

WYRE FOREST DISTRICT COUNCIL - DOCUMENT RETENTION SCHEDULE

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Retention periods of documents held within Wyre Forest District Council

1. DEMOCRATIC PROCESS

1.1 COMMITTEE MEETINGS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.1.1	Minute taking.	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> Draft/Rough Minutes/Notes 	Common practice.
1.1.2	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Permanent. Offer to Archivist.	<ul style="list-style-type: none"> Council minutes Council agenda and business papers Council notice papers and proceedings Indexes Committee minutes Registers of designations to Special Committees 	Common practice
1.1.3	Agendas and Reports for Council's meetings: Paper records taken to meetings produced now using computer document storage system	To be kept for 6 years.	Previously in paper, now retained electronically. A copy for documents 1974–2005 is stored on microfilm.	
1.1.4	Agendas Reports and Minutes of Informal Meetings Minutes and Notes produced after these meetings.	To be kept for 6 years.	Previously in paper, now retained electronically. A copy for documents 1974–2005 is stored on microfilm.	Not all of the informal meetings are serviced by the Committee Team.

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.1.5	Register of Interests of District Councillors: To be kept up-to-date during the term of office of the individual Councillor. A record of each Councillor's interests in accordance with the Localism Act 2011.	To be kept up-to-date during the term of the office of the individual Councillor. Following completion of another form, or the term of office ending, retain for 6 years.	Paper. The register of interest forms of current Councillors are also published on the Wyre Forest website.	
1.1.6	Register of Interests of Town and Parish Councillors: A record of each Councillor's interests in accordance with the Localism Act 2011.	To be kept up-to-date during the term of office of the individual Councillor. Following completion of another form, or the term of office ending, retain for 6 years.	Paper. The register of interest forms of current Councillors are also published on the Wyre Forest website.	Town and Parish Clerks are required to keep Wyre Forest officers informed of changes e.g. resignations, new co-optees.
1.1.7	Declaration of Acceptance of Office: Each Councillor signs this declaration upon appointment. The declarations are in book form.	Once the Councillor has ceased to be in office these can be destroyed after 6 years, although as this is in book format it means that this is only actioned once all records contained in it have ceased 6 years ago.	Paper.	

1.2 ELECTORAL SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.2.1	Disposal of Election Documentation	12 months	<ul style="list-style-type: none"> Nomination Papers Ballot Papers Statutory Notices Marked Registers Corresponding Number Lists Postal Voting Statements 	Statutory period
1.2.2	Returns and Declarations as to Election Expenses	12 months 24 months	<ul style="list-style-type: none"> Parish Council Election Local Government Election 	Statutory period
1.2.3	Register of Local Government, Parliamentary and European electors.	15 years then forward to Archivist at Worcestershire County Council (Complete an Archive & Archaeology Service Accession Form and send to The Hive)	<ul style="list-style-type: none"> Register of Electors 	<p>Current year</p> <ul style="list-style-type: none"> For use at any election held in the current year For public inspection during life of register <p>Past years</p> <ul style="list-style-type: none"> To check eligibility of overseas voter
1.2.4	Register of Overseas and Service voters	1 year		For use at any election held in the current year.
1.2.5	Household enquiry forms	Minimum 3 months		To check registration details
1.2.6	Invites to register	Max 13 months from month of application		To check registration details until the next canvass
1.2.7	Absent vote application form	Minimum 3 months		To check application details
1.2.8	List of absent voters during life of register	1 year		For use at any election held in the current year. For public inspection

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.2.9	Other elector correspondence	Minimum 3 months		To check registration details

1.3 COMPLAINTS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.3.1	The management in summary form of enquiries and complaints directed to council	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> • Indexes • Registers 	Common Practice
1.3.2	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Common Practice
1.3.3	The management of detailed responses on council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Complainant can escalate complaint to Ombudsman up to one year later.
1.3.4	The management of routine responses on council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed material • Form letters 	Common Practice

