute should be retained in the manner and for the purposes directed by the standing orders or enactment or instrument.
 - 2.1.4. **Part VA of the Local Government Act 1972:** This governs public access to certain documents relating to Council and Committee meetings.

3. Key Consideration No.3 - Is retention required to evidence events in the case of a dispute?

- 3.1. On occasions, the Council becomes involved in disputes with third parties. Such disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council, usually (but not always) with a view to obtaining monetary compensation. Conversely, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council's position will be compromised, an unmeritorious claim might succeed, or the Council may be unable to assert its legal entitlements.
- 3.2. The **Limitations Act 1980** specifies time limits for commencing litigation. The starting point therefore, is that the retention period is the length of time that has to elapse before a claim is barred. The main time limits that are directly relevant to local government are as follows:
 - 3.2.1. Claims founded on simple contract or tort (other than personal injury claims) cannot be brought after the expiry of 6 years from the date on which the cause of action occurred.
 - 3.2.2. Compensation claims for personal injury are barred on expiry of 3 years from the date on which
 - 3.2.2.1. the cause of action occurred (this will usually be the date when the incident causing the injury occurred; or
 - 3.2.2.2. The date when the injured person first had knowledge of the injury, its cause and the identity of the person responsible (some injuries are latent and do not manifest themselves for some period of time).
 - 3.2.3. Claims that are based on provisions contained in documents that are 'under seal' are barred after expiration of 12 years from the date on which the cause of the action occurred.
- 3.3. **Limitations Act 1980 S.14A and S.14B**: 'Latent damage claims': S.14A provides a special time limit for negligence actions (excluding personal injury) where facts relevant to the cause of action were not known to the claimant at the date of the negligence.
- 3.4. **The six-year retention period and risk assessment**: As stated above the majority of potential legal claims are statute barred on the expiry of 6 years. For this reason many organisations consider it prudent to retain files/records for a period of 6 years from the date when the subject matter was completed.
- 3.5. It is important, though, to keep in mind that many documents will relate to completed matters where, realistically, the risk of subsequent litigation or other dispute is minimal or non-existent and therefore long-term retention of such documents is counterproductive. Managers should be prepared to carry out risk analysis, with a view to disposal of such documents within a shorter period of than the 6 years time frame.

4. Key Consideration No.4 - Is retention required to meet the operational needs of the service?

- 4.1. In some cases retention may be desirable (whether permanent or otherwise) even though no minimum retention period applies or has expired. Managers should be open to the danger of discarding documents or records that might be useful for future reference purposes (e.g. training), as precedents, or for performance

management (performance indicators, benchmarking and comparison exercises). A professional judgement needs to be made as to the usefulness of a particular document.

5. Key Consideration No.5 - Is retention required because the document or record is of historic interest or intrinsic value?

5.1. In most cases this consideration will not be applicable. However, some documents currently in Council storage may be of historic interest and/or have some monetary value.

5.2. Where it is suspected that the document falls within this description appropriate enquires should always be made before taking any further action. The City Clerk should be contacted for advice and guidance in the first instance.

5.3. Even if the document is of historic or monetary value, disposal rather than retention by the Council, may well be the appropriate option – but in the form of transfer to, say, the County Records office; or even sale to an external body.

Illustration

A local authority may have in its possession records of damage to property caused by air raids during WWII. These records may well be of interest to museums, local history societies, and the County Records office.

If you need assistance to interpret these Key Considerations please contact the Corporate Services Manager.

The Retention Schedules – a list showing what needs to be kept, for how long and the method of disposal

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1. Democratic Process

- 1.1. Council and Committee meetings
- 1.2. Members
- 1.3. Partnership, Agency and External Meetings (where the Council legally owns the record)
- 1.4. Partnership, Agency and External Meetings (where the Council does not legally owns the record)

2. Management and Administration

- 2.1. Corporate Planning and Reporting
- 2.2. Statutory Returns
- 2.3. Public Consultation
- 2.4. Information Management
- 2.5. Enquiries and Complaints
- 2.6. Quality and Performance Management
- 2.7. Public Relations
- 2.8. Media Relations
- 2.9. Marketing
- 2.10. Civic and Royal Events

