

Southampton City Council

Records Review & Retention Schedule

(RMPP 002, version 15.000)

2025



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Records Review and Retention Schedule			
Version	15.000	Approved by	Information Governance Board (via Senior Solicitor (Corporate))
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Lead officer	Matt Bunton, Information Officer (Data Management)	Review date	Continuous (by Information Officer)
Contact	Records.management@southampton.gov.uk	Effective date	20/01/2025 (but all previous entries and versions are effective unless amended in this version)

1. INTRODUCTION

1.1 This document is the Southampton City Council (SCC) authoritative Records Review & Retention Schedule (RRRS)

1.2 All agreed record review and retention details will be published in this document only. Business units must not hold their own forms or lists of review & retention guidance. Such forms/lists are not authoritative.

1.3 This document will be managed and maintained by the Senior Records Officer in Records Management on behalf of the Information Governance Board, who have corporate ownership of the council's records management policies and procedures.

2. PURPOSE OF THE RECORDS REVIEW & RETENTION SCHEDULE

2.1 All records created by the authority be they electronic, paper or any other media must have a review and retention period assigned to them, which covers them from creation, through use to final disposition. Electronic records also include any e-mail that is created and held by a business unit as evidence of a business activity.

2.2 The review period specifies how long a record should initially be retained for before it is reviewed to decide whether it needs to be kept for justified further use, destroyed or is of public interest that it should be retained and available via the councils Archives services, part of Collections Team in Cultural Services.

2.3 Reviewing records assists in the specific requirement to properly manage all records created in accordance with council policies and legislation. Generally, they also assist in the smooth conduct of business to ensure cost-effective use of records is maintained. Reviews ensure that records no longer required are properly destroyed which supports the council's operations. However, it is also used to prevent the premature destruction of records and to identify those records worthy of permanent preservation

2.4 The review period assigned depends on legal, financial, or administrative reasons, which is why there are shorter and longer periods. Some records may need to be retained indefinitely by the Council because of legal requirements, council policy or, in the main, historical value.

2.5 The review & retention schedule promotes control over the council's records, enabling us to dispose confidently of records we no longer need, and ensure the retention of the minimum volume of records consistent with economy and efficiency. The retention of unnecessary records consumes staff time, space (both physical and cyber) and equipment. It may also contravene legislation such as the Data Protection Act and the General Data Protection Regulation 2018, which could have serious consequences for the authority. Failure to adhere to this policy and guidance may involve an investigation by the Information Commissioners Office (ICO) which could have financial and reputational implications for the council.

2.6 Procedures should be put in place to ensure that regular review and disposal of records takes place by business units, using this review & retention schedule. These procedures should be documented locally and available to all staff to refer to. They should contain a link to this document. It is not advisable to cut and paste a copy of this document as version changes may occur regularly.

2.7 Staff applying the correct review periods can then feel confident that the decision they have made is in accordance with the council's review & retention policies in force at the time of those reviews.

2.8 As part of the Corporate Information Governance requirement, all divisions within the authority are required to review the records they hold locally at least once a year. The Information Governance checklist that is issued twice a year will require Service Leads to assure that this is being carried out.

2.9 It is recommended that regular periodic reviews are conducted. Advice on how to conduct these is available from the Senior Records Officer (see contacts section).

2.10. Items such as contracts, agreements, orders, deeds and leases are held by Records Management and they will carry out any relevant review process with the relevant divisions when necessary. In the case of records held by Records Management in the FMC series of deposits on behalf of business units, these will be recorded and destroyed by Records Management when the appropriate business unit has agreed they can be destroyed.

2.11. Records **must** only ever be physically disposed of in accordance with the Council's Data Handling and Reporting Incidents Policy available at this link: <https://staffinfo.southampton.gov.uk/information-governance/policies-and-guidance/>

2.12. To clarify, non-electronic records that are deemed fit for destruction must only ever be destroyed using an approved confidential waste service provider. Paper records, video tapes, audio tapes, obsolete floppy disks must **never** be placed in ordinary waste or recycling bins. Approved key sticks must be wiped clean. Electronic records can be deleted from shared folders in the normal way. Records held in specialist databases can be deleted in accordance with the system protocols. Electronic records must only be destroyed using the authority ITS contract.

2.13. Failure to comply with the correct disposal of any records may lead to disciplinary action.

2.14. In the case of disposing of paper records, small amounts can be placed in the confidential waste consoles in Civic Centre. The disposal of bulk amounts or for those offices not located in Civic Centre can be arranged via either the current service provider to Civic Centre or another approved service provider. Arranging for such disposal and the cost as well falls to the division concerned. The Information Officer can advise on alternative bulk disposal providers (see contacts).

2.15. Guidance on the recording of records that are destroyed is available in **RMPP 006a Records Review Log**.

3. FORMAT OF THE SCHEDULE

3.1. In order to assist colleagues to find an entry quickly a detailed index to the schedules precedes the actual schedules in this document.

3.2. Section A of this schedule is the corporate schedule. This covers all areas of the council and will satisfy the general records needs of most business units.

3.3. Some business units require specific entries for their specialist/unique types of records. These are listed separately from the corporate schedule in sections B to E inclusive. Educational establishments also have review and retention guidance and these are specifically included at section EB.

3.4. Services provided by partnerships which require this authority to set out retention periods are recorded under the Corporate Services Directorate entry.

3.5. The schedule is not an exhaustive list of all the records held by all business units with the council. The level is that of a type/series of records.

3.6. Some business units maintain detailed lists of all the files they have, but such detail will not be repeated in this schedule. If a business unit wishes to maintain details of all their files and retention periods applicable that is a matter for them. If so, they should include this in their documented local procedures for records management. **The RMPP 006 Local Records Procedures Documentation** template is available to assist business units in collating this guidance in one place.

3.7. To ensure consistency in the schedule and that it is maintained as up-to-date as possible, requests for amendments to the schedule to be considered must be submitted to:

Matt.bunton@southampton.gov.uk

3.8. Requests for amendments must include the schedule reference affected, clear reasons why and if the change is because of legislation requirements, details of the legislation applicable must be provided. For new entries to be added to the

schedule, full details of where it should go, the description, applicability and any legislation that applies must be provided.

3.9. Business units must not assume that requests will be automatically approved and must not implement any changes to review & retention periods without confirmation of the approval of the request.

3.10. The Information Officer will consider the request and advise the Senior Solicitor (Corporate) who acts on behalf of the Information Governance Board, on the justification & implications for the changes. The Information Governance Board has responsibility for the corporate schedule.

3.11. The Senior Solicitor (Corporate) also has the approval of Directors to approve schedule amendments on their behalf. If necessary, the appropriate Directors will be consulted.

3.12. The Information Officer will inform the requesting officer of the decision. Where amendments are agreed the Senior Records Officer will amend the review & retention schedule, which is published on the intranet. These amendments will be version and date controlled to track amendments. These are recorded at **Appendix A** of the review & retention schedule.

3.13. Occasionally the application of part of the review & retention schedule may need to be temporarily suspended e.g. a court case is pending requiring certain documentation that is due to be reviewed & possibly destroyed. The Senior Records Officer will advise when such an issue arises and what procedures need to be put in place.

4. CONTACTS

For advice on Records Management policy and procedures including this schedule, and storage of inactive records:

Matt Bunton, Information Officer (Data Management)

Records Management,
Southampton, Fareham & Havant
Legal Services Partnership,
Civic Centre, Southampton,
SO14 7LY
matt.bunton@southampton.gov.uk

For advice on the deposit of records as archival material open for public access as part of the city's cultural and historical heritage:

Jo Smith, Archivist

Southampton Archives Services
Civic Centre, Southampton,
SO14 7LY
jo.smith@southampton.gov.uk
archives@southampton.gov.uk

For advice on Freedom of Information & Data Protection:

Chris Thornton, Information Lawyer (Data Protection Officer)

Data Protection Officer
Southampton, Fareham & Havant
Legal Services Partnership,
Civic Centre, Southampton,
SO14 7LY
chris.thornton@southampton.gov.uk

THE SCHEDULE

TERMS/ACRONYMS USED IN THE SCHEDULE

Term/Acronym	Description	Explanation
Ac Yr(s)	Academic Year	The academic year runs from 1 September to 31 August.
ASBOs	Anti-Social Behaviour Orders	
BWVD	Body Worn Video Device	
CAT	Community Asset Transfer	
CAF	Common Assessment Framework	
CCTV	Closed-circuit television	
CED	Common Entry Document	
CIH	Chartered Institute of Housing	
CIS	Customer Information System	
CMT	Council Management Team	
CTB	Children's Trust Board	
CVED	Common Veterinary Entry Document	
DBS	Disclosure & Barring Service	
DEFRA	Department for Environment, Food and Rural Affairs	
DFG	Disabled Facilities Grants	
DIYSO	Do it yourself mortgage	
DOL	Deprivation of Liberty (team)	
DPIA	Date Protection Impact Assessments	
DQRA	Detailed Quantitative Risk Assessment	
DSRR	Data Subject Rights Requests (<i>see also SAR</i>)	
EPA	Environmental Protection Act	
ESS	European Settlement Service	
Fin Yr(s)	Financial Year	The financial year runs from 1 April to 31 March
FPN	Fixed Penalty Notice	
GALRO	Guardian ad Litem and Rehabilitation Office	
GDPR	General Data Protection Regulation 2018	
HMO	Houses of Multiple Occupation	
HMRC	Her Majesty's Revenue & Customs	
IDVA	Independent Domestic Violence Advocacy Services	

JCAP	Joint Citizenship and Passport Application Service
IT	Information Technology
LAC	Looked after children
LADO	Local Authority Designated Officer
LHOs	Local Housing Offices
MES	Mortgage Equity Scheme
Month(s)	Any month or period of calendar months
NCS	Nationality Checking Service
NDC	New Deal for Communities
NQT	Newly Qualified Teacher
NRSWA	New Roads and Street Works Act 1991
PACE	Police and Criminal Evidence (Acts)
PCI	Payment Card Industry
PII	Public Interest Immunity
POAO	Products of Animal Origin
PSD	Property Services Division
PSN	Public Service Network
RIPA	Regulation of Investigatory Powers Act
SAR	Subject Access Requests (<i>see also Data Subject Rights Requests</i>)
SCL	Southampton City Leisure
SCC	Southampton City Council
SEDCO	Southampton Economic Development Company
SEN	Special Educational Needs
SIPS	Safeguarding in Provider Settings
SLA	Service Level Agreement
SRB	Single Regeneration Budget
STAS	Specialist Teaching and Advisory Service
TEA	Temporary Employment Agency
TIS	Tenant's Incentive Scheme
VAT	Value Added Tax
VICS	Vehicle Information and Communications System
Year(s)	Any calendar year

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NQT registration forms	BE 18
NRSA codes of practice	DB 6
NRSA defects	DB 4
NRSA licences	DB 1
NRSA sample inspections	DB 5
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Object loans – Museums	DJ 25, DJ 26
Obstruction notices - Land Register	BC 4
Occupational health	BE 9 to BE 11
Occupational health – child minder reports	BE 11
Occupational health – employee records	BE 9
Offsite highways agreements - Land Register	BC 4
One-to-ones	A 1.5
Operator licences – section 19 & 22 – fleet transport	DB 25
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Orders	BD 59
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Organisation – Council	BA 25
Organisation – schools, educational establishments	EB 1.7
Organisational structure data	BE 15
Other buildings – PSD asset management	BO 17
Out of hours service duty register - environmental health	DA 18
Outside interests – employee	A 1.17
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Overtime – employee	A 1.16
P	
PACE - Audio recordings of interviews conducted under – environmental health & trading standards	DA 8
PACE – environmental health & trading standards notebooks	DA 7
Paddling pools – legal files	BD 37
Parents - of children who have received care services - complaints	EA 11
Parent-teacher association – schools, educational establishments	EB 7
Parking fines – legal files	BD 12
Parking offences - administrative penalties	DL 4
Parking prosecutions – legal files	BD 12
Parking Services	DL
Parliamentary register of electors – correspondence	BB 19
Pay & display audit tickets – parking	DL 1
Paying-in books – finance	A 2.1
Payment Card Industry standard (PCI)	A 2.5, DM 10
Payments – canvassers	BB 18
Payroll – deduction authorisations	BE 20
Payroll – Inland Revenue returns	BE 23
Payroll – option forms	BE 24
Payroll – tax code notifications	BE 21
Payroll Services	BE (see also Corporate schedule)
Payslips – employee	BE 22
Performance and transformation	DK

Performance – child licence	EA 32
Performance indicators	BD 63
Permanent withdrawal records – archives	DJ 3
Permanent withdrawal records – records management	BD 86
Permits – disabled drivers	EC 8
Personal leave – employee	A 1.12
Personnel – employee files	A 1.5
Personnel files – supply teachers	BE 16
Pet shop licences - environmental health	DA 16
Petitions – to the Council	BA 35
Petroleum licences - environmental health	DA 16
Phoenix project – young women and repeated pregnancies	EA 36
Photographs – signed permission forms	DA 54
Registration Services	
Physical abuse – HS2 notification forms	A 3.4
Planning – enforcement	DI 3
Planning – local list applications	DI 2
Planning (legal)	BD
Planning agreements	BD 59
Planning and sustainability	DI
Planning appeals – legal files	BD 18
Planning applications	DI 1
Planning consents - Land Register	BC 4
Planning developments	DI 1
Planning prosecutions – legal files	BD 18
POAO (Products of Animal Origin) – certificates, register & database	DA 12
Police and Criminal Evidence Act (PACE) – audio recordings of interviews conducted under – environmental health & trading standards	DA 8
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Policies - Housing Services Division & Local Housing Offices	EF 1
Policies – insurance	BP 1
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Portfolio – committee background papers	BD 53
Possession – explosives	A 3.14
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Power in the Park – legal files	BD 37
Power presses – examination reports	A 3.16
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Pregnancies – repeated, young women – Phoenix project	EA 36
Premises - environmental health	DA 1, DA 10
Preservation notices – buildings - Land Register	BC 4
Press releases	BD 65
Presses – power, examination reports	A 3.16
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Prevention of pest damage notices - Land Register	BC 4
Primary school – appeals	EA 28
Primary schools	EB
Private street works – legal files	BD 15