1.4 CORPORATE PLANNING AND REPORTING

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
1.4.1	The corporate planning and reporting activities of local authorities	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Common practice
1.4.2	Performance Management	Retain data on Covalent	<ul style="list-style-type: none"> • Wyre Forest Forward Programme of Projects • Risk Register • Measures 	Common practice
1.4.3	The process of preparing information to be passed on to central governments as part of statutory requirements	Destroy 7 years from closure	<ul style="list-style-type: none"> • Reports to central government 	Common practice

1.5 PUBLICATIONS

Ref	Function	Retention Action/Retention	Examples of Records	Notes
1.5.1	Published work of Wyre Forest District Council	Electronic files kept indefinitely	<ul style="list-style-type: none"> • Wyred Weekly • Leaflets etc for events 	Common practice
		Paper copy kept for 3 Years	<ul style="list-style-type: none"> • Leaflets 	Common practice
1.5.2	Photographs	Electronic copies destroyed ad hoc	<ul style="list-style-type: none"> • Photographic evidence of events 	Common practice
1.5.3	Civic and Royal Events	Permanent. Offer to Archivist	<ul style="list-style-type: none"> • Visitors book • Photographs 	Common practice

2 RESOURCES

2.1 FINANCIAL REGS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.1.1	Creditors Records	6 years + current	<ul style="list-style-type: none"> • New creditor/creditor change records • Creditor Bank account details • BACS payment total summary reports • Purchase Orders (held electronically on FMS) • Credit notes (held electronically on FMS) and 1 year at WFH – 6 years at Green Street • Creditor Invoices (held electronically on FMS) and 1 year at WFH – 6 years at Green Street • Goods received notes (held electronically on FMS Supplier • Paper copies of Goods received notes – kept for proof of delivery for year end Audit then destroyed) • Petty cash float and imprest documentation • Procurement card transactions details • Evidence of contractors CIS or UTR status CIS returns • NNDR Billing for WFDC properties 	<p>In accordance with HMRC/Audit requirements</p> <p>All held electronically</p>

2.1.2	Income Records	6 years + current	<ul style="list-style-type: none"> • Cash receipting End of Day Banking Records e.g. paying-in-slips, PDQ (held as paper records) • Collection and Deposit reconciliation books (C&D) (held electronically as spreadsheet) • Correspondence - remittance advices/bank queries (held as paper records) • New Debtor request forms (held electronically) • Direct Debit mandates (held electronically) • Receipt books and records of books issued (held as paper records) • Sales records (held electronically) • Bank invoices (including Acquiring Services) (held as paper records) • G4S banking confirmation (held electronically) 	<p>In accordance with HMRC Requirements Paperwork held at Green Street, HUB, Kidderminster Town Hall and Bewdley TIC</p>
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2.2 INSURANCE RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.2.1	Insurance Claims	Retain indefinitely	<ul style="list-style-type: none"> LACHS (held electronically on Insurance Register) 	Common Practice
2.2.2	Insurance contracts and policy documentation	Indefinitely	<ul style="list-style-type: none"> Contracts - expired Policy documentation Insurance certificates 	Common Practice

NOTE: Paper copies of Insurance documents held at Rushock Archive

2.3 ACCOUNTANCY/FINANCE

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.3.1	Budget monitoring reports	6 years + current	<ul style="list-style-type: none"> Monthly reports to CLT/Members 	Held electronically Common Practice
2.3.2	Estimate working papers	6 years+ current	<ul style="list-style-type: none"> Budget completion spreadsheets Other supporting 	Held electronically Common Practice
2.3.3	Financial ledgers	6 years + current	<ul style="list-style-type: none"> Includes journals Year end reports 	Held electronically Common Practice
2.3.4	Grant claim records	6 years + current		Held electronically Common Practice
2.3.5	Statement of accounts	6 years + current	<ul style="list-style-type: none"> Final Accounts completion Other supporting documentation 	Held electronically Common Practice
2.3.8	VAT	6 years + current	<ul style="list-style-type: none"> Claims Records 	Held electronically Common Practice

2.4 BANK RELATED RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.4.1	Bank Records	6 years + current	<ul style="list-style-type: none"> Bank reconciliation statements (held as paper records) Bank Statements (held electronically) 	Common Practice
2.4.2	Cheques drawer	6 years + current	<ul style="list-style-type: none"> Cancelled/Returned cheques Cheque lists (held as paper records) 	Common Practice
2.4.3	Treasury	6 years + current	<ul style="list-style-type: none"> Loan records and correspondence for Parish Councils and PWLB (held electronically) Investment records (held as paper records and electronically) 	Common Practice