3. Legal and Contracts

- 3.1. Litigation
- 3.2. Advice
- 3.3. Agreements
- 3.4. Conveyance (see also Property Acquisition and Disposal)
- 3.5. Contracts and Tendering
- 3.6. Specification and Contract Development
- 3.7. Tender Issuing and Return
- 3.8. Evaluation of Tender
- 3.9. Successful Tender Document
- 3.10. Unsuccessful Tender Document
- 3.11. Post Tender Negotiation
- 3.12. Awarding of Contract
- 3.13. Contract Management

4. Human Resources

- 4.1. Personnel Administration
- 4.2. Employee and Industrial Relations
- 4.3. Equal Employment Opportunities
- 4.4. Occupational Health
- 4.5. Recruitment
- 4.6. Staff Monitoring

- 4.7. Termination
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5. Financial Management

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- 5.2. Financial Transaction Management
- 5.3. Payroll
- 5.4. Financial Provision
- 5.5. Summary Assets Management
- 5.6. Asset Acquisition and Disposal

6. Property and Land Management

- 6.1. Property and Land Management
- 6.2. Property Acquisition and Disposal
- 6.3. Property Development and Renovation
- 6.4. Leasing and Occupancy
- 6.5. Transport Management
- 6.6. Insurance – Property Management
- 6.7. Claims Management

7. General Public Service

- 7.1. Health and Safety
- 7.2. Cemeteries & Crematoria

Key: S = Shedding, EE = Electronically Erased, A = Archive

Ref no.	Document examples	Retention Action	Means of destruction
1. Democratic Process			
1.1 Council and Committee Meetings			
	Council minutes	Indefinite, Transfer to the Wiltshire and Swindon History Centre after 6 years	A A
	Council agenda and reports	Indefinite, Transfer to the Wiltshire and Swindon History Centre after 6 years	S & EE A
	Council notice papers	Retain for 6 years	S & EE
	Committee minutes	Indefinite, Transfer to the Wiltshire and Swindon History Centre after 6 years	S & EE
	Registers of delegations to Special Committees	Retain for 6 years	
	Minute taking	Retain for 6 years	
1.2 Members			
	Register of members interests	Electronic register managed by Unitary Council	EE
1.3 Working Group, Partnership, Agency and External Meetings (where the Council legally owns the record)			
	Documents establishing the committee (TORS)	Retain for 6 years	S & EE
	Agenda	Retain for 6 years	S & EE
	Minutes	Retain for 6 years	A
	Council reports	Retain for 6 years	S & EE
	Recommendations & supporting documents	Retain for 6 years	S & EE
1.4 Working Group, Partnership, Agency and External Meetings (where the Council does not legally own the record)			
	Documents establishing the committee (TORS)	Destroy 3 years after the last action	S & EE
	Agenda		
	Minutes		
	Council reports		
	Recommendations & supporting documents		
2. Management and Administration			
2.1 Statutory Returns			

	Reports to Unitary Authority	Destroy 7 years after the last action	S & EE
	Policy and Procedure Policy implementation and development Organisational Charts	Transfer to the Depot archive room after use is concluded	A
	Strategic improvement plans Management Team Minutes	Destroy 5 years after the last action	S & EE
2.2 Public Consultation			
	Survey returns for the development of significant policy Survey analysis/summary for the development of significant policy	Destroy 5 years after the last action	S & EE
	Survey returns for the development of minor policy Survey analysis/summary for the development of minor policy	Destroy 1 years after the last action	S & EE
2.3 Information Management			
	Registers Indexes	Transfer to the Depot archive room after use is concluded Transfer to the Depot archive room after use is concluded	A
	Archive register	Transfer to the Depot archive room after use is concluded	A
2.4 Enquiries and Complaints			
	Register of enquiries and complaints directed to the Council Correspondence detailing responses on Council actions/policy Ombudsman responses on Council actions/policy	Destroy 5 years after the last action	EE
	Printed material of responses on Council actions/policy	Destroy 2 years after the last action	S & EE
2.5 Quality and Performance Management			
	Review of the quality, efficiency or performance of local service	Destroy 5 years after the last action	S & EE
	Assessment of the quality, efficiency or performance of local service	Destroy 3 years after the last action	S & EE
2.6 Public Relations			
	Design setting information for publication	Destroy 3 years after the last action	S & EE
	City Voice, Flyers, leaflets etc. of the Council	One copy from the initial print run should go directly into archive	A