Procedure – ill health, employee	A 1.7
Procedure manuals	BD 71
Procedure notes – Council	BA 10
Procedures - Housing Services Division & Local Housing Offices	EF 1
Process – insurance policy renewal	BP 2
Process maps, electrical – PSD electrical	BO 37
Processes – or substances, COSHH & other substances assessments – monitoring of specified	A 3.10
Product technical information, policies & procedures – IT	BM 2
Production slips – archives	DJ 2
Productions – records management	BD 85
Products of Animal Origin (POAO) – certificates, register & database	DA 12
Profiles – Councillors	BA 33
Project documentation – IT	BM 1
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Projection over highways – licences	BD 4c
Property – electrical – PSD electrical	BO 33
Property – purchases – legal files	BD 25
Property – schools, educational establishments	EB 1.4
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Property files, general – PSD valuation & estates	BO 29
Property leases	BD 59
Property Services Division (PSD)	BO
Prosecutions – highways – legal files	BD 18
Prosecutions – licensing	BD 9a
Prosecutions – non-attendance at school	BD 45
Prosecutions – parking – legal files	BD 12
Prosecutions – planning – legal files	BD 18
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Prosecutions – trading standards files	DA 6
Proxy vote	BB 6
PSD (Property Services Division)	BO
Psychology – children’s services	EA 2
Public Health	ED
Public Health Act – funeral records	DA 24
Public Health Act notices - Land Register	BC 4
Public health matters – legal files	BD 12
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Public register – health & safety - environmental health	DA 15
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Pupils – schools, educational establishments	EB 1.5
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Quantity surveyors – PSD – project files	BO 24
Questions – to Council	BA 4

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Radiation – examination of rectory tract, dose record	A 3.13
Radiation – health records of employees liable to be exposed to radiation	A 3.12
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Refer to drawer cheques correspondence – cash office	BH 1
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Register - electors, parliamentary, local and European – correspondence	BB 19
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Register – assets, finance	A 2.2
Register – births, deaths, marriages	DA 26
Register – burials, burial grounds, graves, cemetery plans, burial indexes, cremation registers and indexes	DA 21
Register – councillors addresses	BA 26
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Register – members allowances	BA 34
Register – members gifts and hospitality	BA 27
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Register – seized dogs	DA 17
Registrar General's - notifications of the issue of the licence for marriage and Registrar General's certificates for marriage	DA 34
Registrar General's authorities for registration after 12 months	DA 37
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Registration – rolling	BB 2, BB 8, BB 9

Registration – service voter form	BB 4
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Registration officers - appointment of: forms of	DA 38
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Regulation of Investigatory Powers Act 2000 (RIPA) approvals	BD 88
Regulations – Gas Safety	A 3.22
Remembrance	BA 18
Renewal – process, insurance policy	BP 2
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Repair notices under Housing Act – legal files	BD 5
Repair satisfaction questionnaire – Local Housing Offices	EF 3
Repairs – consultations, finance	A 2.3
Repairs – PSD asset management	BO 22
Reports – accident forms and correspondence – adults	A 3.1
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Repossessions – housing – legal files	BD 5
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Requisitions – internal, finance	A 2.1
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Residential homes for children	EA 21
Residential units – case records	EC 1
Respiratory equipment - Lead – records of examinations & tests of control measures; air monitoring	A 3.15
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Restrictive undertakings - Land Register	BC 4
Retirement, early, calculations – employee	BE 27
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Revenue statistics – Itchen Toll Bridge	DD 2
Revocation orders - Land Register	BC 4
Ribbon development orders - Land Register	BC 4
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Right to buy – PSD valuation & estates	BO 32
Right to buy housing reports – PSD structures	BO 10
Rights of light orders - Land Register	BC 4
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Risk assessments – housing	EF 17
Road Traffic orders	BD 59
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Roads & Transport	DB

Rolling registration	BB 2, BB 8, BB 9
Roofing – PSD community surveyors	BO 26
Rotas – adult homes	EC 9
Rotas – day centres	EC 9
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Safe roof access – PSD community surveyors	BO 26
Safeguarding – general legal advice	BD 44
Safeguarding in Provider Settings team (SIPS)	EC 7
Safety at sports grounds – building control	DI 5
Sales – finance VAT & non-VAT	A 2.1
SALSA - Speech and Language Schools' Assistant Team	EA 27
Scaffolding licences	BD 4c & DB 8
Schedules – insurance policies	BP 1
School - Admissions transfer and admission application forms	EA 28
School appeals – Infant, junior, primary & secondary	EA 28
School council – schools, educational establishments	EB 1.6
School survey/teacher vacancy statistics	BE 17
School Transport Service – children's transport details	DB 28
School Transport Service – Escort time sheets	DB 29
Schools	EB
Schools - administration & management	EB 1.1
Schools – curriculum	EB 3
Schools – extra curriculum & miscellaneous activities	EB 4
Schools – finance	EB 5
Schools – general legal advice	BD 50
Schools – governance	EB 6
Schools – health & safety	EB 1.2
Schools – inspections	EB 1.3
Schools – organisation	EB 1.7
Schools – parent-teacher association	EB 7
Schools – property	EB 1.4
Schools – pupils	EB 1.5
Schools – pupils careers advice	EB 2
Schools – school council	EB 1.6
Schools – staff/employees	EB 1.8
Schools, job evaluation	BE 3
SCL (Southampton City Leisure) – legal files	BD 38
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Sealed & signed contracts	BD 54
Sealing Register	BD 52
Searches – common land	BC 3
Searches – local authority	BC 1
Secondary school – appeal	EA 28
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Section 106 agreements – legal files	BD 17
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Section 177 highway licences - Land Register	BC 4
Section 18 agreements - Land Register	BC 4
Section 18 agreements – legal files	BD 16
Section 215 agreements - Land Register	BC 4
Section 25 agreements - Land Register	BC 4
Section 278 agreements – legal files	BD 16
Section 370 agreements - Land Register	BC 4

Section 38 agreements - Land Register	BC 4
Section 38 agreements – legal files	BD 16
Section 38 highways licences - Land Register	BC 4
Section 40 agreements – legal files	BD 16
Section 52 agreements - Land Register	BC 4
Section 52 agreements – legal files	BD 17
Section 59 agreements - Land Register	BC 4
Security systems - Civic Buildings	BO 4
SEDCO (Southampton Economic Development Company – legal files	BD 39
Seized Dogs Register	DA 17
SEN (Special Educational Needs)	EA 4
Sensory team	EC 1
Server logs for PSN & PCI	BM 10
Service – jury, employee	A 1.12
Service record – former councillor	BA 29
Service returns – payroll	BE 28
Service voter registration form	BB 4
Settled claims – employers & public liability claims (not minors)	BP 3
Settled claims – motor	BP 5
Settled claims – public liability (minors)	BP 4
Sewer diversion agreements - Land Register	BC 4
Sewer notices - Land Register	BC 4
Sexual abuse – HS2 notification forms	A 3.4
Sheltered Category 2 schemes – monthly Health & safety checks – Local Housing Offices	EF 5
Sheriffs – engagements	BA 16
Shine lists – waste services	DE 2
Ship sanitation – certificates, register & database	DA 12
Short term lettings – property – legal files	BD 29
Short term licences – property – legal files	BD 29
Sick leave record	A 1.12
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SIPS – Safeguarding in Provider Settings team	EC 9
Sister city & town twinning	A 4.1
Site investigations – PSD structures	BO 11
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Skin piercing licences - environmental health	DA 16
Skip licences, permits	BD 4c & DB 7
SLA (Service Level Agreement) – IT	BM 8
Small homes regulations – persons registered	EC 3
Smartcities applications	DC 8
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Social services premises – PSD structures	BO 9
Social worker diaries, adults	EC 5
Social worker, children – diaries	EA 22
Soil reports – PSD structures	BO 11
Southampton City Leisure (SCL) – legal files	BD 38
Southampton Economic Development Company (SEDCO) – legal files	BD 39
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Specialist Teaching and Advisory Service (STAS)	EA 29
Specification electrical, standard – PSD electrical	BO 37

Speech and Language Schools' Assistant Team (SALSA)	EA 27
SPOILS – spoilt birth, marriage and death certificates	DA 42
Sports grounds safety – building control	DI 5
SRB - Single Regeneration Budget	DK
Staff	<i>see under Employee</i>
Staff – character declarations, Customer Information System	BF 7
Staff – schools, educational establishments	EB 1.8
Standard specification, electrical – PSD electrical	BO 37
STAS (Specialist Teaching and Advisory Service)	EA 29
Statements – bank, finance	A 2.1
Statistics – school survey/teacher vacancy	BE 17
Statutory notices served index - environmental health	DA 19
Statutory registers – licensing – legal files	BD 7
Statutory returns - environmental health	DA 14
Stillbirths – certificates and forms	DA 40
Stillbirths - register of	DA 41
Stock sales – archives	DJ 7
Stopping-up Orders – legal files	BD 15
Street cafes licences	DB 8
Structural information – PSD	BO 8 to BO 10
Study leave – employee	A 1.12
Subject Access Requests (SAR) (<i>preferred reference is Data Subject Rights Requests</i>)	BD 78
Subsistence – employee	A 1.15
Substance – assessments including COSHH	A 3.8
Substance - COSHH & other assessments – employee health records	A 3.11
Substances - or processes COSHH & other substances assessments – monitoring of specified	A 3.10
Substances – other & COSHH assessments – monitoring of specified substances or processes	A 3.10
Substances – others & COSHH, examination & test of control measures	A 3.9
Superintendent Registrar's Certificate and/or licence for marriage	DA 33
Superintendent Registrar's Certificate and/or licence or Registrar Generals' licence for marriage – caveats against	DA 32
Supervisions notes - employees	A 1.5
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Supplier bank details – creditors	BJ 1
Supply teacher personnel files	BE 16
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Surveys/inspections (property)	BD 67
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Sustainability & planning	DI
SWA – legal files	BD 35
T	
Tachographs	DB 21
Tac – council & housing claims	BF 4
Tax – Value Added	A 2.1
Tax code notifications, payroll	BE 21
Taxis – licensing – fitness to hold licence	BD 9a
Taxis – licensing – legal files	BD 7

Taxpayers – employment details - Local Taxation Office	BN 6
Taxpayers – NI numbers - Local Taxation Office	BN 6
TEA – Temporary Employment Agency	BE 4
Teach vacancy statistics	BE 17
Teacher, supply – personnel files	BE 16
Team manager diaries, adults	EC 5
Team manager, children – diaries	EA 22
Technical reports – IT	BM 4
Telephone calls – benefits	BF 2
Telephone calls – Customer Service Centre	BL 4
Telephone records – archives	DJ 8
Temperature & calibration records including Weights & Measures – environmental health	DA 11
Temporary employment Agency (TEA)	BE 4
Tenancy files – Local Housing Offices	EF 6
Tenants Decant Form	DM1
Tenant’s Incentive Scheme (TIS) – legal files	BD 33
Tender forms and evaluation forms - contracts – unsuccessful	BD 58
Tender header sheets	BA 11
Tenders for contracts, documentation & quotes – unsuccessful	BD 57
Terrier enquiries – PSD valuation & estates	BO 31
Terriers – PSD practice management	BO 28
Test – and examination of control measures for COSHH & other substances	A 3.9
Tests & examinations of control measures & respiratory equipment; air monitoring – lead	A 3.15
Third parties - of children who have received care services - complaints	EA 11
Third party car parking - Civic Buildings	BO 3
Till rolls – finance	A 2.1
Timesheets – employee	A 1.12
Tip tickets – waste services	DE 4
TIS (Tenant’s Incentive Scheme) – legal files	BD 33
Token reconciliation – Itchen Toll Bridge	DD 6
Token stock control – Itchen Toll Bridge	DD 5
Token, vendor order control – Itchen Toll Bridge	DD 8
Token, vendor sales – Itchen Toll Bridge	DD 7
Toll collection system – Itchen Toll Bridge	DD 1
Tower Blocks – PSD community surveyors	BO 26
Town planning schemes & interim orders - Land Register	BC 4
Town twinning & sister city	A 4.1
Toy appeal	BA 19
Trace enquiries - debtors	BK 1
Trade effluent agreements - Land Register	BC 4
Trade Round sheets – waste services	DE 5
Trading Standards	DA
Trading Standards & Environmental Health Officers – simple cautions issued by	DA 9
Traffic surveys, 12 hour & modal split	DB 13
Traffic surveys, general	DB 12
Training – attendance	BE 5
Training – employee	A 1.14
Transfer of title – Museums & Archaeology	DJ 27
Transfer to whole to joint properties - Land Register	BC 4
Transfers – journal, finance	A 2.1
Transformation & Performance Division	DK
Transport & roads	DB

Transport services & travel	DC
Travel – expenses, employee	A 1.15
Travel & transport services	DC
Treasury management deals – finance division	BI 3
Tree preservation orders	BD 59
Tree preservation orders - Land Register	BC 4
Tree Preservation Orders – legal files	BD 3
TV aerial systems – PSD community surveyors	BO 26
U	
U2 blocks ventilation works – PSD community surveyors	BO 26
Unauthorised entry or danger to the public health notices - Land Register	BC 4
Union representatives list	BE 8
Unpaid carers	EC 10
Unsuccessful job applications	A 1.1
Upgrading – PSD community surveyors	BO 26
User administration request – IT	BM 7
User records for leavers – finance division	BI 1
V	
Valuables register – adult homes	EC 18
Valuables register – day centres	EC 20
Valuation & Estates – PSD	BO 29 to BO 32
Valuation lists - Local Taxation Office	BN 5
Value Added Tax	A 2.1 & A 2.6
VAT	A 2.1
VAT records – historical data	A 2.6
VAT – sales, finance	A 2.1
Vehicle and equipment acquisition – fleet transport	DB 24
Vehicles and equipment information, maintenance & repair records – fleet transport	DB 23
Vibration – health record	A 3.11
Video evidence obtained by Civil Enforcement Officers using Body Worn Video Devices (BWVD)	DL 3
Violation reports – Itchen Toll Bridge	DD 3
Violence – acts of, adult homes	EC 9
Violence – acts of, day centres	EC 9
Violence – domestic – IDVA case files	EG 1
Violence and abuse forms HS2 notification (racial, sexual & physical)	A 3.4
Visitors books, specialist – Museums & Archaeology	DJ 32
Visits – linked cities records	A 4.2
Voice recordings	BL 4
Voids – waste services	DE 3
Voluntary groups – grants	DK 6, DK 7
Volunteer information – Museums & Archaeology	DJ 34
Voter - Service registration form	BB 4
VQ5 reports – Itchen Toll Bridge	DD 4
Vulnerable adults: court of protection and deputyship cases; displaced relatives – legal files	BD 44
W	
Walk up blocks monthly checks – Local Housing Offices	EF 4
Warden, Junior – scheme	DF 12
Warrants – employee rail, finance	A 2.1
Waste Services	DE
Waste skips licences, permits	BD 4c & DB 7