2.5 MISCELLANEOUS RECORDS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
2.5.1	Car Loans	6 years + current	<ul style="list-style-type: none"> Loan Agreements (now complete, no further loans) 	Common Practice
2.5.2	Mortgages: records/correspondence	Retain indefinitely	<ul style="list-style-type: none"> One mortgage to be redeemed in December 2017) 	Common Practice
2.5.3	Travelling and subsistence claims (officers and members)	6 years + current	<ul style="list-style-type: none"> Staff on HR21 (held electronically) Manual Records (Staff/members with no access to HR21) (held electronically) 	Common Practice

3. PROPERTY

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
3.1	Property Files	Retained for 6 years after property sold	<ul style="list-style-type: none"> All property files 	To enable any claims to be resisted
3.2	Building/Construction contracts	Retain for 6 years after property sold Any warranties to be retained for duration of benefit		To protect landlords interest Retain construction information for life of building
3.3	Legal Instruments	Retain for 6 years after property sold or indefinitely if building retained	<ul style="list-style-type: none"> Leases/licences/Guarantee and warranties 	See Legal schedule
3.4	Test Certificates	6 years	<ul style="list-style-type: none"> Gas certificates etc 	On Property database
3.5	Asbestos Register	Indefinitely		
3.6	Asset records	6 years	<ul style="list-style-type: none"> Valuation information 	
3.7	Building manuals	Retain for 6 years after property sold or indefinitely if building retained		
3.8	Health & Safety Files	Retain for 6 years after property sold or indefinitely if building retained		
3.9	Project/Construction files	Retain for 6 years after property sold or indefinitely for life of building		

4. PLANNING SERVICES

4.1 DEVELOPMENT MANAGEMENT

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.1.1	The process of controlling development of land and property through planning and other statutory applications	Indefinitely	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to representations • Planning application register • Appeal papers and decision letters 	Statutory
4.1.2	The process of enforcing planning control	Closed files – destroy after 10 years all formal notices and register keep indefinitely	<ul style="list-style-type: none"> • Enforcement register • Enforcement notices • Breach of condition notices • Enforcement files 	Statutory
4.1.3	The process of recording all other documents relating to planning matters not covered above	Any paper copies destroyed once scanned Other paper records keep indefinitely	<ul style="list-style-type: none"> • Pre-application enquiries • General correspondence • Permitted development enquiries 	Common Practice

4.2 HERITAGE (LANDSCAPE)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.2.1	The process of conserving the landscape for public amenity	Tree Preservation Orders and Hedgerow Retention Notices to be archived Destroy other files 7 years after administrative use concluded.	<ul style="list-style-type: none"> • Tree Preservation Orders • Hedgerow Retention Notices • Section 211 Notices – Trees in • Conservation Areas 	Common Practice

4.3 HERITAGE (CONSERVATION)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.3.1	The activity of recording information on historic buildings, monuments and landscape at a specific site	Refer to the archives	<ul style="list-style-type: none"> Listed Building records Registered Parks and Gardens Conservation Area designations 	Common Practice
4.3.2	The process of approving applications for grants to historic buildings	Destroy 5 years after administrative use concluded	<ul style="list-style-type: none"> 1962 Act Historic Buildings Grants 	Common Practice

4.4. LAND CHARGES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.4.1	<p>Paper copies</p> <p>Paperwork is now scanned onto info@work and kept indefinitely</p>	Indefinitely	<ul style="list-style-type: none"> Completed searches Departmental forms Application forms Plans 	

4.5 POLICY PLANS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.5.1	The activity of recording responses to proposed new planning policy documents	Until the Policy document is replaced/superseded	<ul style="list-style-type: none"> • Duly made comments to the emerging Local Plan • Supplementary Planning Documents • Statement of Community Involvement 	Common Practice
4.5.2	Contact details of consultees held (e.g. name, address, email, telephone no.) in relation to Planning Policy documents	12 months after the legal challenge period has finished following the formal adoption of the document	<ul style="list-style-type: none"> • Contact details of consultees that are responding to, or are interested in Planning Policy related documents such as Local Plan, Supplementary Planning Documents, Statement of Community Involvement & evidence base documents such as the Housing Economic Land Availability Assessment (HELAA) 	