2.7 Media Relations			
	Interaction with the media	Destroy 3 years after the last action	S & EE
	Media publications concerning the Council	Destroy 6 years after publication	S
2.8 Marketing			
	Promotional material of Council campaigns and events	Destroy 6 years after the last action	S & EE
2.9 Civic and Royal Events			
	Visitor book recording ceremonial events Audio tapes recording ceremonial events Video tapes recording ceremonial events Photographs recording ceremonial events	Transfer to the Depot archive room after use is concluded	A
	Organisational information for a civic or ceremonial event	Destroy 6 years after the last action	S & EE
3. Legal and Contracts			
2.1 Litigation			
	Criminal case files on behalf of the Council Civil case files on behalf of the Council Correspondence relating to litigation on behalf of the Council	Destroy 7 years after the last action	S & EE
3.2 Advice			
	Legal advice on a point of law	Destroy 3 years after the last action	S & EE
3.3 Agreements			
	Concordat agreeing terms – Not including contractual agreements	Destroy 6 years after the last action	S & EE
3.4 Conveyance (see also Property Acquisition and Disposal)			
	Conveyancing files changing ownership of land or property	Destroy 12 years after the last action	S & EE
3.5 Contracts and Tendering			
	Expressions of interest – Contract let or not proceeded with	Destroy 2 years after the last action	S & EE
3.6 Specification and Contract Development			
	Ordinary Contracts	Destroy 6 years after the last action	S & EE
	Contracts under seal	Destroy 12 years after the last action	S & EE
3.7 Tender issuing and Return			
	Opening notice for issuing and returning of a tender	Destroy 1 year after the last action	S & EE
3.8 Evaluation of Tender			
	Evaluation criteria for Ordinary Contract	Destroy 6 years after the last action	S & EE

	Evaluation criteria for Contracts under seal	Destroy 12 years after the last action	S & EE
3.9 Successful Tender Document			
	Tender documents for Ordinary Contract	Destroy 6 years after the last action	S & EE
	Quotations for Ordinary Contract	Destroy 6 years after the last action	S & EE
	Tender documents for Contracts under Seal	Destroy 12 years after the last action	S & EE
	Quotations for Contracts under Seal	Destroy 12 years after the last action	S & EE
3.10 Unsuccessful Tender Document			
	Tender documents	Destroy 1 year after the last action	S & EE
	Quotations		
3.11 Post Tender Negotiation			
	Clarification of Contract	Destroy 1 year after the last action	S & EE
	Post tender negotiation minutes		
3.12 Awarding of Contract			
	Signed Ordinary Contract	Destroy 6 years after the last action	S & EE
	Signed Contract Under Seal	Destroy 12 years after the last action	S & EE
3.13 Contract Management			
	Service level Agreements	Destroy 2 years after the last action	S & EE
	Compliance reports		
	Performance reports		
	Changes to requirements to Ordinary Contracts	Destroy 6 years after the last action	S & EE
	Variation forms to Ordinary Contracts		
	Extension of an Ordinary Contract		
	Complaints relating to an Ordinary Contract		
	Disputes on payment of an Ordinary Contract		
	Changes to requirements to Contracts Under Seal	Destroy 12 years after the last action	S & EE
	Variation forms to Contracts Under Seal		
	Extension of a Contract Under Seal		
	Complaints relating to a Contract Under Seal		
	Disputes on payment of a Contract Under Seal		
4. Human Resources			
3.1 Personnel Administration			
	Parental leave records	3years after end of each tax year	S & EE
	Maternity leave records; Support/Paternity leave records	Destroy 3 years after end of tax year in which Mat period ends	S & EE

References for mortgages/landlords DBS forms	Destroy 1 year after last action Criminal records requirement assessments for a particular post – 12 months after the assessment was last used. All other information in this category as soon as practicable after the check has been completed and the outcome recorded, unless in exceptional circumstances to be determined by the DPO assess that it is clearly relevant to the ongoing employment relationship. If the DPO considers it necessary to keep the information for longer than six months, the DBS should be consulted Destroy 6 years after end of tax year to which they refer	S & EE S & EE S & EE S & EE
Salary master record – Tax/NI information and details of benefits in kind/income tax records (P45/P60/P58/P48)		
Personnel file & training records Letter of Appointment & Employment contracts Letter of Acceptance Personal particulars, qualifications etc. Declarations of pecuniary interests Working time regulations i.e. 48 hour opt out forms	termination +6 years Termination + 6 years Termination + 6 years Termination + 6 years from date made (so should be renewed every 2 years) Termination +6 years	S & EE S & EE S & EE S & EE S & EE S & EE
		S & EE
4.2 Employees Relations		
Generic Agreements and Awards Negotiations, Disputes & Claims lodged	Termination + 6 years	S & EE
Employee relations management	Destroy 6 years after termination	S & EE
Disciplinary written warning Disciplinary final warning	Destroy 6 years after termination Destroy 6 years after termination	S & EE S & EE
Disciplinary investigations where grievance unfounded	6 years after termination	S & EE
4.3 Equal Employment Opportunities		
Monitoring form	Destroy when entered into anonymous monitoring spreadsheet	S & EE
4.4 Occupational Health		