Water penetration – PSD community surveyors	BO 26
Wayleaves	BD 59
Wedding information - Civic Buildings	BO 7
Weights & Measures and temperature & calibration records – environmental health	DA 11
Welfare – educational	EA 3
Welfare Rights Unit	EF 16
Windows, external – PSD community surveyors	BO 26
Withdrawal records, permanent – archives	DJ 3
Withdrawal records, permanent – records management	BD 86
Working documents – international	A 4.3
Working files – contracts	BD 70
Working files – general	BD 68
Working files – management	BD 69
Working time – assessments, health assessments for night workers and young workers	A 3.18
Works in default - Land Register	BC 4
Workstation/Display Screen Equipment - individual assessments	A 3.21
Y	
Young people & community support services	EA 5
Young workers and night workers - working time – assessments, health assessments for	A 3.18
Youth offending	EA 6
Youths – accident forms & reports HS1 & correspondence	A 3.2

SECTION A CORPORATE

Schedule identifier number: A	<i>Corporate</i>
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Number	Type of Records	Review/Retention period & by what authority	Notes and comments
<i>Employee related records</i>			
A 1.1	Unsuccessful job applications (including tests)	9 months Corporate	
A 1.2	Job Descriptions	Life of post + 1 year, or until superseded - Corporate	
A 1.3	Job evaluations	Life of post + 1 year - Corporate	
A 1.4	Equal opportunities information	Current year + 3 years - Corporate	
A 1.5	(a) Employee personnel files for all employees, including annual appraisals, supervision notes (b) Right to work checks	(a) Period of employment + 7 years (b) Period of employment + 2 years Corporate	(a) Limitation Act 1980 (b) Right to work guidance 2023
A 1.6	Apprenticeship Agreements	For the period of the apprenticeship, plus 5 years - Corporate	
A 1.7	Employee ill health – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction - Corporate	
A 1.8	Employee disciplinary matters – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction - Corporate	Careful consideration must be given to the justified retention of such cases on an individual basis, which must be regularly reviewed. Blanket retentions are not an option.
A 1.9	Employee competence – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction Corporate	As above at A 1.7
A 1.10	Employee grievance/dignity at work – correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction Corporate	As above at A 1.7

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
A 1.11	Employee redundancy - individual correspondence/case file	Period of employment + 7 years, but HR must be consulted before destruction Corporate	As above at A 1.7
A 1.12	Employee attendance records – Jury service, study leave, special leave, personal leave, flexitime, timesheets, annual leave	Current + 2 years Corporate	
A 1.13	Employee sickness records	Period of employment + 7 years Corporate	
A 1.14	Employee training records	Period of employment + 7 years Corporate	
A 1.15	Employee travel & expenses claims	Fin Yr of the transaction + 6 Fin Yrs Corporate	
A 1.16	Employee overtime claims	3 years Statutory	Taxes Management Act 1970. Income and Corporation Taxes 1988
A 1.17	Employees Outside Interests registration	Period of employment + 7 years Corporate	
A 1.18	Employee Gifts & Hospitality to employees registration	Period of employment + 7 years Corporate	
A 1.19	Disclosure & barring Service (DBS) – application forms & reports	One year Corporate	13 figure serial numbers to be recorded on personnel record before destruction
<i>Financial Records (including accountancy, budget, assets, creditors/income, banking)</i>			
A 2.1	The following types of financial records to be retained are: (see below)	Fin Yr of the transaction + 6 Fin Yrs Corporate/Statutory	Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
(A.2.1) Budgetary control records; Budget working papers; Estimates; Final accounts; VAT records; Orders; Delivery notes; Internal requisitions; Journal transfers; Sales - non VAT; Sale – VAT; Paying In Books; Bank statements; Cash register rolls; Cheque Book stubs; Cheques – general; Employee rail warrants. <i>For invoices see entry A 2.4 below</i>			
A 2.2	Assets register	To be kept up to date - Corporate	
A 2.3	Repairs and consultation	Fin Yr of the transaction + 6 Fin Yrs Statutory	Limitation Act 1980

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
A 2.4	Invoices submitted to the authority (a) hard copy originals (b) scanned copies	(a) 3 months after scanning (b) Fin Yr of the transaction + 6 Fin Yrs on approved electronic software systems only Corporate/Statutory	Approved systems are: Agresso & TRANMAN Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
A 2.5	Debit card and credit card details (inc bank details)	One year Statutory	Payment Card Industry (PCI) standard. Destroy using confidential waste system. For further guidance see the corporate PCI policy.
A 2.6	Value Added tax (VAT) records and returns; statement of accounts	Financial year of transaction plus 6 financial years (a) <i>but must be reviewed by VAT team</i> Statutory	(a) Review of the current VAT case law changes & challenges to ascertain if there may be an impact on VAT claimed or not claimed by the authority in previous years. Customs and Excise Management Act 1979. The VAT Guide C & E Notice 700 (re: Estimate, VAT records, Invoices, Sales records for VAT & non-VAT)
Health and Safety			
A 3.1	Accident forms and reports HS1, with related correspondence - adults	Current + 6 years Statutory	Limitation Act 1980 HS1 no longer used. All accidents recorded on Health and Safety Management System (HSMS)
A 3.2	Accident and incident reports with related correspondence – children and youths	6 years after 18 th birthday has passed Statutory	Limitation Act 1980 HS1 no longer used. All accidents recorded on Health and Safety Management System (HSMS)
A 3.3	Accident Books BI 510	3 years from date of last entry	Social Security (Claims & Payment Regulations 1979, - regulation 25.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
		Statutory	Social Security Administration Act 1992 - section 8 All accidents recorded on Health and Safety Management System (HSMS)
A 3.4	HS2 Notification of violence and abuse forms (racial, sexual and physical)	3 years from last entry Statutory	Limitation Act 1980 HS2 no longer used. All violence and abused recorded on Health and Safety Management System (HSMS)
A 3.5	RIDDOR forms F2508 & F2508A	3 years from notification Statutory	Retained by Health & safety Service on Corporate accident/incident database. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - regulations 4,5,6,7,8 and 9. RIDDOR L 73 (4th edition)
A 3.6	Machine Maintenance logs	Life of equipment Statutory	Provision and Use of Work Equipment Regulations 1998
A 3.7	Risk Assessments	Indefinite, each assessment should clearly give dates it was in force Statutory	Management of Health and Safety at Work Regulations 1992, regulation 3 Risk assessment
A 3.8	COSHH & other substance assessments: list of employees exposed to Group 3 or 4 biological agents	10 years from date of last known exposure or 40 years if exposure may result in infection Statutory	Retained by Health & safety Service on SYPOL CMS database. Control of Substances Hazardous to Health Regulations 2002
A 3.9	COSHH & other substance assessments: examination and tests of control measures	5 years from date of examination/test Statutory	Control of Substances Hazardous to Health Regulations 2002
A 3.10	COSHH & other substance assessments: monitoring of specified substances or processes	40 years from personal exposure of identifiable employees Statutory	Control of Substances Hazardous to Health Regulations 2002
A 3.11 note: the following types of health records are all retained for the same period of time under various legislation. They are all held by Occupational Health			
A 3.11	(a) COSHH & other substance assessments:	40 years from date of last entry Statutory	(a) Control of Substances Hazardous to Health Regulations 2012

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
	health records (of employees liable to exposure to controlled substances) (b) Asbestos – health record & certificate of medical information; (c) Compressed air: exposure to – health record (d) Lead – health record (e) Noise – health record (including health surveillance & fitness-for-work advice) (f) Vibration – health record		(b) Control of Asbestos at Work Regulations 2012 (c) Work in Compressed Air Regulations 1996 (d) Control of Lead at Work Regulations 2002 (e) Control of Noise at Work Regulations 2005 (f) Control of Vibration at Work Regulations 2005
A 3.12	Radiation – dose assessment after accident; – health records of employees liable to be exposed to radiation	30 years from date of exposure (or 75 years from date of birth) whichever is the longest Statutory	Held by occupational health. Ionising Radiations Regulations 2017
A 3.13	Radiation - examination of rectory tract; – dose record	2 years Statutory	Ionising Radiations Regulations 2017
A 3.14	Possession of explosives	3 years from date of last entry Statutory	Control of Explosives Regulations 1991
A 3.15	Lead – record of examinations & tests of control measures & respiratory equipment; – air monitoring	5 years from date of examination/test Statutory	Control of Lead at Work Regulations 2002
A. 3.16	Power Presses – examination reports	2 years from date of report Statutory	Provision of Use of Work Equipment Regulations 1988
A 3.17	Lifting Equipment – full examination reports	6 years after item of equipment is no longer used by the authority Statutory	Lifting Operations and Lifting Equipment Regulations 1998. Limitation Act 1980
A 3.18	Working Time: - maximum weekly working time, exclusion from maximum weekly working time, length of night work assessments;	2 years from date of assessment Statutory	Working Time Regulations 1998

Number	Type of Records	Review/Retention period & by what authority	Notes and comments
	- health assessment for night workers and young workers		
A 3.19	Pressure Systems – competent persons report	One year after completion of next report Corporate	Pressure systems safety regulations
A 3.20	Fire – fire safety arrangements	Permanent Statutory	Regulatory Reform Fire safety Order 2005
A 3.21	Display Screen Equipment/workstation individual assessments	Period of employment + 7 years Corporate	Limitation Act 1980
A 3.22	Gas Safety Reportable Incidents using RIDDOR Form F2508G2	3 years from notification Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – regulation 11, the Gas Safety (Management) Regulations 1996 – regulation 7 and the Gas Safety (Installation & Use) Regulations 1998 – regulations 26 and 33.
International			
A 4.1	Town Twinning and Sister City Official Records	Until no further action Corporate	Offer to archives at end of administrative life
A 4.2	Records related to activities & visits with linked cities	Current + 9 years Corporate	Offer to archives at end of administrative life
A 4.3	Working documents on international opportunities including items such as: <ul style="list-style-type: none"> • structure & constitution • agendas, minutes & papers 	Until no further action Corporate	Offer to archives at end of administrative life
A 4.4	European funding bids (pending or unsuccessful)	Fin Yr of the transaction + 9 Fin Yrs Corporate	
A 4.5	European Reference Publications	Until superseded or of no further use Corporate	
A 4.6	International Events and Publicity	Current + 3 years - Corporate	
Authority Wide			
A 4.7	Visitor Books/Information	Current + 6 years - Corporate	
End of section A			

SECTION B

Code	Division
BA	Democratic Services
BB	Electoral Registration
BC	Land Charges
BD	Legal Services Division
BE	Human Resources
BF	Benefit Service
BG	<i>Entry removed @ 13/08/2019</i>
BH	Cash Office
BI	Finance
BJ	Creditors
BK	Debtors
BL	Customer Services
BM	Information Technology
BN	Local Taxation Office
BO	Property Services Division
BP	Internal Audit, Risk & Assurance

Schedule identifier number: **BA**

Democratic Services

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BA 1	Committee (from 2000 Cabinet and portfolios) - signed minutes	Permanent preservation Corporate	Held in Archives
BA 2	Committee (from 2000 Cabinet and portfolios) – Copies of agendas, reports minutes & decision notices	Permanent on-line access Corporate	From 2003 available via the authority's Internet site
BA 3	Contents Lists	Permanently Corporate	Printed copies held in bound minutes volumes in Archives
BA 4	Questions to Council	Current until included in minutes. Corporate	Minutes are permanently retained in Archives
BA 5	Distribution Lists	Permanent or until superseded - Corporate	Updated as and when necessary
BA 6	E-mail Distribution Lists	Permanent or until superseded - Corporate	Updated as and when necessary
BA 7	Forward Plan	Until superseded Operational need - Corporate	Permanent plan, currently updated on monthly basis
BA 8	Committee clerk notes	Until minutes are approved - Corporate	See next line
Note for BA 8: All committee clerk notes are destroyed following approval of the minutes by the Full Council, the appropriate Committee or sub-Committee/Panel, save when required to be retained by law or where directed that they should be retained by the Monitoring Officer.			
BA 9	Chairs Script	Permanent or until superseded - Corporate	
BA 10	Procedure Notes	Permanent or until superseded - Corporate	
BA 11	Tender Header Sheets	1 year - Corporate	On tender file
BA 12	Public Notices	Until superseded by new notice - Corporate	
BA 13	Mailtracker (Excel)	1 year - Corporate	
BA 14	Signed declaration of interests for individual meetings	1 year Corporate	Actual declaration is recorded in appropriate committee minutes
BA 15	Mayors Engagements	3 Years - Corporate	
BA 16	Sheriffs Engagements	3 Years - Corporate	
BA 17	Mayor Making	Permanent - Corporate	Held in Archives
BA 18	Remembrance	5 years - Corporate	
BA 19	Toy Appeal	5 years - Corporate	
BA 20	Civic Service	5 years - Corporate	
BA 21	Court Leet	Permanent - Corporate	Held in Archives

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BA 22	Mayor's (list of those who hold the office)	Permanent Corporate	on relevant file Review after 5 years
BA 23	Charities	5 years - Corporate	
BA 24	Receptions	5 years - Corporate	
BA 25	Organisations	5 years - Corporate	
BA 26	Register of Councillors Addresses	Updated when changes occur - Corporate	
BA 27	Gifts and Hospitality Register - Members	Permanently retained while a member. After membership ceases retained for 18 months - Corporate	
BA 28	Register of Members' Interests	Permanently retained while a member. After membership ceases retained for 18 months - Corporate	
BA 29	Former Councillor service record	Permanent - Corporate	Year Books – pre 1999 records only
BA 30	Acceptance of Office Book	Permanent - Corporate	Held in Archives
BA 31	Record of Members' attendance at conferences	3 years Corporate	
BA 32	Member Learning and Development records	3 years Corporate	
BA 33	Councillors' profiles	Until superseded - Corporate	
BA 34	Members allowances including register	Fin Yr of the transaction + 6 Fin Yrs Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
BA 35	Petitions submitted to the Council in accordance with its petition scheme	6 years from the date of final decision Corporate	All petitions considered by Council, Overview and Scrutiny Management Committee or a relevant officer.
BA 36	Councillors' personal information	End of the financial year from leaving the role. Corporate	
End of section BA			

