

# Public Protection Partnership

## Records Retention & Destruction Schedule

**DOCUMENT CONTROL:**

VERSION	Version 1
DATE AGREED	
NEXT REVIEW DATE	
AGREED BY	
AUTHOR(S)	Emma Coles – Team Manager Partnership Support

## Introduction

This document sets out the legislation, guidance and policy about record retention; it cannot provide for every eventuality.

All records should be reviewed at the end of any quoted time and considered both as individual records and in relation to departmental records as a whole, bearing in mind the purpose and value of their retention. For legal reasons a small number of records will need to be kept in their original manual format as well as electronically.

### This document has been set out in columns:

1	<b>Record</b>	Describes the kinds of files and documents that the PPP uses.
2	<b>Legislation/Guidance</b>	Information about the actual law or the area of law that is appropriate for such records. There is not always a law setting out a retention period; in such instances it is guidance, departmental policy or usage which dictates the retention period. RGLA means retention Guidelines for Local Authorities issued by the Records Management Society.
3	<b>Retention Period</b>	Retention Period describes minimum retention periods. Where there is no clear indication as to when this time should be counted from it should be assumed that the Retention Period is from the time the file/record is closed.  All retention periods quoted as legislative requirements are minimum periods for retention only.
4	<b>Retention Policy</b>	Retention Policy describes what should be done at the end of the retention period; destroy or review it to see if it should be held for longer.
5	<b>Location</b>	Location describes where the records should spend their Retention Period and where you may move them to after they have been reviewed.
6	<b>Staff responsible</b>	This gives the post title of the person who should make sure that all the retention and destruction rules are kept and that all actions are taken. This is not necessarily the person who does the review or carries out the actual destruction.

## Confidential Information

All records which contain confidential information should be stored, transported and disposed of in a secure way.

## **Litigation**

Where Records are subject to litigation, they must not be destroyed until any known threat of litigation has been resolved.

## **Destruction Policy**

Files and electronic information should be destroyed in a manner which prevents their reconstitution. This includes backup copies stored on alternative media (server/microfilm/paper).

## **Review**

The Joint Management Board will consider suggested changes, and if agreed will have the schedule updated accordingly, ensuring adequate audit trail and version control is maintained.

## **Record storage**

Documents will be disposed of (once scanned), Only in cases where there is a compelling legal reason, should hard copy file notes, letters, inspection reports, memos, database printouts, plans and other day-to-day documents be kept.

The data Management systems (FLARE (APP) / UNIFORM West Berks / UNIFORM BFC) and the Opentext EDRMS / IDOX EDRMS will be password protected to restrict access only to authorised staff members.

Documents are to be stored electronically against the appropriate case record within one of PPP's data management systems. Where documents are not immediately scanned, they are to be put on the appropriate file within 10 working days.

**Please note that statutory retention periods will always take precedence over this Schedule.**

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## Performance

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Joint Management Board Minutes		6 years	Destroy	I drive secure file	Management Support Officer
Key Performance Indicators		6 years	Destroy	I drive secure file	Management Support Officer
Service Complaints	RGLA	6 years	Destroy	I drive secure file	Management Support Officer

## Communications

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Photography	GDPR	Photographs and permission slips – 2 years.	Destroy	I drive secure file	Communications & Engagement Officer
Information on Newsflash	GDPR	5 years	Destroy	I drive secure file	Communications & Engagement Officer

### Information Management

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Record of information destroyed	Freedom of Information Act (s45)	20 years	Destroy	I drive secure file	Management Support Officer
Freedom of Information Responses		2 years	Destroy	I drive secure file	Management Support Officer
Freedom of Information Monitoring Information (depersonalised information)		10 years	Destroy	I drive secure file	Management Support Officer

### Hospitality Register

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Hospitality Register		6 years	Review	I drive secure file	Management Support Officer

## Human Resources Files

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Personal files of employees		7 years after ceasing employment	Destroy	Electronic file server at West Berkshire	Human Resources Team
Disciplinary records		7 years	Destroy	Electronic file server at West Berkshire	Human Resources Team
Expenses and salary records (eg Phone, overtime)		6 years	Destroy	Electronic file server at West Berkshire	Payroll
Sign in sheets	Working Time Regulations 1998	2 years for managers use		I drive secure file	Partnership Support Manager
Holiday Records	Working Time Regulations 1998	2 years for managers use		I drive secure file	Partnership Support Manager



## Recruitment & Appraisal Documentation

Record	Legislation	Retention Period	Retention Policy	Retention Location	Member of Staff Responsible
Recruitment documentation (including unsuccessful applicants)		Six months  Six months	Destroy  Remove from system	Held Borough Wide (paper records) Electronic records	Recruiting Manager  Human Resources
Staff appraisal		7 years after ceasing employment	Destroy	I drive secure file	Line Manager.
Job descriptions		15 years or as Personnel file		I drive secure file	Line Manager  Management Support Officer
Person specifications		15 years or as personnel file		I drive secure file	Line Manager  Management Support Officer
Information regarding permission to work in UK		Held on personal file until 7 years after ceasing employment	Destroy	HR Team West Berkshire	HR
Criminal Records Disclosure		6 months (in accordance with DBS guidelines)	Destroy	6 Months in HR Sections	HR