4.6 REGENERATION

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.6.1	Market Town Initiative (MITI) documents	10 years	<ul style="list-style-type: none"> Application forms, monitoring forms, action and implementation plans, evidence of meeting outputs, evaluation forms 	
4.6.2	Business Grants – start up and development	6 years	<ul style="list-style-type: none"> Application forms, correspondence and monitoring information 	
4.6.3	European Regional Development Fund grants	10 years	<ul style="list-style-type: none"> Application form, monitoring forms, compliance forms, appraisal form, correspondence. 	Currently not applicable to WFDC.
4.6.4	European Regional Development Fund grants – Inward investment Project	10 years	<ul style="list-style-type: none"> Timesheets and correspondence – this project is mainly about keeping records of staff time involved 	Currently not applicable to WFDC.

4.7. STREET NAMING AND NUMBERING

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
4.7.1	The process of naming streets and issuing property numbering	Destroy 7 years after last action	<ul style="list-style-type: none"> Application forms, plans and general correspondence are scanned into info@work Database records are destroyed after 7 years 	Common Practice

5. COMMUNITY SERVICES

5.1 DEPOT ACTIVITIES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.1.1	Complaints and correspondence	Destroyed once complaint has been resolved	<ul style="list-style-type: none"> Written and e-mailed complaints 	General complaints about bin collection, grass cutting etc
5.1.2	Statistics	10 years	<ul style="list-style-type: none"> Performance indicators, tonnage figures, recycling figures etc 	Records are held electronically and used for reference
5.1.3	Delivery Notes	18 months	<ul style="list-style-type: none"> Litter bins, park equipment, refuse sacks etc. 	
5.1.4	Returns	6 years	<ul style="list-style-type: none"> Recycling tonnage to County 	Records are held electronically
5.1.5	Waste Transfer Notes – Duty of Care	2 years after the end of the financial year in which the collection of waste took place		Records are held electronically
5.1.6	Trade Agreements	As long as required	<ul style="list-style-type: none"> Refuse collection agreements for businesses 	Records are held electronically
5.1.7	Drivers Vehicle logs	2 months	<ul style="list-style-type: none"> Vehicle check logs 	
5.1.8	Tipper Weight logs	10 years		Records are held electronically
5.1.9	Driver Assessments	Until the person leaves WFDC employment	<ul style="list-style-type: none"> Medical records 	
5.1.10	Tree Works	As long as required	<ul style="list-style-type: none"> Applications for tree work to be carried out by WFDC 	Records are held electronically
5.1.11	Hire The Team	As long as required	<ul style="list-style-type: none"> Landscaping General work 	Records are held electronically

5.1.12	Household Waste & Recycling	As long as required Driver's paper copy securely destroyed daily	<ul style="list-style-type: none"> Pull out lists 	Records are held electronically
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5.2 PARKING SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.2.1	Car Park Season Ticket Application forms	6 years		HMRC requirement – VAT purposes

5.3 CEMETERY

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.3.1	Kidderminster Cemetery	Indefinitely	<ul style="list-style-type: none"> Graves of deceased Burial Plot Ownership 	

5.4 ENFORCEMENT OFFICERS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
5.4.1	Body Camera	30 days if no evidence 7 years if evidence	<ul style="list-style-type: none"> Filming 	Records are held electronically
5.1.10	Enforcement Record Book	7 years	<ul style="list-style-type: none"> Abandoned vehicle letters to registered keeper 	Records are held electronically