Schedule identifier number: **BB**

Electoral Registration

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BB 1	Annual canvass forms	Annual (August – August) - Statutory	
BB 2	Rolling	From receipt until 30 th November annually Statutory	
BB 3	Declaration of Local Connection forms	From receipt until 30 th November annually Statutory	
BB 4	Service Voter Registration forms/ Crown Servant Declaration	1 year after registration ceases. Statutory	Yearly registration historic record develops until person no longer registers.
BB 5	Overseas Elector Registration forms	15 years Statutory	Yearly registration historic record develops until person no longer registers.
BB 6	Absent Voter application forms (Postal/Proxy)	For specified period on application form or indefinite period until person no longer resides at address or cancels application. Application kept for 1 year after application ceases - Statutory	
BB 7	Register of Electors – annual publication	15 years Statutory	
BB 8	Rolling Registration Daily List	From receipt until 30 th November annually. Statutory	
BB 9	Rolling Registration Monthly List	From receipt until 30 th November annually. Up to 15 years - Statutory	
BB 10	Election Staff Application forms	18 months - Statutory	
BB 11	Polling Station Information Sheet	2 years - Statutory	
BB 12	Nomination Papers	1 year - Statutory	
BB 13	Candidates Consent to Nomination	1 year - Statutory	
BB 14	Appointment of Political Party Nominating Officer	1 year Statutory	
BB 15	Appointment of Election, Polling & Count Agents	1 year Statutory	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BB 16	Candidate Expenses	2 years - Statutory	
BB 17	Application to be appointed as canvasser	1 year Statutory	
BB 18	Canvasser payment records	5 years - Statutory	
BB 19	Correspondence on Register of Electors, Parliamentary, European and Local Elections	5 years Corporate	
BB 20	Election Accounts	5 years - Statutory	
BB 21	Register of Electors	1 year - Statutory	
BB 22	Register of Electors and associated records	Up to 2 years Statutory	
BB 23	Election data – List of staff, staff payments, Polling Station details & contacts	15 years Statutory	Update annually, historic record develops
End of section BB			

Schedule identifier number: BC
<i>Land Charges</i>

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BC 1	Local Authority Searches	Rolling 6 years - Corporate	
BC 2	Department Replies	Rolling 6 years - Corporate	
BC 3	Common Land Searches	Rolling 6 years - Corporate	
BC 4	Local Land Charges Register (including Common Land)	Permanent - Corporate	Multiple information types held, see list below.
<p>The following types of information are held on the Local Land Charges Register (including Common Land): Grants and completion dates; planning consents; abatement notices; advance payment notices; section 126 housing agreements; buildings of historic interest notices; building over a sewer notices; building preservation notices; care of churches notices; compensation notices; compulsory purchase notices including Highways and Housing; compulsory improvement notices; conservation orders; covenants; deferred action notices; demolition orders; closing orders; discontinuance orders; enforcement notices; environmentally sensitive area scheme notices; general vesting declaration notices; government oil pipeline notices; highways matters; Highways Act 1959 matters; Housing Act</p>			

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	notices; housing action areas; improvement line orders; land compensation notices; Leasehold Reform Act notices; section 177 highway licences; section 38 highway licences; listed buildings repair notices; miscellaneous charges requiring registration; modification orders; Central Land Board payment notices; completion notifications; obstruction notices; off-site highway agreements; prevention of damage by pests notices; Public Health Act notices; recovery of expenses; repair notices; restriction of use orders; revocation orders; ribbon development orders; rights of light orders; section 18 agreements; section 25 agreements; section 38 agreements; section 52 agreements; section 59 agreements; section 106 agreements; section 215 agreements; section 370 agreements; sewer diversion agreements; smoke control orders; town planning schemes & interim orders; trade effluent agreements; transfer to whole to joint properties; tree preservation orders; unauthorised entry or danger to public health notices; restrictive undertakings; works in default.		
End of section BC			

Schedule identifier number: BD
<i>Legal Services Division</i>

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 1	Entry moved to BD 10 @ 23/07/2019 (amendment 05-2019)		
Highways			
BD 2	Road Traffic Order files: (a) Temporary orders (b) Others (including permanent)	(a) 5 years (b) 10 years Corporate	
BD 3	Tree Preservation Order files	5 years - Corporate	
BD 4a	Highways/Dedication Agreements files: (a) Correspondence (b) Agreements	(a) 5 years (b) Not to be destroyed but must be reviewed every 20 years Corporate	
BD 4b	Licences – Table and Chairs (streets) (know as Part VIIA licences)	6 years Statutory	Highways Act 1980 Limitation Act 1980
BD 4c	Other highway licences/permits: Cranes, Advertising hoarding, Projection over the Highway, Scaffolding & Waste Skips on-street	6 years Corporate	Limitation Act 1980

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Housing			
BD 5	Housing: (a) Closing Orders (b) Housing Orders (c) Improvement/repair notices (under Housing Acts) (d) Housing repossessions	(a) retain until order determined (b) 10 years (c) 10 years (d) 10 years Corporate	
BD 6	Housing Benefit Board Appeals	5 years - Corporate	
Licensing			
BD 7	Licensing: (a) Registers* (b) Paperwork relating to all registers	(a) Permanent - Statutory (b) 10 years - Corporate	Entry (b) only: A relevant summary of any issues arising under entries BD 7, BD 9a, b, c & d will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
* Registers include – Licensing, Gambling, Taxis, Scrap Metal, Charity Collections, Boats & Boatmen and Street Trading			
BD 8	No longer used	as of 01/04/2022	
BD 9	No longer used	as of 01/04/2022	
BD 9a	Interview recordings and other evidence - prosecution	10 years Corporate	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
BD 9b	Interview recordings and other evidence – formal caution	3 years from date of caution Corporate	A relevant summary of the matter will be retained on the licence database to assist with future

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			determinations of licences & reviewed every 10 years
BD 9c	Interview recordings and other evidence – written warning or no further action	3 years from date of warning or decision Corporate	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences
BD 9d	Interview recordings and other evidence – Taxi related where no prosecution, but evidence of drivers fitness to hold licence	3 years Corporate	A relevant summary of the matter will be retained on the licence database to assist with future determinations of licences & reviewed every 10 years
BD 9e	Taxi camera footage obtained as a result of a third-party request (e.g. Police)	End of the calendar year + 1 year and for a period of no longer than 2 years - Corporate	
Litigation & Debtco			
BD 10	Debts	7 years when paid direct to the council. Indefinite where there is a Charging Order or a Deferred Payment Agreement period in place until that order/agreement is paid in full or discharged. 12 years where money is paid into Corporate	
BD 11	Claims against the council, for example: disrepair of rented/leased properties, residential and commercial alleged breach of contracts to the council or by the council. Compensation for damages or personal injuries.	5 years Corporate	The list is not exhaustive and if the index to this schedule does not provide the specific type of record you are looking for then contact the SRO in the first instance (see contacts)
BD 12	Prosecutions by the council dealt with at (a) Magistrates' Court	(a) 2 years (b) 4 years (but refer to Litigation Team first)	The list is not exhaustive and if the index to this

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	(b) Crown Court Examples are: all types of fraud, misuse of Blue Badges, nuisance orders such as noise, control of animals, illegal sales, fly-tipping (unless specifically cited elsewhere in this schedule)	Corporate	schedule does not provide the specific type of record you are looking for then contact the SRO in the first instance (see contacts)
BD 13	Employment Tribunals and Employment Appeal Tribunals	2 years Corporate	
BD 14	Judicial Review	12 years Corporate	Must be referred for review first
Planning			
BD 15	(i) Private Street Works (ii) Stopping-up Orders and Diversion Orders	(i) 10 years from completion of office work (ii) 5 years Corporate	
BD 16	Section 18 agreement files; Section 40 agreement files; Section 38 agreement files; Section 278 agreement files	Section 18 & section 40: 6 years from the date of completion of the agreement Section 38 & section 278: 12 years from the date of agreement Corporate	Sections 18 & 40 – clause 2, Limitation Act 1980 Sections 38 & 278 – clause 8, Limitation Act 1980
BD 17	Section 52 agreement files Section 106 agreement files	20 years Corporate	
BD 18	Planning Matters (i) prosecutions, planning appeals, highways prosecutions (ii) General planning & highways advice where no agreements entered into	(i) 10 years (ii) 3 years Corporate	
BD 19	Enforcement Notices	10 years - Corporate	
Property			
BD 20	Compulsory Purchase Orders	5 years, but where money is paid into Court in respect of a property - 12 years - Corporate	
BD 21	Appropriations	Five years - Corporate	
BD 22	Housing Association Mortgages	Until mortgage is redeemed, plus five years	

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		Corporate	
BD 23	FREEHOLD: Freehold general; Easements (Grant from Vendor); Easements (Grants to Grantees)	Not to be destroyed but must be reviewed every 20 years Corporate	
BD 24	LEASEHOLD: Easements (Grant from Vendor); Easements (Grants to Grantees)	Retain for duration of lease (destroy 10 years after expiry of lease) Corporate	
BD 25	Purchases	10 years after purchase - Corporate	
BD 26	Agreed & completed sale of Council Houses/ Flats (a) Freehold (b) Leasehold	(a) 10 years. If no mortgage to the Council - destroy 10 years after redemption (b) Not to be destroyed but must be reviewed every 10 years - Corporate	
BD 27	Cancelled sales of Council Houses	6 months after cancellation confirmed - Corporate	
BD 28	Leaseholds (to or from Council)	10 years after expiry of lease - Corporate	
BD 29	Licences/Short Term Lettings	10 years after expiry of Licence/Letting - Corporate	
BD 30	Mortgages	File retained for duration of Mortgage plus 3 years (destroy 10 years after redemption whether by effluxion of time or earlier) - Corporate	
BD 31	DIYSO (do it yourself) mortgage	Not to be destroyed but must be reviewed every 20 years If second share sold, 10 years after sale. Corporate	
BD 32	Mortgage Equity Scheme (MES)	Term of mortgage plus 10 years - Corporate	
BD 33	Tenant's Incentive Scheme (TIS); Loan Sanctions; Housing Defect Repurchase	10 years Corporate	
Corporate Legal			
BD 34	Local Government Ombudsman	10 years - Corporate	
BD 35	SWA (Agencies)	Not to be destroyed but must be reviewed every 20 years - Corporate	Most Agency files can be passed to SWA
BD 36	Data Protection	6 years, but must review first - Corporate	

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 37	Leisure (i.e. Paddling Pools, Power in the Park)	6 years, but must review first Corporate	
BD 38	Southampton City Leisure (SCL) (Council owned company)	10 years Corporate	
BD 39	Southampton Economic Development Company (SEDCO) (Council owned company)	10 years Corporate	
BD 40	Mayflower Theatre Trust	10 years - Corporate	
BD 41	Anti-Social Behaviour Orders (ASBOs) – individual orders and closure orders	10 years, but check each order first to ascertain there is an end date to the order Statutory	Anti-Social Behaviour Act 2003. Some orders have no end date prescribed which is why they need to be checked
BD 42	Illegal occupancy of common land by unknown persons e.g. Traveller Communities	10 years Statutory	Criminal Justice and Public Order Act 1994
BD 43	Injunction actions	10 years - Corporate	
BD 44	(i) Vulnerable adults: court of protection and deputyship cases; displaced relatives (ii) General adult & safeguarding advice	(i) Review each order every 10 years to check if active. Destroy 5 years after date order becomes obsolete Statutory (ii) 10 years Corporate	(i) Mental Capacity Act 2005. Mental health Act 1983. (ii) Auto destruction
BD 45	Non-attendance at school prosecutions and supervision orders	When child attains 17 years of age Corporate	
BD 46	Applications to court for care placement orders	75 years from date of birth (of youngest sibling in joint cases) Corporate	This is to allow for any historical data to be available should further applications for the same family be submitted in future years

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 47	Adoption order applications made via legal services social services team	100 years from date of adoption order Corporate	Regular adoption orders are made through the Adoption Services Team. This applies to more complex applications
BD 48	Adoption order applications made via legal services social services team not approved by the court	75 years from date birth of child Corporate	To be retained as long as a Looked After Child record
BD 49	General enquiries for pre-proceedings and private law cases	Current year + 24 years Corporate	24 years is calculated by assuming in the year youngest subject is under one years of age, so add 18 years for adulthood to be attained plus 6 years for usual enquiry/complaint retention period.
BD 50	General education matters and advice to schools	3 years Corporate	
Administrative			
BD 51	Not in use		
BD 52	Sealing Register	Permanent - Corporate	Not to be destroyed but must be reviewed every 20 years
Legal and administrative			
BD 53	Committee (from 2000 Cabinet and portfolios) - background papers	4 years Corporate	Held by division/directorate that prepared the papers
BD 54	Contracts and all related material - under seal (value of contract is <u>over</u> £200K)	12 years Statutory	Limitation Act 1980 NB – see further comments below
NB: where a contract is for a substantial building construction/repair, the contract should be examined to see if there is any further justified retention required. If yes, then extended retention periods must be no more than 5 years and further reviews must be carried out as the			

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
period elapses. Contracts under £100k in value may not merit this further extension but if they fall into this category they should be examined as above and appropriate advice sought from Legal Services contracts team			
BD 55	Contracts and all related material - not under seal (value of contract is <u>under</u> £200K)	6 years Statutory	Limitation Act 1980 NB see comments above
BD 56	Contracts and all related material - under DETR schemes	25 years Statutory	Limitation Act 1980
BD 57	Unsuccessful quotation documentation	3 months - Corporate	
BD 58	Procurement documentation: Procurement project plans, Project related correspondence with candidates & bidders, Internal communications regarding decisions relating to the project, Tender documents, Tender evaluation forms, Selection & contract award documents, Unsuccessful tender submissions	3 years from award of contract Statutory	Regulations 84(8) & 84(9) Public Contracts Regulations 2015
NB See entry BD 83 regarding tender submissions and contracts where the other party's terms and conditions would apply and not this authority's			
BD 59	Leases (to and from), agreement and orders signed and sealed on behalf of the authority: Property leases (to and from the authority), Road Traffic Orders, Property and non-property agreements, Tree Preservation Orders, Licences, Easements & way leaves, Rights of Way, Planning agreements (S106)	Permanent Corporate	Deposited with Records Management Services. NB – the list is not exhaustive – if you need clarification for the possible deposit of a signed and sealed item contact Records Management Services.
BD 60	Council Management Team (CMT) papers	Current + 9 years Corporate	
BD 61	Complaints – general	Current + 6 years Statutory	Limitation Act 1980 NB: Children's services complaints see entry EA 10