	Health questionnaire & Medical clearance	6 years after termination	S & EE
	Adjustment to work place, Restrictions, Recommendations	6 years after termination	S & EE
	DSE Eye Test forms	6 years after termination	S & EE
	Accident books, records /reports	STAT: 3 years after date of last entry	S & EE
4.5 Recruitment			
	Application Forms of unsuccessful candidates Interview notes & correspondence with all applicants	Destroy 6 months after recruitment has been finalised Destroy 6 months after recruitment	S & EE
	Application records of successful candidates including application form/letters/copies of academic and training records/references/CVs/Interview notes and evaluation forms	6years after employment ceases	
	Copies of identification documents (e.g. passports)	6 years after employment ceases	
	Identification documents – foreign nations	6 years after employment ceases	
4.6 Staff Performance Monitoring			
	Probation reports	termination + 6 years	S & EE
	Performance plans	termination + 6 years	S & EE
	Appraisals and evaluations	Termination +6 years	
	Review meetings	Termination +6 years	
	Sick leave inc. Self-certificates, Fit notes &, return to work paperwork	Destroy 6 years after end of tax year to which they refer	S & EE
	SSP records	3 years after end of tax year they relate	
	Special leave such as Jury service, Study leave	Destroy 6 years after last tax year	
	Special and personal leave	Destroy 6 years after last tax year	
	Attendance records	Destroy 6 years after last tax year	
	Flexitime sheets	Destroy 2 years after last action	
	Annual leave	6 years after end of each tax year	
4.7 Termination			
	Resignation	Destroy 6 years after termination	S & EE

	Redundancy (Section 188) details, calculation of payments, refunds, notification to Secretary of State	Destroy 6 years after termination	S & EE
	Dismissal	Destroy 6 years after termination	S & EE
	Death	Destroy 6 years after termination	S & EE
	Retirement	Destroy 6 years after last pension payment	S & EE
4.8 Training and Development			
	Routine staff training (not occupational H&S or child related)	termination +6 years	S & EE
	Training concerning children	Destroy 35 years after training completed, or last entry	S & EE
	Training concerning occupational health and safety	Destroy 50 years after training completed	S & EE
			S & EE
	Training (materials)	To be kept as documentation of what was covered on internally provided training – do not contain individuals information	S & EE
	Training (proof of completion)	termination +6 years	S & EE
5. Financial Management			
5.1 Accounts and Audit			
	Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements General ledger	Transfer to the Depot archive room after use is concluded	A
	Consolidated monthly and quarterly reports Consolidated monthly and quarterly financial statements Working papers for the preparation of the above Creditor listings and reports Debtor listings and reports	Destroy when administrative use is concluded	S & EE
5.2 Financial Transactions Management			
	Audit investigations	Destroy 7 years after the end of the financial year in which the records were created	S & EE S & EE S & EE
	Official Quotations/or estimates {held by managers} Orders & Invoices Credit card statements	Destroy 6 years after the conclusion of the financial transaction that the record supports	S & EE

	Cash collection books Receipts Cheque counterfoils Bank statements Journals		
	Reconciliation of financial accounts Summaries of accounts	Destroy 2 years after administrative use is concluded	S & EE S & EE
	Taxation records	Destroy 5 years after the end of the financial year in which the records were created	S & EE
	National Insurance numbers Employee notification and input records	Destroy 2 years after employee ceases employment	S & EE
5.3 Payroll			
	Authority sheets relating to payment of employees Payroll deduction authorities Payroll disbursement Employee pay records Employee taxation records Bonuses, expenses and overtime records	Destroy 7 years after the conclusion of the financial transaction that the record supports	S & EE
	National Minimum Wage records	STAT: Retain for 3 years after the end of the pay reference period following the one that the records cover	
	Pensioners records	12 years after benefit ceases (the maybe this is for Wilts Pension Fund to deal with)	
	Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded	S & EE
5.4 Financial Provision			
	Annual budget (only final version needs to be kept)	Transfer to the Depot archive room after use is concluded	A
	Draft budgets Departmental budgets	Destroy 2 years after annual budget has been adopted	S & EE
	Budget monitoring statements	Destroy after next year's annual budget has been adopted	S & EE
	Loan files	Destroy 7 years after the loan has been repaid	S & EE
	Loans register	Transfer to the Depot archive room after use is concluded	A