5.1.11	Environmental Crime – Fine or FPN issued Litigation	4 years 7 years from date of last action	• Cases taken to Court	
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6. HUMAN RESOURCES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
6.1	Accidents	3 years from the date of the last entry (or, if the accident involves a child/young adult, then until that person reaches 21 years old) (See below for accidents involving chemicals or asbestos)	<ul style="list-style-type: none"> Accident books/records/reports 	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended Limitation Act 1980 (Special rules apply concerning incidents involving hazardous substances – see below)
6.2	Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of last entry		The Control of Lead at Work Regulations 1998 (SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)
6.3	Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of last entry		The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SI 1999/437 and SI 2002/2677)
6.4	Medical records under the Control of Asbestos at Work Regulations	40 years from the date of the last entry 4 years from date of issue	<ul style="list-style-type: none"> Medical records containing details of employees exposed to asbestos. Medical examination certificates. 	The Control of Asbestos at Work Regulations 2002 (SI 2002/2675) The Control of Asbestos Regulations 2006 (SI 2006/2739) The Control of Asbestos Regulations 2012 (SI 2012/632)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
6.5	Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years		The Ionising Radiations Regulations 1999 (SI 1999/3232)
6.6	Records of tests and examinations of control systems and protective equipment under COSHH Regulations	5 years from the date on which the tests were carried out		The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SI 1999/437 and SI 2002/2677)
6.7	Health and safety training records	75 years from date of birth		Common Practice
6.8	Medical and Occupational Health information	75 years from date of birth		Common Practice
6.9	Recruitment information	4 months	<ul style="list-style-type: none"> • Application forms • Unsuccessful candidate interview notes/assessments 	Common Practice (applicants have 3 months to appeal)
6.10	Personal file	6 years from date of leaving	<ul style="list-style-type: none"> • Starter forms • Medical clearance • References • Job offer letter and job description • Person specification • Role profile • Probationary assessments • MDR • Personal particulars • Contract of employment • General training records • Redundancy • Termination documents 	Common Practice
6.11	Records relating to children and young adults	Until the child/young adult reaches 21 years old		Limitation Act 1980
6.12	Retirement Benefit Schemes	6 years from the end of the scheme year in which the event took place	<ul style="list-style-type: none"> • Records of notifiable events e.g. relating to incapacity 	Retirement Benefits Schemes (Information Powers) Regs 1995 (SI 1995/3103)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
6.13	Statutory Maternity Pay Records	3 years after the end of the tax year in which the maternity period ends	<ul style="list-style-type: none"> • Calculations • Certificates (Mat B1s) • Other medical evidence 	Statutory Maternity Pay (General) Regs 1986 (SI1986/1960) as amended
6.14	Wages/Salary Payments	6 years	<ul style="list-style-type: none"> • Including overtime, bonuses and expenses 	Taxes Management Act 1998
6.15	National Minimum Wage Records	3 years after the end of the pay reference period following the one that records the cover		National Minimum Wage Act 1998
6.16	Records relating to working time	2 years from the date on which they were made		Working Time Regs 1998 (SI1998/1833)
6.17	Payroll File	6 years plus current year (7 years)	<ul style="list-style-type: none"> • BACS records and output • Building Society reports • Correspondence • Overtime records • Payroll adjustments • SSP & SMP records • Clearance • Tax and NI records 	
6.18	Income Tax and NI Returns	Not less than 3 years after the end of the financial year to which they relate	<ul style="list-style-type: none"> • Income Tax records • Correspondence with HMRC 	Income Tax (Employments) Regs 1993 (SI1993/744) as amended by the Tax (Employments)(Amendment No.6) Regs 1996 (SI1996/2631)

7. HOUSING SERVICES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
7.1.1	The provision of housing advice on housing related issues and homeless applications	6 years automatic deletion after closure	<ul style="list-style-type: none"> • Advice notes/options appraisal • Advice and prevention records • Enhanced Housing Options records 	We are working with a software company to reduce this to 3 years Common Practice
7.1.2	The administration of the process for registering households on the housing register	6 years automatic deletion after closure, including unsuccessful applications	<ul style="list-style-type: none"> • Housing/Home Choice Plus Applications, reviews and other supporting information • Medical questionnaires • Priority Award applications • Homeless applications including appeal records • Nomination records • Homeless prevention records • Rent Deposit/Bond Guarantee Scheme approvals 	We are working with a software company to reduce this to 3 years Common Practice
7.1.3	The administration of the process for awarding Disabled Facilities and Discretionary Housing Assistance Grants	6 years + 1 year for audit – after closure, in line with Council's financial regulations	<ul style="list-style-type: none"> • Discretionary Housing Assistance Grant applications • Disabled Facilities Grant applications • Requests for review and other supporting 	We would store information for longer where there is a repayment obligation attached and is recorded on Land Registry Common Practice
7.1.4	The administration of the process of contracts and tendering e.g. Home Improvement Agency and Housing Needs/Homelessness contracts	6 years + 1 year for audit – after closure, in line with Council's financial regulations	<ul style="list-style-type: none"> • Expressions of interest • Stages of the tender process including financial information • Contractual arrangements • Monitoring performance and contract compliance 	Common Practice