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 62	Complaints - negligence	Current + 12 years Statutory	Latent Damage Act 1986 NB: for Children's services complaints see entry EA 10
BD 63	Performance indicators	Current + 5 years - Corporate	
BD 64	Management information	Current + 3 years - Corporate	
BD 65	Press releases	Current + 1 year - Corporate	
BD 66	General correspondence (other than on a subject that has a longer term required e.g. contracts, complaints)	Current + 2 years Corporate	
BD 67	(a) Surveys/inspections (property) (b) Authority wide survey or insight data (anonymised - digital) (c) Authority wide survey or insight data (personal information – digital, paper/email copies, focus group consent forms)	(a) 10 years or earlier if superseded Corporate (b) 3 years – Corporate (c) 1 year – Corporate	
BD 68	Working files - general	until no further action - Corporate	
BD 69	Working files - management	3 years - Corporate	
BD 70	Working files - contracts	12 years if under seal, 6 years if not under seal - Corporate	
BD 71	Procedure manuals	Until systems/practices are superseded Corporate	It is advisable to keep a record of any major procedural changes with new versions to avoid unnecessary reversion back to former practices.
BD 72	Corporate destruction log of records destroyed including any certificates of secure destruction through confidential waste providers	Permanent Corporate	Maintained by Records Management services
BD 73	Local destructions log of records destroyed including any certificates of secure destruction through confidential waste providers	Permanent Corporate	Managed by each individual division

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 74	Index lists, cards & database lists relating to file series and/or individual files	Permanent Corporate	Retained by each individual division. Whilst the records themselves may be destroyed, indexes should be retained as useful finding aids for the types of records held, including individual client files
BD 75	Freedom of Information requests (FOI).	3 years after response provided Corporate & Statutory	Limitation Act 1980.
BD 76	Public Interest Immunity (PII) cases by and against the authority	6 years after final judicial decision Statutory	Common Law. Limitation Act 1990
BD 77	Data Protection Impact Assessments	6 years from end of processing activity, with 5 years review thereafter to assess validity - Corporate & Statutory	Limitation Act 1980
BD 78	Data Subject Rights Requests (DSRR) covering the following records issues: - access to (<i>commonly referred to as a Subject Access Request (SAR) but DSRR is the preferred reference</i>) rectification, erasure, restriction, portability	(a) 6 years after action completed (b) If the request is made by or on behalf of a child during the period they are a Looked After Child then the request must be retained with the main file for the duration of that file (75 years from date of birth) Corporate & Statutory	Limitation Act 1980. The UK General Data Protection Regulation and the Data Protection Act 2018. SAR held in electronic format only and not with main client file(s) <i>except if the request is from or on behalf of a Looked After Child while they are still a child.</i>
BD 79	Data security incidents and breaches	6 years after investigation completed Corporate & Statutory	Limitation Act 1980 & The UK General Data Protection Regulation and the Data Protection Act 2018

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BD 80	Concierge Closed-circuit television (CCTV) – hard disc drives (or other appropriate media)	Wiped clean on 30 day cycle and drive re-used Corporate/Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018
BD 81	Concierge CCTV log sheets	6 years. Corporate/Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018
BD 82	Information Asset Register	Permanent - Corporate	
BD 83	Contract tenders submitted to other parties where the other party will apply their terms and conditions: (a) Unsuccessful tenders (b) Awarded contracts (& tender submissions)	(a) 3 months (b) For the duration of the contract plus 6 years Corporate	
Records Management			
BD 84	Accession documentation (correspondence, transfer forms, review & destruction documentation)	Permanent Corporate	
BD 85	Document production, transfer & return records	Permanent Corporate	Electronic database systems
BD 86	Permanent withdrawal or transfer of records outside SCC	Permanent Corporate	Electronic database systems
BD 87	Collection catalogues and indices	Permanent - Corporate	
BD 88	Regulation of Investigatory Powers Act 2000 (RIPA) approvals	5 years from conclusion of the investigation - Statutory & Corporate	S.23 RIPA 2000 Home Office guidance
End of section BD			

Schedule identifier number: **BE**

Human Resources & Payroll Services

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BE 1	Job evaluation – market research information	1 year Corporate	
BE 2	Job evaluation – development work from introduction of pay structure	Current year + 6 years Corporate	
BE 3	Job evaluation – schools compensation information	Current year + 6 years Corporate	
BE 4	Temporary Employment Agency (TEA) – (a) candidates not short listed; (b) candidates fail to attend interview/test & candidates failed interview/test; (c) successful candidates files whether employed or not; (d) External booking forms; (e) Time sheets; (f) Cumulative record of hours worked	(a) 6 months from date of short listing Corporate (b) 6 months from date of interview/test Corporate (c) 2 years after last employment ends or after acceptance of agency listing Corporate (d) 2 years after completion of booked period/cancellation of booking Corporate (e) 6 weeks Corporate (f) 2 years Corporate	
BE 5	Training events – list of attendees; individual evaluation forms	6 months after date of event Corporate	
BE 6	Employee relations advice - local agreements	Period of agreement + 6 years Corporate	
BE 7	Employee relations – research & project information	Current year + 1 year Corporate	
BE 8	Employee relations – list of union representatives	Update as & when amendments needed - Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BE 9	Occupational health – employee medical records	10 years after period of employment ends, unless covered by specific legislative periods in section A.4 Corporate & Statutory	<u>See various entries at A.4 for various health records and appropriate governing legislation</u>
BE 10	Occupational health – appointments diary	1 year - Corporate	
BE 11	Occupational health – child minder health reports	3 years after date of report Corporate	
BE 12	Redeployment register	12 months rolling review - Corporate	
BE 13	Redundancy casework (consultations etc., not individual files)	3 years Corporate	
BE 14	Delegated Powers reports	Life of post + 2 years for re-structures and new posts - Corporate	
BE 15	Organisational structure data (re-organisations etc.)	Life of post + 2 years for re-structures and new posts - Corporate	
BE 16	Supply teacher personnel files	2 years after period of employment ends - Corporate	
BE 17	School survey/teacher vacancy statistics	1 year - Corporate	
BE 18	Newly Qualified Teacher (NQT) registration forms	Current Ac Yr + 1 Ac Yr Corporate	
BE 19	Contract change notifications - including starters and leavers Instructions	Current year + 6 years Corporate	Held in order to respond to queries re circumstances in past years as part of pension reviews, insurance compensation claims etc.
BE 20	Miscellaneous deduction authorisations	Current year + 6 years - Corporate	
BE 21	Tax Code Change Notifications	Current year + 3 years Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
BE 22	Copy payslips	Current year + 6 years Corporate	Held in order to respond to queries re circumstances in past years as part of pension reviews, insurance compensation claims etc.
BE 23	Inland Revenue Returns	Current year + 6 years - Statutory	HMRC retention policy
BE 24	Option Forms	Current year + 6 years Corporate	Held in order to respond to queries re circumstances in past years as part of

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			pension reviews or tribunal judgements.
BE 25	Starter Forms	Period of employment + 7 years Corporate	
BE 26	Leavers Information	Period of employment + 7 years Corporate	
BE 27	Early Retirement or Redundancy Calculations	Current year + 6 years Corporate	Held in order to respond to queries re circumstances in past years as part of pension reviews or tribunal judgements.
BE 28	Service Returns	Current year + 6 years - Corporate	
BE 29	Leased Car Files; Car Loan Files	Fin Yr of the transaction + 3 Fin Yrs Statutory	HMRC retention period
BE 30	Details of all Benefits In Kind	Current year + 6 years - Corporate	
End of section BE			

Schedule identifier number: BF
<i>Benefit Service</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BF 1	Documents received by Benefit Service in support of a benefit claim. Documents include claim form and any supporting evidence	Current + 6 years Corporate	Scanned images held on Civica as per retention period.
BF 2	Telephone calls received by Benefit Service in support of a specific benefit claim.	Current + 6 years Corporate	Notes of telephone conversations held on Academy for specific benefit claims.
BF 3	Records of enquiry calls at Gateway and Local Housing Offices	Current + 6 years Corporate	Notes of telephone conversations held on Academy for specific benefit claims.
BF 4	Housing & Council Tax actual claim forms	Current claim form to support live claim + 6 years after claim ceases - Corporate	Held on Civica
BF 5	Government returns (DHP, mid-year and final subsidy returns)	Current + 6 years Statutory	DWP requirement. Also held in Accounts Department

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BF 6	Customer Information System (CIS) – client records	18 months Statutory	DWP requirement. CIS is a link to the Benefit Service. Allows access to DWP records. Original paper copy held in secure cabinet for one month then destroyed via confidential waste.
BF 7	Customer Information System (CIS) - staff character declarations (renewed annually) - staff confidentiality agreement	Throughout employment + 7 years Corporate	Held on secure I drive within the OPMAN folder
End of section BF			

NB Entry for BG removed @ 13/08/2019 as this service no longer part of the authorities responsibility

Schedule identifier number: BH

Cash Office

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BH 1	Refer To Drawer Cheques letters	Fin Yr of the transaction + 2 Fin Yrs Corporate	Kept in original paper form
BH 2	Postal receipt stubs	6 month rolling period - Corporate	Kept in original paper form
BH 3	Direct banking, Agresso slips, B4 vouchers, Giro slips, Contra transactions	Fin Yr of the transaction + 1 Fin Yr Corporate	Kept in original paper form
End of section BH			

Schedule identifier number: BI

Finance

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BI 1	User Records for leavers	Current year plus 6 years - Corporate	On-line termination

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BI 2	Agresso: Contract documentation between SCC and Agresso; Project Decision Log; Bespoke functionality specification; System Set-up documentation	5 years plus procurement stage of subsequent contract Corporate	
BI 3	Delegated Banking Reconciliations; Interface and Reconciliation documentation; On-line documents (orders, payments, journals, budgets etc.); Corporate Monitoring Reports; Treasury Management Deals	Current year plus 6 years Corporate	
End of section BI			

Schedule identifier number: BJ
<i>Creditors</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Creditors			
BJ 1	CIS Scheme Documents and Returns; Supplier Bank details amendments	Fin Yr of the transaction + 6 Fin Yrs Corporate	Taxes Management Act 1970 Income and Corporation Taxes Act 1988
End of section BJ			

Schedule identifier number: BK
Debtors

Debtors			
BK 1	General correspondence including trace enquiries, credit search results or land registry enquiry results.	Until debt cleared +1 Fin Yr or 6 Fin Yrs after year in which invoice was issued Corporate	Statute of Limitations 1980
End of section BK			

Schedule identifier number: BL
Customer Services

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BL 1	Gateway Customer Satisfaction Survey	1 year - Corporate	Held electronically
BL 2	Number not used from 18 December 2014		
BL 3	Number not used from 18 December 2014		
BL 4	Customer Service Centre – all contacts made in person, by letter, by fax, e-mail, text or other electronic media, telephone or webchat	6 months Corporate	Reviewed on a rolling basis
BL 5	Council website customer feedback	1 year - Corporate	
End of section BL			

Schedule identifier number: **BM**

Information Technology

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BM 1	IT project documentation	Review 5 years after implementation Corporate	Retained by Projects office
BM 2	Project/product technical documentation including policies and procedures	Life of product, but review every 5 years Corporate	Retained by product owner
BM 3	Equipment maintenance records	Life of product, but review every 5 years Corporate	Retained by product owner
BM 4	Technical Reports; Incident Reports	Fin Yr of the transaction + 3 Fin Yrs Corporate	
BM 5	Infra Calls	Fin Yr of the transaction + 1 Fin Yr Corporate	Retained by Service Delivery Group Manager
BM 6	Change Control Information	Fin Yr of the transaction + 1 Fin Yr Corporate	Retained by Change Control Board Chair
BM 7	User administration requests	For life of account – when accounts closed Fin Yr of the transaction + 1 Fin Yr Corporate	Retained by Service Delivery Group Manager
BM 8	SLA/ Customer Agreements	Fin Yr of the transaction + 1 Fin Yr Corporate	Retained by Service Delivery Group Manager
BM 9	Records of Internet Usage	Last 6 months usage held - Corporate	Retained by Technical Manager
BM 10	Public Service Network (PSN) Payment Card Industry (PCI) server logs	1 year Corporate	

End of section BM

Schedule identifier number: **BN**

Local Taxation Office

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BN 1	Correspondence from the public and their representatives, records of	Fin Yr of the transaction + 6 Fin Yrs Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	telephone calls, records of counter enquiry conversations		
BN 2	Actual CTAX and NNDR account records	Fin Yr of the transaction + 6 Fin Yrs to be held on Academy systems - Corporate	
BN 3	Direct Debit mandates	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
BN 4	Liability orders	Current + 6 years - Corporate	Paper record
BN 5	Valuation lists	Permanent - Statutory	HMRC retention policy
BN 6	(a) Taxpayers NI number; (b) Taxpayers Employment details	(a) 2 years - Corporate/Statutory (b) 2 years - Corporate/Statutory	HMRC retention policy
BN 7	Bailiff records of enforcement action	Current year + 6 years - Corporate	
BN 8	Court files	Until settled + 6 years Corporate	Limitation Act 1980
BN 9	Government returns (e.g. NNDR1& 3, CTB1 & others)	Fin Yr of the transaction + 6 Fin Yrs Statutory	HMRC retention policy
BN 10	Discretionary & Mandatory Rate Relief applications	Fin Yr of the transaction + 6 Fin Yrs Corporate	
End of section BN			

Schedule identifier number: BO
<i>Property Services Division</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Civic Buildings			
BO 1	Buildings management, facilities/services, information, checklists and instructions	As long as the building is occupied Corporate	
BO 2	Car Parks, inc correspondence, minutes & notices	3 years - Corporate	
BO 3	Third (3 rd) party car parking	Life of agreement + 1 year - Corporate	
BO 4	(a) Emergency Procedures; (b) Fire Regulations/Equipment (c) Security Systems	(a) Until superseded - Corporate (b) Until superseded - Corporate (c) Until superseded - Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BO 5	Listed Buildings Information & Issues	Permanently Corporate/Statutory	Planning (Listed Building and Conservation Area) Act 1990
BO 6	Meeting/function rooms & foyer – bookings	Fin Yr of the transaction + 6 Fin Yrs Corporate	
BO 7	Wedding Information	Until superseded - Corporate	
Structural			
BO 8	Bridges; Car Parks; Housing - further works & general reports	Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use - Corporate	
BO 9	Educational establishments; Social Services premises	18 months after project completion Corporate	
BO 10	Right to Buy Housing Reports	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion Corporate	
BO 11	Soil Reports/Site Investigations	Permanent - Corporate	
Mechanical			
BO 12	Cost Estimates	Fin Yr of the transaction + 6 Fin Yrs Corporate	
BO 13	Framework Agreement	Current year + 6 Months - Corporate	
BO 14	Gas Maintenance	Life of equipment + 12 months for Health and Safety safe systems of operations - Corporate/Statutory	Health and Safety Executive (HSE)
BO 15	Lift Maintenance; Mechanical equipment management & maintenance	Life of equipment + 12 months for Health and Safety safe systems of operations. Must be reviewed every 15 years to confirm equipment is still in use Corporate	Health and Safety Executive (HSE)
Building Surveyors			
BO 16	Asset Management including day-to-day & projects; Photographs/School Glazing Reports	Current year + 6 years Corporate	Limitation Act 1980