5.5 Assets Management			
	Schedules of acquisitions Consolidated current asset reports Asset registers	Transfer to the Depot archive room after use is concluded	A
	Routine returns and reports on asset status Inventories Stocktaking	Destroy 2 years after administrative use is concluded	S & EE
5.6 Asset Acquisition and Disposal			
	Tenders for provision of goods and/or services {held by City Clerk} Legal documents relating to acquisition /sale of assets Particulars of sale documents Leases, licences and rental agreements Applications for leases, licences and rental agreements Tender documents Contract documentation Certificates of approval	Destroy 6 years, if under £50,000 or 12 years if over £50,000, after all obligations/entitlements are concluded	S & EE
6. Property and Land Management			
7. Property and Land Management			
	Consolidated property & buildings annual reports Summary of leased property Summary of owned property Site register Register of leases	Transfer to the Depot archive room after use is concluded	A
6.2 Property Acquisition and Disposal			
	Plans (See also Conveyance)	Retain for the life of the property or building plus 12 years	S & EE
	Legal documents relating to the sale/write off for real property Particulars of sale documents Board of survey Tender documents Conditions of contracts	Destroy 15 years after all obligations/entitlements are concluded	S & EE

6.3 Property Development and Renovation			
	Project specifications for buildings of 'special interest' Plans Installation manuals Certificates of approval	Transfer to the Depot archive room after use is concluded	A
	Project specifications for all other buildings Plans Installation manuals Certificates of approval	Retain for the life of the building	S & EE
	Works orders for the development of property Tender documents Conditions of contracts	Destroy 7 years after the conclusion of the transaction that the record supports	S & EE
6.4 Leasing and Occupancy			
	Lease agreements Rental expenditure authorities Valuation queries Applications for leases, licences & rental revision	Destroy 15 years after the expiry of the lease	S & EE
	Requests for works, cleaning, etc	Destroy 7 years after the conclusion of the transaction that the record supports	S & EE
6.5 Transport Management			
	Lease for the acquisition and disposal of vehicles Contracts for the acquisition and disposal of vehicles Quotes for the acquisition and disposal of vehicles	Destroy 7 years after the disposal of the vehicle	S & EE
	Maintenance of vehicles	Destroy 7 years after the disposal of the vehicle	S & EE
	Vehicle usage reports	Destroy 7 years after the disposal of the vehicle	S & EE
	Vehicle log books	Destroy 7 years after closure	S & EE
6.6 Insurance – Property Management			
	Insurance register	Transfer to the Depot archive room after use is concluded	A
	Insurance policies Correspondence	Destroy 7 years after the terms of the policy have expired	S & EE S & EE
	Insurance policy renewal records Correspondence	Destroy 5 years after the insurance policy has been renewed	S & EE S & EE
6.7 Claims Management			

	Claims records	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	S & EE
8. General Public Service			
7.1 Health & Safety			
	Equipment inspection records	Destroy 6 years from the destruction of the equipment	S & EE
	Playground equipment inspection records	Destroy 21 years from the destruction of the equipment. If a child is injured they have until their 21 st birthday to make a claim	S & EE
	Property asbestos files	Destroy 40 years from last action	S & EE
	Radon monitoring records	Destroy 50 years from the last action or at age 75 years of employees whichever is the greater	S & EE
	Risk assessment records	Destroy 3 years from last assessment	S & EE
	Accident books for adults	Destroy 3 years from closure	S & EE
	Accident book for children	Destroy 25 years from closure	S & EE
	Assessment under H&S regulations and records of consultation with H&S Reps and committees	Retain permanently	
7.2 Cemeteries & Crematoria			
	Register of internments for burial and cremation Cemetery register Cemetery plans	Transfer to the Depot archive room after use is concluded	A
	Permits for burial and cremation Applications Orders	Destroy 5 years after last action	S & EE