7.1.5	The administration of the process for enforcing property standards within the district.	6 years after closure, including unsuccessful applications 6 years + 1 year for audit – after closure, in line with Council's financial regulations where applicable	<ul style="list-style-type: none"> • Empty Home Records • Houses in Multiple Occupation Records • Property Standard complaints • Caravan licensing 	Common Practice
7.1.6	The administration of the process associated with bringing forward additional affordable housing schemes within the district	6 years – after closure This will be longer where we have paid the RP a grant – usually with a 30 year repayment term attached	<ul style="list-style-type: none"> • Housing Needs Surveys/Assessments • Housing needs assessment requests and responses • Scheme progress files 	This might be longer if there is a S.06 Agreement that lasts 10 years of grant funding agreement
7.1.7	The monitoring of performance information	6 years after record made	<ul style="list-style-type: none"> • Bed and breakfast placements • Affordable Housing Programme • Service Delivery Plan • Strategic objectives and actions 	Common Practice
7.1.8	The process of passing information on to Central Government and the Region	6 years after record made	<ul style="list-style-type: none"> • P1E returns • LAHS return • Bi-annual traveller count and GTCC return • Monitoring of the Worcestershire Housing Partnership Plan and Worcestershire Homelessness Strategy 	Common Practice
7.1.9	The process of strategic planning	6 years after record made	<ul style="list-style-type: none"> • Service Delivery Plan • Strategic plans e.g. Housing Strategy, Homelessness Strategy, Tenancy Strategy, HECA Plan etc. 	Common Practice
7.1.10	The process of public consultation in the development of policies and plans	1 year after closure (minor policies) 5 years after closure (major policies/plans)	<ul style="list-style-type: none"> • Housing Strategy • Homelessness Strategy • Other housing related strategies • Benchmarking • Surveys 	Common Practice

7.1.11	The process of any court proceedings	6 years after record made	<ul style="list-style-type: none"> • Any housing related court action where the council is directly involved. 	Common Practice
7.1.12	The process of licensing Caravan Sites	Indefinitely	<ul style="list-style-type: none"> • Holiday Parks • Residential Parks 	Common Practice – Licences last the lifetime of the park
7.1.13	The process of licensing HMOs	7 Years (licences are renewed every 5 years) Indefinitely 5 Years	<ul style="list-style-type: none"> • Licences • Floor plans, Fire/smoke alarm systems • Fit and Proper Person test 	Common Practice Common Practice Common Practice

8. REVENUES AND BENEFITS

8.1 REVENUES (COUNCIL TAX & BUSINESS RATES)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
8.1.1	Council Tax records	Council Tax began on 1st April 1993 and in some instances the amount of Council Tax that is payable can be reduced from this date. In order that we are able to refund any money that is due, we keep the necessary Council Tax records from this date.	<ul style="list-style-type: none"> • Forms • Correspondence • Property owners/tenants 	Information held on a PD0008 compliant DIP system
8.1.2	Non Domestic Rates (Business Rates) records	Current year plus previous 6 years	<ul style="list-style-type: none"> • Forms • Correspondence 	Information held on a PD0008 compliant DIP system
8.1.3	Receipt books	6 years	<ul style="list-style-type: none"> • Receipt book 	Closure period
8.1.4	Liability Order lists	10 years or until balance cleared	<ul style="list-style-type: none"> • Court lists 	Closure period – we receive requests for historic documents if there is a dispute
8.1.5	Inland Revenue documentation in respect of interest on overpayments for business rates	6 years	<ul style="list-style-type: none"> • Documentary evidence 	Closure period