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Asset Management			
BO 17	Asset management of administrative buildings & other sites responsible for	6 years after disposal of property Corporate	Limitation Act 1980
BO 18	Construction	2 years - Corporate	
BO 19	Energy Management; Energy Records	Current year + 5 years - Corporate	
BO 20	R & M Centralisation	Current year + 2 years - Corporate	
BO 21	Condition Survey records	Current year + 20 years - Corporate	
BO 22	Repair and Maintenance	Current year + 3 years - Corporate	
Architects			
BO 23	Project Files	Current year + 6 years - Corporate	Limitation Act 1980
Quantity Surveyors			
BO 24	Project Files	Current year + 6 years - Corporate	Limitation Act 1980
Community Surveyors			
BO 25	Asbestos surveys	40 years - Corporate/Statutory	
BO 26	Alarm systems; Assisted decorations; External decorations; Bulk Refuse; Communal decorations; Door entry systems; Dry Riser Fire Extinguisher; Fire Precautions; Home Programme; Hostels; Housing properties; Loft Insulation; Non-Slip Flooring; Roofing; Safe Roof Access; Tower Blocks; TV Aerial Systems; U2 Blocks Ventilation Works; Upgrading; Water Penetration and External Windows	Current year + 6 years Corporate	Limitation Act 1980
BO 27	Right to Buy	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion Corporate	Held by Community Surveyors
Practice Management			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BO 28	Terriers (Maps & RATs)	Permanent - Corporate	
Valuation & Estates			
BO 29	General Property Files	Permanent while property interest held by the authority, then 12 years after disposal - Corporate	
BO 30	Licences (various types)	Life of licence, but must be reviewed every 5 years to see if licence still active - Corporate	
BO 31	Terrier enquires	1 year - Corporate	
BO 32	Right to Buy	<u>If not sold:</u> Kept for life of the structure. To be reviewed every 15 years to confirm structure still in use. <u>If sold:</u> 7 years after date of sale completion Corporate	
Electrical			
BO 33	Electrical Projects; Property Electrical;	10 years after last entry. Must be reviewed every 5 years to assess if project delivered is still active. Corporate	
BO 34	Maintenance	Current year + 5 years - Corporate	
BO 35	Electrical Management	Current year + 1 year - Corporate	
BO 36	Framework Agreements	Current year + 6 years - Corporate	
BO 37	Standard Specification/Process Maps	Until superseded.	
Community Asset Transfers			
BO 38	Unsuccessful bids for Community Asset Transfers: (a) Speculative enquiries (b) Expressions of interest, panel appraisal & all correspondence (c) Stage 2 bids, panel appraisal & all correspondence	(a) 3 months (b) 6 months (c) 12 months Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BO 39	Successful Community Asset Transfers bids, panel appraisal, correspondence & monitoring data	Life of Southampton City Council interest in the asset + 6 years - Corporate	
End of section BO			

Schedule identifier number: **BP**

Risk & Assurance

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
BP 1	Insurance policy certificates, schedules & registers	Current + 40 years - Statutory	Limitation Act 1980
BP 2	Insurance policies renewal process	5 years after the insurance policy has been renewed Corporate	Industry standard
BP 3	Settled claims – Employers & Public Liability Claims (not minors)	Current + 5 years Corporate	Industry standard
BP 4	Settled claims – Public Liability (minors)	4 years after attain age of 18 Corporate	Industry standard
BP 5	Settled claims – Motor	Current + 5 years - Corporate	Industry standard
BP 6	Completed audit reports including working papers and correspondence.	3 years Statutory	HM Treasury guidance and Industry Standard
BP 7	Report papers used in the course of a fraud investigation	6 years after conclusion of legal proceedings - Statutory	HM Treasury guidance and Industry Standard
BP 8	Audit reports (including interim), where these have included the examination of long-term contracts	6 years Statutory	HM Treasury guidance and Industry Standard

SECTION C

- SEE NOTE BELOW -

**11/11/2012 - Section C was the Economic Development entry that has now been moved into Section D.
Section C is not in use at present.**

SECTION D

Code	Division
DA	Environmental Health & Consumer Protection
DB	Roads and Transport
DC	Travel and transport services
DD	Itchen Toll Bridge
DE	Waste Services
DF	This section reference not used from 13 September 2013
DG	Allotments Team
DH	This section reference not used from 10 October 2014
DI	Planning and Sustainability
DJ	Leisure & Culture
DK	Chief Executive - Transformation & Performance Division
DL	Parking Services
DM	Development, Economy & Housing Renewal

Schedule identifier number: DA
Environmental Health & Trading Standards (including Bereavement Services & Registration Services)

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Environmental Health & Trading Standards			
DA 1	Premises files (not asbestos – see DA 2 entry)	6 years Statutory	Department of Environment. Includes inspections, ship sanitation, service requests, available plans, accident investigations, PACE interview notes, works in default, sampling results, complaints
DA 2	Asbestos, compressed air, hazardous substances, lead exposure inspection records & register	40 years Corporate	
DA 3	Air quality: (a) raw/ratified data (b) statutory review & assessment reports	(a) 10 years (b) 30 years Statutory	Department of Environment.
DA 4	Contaminated Land data: (a) investigations – desk study/intrusive/ Detailed Quantitative Risk Assessment (DQRA) (b) remediation scheme/validation (c) correspondence not supporting (a) or (b) above) (d) recommendations for planning applications	(a) 6 years after the data has been invalidated due to redevelopment, reassessment/investigation or revised remedial actions (b) As at (a) above (c) 6 years (d) Until approval is invalid or 6 years after discharge of relevant conditions - Statutory	Department of Environment. Health and Safety Executive (HSE)
DA 5	Non-contaminated land: correspondence and other data relating to land planning work to which Development Management have not been party	6 years Statutory	Department of Environment. Health and Safety Executive (HSE)
DA 6	Trading Standards original prosecution documents: officers' reports, exhibits, unused material, legal documents	10 years Statutory	Rehabilitation of Offenders Act 1974
DA 7	Environmental Health & Trading Standards PACE notebooks	10 years from date of last entry Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DA 8	Audio recordings of interviews conducted under PACE	(a) 10 years for cases where prosecution occurred (b) 3 years for cases where caution issues or licence reviewed - Statutory	Police and Criminal Evidence Act 1984
DA 9	Simple cautions issued by Environmental Health & Trading Standards Officers	3 years Statutory	Home Office circular 16/2008
DA 10	Registers for: food premises, cooling towers, EPA permit documentation	Permanent Statutory	Department of Environment. Register updated as information changes & old entries are transferred to premises files
DA 11	Temperature & calibration records including Weights & Measures	6 years Statutory	Department of Environment. HMRC
DA 12	Certificates, registers & rejection database for: Common Health Entry Document P (CHED P); Common Health Entry Document D (CHED D); Ship sanitation; Products of Animal Origin (POAO); Imported food; Plastic Kitchenware; Organic Consignments; Legal notices	Current + 3 years Statutory	Commission Regulation (EC) No 136/2004, article 3, paragraph 4
DA 13	Environmental Health notices (including Environment and Safety Information Act 1988)	6 years Corporate	
DA 14	Statutory returns for Food Standards Agency, Chartered Institute of Housing, Department for Environment, Food and Rural Affairs (Defra), Health & Safety Executive	6 years Statutory	Food Standards Agency. Department of Environment. Health and Safety Executive (HSE). Audit purposes
DA 15	Health & safety public register	3 years Statutory	Environment and Safety Information Act 1988
DA 16	Licenses – Skin piercing, Petroleum, Pet shop, Dog Breeders, Boarding establishments	6 years Corporate	
DA 17	Seized Dog Register	10 years Statutory	Dangerous Dogs Act 1991 (as amended 1997) Dogs Act 1871 Animal Welfare Act 2006
DA 18	Out of Hours service duty register	6 years - Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DA 19	Statutory notices – index of notices served	Permanent - Corporate	
DA 20	Clinical Waste rounds service	3 years - Corporate	
Bereavement services			
DA 21	Registers for burials, burial grounds and graves; cemetery plans; burial indexes; cremation registers and indexes	Permanent Statutory	Burial Acts 1855 to 1906 Local government Act 1972 Local Authorities Cemeteries Orders 1974 & 1977 Cremation Act 1902 Cremation Regulations 1930, 1957, 1965, 1979, 1983, 2000 Environmental Protection Act 1980
DA 22	Cremation forms	15 years (electronic copies) Statutory 3 years (paper copies) Statutory	Cremation Act 1902 Cremation Regulations 1930, 1957, 1965, 1979, 1983, 2000 Environmental Protection Act 1980
DA 23	Memorials and Book of Remembrance applications	Permanent Corporate	Local Authorities' Cemeteries Order 1977; Cremation Regulations 2008
DA 24	Public Health Act Funeral records	10 years Statutory	Public Health Act (Control of Diseases) Act 1984
DA 25	Genealogy records	Permanent - Corporate	
Registration Services			
DA 26	Registers, indexes and associated records of: Births, deaths & marriages	Permanent Statutory	Births and Deaths Act 1953; Registration of Births and Deaths Regulations 1987.
DA 27	Notices of Marriage & Civil Partnership	5 years Statutory	Marriage Act 1948 (as amended by 1994 act), 1949 & 1994. Civil Partnership Act 2004. Civil Partnership (Registration Provisions) Regulations 2005
DA 28	Requisitions for certificates issued for the purposes of the 1 st Schedule to the Industrial	6 years Statutory	Industrial Assurance and Friendly Societies Act 1948.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	Assurance and Friendly Societies Act 1948 and the 5 th Schedule to the Friendly Societies Act 1974		The Friendly Societies Act 1974
DA 29	Books recording issue of books and forms of medical certificates (Form 17)	5 years after last entry Statutory	General Register Office
DA 30	Notifications of disposals of bodies of deceased persons	5 years Statutory	General Register Office
DA 31	Declarations made by applicants for certificates for disposal of deceased persons (no liability to register)	5 years Statutory	General Register Office
DA 32	Caveats against the grant of a Superintendent Registrar's certificate or certificate and licence or Registrar General's licence for marriage	2 years Statutory	General Register Office
DA 33	Superintendent Registrar's certificates and certificates and licences for marriage	2 years from date of marriage Statutory	General Register Office
DA 34	Notifications of the issue of the Registrar General's licence for marriage and Registrar General's certificates for marriage	2 years from date of marriage Statutory	General Register Office
DA 35	Applications for certificates of birth, death, marriage and civil partnership'	2 years Corporate	
DA 36	Forms of appointment of authorised persons - persons appointed to register marriages at a Non-Conformist church	2 years after vacation of the office Statutory	Marriage Act 1898 & 1949
DA 37	Registrar General's authorities for registration after 12 months	2 years Statutory	Births and Deaths Registration Act 1953 – sections 7 & 21
DA 38	Appointment forms of registration officers	1 year after leaving post - Statutory	General Register Office
DA 39	Forms of consent to marriages of minors	1 year - Statutory	General Register Office
DA 40	Counterfoils of certificates and forms for: (a) standard certificates of birth, marriage, death and still-birth; (b) certificates of registration of births and still-births; (c) requisitions to persons liable to register who have failed to do so, i.e. 'informants' who have not registered a birth or death which they are liable to	(a) 2 years (but further retention may be required if they have not been audited by the General Register Office) (b) 2 years (c) 1 year (d) 1 year (e) 5 years Statutory	(a-e only) General Register Office 2016.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	do under the Registration Acts; (d) forms of report of death to coroner by Registrar; (e) certificates for disposal before or after the registration of death, still-births and no liability to register (f) electronic medical cause of death certificates from Doctor's and the Coroner (g) electronic disposal notifications (h) electronic inward declaration of particulars for births, deaths & stillbirths	(f-h) Permanent Corporate	Births and Deaths Registration Act 1953
DA 41	Register of Stillbirths	28 days then transferred to Registrar General's Office Statutory	Births and Deaths Registration Act 1953; Registration of Births and Deaths Regulations 1987
DA 42	Spoilt Birth, Marriage & Death certificates (commonly referred to as "spoils")	1 calendar month (after internal quality checking) - Statutory	General Register Office 2016
See also entries DA 49, DA 50, DA 51 & DA 52, DA 53, DA 54 relating to Bereavement Services & Registration Services			
Additional entries for section DA			
DA 43	Disabled Facilities Grants (DFG)	Current + 10 years - Corporate	
DA 44	Home Improvement Loans	Retain until property sold, but review every 10 years to check status Corporate	Land charges placed on the property
DA 45	Home Improvement Grants	25 years or sale of property Corporate	
DA 46	Accessible Home Loans	Retain until property sold, but review every 10 years to check status Corporate	Land charges placed on the property
DA 47	(a) Houses of Multiple Occupation (HMO) direction order: (b) Compulsory purchase orders. (c) Housing Act 2004 suspended Improvement / Prohibition Notices:	Permanent Statutory	(a) public register; property file; Scanned signed copies held electronically. (b) Not applicable (c) file copies on property file; scanned copy of signed notice of schedules held electronically. Department of Environment.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DA 48	(a) Interim Management Orders (b) Empty Dwelling Management Orders (c) HMO declaration (d) HMO Licence certificates and conditions	10 years Corporate	(a) Not applicable (b) Not applicable (c) public register; property file; scanned signed copy held electronically. (d) File copy on property file; electronic copy on a-property files.
DA 49	Appointment & Ceremony diary system	3 years - Corporate	
DA 50	Nationality Checking Services (NCS) & Joint Citizenship and Passport Application Service (JCAP) copies of document checklists, permanent residence card or biometric card	2 years Corporate	
DA 51	European Settlement Service (ESS) checklists	1 year - Corporate	
DA 52	Correspondence relating to: (a) The appointment and conduct of officers (b) The registration of births, marriages & deaths, correction of errors, birth re-registrations not made (Forms LA1 & GRO 185) , irregular deaths (c) False information given to registration officers, falsification and forgery of certificates of birth, marriages or death; marriage of foreigners and persons divorced abroad; (d) Accounting transactions, charges and receipts	(a) 2 years (b) 3 years (c) 3 years (d) 2 years Statutory	General Register Office
DA 53	Citizenship – Home Office cover sheets and citizenship ceremony lists	2 years Statutory	Home Office guidelines
DA 54	Customer Survey. Photograph permission forms (signed)	2 years Corporate	
DA 55	General Register Office record and demand book	10 years - Statutory	General Register Office
End of section DA			