### Staff Sickness Records

Self Certification Sick Notes		Current year plus 3 years	Destroy	HR West Berkshire	Line Managers and HR
Doctor's Medical Certificate		Current year plus 3 years	Destroy	HR West Berkshire	Line Managers and HR
Departmental Monthly Returns of Sickness		2 years	Destroy	I drive secure file and HR West Berkshire	Management Support Officer

### Learning & Development

Record	Legislation/ Guidance	Retention Period	Retention Policy	Retention Location	Member of Staff Responsible
Information on NVQ assessors/candidates/ verifiers	Requirement of Awarding Body	3 years after completion	Copy of final certificate retained on Personnel file.	I drive secure file	Partnership Support Manager
Staff training records (excluding NVQ)		See staff/personal files	Review	I drive secure file	Partnership Support Manager
Records of one off/independent training carried out within teams		1 year	Destroy	I drive secure file	Partnership Support Manager

## Finance

(Retention Periods should be read as full financial years after closure or last entry)

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Audited Accounts/ Statement of accounts	Audit, Tax, VAT, Statute of Limitations	Indefinitely		Corporate Finance	Borough Treasurer
Financial System reconciliations	“ “	Current year +1	Destroy	Corporate Finance	Corporate Group Accountant
Annual Budget	RGLA 7.11	Permanently		I drive secure file	Partnership Support Manager Accountant
Process of developing local authority budget (draft budgets, departmental budgets, draft estimates)	RGLA 7.12	2 years after annual budget adopted	Destroy	I drive secure file	Partnership Support Manager Accountant
Monthly budget monitoring reports	RGLA 7.13	Until the next years annual budget is adopted	Destroy	I drive secure file	Partnership Support Manager Accountant

## Financial Documentation

Record	Legislation/ Guidance	Retention Period	Retention Policy	Retention Location	Member of Staff Responsible
Record of payment by debit or credit card		3 months	Destroy	I drive secure file	Partnership Support Manager
Purchase orders and order books	Audit, Tax, VAT, Statute of Limitations	6 years	Destroy	I drive secure file	Partnership Support Manager
Delivery Notes	“ “	6 years	Destroy	I drive secure file	Partnership Support Manager
Goods received book	“ “	6 years	Destroy	I drive secure file	Partnership Support Manager
Creditor Invoices received	“ “	6 years	Destroy	I drive secure file	Partnership Support Manager
Credit notes received	“ “	6 years	Destroy	I drive secure file	Partnership Support Manager
Finance correspondence where it provides evidence of income/expenditure	“ “	6 years	Destroy	I drive secure file	Partnership Support Manager

## ICT

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
IT logs	Government Connect V4.1 requirement 13.3	6 months	Review and destroy	I drive secure file	Intelligence Team Manager
Software licences	Copyright (Computer Programs) Regulations 1992 (SI 3233)	For duration of licence plus 1 year	Review and destroy	I drive secure file	Intelligence Team Manager
Project files		6 years	Destroy	I drive secure file	Project Manager
Security reports, access violations		6 years	Review	I drive secure file	Intelligence Team Manager

## E Mails

**This applies to all e-mails sent and received**

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
E mails in Archive Manager	GDPR	5 years	Destroy	Archive Manager	Intelligences Team Manager
Back up of Archive Manager	GDPR	6 years	Destroy	Archive Manager	Intelligences Team Manager

**Environmental Health**

<b>Record</b>	<b>Legislation/ Guidance</b>	<b>Retention Period</b>	<b>Retention Policy</b>	<b>Retention Location</b>	<b>Member of Staff Responsible</b>
Applications for food registration	All	Disposed of once closed	Destroy	I drive secure file	Commercial Team Manager
Service enquiries not resulting in court or simple caution		3 years	Destroy	I drive secure file	Senior Management Team
Notices	All	2 years after expiry/compliance	Destroy	I drive secure file	Senior Management Team
Supporting documentation (complaints, investigations, relating to court cases)	All	Until payment received or court case concluded and period of appeal expired, plus 3 years.	Original documents	I drive secure file	Senior Management Team
Accident report forms	Health & Safety Act 1974	7 years (insurance claims reasons). If a minor until they reach 21 years of age	Destroy	I drive secure file	Commercial Team Manager
Private Water Supplies	Private Water Supply Regs 2009	30 years for all supplies	Destroy	I drive secure file	EQ Team Manager

## Trading Standards

Record	Legislation/ Guidance	Retention Period	Retention Policy	Retention Location	Member of Staff Responsible
Applications for licenses/consents/ Permits/registration		Duration of Licence plus 3 years. Original documents to be kept whilst current, then to be electronically stored	Destroy	I drive secure file	Partnership Support Manager
Service Enquiries		3 years	Destroy	I drive secure file	Senior Management Team
Notices	All	2 years after expiry / compliance	Destroy	I drive secure file	Senior Management Team
Supporting documentation (complaints, investigations, relating to court cases)	All	Until payment received, or court case concluded and period of appeal expired, plus 3 years.	Destroy	I drive secure file	Senior Management Team
Documents regarding storage of explosives and petroleum	Explosives Act 1875 Petroleum Acts	Indefinitely unless the plan etc is replaced/updated/amended		I drive secure file	Trading Standards Manager
Details of premises inspections	All	3 years	Destroy	I drive secure file	Senior Management Team

**Stray Dogs**

Dog Register (stray and abandoned dogs)	Environmental Protection Act 1990	2 years	Destroy	I drive secure file	Residential Team Manager
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### AMMENDMENT SHEET

Amendment Number	Details	Amended By	Date