8.2. BENEFITS (HOUSING & COUNCIL TAX)

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
8.2.1	Claim records	6 years	<ul style="list-style-type: none"> • Forms • Correspondence • Documentary evidence • Housing Benefit Subsidy • Grant claim records • NNDR3 Grant claim records 	Information held on a PD0008 compliant DIP system Older documents relating to current claims remain on the system
8.2.2	Fraud prosecutions	6 years	<ul style="list-style-type: none"> • Forms • Correspondence • Documentary evidence 	We are no longer responsible for benefit fraud however still retain some information for successful prosecutions that weren't transferred to the DWP
8.2.3	Bacs payment records for benefits	6 years		Documentary evidence Closure period
8.2.4	Benefit Sundry debtor records	6 years	<ul style="list-style-type: none"> • Correspondence • Documentary evidence 	Information held on a PD0008 compliant DIP system
8.2.5	Local welfare scheme records	5 years	<ul style="list-style-type: none"> • Application information • Awards granted 	Information held on secure database with limited access

9. LEGAL SERVICES

9.1 CONTRACTS

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.1.1	Contract Registers	Retain indefinitely		Common Practice
9.1.2	Successful tenders	Destroy 12 years after expiry of contract if under seal or 6 years for ordinary contract	N.B. Tenders are now received electronically	Common Practice
9.1.3	Unsuccessful tenders	1 year after contract awarded	N.B. Tenders are now received electronically	Common Practice
9.1.4	Contracts under seal	Destroy 12 years after expiry of contract		Common Practice
9.1.5	Ordinary contracts	Destroy 6 years after expiry of contract		Common Practice

9.2 ESTATES

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.2.1	Acquisition of property/land by sale or lease	For as long as WFDC own the property/land	<ul style="list-style-type: none"> Legal documents pertaining to the acquisition 	Common Practice
9.2.2	Sale of property/land	6 years if under £50,000 12 years if over £50,000	<ul style="list-style-type: none"> Legal documents pertaining to the sale Particulars of the sale 	Common Practice
9.2.3	Management of leased property	Destroy 15 years after expiry of the lease	<ul style="list-style-type: none"> Lease agreements Rent details Applications for leases, licences and rental revisions 	Common Practice

9.3 PLANNING

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.3.1	Developer Contribution and Obligation Negotiation	Agreement - Indefinitely File – destroy 12 years from date of agreement	<ul style="list-style-type: none"> S.106 Agreements 	TCPA 1990 Limitations Act 1980
9.3.2	Appeal decisions	Indefinitely		
9.3.3	Certificate of Lawful Use or Development	Certificate - indefinitely File – destroy 12 years from date of certificate		TCPA 1990 Limitations Act 1980
9.3.4	Tree Preservation Orders	Certificate – indefinitely File – destroy 12 years from date of Order		Common Practice Limitations Act 1980
9.3.5	Enforcement	Indefinitely	<ul style="list-style-type: none"> Enforcement Notices 	
9.3.6	HMO Licensing			

9.4 LITIGATION

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
9.4.1	Debt collection	Destroy 7 years after last action		

10 CORPORATE

10.1 WEB FORMS SYSTEM

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
10.1.1	Forms completed via website using UMBRACO system	Destroy 28 days from date of entry		
10.1.2	Visitors Register at Wyre Forest House	3 months		This currently solely relates to Wyre Forest House

10.2 EMERGENCY PLANNING

Ref	Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
10.2.1	Personal Data of Evacuees	6 months after the conclusion of the incident	<ul style="list-style-type: none"> • Name • Home address • Date of birth • Gender • Medical, Physical, Health or Social Care needs • Prescription/Medical needs • Next of Kin details • Vehicle Registration 	
10.2.2	Statistical Data	Indefinitely		
10.2.3	Volunteer Details	1 month after conclusion of the incident	<ul style="list-style-type: none"> • Name • Personal Phone Number • Personal e-mail address 	
10.2.4	Keyholder Details	1 month after conclusion of the incident	<ul style="list-style-type: none"> • Name • Personal Phone Number • Personal e-mail address 	