Schedule identifier number: DB
Roads and Transport

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Highways engineering & operations			
DB 1	NRSWA licences	Permanent - Corporate	
DB 2	Coring defects	7 years - Corporate	
DB 3	Coring passes	7 years - Corporate	
DB 4	NRSWA defects	7 years - Corporate	
DB 5	NRSWA Sample Inspections	7 years - Corporate	
DB 6	Codes of practice for A/V skips, NRSWA	Until superseded Corporate	
DB 7	Skip permits	6 years - Corporate	
DB 8	Licences: Materials Scaffolding Street Cafés tables & chairs	6 years Corporate	
DB 9	Special authorisation from DFT/GOSE	Permanent - Statutory	Health and Safety Executive (HSE)
DB 10	Sign designs	Permanent - Statutory	Department of Transport
DB 11	Disabled Bay applications	2 years - Corporate	To check on validity of bays
DB 12	Traffic Surveys - general	10 years - Corporate	
DB 13	Traffic surveys; 12 hour & modal split	15 years - Corporate	
Street Lighting Entries DB 14 to DB 19 removed @ 26th September 2019 (amendment 01-2019) as entry no longer required.			
Insurance			
DB 20		Entry removed @ 06-10-2015 (RRRS amend 11-2015)	
Fleet Transport			
DB 21	Drivers hours records including Tachographs	15 months Statutory	Department of Transport
DB 22	Drivers records, licence details & other relevant information	Period of employment + 7 years Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DB 23	Vehicle and equipment information, maintenance & repair records	Life of equipment, but review every 5 years - Corporate	
DB 24	Vehicle and equipment acquisition records	Current + 6 years Corporate	
DB 25	Operator Licence and Section 19 and 22 Permit records	Operator Licence renewed every 4/5 years. Permits issued as and when required. Statutory	Department of Transport
DB 26		<i>Entry removed @ 06-10-2015 (RRRS amend 11-2015)</i>	
DB 27	Fleet Management and operational correspondence	Current + 2 years Corporate	TRANMAN system
School Transport Service			
DB 28	Children's transport details forms	3 AC Yrs after transport provision ends Corporate	
DB 29	School Escort Time sheets	3 AC Yrs - Corporate	
End of section DB			

Schedule identifier number: DC
<i>Travel and Transport</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Rights of way			
DC 1	Rights of way correspondence	Current + 8 years unless longer term implications as user evidence or historical information - Corporate	
DC 2	Research Project Files	Permanent, but regular reviews to assess historical value required - Corporate	
DC 3	Aerial Photography	Permanent, but regular reviews to assess historical value required - Corporate	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DC 4	Historical Highways Information	Permanent, but regular reviews to assess historical value required - Corporate	
DC 5	Historical Land Terrier Information	Permanent, but regular reviews to assess historical value required - Corporate	Land ownership
DC 6	Best Value Performance Indicator Files	Current + 4 years - Corporate	Survey –BVPI 178
DC 7	Affiliated Groups (e.g. CSS; HCAF; Co Ag; DEFRA)	Current + 3 years, unless long term implications - Corporate	
DC 8	Smartcities applications	1 year - Corporate	
DC 9	Smartcities Leisurecard applications	Year of membership plus 1 year - Statutory	Department of Work & Pensions
End of section DC			

Schedule identifier number: DD
<i>Itchen Toll Bridge</i>

Itchen Toll Bridge			
DD 1	Toll collection system generated shift reports and collectors shift log	2 years Data back-up tapes 6 years - Corporate	
DD 2	Daily, monthly & annual traffic, revenue & token statistics	6 years Corporate	
DD 3	Violation incidents invoice covering letter	6 years - Corporate	
DD 4	Vehicle VQ5 from DVLA	Until request completed - Statutory	Department of Transport
DD 5	Token stock control cards	2 years - Corporate	
DD 6	Daily token reconciliation.	2 years - Corporate	
DD 7	Vendor token sales - issue notes	6 years Corporate	
DD 8	Vendor token sales - order control sheets	1 year - Corporate	
DD 9	Commercial concession application form & proof of entitlement	Current year + one year. Corporate	All shredded. Includes letterhead & copies of vehicle(s) registration documents
DD 10	Closed-circuit television (CCTV) - numbered tapes	Wiped clean on 28 day cycle. Wiped and destroyed once used 12 times. Corporate/Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018

DD 11	CCTV log sheets	6 years. Corporate/Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018
Disabled Concession			
DD 12	Disabled concession application form	Until renewal date + 6 months - Corporate	
DD 13	Disabled concession - proof of entitlement	When superseded by current documents or if no longer required - Corporate	Tolls Order. Regular review must be carried out.
DD 14	Disabled concession - copy of Blue Badge	When superseded by current documents or if no longer required - Corporate	Regular review must be carried out.
End of section DD			

Schedule identifier number: DE
Waste Services

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DE 1	Bin exchanges	Current + 3 months - Corporate	
DE 2	Shine lists	Current + 3 months - Corporate	
DE 3	Voids	Current + 3 years - Corporate	
DE 4	Tip tickets	Current + 3 years - Corporate	
DE 5	Trade Round sheets	Current + 2 years - Corporate	

Schedule identifier number: DF
THIS SECTION & REFERENCE NOT USED FROM 13 SEPTEMBER 2013

Schedule identifier number: DG
Allotments Team

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DG 1	Allotment agreements	6 years - Corporate	
DG 2	Allotment useful information	Permanent Corporate	Useful historical information retained by Allotment Team while

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			allotment area exists. If disposed of, offer to Archives for possible retention
End of section DG			

Schedule identifier number: DH
<i>Not used (@ 10 October 2014)</i>

Schedule identifier number: DI
<i>Planning and Sustainability; Building Control</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DI 1	All types of development applications and applications for 'prior approval'	Permanent Statutory	Town and Country Planning Act 1990 (as amended). Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended). Paper documents are scanned and held in electronic form. Paper copies are destroyed after the end of the application process.
DI 2	Local list applications	5 years Statutory	DCLG, Planning Policy Guidance Note 15
DI 3	Planning enforcement files and registers	Permanent Statutory	Town and Country Planning Act 1990 (as amended).
DI 4	Building Regulation applications	15 years Statutory	Department for Local Government - Building Control Performance Standards 2017
DI 5	Dangerous structures, Demolition, Safety at sports grounds	6 years Corporate	
End of section DI			

Schedule identifier number: **DJ**

Leisure & Culture

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Collections Management - archives			
DJ 1	Accession records (also known as deposit documentation)	Permanent Corporate	This is the title and management instructions about collections
DJ 2	Collection item production slips (search room & SCC internal)	1 year when matched up, and retain unmatched indefinitely - Corporate	
DJ 3	Permanent withdrawal or loan of item by depositor from collections forms	Retain until item returned, retain permanently if withdrawn permanently Corporate	Material returned temporarily or permanently to depositor
DJ 4	Reproduction rights licence	Until right exercised & then 7 years Statutory	Copyright Licensing Agency
DJ 5	Photocopy copyright declaration/request forms	Retain only those on copyright material - Statutory	Copyright Licensing Agency
DJ 6	Collection catalogues and indices	Permanent - Corporate	
DJ 7	Stock card publications sales	Fin Yr of the transaction + 6 Fin Yrs Corporate	
DJ 8	Telephone record forms	1 complete year - Corporate	
DJ 9	Research materials on publications and collections	Until published or superseded Corporate	
NB Section DJ 10 to DJ 13 relating to Records Management has been moved to section BD 84 to BD 87 @ 13/08/2019			
Art Gallery			
DJ 14	Permanent collection accessioning records	Permanent Statutory	ACE Museum Accreditation. Compliance with Spectrum standards
DJ 15	Permanent collection conservation records	Permanent Statutory	ACE Museum Accreditation. Compliance with Spectrum standards

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DJ 16	Records of loans to the Art Gallery from other galleries, museums, individuals etc.	Permanent Statutory	ACE Museum Accreditation. Compliance with Spectrum standards
DJ 17	Artlease records (loans from SCC collection to other galleries etc.)	Life of Client contract + 7 years Corporate	Compliance with Spectrum standards
DJ 18	Exhibitions archive	Permanent Statutory	ACE Museum Accreditation. Compliance with Spectrum standards
DJ 19	Education records	10 years Statutory	ACE Museum Accreditation. Compliance with Spectrum standards
Museums & Archaeology			
DJ 20	(a) Archaeological site records (b) Exhibitions Archive	Permanent Corporate/Statutory	(a) Full archaeological site records deposited with SCC. (b) ACE Museum Accreditation.
DJ 21	Alphabetical donor (inward) index with contact details of bodies or individuals who have donated objects	Permanent Corporate/Statutory	Compliance with Spectrum standards
DJ 22	Alphabetical loans (inward) index with contact details of bodies or individuals who have loaned objects	Permanent Corporate/Statutory	Compliance with Spectrum standards
DJ 23	Day book record of daily movements of objects into museums sites with responsible contact details	Permanent Corporate/Statutory	Compliance with Spectrum standards
DJ 24	Accession register, correspondence, object history files & other relevant data; database of all objects in museum/archaeology collections	Permanent Corporate/Statutory	Held in paper and includes published references, illustrations etc. & electronic formats. Compliance with Spectrum standards
DJ 25	Object loans forms & receipts forms (outward) to other institutions	Permanent Corporate/Statutory	Museum property loaned to other institutions. Compliance with Spectrum standards
DJ 26	Object loans forms & receipt forms (inward) from other institutions	Permanent Corporate/Statutory	Compliance with Spectrum standards

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DJ 27	Transfer of Title forms	Permanent Corporate/Statutory	E.G. used to establish rights to reproduce. Compliance with Spectrum standards
DJ 28	Conservation records for all collection objects	Permanent Corporate/Statutory	Compliance with Spectrum standards
DJ 29	External funding & grant records	Permanent Corporate/Statutory	Grant approving authority
DJ 30	Offers of objects - declined	Permanent - Corporate	
DJ 31	Image reproduction orders	6 years - Statutory	Copyright Licensing Agency
DJ 32	Visitor books (for specialist services, not general museum visitors)	Permanent Corporate	
DJ 33	Service/customer survey forms	Current year + 6 years - Corporate	
DJ 34	Volunteer information	While a volunteer plus 7 years Corporate	Interests, aptitude and contact details
Libraries			
DJ 35	Members joining forms	Current year+ 1 year Corporate	
DJ 36	Member information	Retained while a member. Delete 3 years after non-use of library. Corporate	
DJ 37	Members who are suspended for misuse etc.	Retained while a member until matter resolved. Deleted from the system 3 years after non-use of library. Corporate	
DJ 38	Members added from a partner system (e.g. students from university database)	Retained while a member. Delete 3 years after non-use of library. Corporate	
End of section DJ			

Schedule identifier number: **DK**
Chief Executive – Transformation & Performance Division

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Regeneration & City Limits			
DK 1	Regeneration – New Deal for Communities (NDC)	12 years Statutory	Department for Communities and Local Government
DK 2	Regeneration – Single Regeneration Budget (SRB)	10 years (unless project specifically cited for longer period) - Corporate	SRB 2 & SRB 6 records
DK 3	Regeneration – Single Regeneration Budget (SRB) for Millennium Third Age Centre	20 years Statutory	Department for Communities and Local Government
DK 4	European Union funded projects	15 years - Statutory	European Union
DK 5	City Limits Employment – client files and finance	15 years Statutory	Department for Communities and Local Government
DK 6	Voluntary and community group grants (a) successful; (b) unsuccessful	(a) year of grant + 6 years (b) 2 years from date of notification of unsuccessful application - Corporate	
DK 7	Voluntary and community group grants data	6 years (on a rolling annual basis) Corporate	All personal data is deleted. Only high-level details of grant award and project retained for historical reference
DK 8	Adult Learning projects documentation including: enrolment forms & registers, tutor feedback forms, evidence of learning paperwork, invoices & any other specified documents for evidence and audit purposes in the rules	Until 31/12/2034 Statutory	Adult education budget (AEB) funding rules 2022 to 2023. Page 23, point 83
End of section DK			

Schedule identifier number: **DL**

Parking Services & Enforcement Services

Number	Type of Records	Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
DL 1	Pay and display audit tickets	Two years - Corporate	
DL 2	Abandoned vehicle system – DVLA registered keeper details	6 months Corporate	
DL 3	Footage downloaded from any Body Worn Video Device (BWVD)	<p>(a) 48 hours where no action is necessary or a complaint/report is not received;</p> <p>(b) An initial period of 7 to 31 days if an incident has been reported by a member of the public or a Civil Enforcement Officer; an HS1 or HS2 form has been completed; The Parking Manager or other authorised officer(s) have grounds to approve longer retention;</p> <p>(c) All footage retained longer than 48 hours is reviewed after three months by an authorised officer either a destruction date or review date is set, with written justification for further retention recorded</p> <p>Corporate</p>	Review periods and procedure to be evaluated annually by Parking Services Manager
DL 4	Parking offences resulting in administrative fines, advice or caution	3 years Corporate	A relevant summary of the matter will be retained on the parking intelligence folder to assist with identifying patterns and repeat offenders. This intelligence will be reviewed annually and deleted when deemed not appropriate
DL 5	Littering Fixed Penalty Notices (FPN)	2 years Corporate	
End of section DL			

Schedule identifier number: DM
<i>Development, Economy & Housing Renewal Division</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Environmental Health & Trading Standards			
DM 1	Tenants decant form for disturbance and homeless payments compensation	6 years from date of property vacation - Corporate	
End of section DM			

SECTION E

Code	Division
EA	Children's Services & learning
EB	Educational establishments
EC	Health & Adult Social Care
ED	Public Health
EE	This section reference not used at 13/09/2013
EF	Housing Services
EG	Independent Domestic Violence Advocacy Services (IDVA)

Schedule identifier number: EA
<i>Children's services & learning policy/administrative divisions</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
Note for assignment of review dates for joint/family files: Where a file contains details of more than one person, the review date that will be applied will be calculated from the date of birth of the youngest person recorded.			
EA 1	Children in need, including child protection – individual records	6 years from child attaining 18 years of age - Statutory	Limitation Act 1980. <u>See next line</u>
Note for EA 1: At review stage check CareDirector, ONE system or CCIS to see if client has received any of: psychology, welfare, special educational needs and follow retention guidelines at EA 2, EA 3, EA 4, EA 5, EA 6, EA 7 & EA 8 if they have. If not, record can be destroyed. Check same systems to see if child has been looked after. If yes, follow guidelines at EA 9, if not file can be destroyed.			
EA 2	Children's psychology services – individual records	33 years from date of birth Statutory	Limitation Act 1980. <u>See next line</u>
Note for EA 2: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9. If not, then record can be destroyed.			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EA 3	Educational welfare services – individual files	33 years from date of birth Statutory	Limitation Act 1980. <u>See next line</u>
Note for EA 3: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 4	Special Educational needs – individual files including advice and appeal files	33 years from date of birth Statutory	Limitation Act 1980.
Note for EA 4: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 5	Young People & Community Support services – individual files	33 years from date of birth Corporate	Limitation Act 1980. <u>See next line</u>
Note for EA 5: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 6	Youth offending	25 years of age Statutory	Limitation Act 1980, Youth Justice Board national standards 2009 & Youth Justice Board Case Management Guidance 2010 <u>See next line</u>
Note for EA 6: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 7	Multi-agency files individual children's files: Behaviour Referral Service, JIGSAW, Children & Adolescents Mental Health Services	until attain 33 years of age Statutory	Limitation Act 1980. <u>See next line</u>
Note for EA 7: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 8	Client case files held at family centres, support teams & community work teams	To be forwarded to case holding team when client services cease, to be merged with main case file. Corporate	
EA 9	Looked after child	75 years from date of birth; 15 years from date of death if deceased before age of 18	Types of orders are: care order, residence order, custodianship

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		(where there is a family unit in care, the above apply to the date of birth of the youngest child) NB if child adopted before or after being looked after then see CA 11 entry for retention period Statutory	order or supervision order. Includes respite care as well. The Children (Leaving Care) Regulations 2010, section 10
EA 10	Complaints and enquiries from children who have received services in EA 1 to EA 6 above	Retain for the same duration as the client file is retained for the service(s) provided above Corporate	
EA 11	Complaints from parents, guardians, carers or other third parties of children who have been taken into care	Retain for the same duration as the client file is retained for the service(s) provided above Corporate	This will be filed separately from the child/children's file(s) but should be cross-referenced.
EA 12	Adopted Child – order made	100 years from date of order Statutory	<u>See next line</u> If child looked after before or after adoption then looked after child file retained for this period as well
Note for EA 12: Regulation 6 of the Disclosure of Adoption Information (Post Commencement) Regulations 2005. While the order was not retrospective, the period has been applied to all remaining adoption orders that were made before the regulation came into force. Post-adoption support, complaints & enquiries for adopted persons will be held with the case file.			
EA 13	Adopters (successful)	100 years from date of order Statutory	<u>See next line</u>
Note for EA 13: Regulation 6 of the Disclosure of Adoption Information (Post Commencement) Regulations 2005. While the order was not retrospective, the period has been applied to all remaining adoption orders that were made before the regulation came into force. Post-adoption support, complaints & enquiries from adoptive parents will be held with the case file.			
EA 14	Child placed for adoption, but no order made and never Looked After Child (LAC)	75 years from date of order Statutory	<u>See next line</u>
Note for EA 14: Regulation 14(3) Adoption Agencies Regulations 1983 – these state that these records should be kept for as long as the agency considers appropriate. Complaints and enquiries from clients in this category will be held with the case file.			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EA 15	Approved adopters, child placed, no order made	75 years from child's date of birth Statutory	Regulation 14(3) Adoption Regulations 1983. Complaints from clients will be held with the case file.
EA 16	Adoption Panel minutes	100 years from date of meeting Statutory	Adoption Regulations 2005. Individual adoptees/adopters may be named & the retention period must be the same as their case file
EA 17a	Approved adopters, no placement made	30 years from date of approval Statutory	Regulation 14(3) Adoption Regulations 1983.
EA 17b	Prospective adopters: (a) Initial enquiry, no further progress (b) Initial assessment, not taken forward to panel (c) Taken to Adoption panel, not approved	(a) 3 years from case closure (b) 8 years from case closure (c) 30 years from Panel decision Statutory	Regulation 14(3) Adoption Regulations 1983.
EA 17c	Adoption enquiries from family linked relatives about a person placed for adoption	100 years from date of Adoption Order - Statutory	Regulation 14(3) Adoption Regulations 1983. Regulation 6 Disclosure of Adoption (Post Commencement) Regulations 2005
EA 17d	Inter-country adoptions – advice sought form authority Adoption services	100 years form date of Adoption taking place or advice provided Statutory	Regulation 14(3) Adoption Regulations 1983. Regulation 6 Disclosure of Adoption (Post Commencement) Regulations 2005
EA 18	Foster carer – approved & foster children placed with them	75 years from case closure Statutory	Fostering Service (England) Regulations 2011. Complaints from clients will be held with the case file.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EA 19	Foster carer enquiries (1) Initial interest followed up but no initial assessment carried out (2) initial assessment completed but no child placed	(1) 3 years from case closure (2) 8 years from case closure Statutory	Section 32 (3) Fostering Service (England) Regulations 2011
EA 20	Fostering Panel minutes	75 years from date of meeting Statutory	Fostering Service (England) Regulations 2011. Individual foster carers or looked after children may be named & the retention period must be the same as their case file
EA 21	Guardian ad Litem and Rehabilitation Office (GALRO) administration panel	7 years from date of last entry Statutory	Court of Protection
EA 22	Residential homes for children: documents containing personal information relating to the operation of the establishment: Communications book, Diaries, Rotas, Daily logs/Night books, Complaints/compliments, Registers, Menus, Accident records, Accident books, Medicinal reports, Valuables register, Acts of violence & Incident reports	75 years from date of last entry Statutory	Amended from 50 years in 2011. Children's Homes Regulations 1991 – section 17(2)
EA 23	Day care units for children & families: documents containing personal information relating to the operation of the establishment: Communications book, Diaries, Rotas, Daily logs/Night books, Complaints/compliments, Registers, Menus, Accident records, Accident books, Medicinal reports, Valuables register, Acts of violence & Incident reports	15 years after last recorded entry or closure of establishment. Statutory	Children's Homes Regulations 1991 – section 17(2)
EA 24	Individual social worker or team manager diaries	Current year + 6 years Corporate	Amended in 2001 from current + 1 year

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EA 25	Common Assessment Framework (CAF) (a) pre-CAF forms (b) referrals, minutes and decision papers	(a) 6 months (b) 25 years from date of birth Corporate	
EA 26	Entry not used from 06/02/2018 – see EA 28 entry		
EA 27	Speech and Language Schools' Assistant Team (SALSA)	33 years from date of birth Corporate	<u>See next line</u>
Note for EA 27: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 28	School Admissions transfer and admission application forms. Appeals against refusal of school places	When cohort or individual child attains 17 years of age Corporate & Statutory	Education Acts. School means: Infant, Junior, Primary & Secondary Schools. See also EA 34
EA 29	Specialist Teaching and Advisory Service (STAS)	33 years from date of birth Corporate	<u>See next line</u>
Note for EA 29: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 30	Local Authority Designated Officer (LADO) information registration of details of persons of possible concern working or volunteering with children, young people & vulnerable adults	6 years rolling programme of annual review Corporate	Only names and dates of birth are recorded on the appropriate system for the details to be checked. Only the LADO may enter and review the data held
EA 31	Child Employment Licence	Until child attains 25 years of age. Corporate	
EA 32	Child Performance Licence	Until child attains 25 years of age. Corporate	
EA 33	Child Chaperone Licence	Until youngest child chaperoned attains 25 years of age - Corporate	
EA 34	Decelerated pupils school admission and appeal files	Until pupil leaves mainstream school year Corporate	See also EA 28
EA 35	Family Time Income Generation: In-house service to trade offer to other Local Authorities and private family law referrals' (weekends & evenings)	(a) Private commissions for the service: duration of the service	Limitation Act 1980 Part (a) the individuals concerned will be advised of their right to be forgotten as the

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		provision plus 6 years after the completion of the service (b) Other local authority or service provider commissions: the duration of the service provision and then returned to the commissioning authority. In the event the commissioning authority requests we retain the record then this will be for 6 years after the completion of the service	service is not a statutory function Part (b) no copy will be retained on our systems if returned to the commissioning authority
EA 36	Phoenix project working with young women and repeated pregnancies	3 years from case closure Corporate	Access restricted to Phoenix project team
EA 37	Education – elective home education	33 years from date of birth Statutory	Limitation Act 1980
Note for EA 37: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 38	Education – children missing education	33 years from date of birth Statutory	Limitation Act 1980
Note for EA 38: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 39	Education – reduced timetables	33 years from date of birth Statutory	Limitation Act 1980
Note for EA 39: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
EA 40	(a) Engaging in education, employment or training. (Raising Participation Age (RPA)) (b) Tracking of the RPA within the CCIS database (client information system)	(a) 18 years from date of birth or 26 years if SEN (b) 19 years from date of birth or 26 years if SEN	Education and Skills Act 2008
Note for EA 40: At review check to see if client has been a looked after child. If yes, follow the guidelines at EA 9 . If not, then record can be destroyed.			
End of section EA			

Schedule identifier number: **EB**

Educational Establishments

This Schedule is applicable to all educational establishments within the remit of Southampton City Council Children's Trust Board

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 1.1 EDUCATIONAL ESTABLISHMENTS ADMINISTRATION & MANAGEMENT			
EB 1.1.1	Minutes and reports of management team meetings	Academic Year + 3 Ac Yrs Children's Trust Board (CTB)	Consult Southampton City Archives service at end of retention period.
EB 1.1.2	Professional development plans	Academic Year + 3 Ac Yrs (CTB)	
EB 1.1.3	School development plans	Academic Year + 3 Ac Yrs (CTB)	
EB 1.1.4	Records of Head teacher, deputy head teachers & teachers with administrative responsibilities	Academic Year + 6 Ac Yrs (CTB)	
EB 1.1.5	School Admissions Register	Academic Year + 6 Ac Yrs after the date of the last entry CTB	
EB 1.2 HEALTH & SAFETY RECORDS			
EB 1.2.1	HS1 Accident/Incident report form HS2 Violence/Abuse report form Above forms no longer used. All accidents and incidents less pupil minor accidents are now reported using Health and Safety Management System (HSMS)	(a) Adults – date of incident + 7 years; (b) Children – date of birth of child + 25 years Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
EB 1.2.2	School minor accident report forms	Children: until attain age of 25 years (CTB)	All minor accident records for pupils kept by school.
EB 1.2.3	Incident Reports & Related Correspondence	(a) General: Academic Year + 6 Ac Yrs;	Limitation Act 1980 Latent Damage Act 1986

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
		(b) For negligence not involving personal injuries: Academic Year + 12 Ac Yrs Statutory	
EB 1.2.4	Incident Claims Forms	7 Ac yrs after 18 th birthday Statutory	Limitation Act 1980 Workmen's Compensation Act
EB 1.3 INSPECTION			
EB 1.3.1	OFSTED	Academic Year + 6 Ac Yrs CTB	
EB 1.3.2	Local authority advisory/inspection reports	Academic Year + 6 Ac Yrs CTB	
EB 1.3.3	Independent inspectors' reports/papers for inspection	Academic Year + 6 Ac Yrs CTB	
EB 1.4 PROPERTY			
EB 1.4.1	Records of lettings of school premises	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
EB 1.4.2	Title Deeds	To be permanently retained (CTB)	Should not be retained on the actual site
EB 1.4.3	Maintenance log books	10 Years after last entry (CTB)	
EB 1.4.4	Contractors' reports	Academic Year + 6 Ac Yrs CTB	
EB 1.4.5	Inventories of furniture and equipment	Until superseded (CTB)	
EB 1.4.6	Plans	Retain while educational facility is operational (CTB)	Consult Southampton City Archives service at end of retention period.
EB 1.5 PUPILS			
EB 1.5.1	Child Protection files	Date of birth + 25 years Statutory	See note below
Note for EB 1.5.1: Education Act 2002, s.175, related guidance "Safeguarding Children in Education", September 2004. Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 1.5.2	Allegations of a child protection nature against a member of staff, including where the allegation is unfounded	<u>See entry under EB 1.8.2</u>	
EB 1.5.3	Attendance registers	Date of register + 6 Ac Yrs CTB	
EB 1.5.4	Pupil's educational record	Until attains age of 25 years - Statutory	The Education (School Records) Regulations 1989. SI No 1261
EB 1.5.5	Pupil's examination results, examination certificates	Destroy any unclaimed certificates 12 months after date of issue. Retain a list of destroyed certificates for four years from date of destruction - Statutory	Joint Council for Qualifications
EB 1.5.6	Pupil files	Until attains age of 25 years CTB	
EB 1.5.7	Pupil database	Current information only Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018
EB 1.5.8	Absence books	Academic Year + 6 Ac Yrs CTB	
EB 1.5.9	Absence letters	Academic Year + 2 Ac Yrs CTB	
EB 1.5.10	School trips & educational visits		
	(a) school trip where no major incident occurs	Slips retained until the conclusion of the trip (CTB)	
	(b) school trip where a major incident occurs	The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils. Retain until the pupil(s) involved have attained 25 years of age Statutory	Limitation Act 1980

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	(c) Primary School educational visits	Date of visit + 14 Ac Yrs Statutory	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).
	(d) Secondary School educational visit	Date of visit + 10 Ac Yrs Statutory	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).
EB 1.5.11	Walking Bus registers	Date of register + 6 Ac Yrs CTB	This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting. See also 1.2.2 & 1.2.3
EB 1.6 SCHOOL COUNCIL			
EB 1.6.1	Children's' council including minutes, & correspondence	Academic Year + 3 Ac Yrs CTB	
EB 1.7 SCHOOL ORGANISATION			
EB 1.7.1	Log books	Academic Year + 6 Ac Yrs CTB	Consult Southampton City Archives service at end of retention period.
EB 1.7.2	School prospectus	Academic Year + 6 Ac Yrs CTB	
EB 1.7.3	Head teachers official diary	Academic Year + 6 Ac Yrs CTB	
EB 1.7.4	Staff meeting minutes	Academic Year + 3 Ac Yrs CTB	
EB 1.7.5	Administrative and general files	Academic Year + 6 Ac Yrs (CTB)	
EB 1.7.6	Annual calendar of events	Current academic year + 1 Ac Yr (CTB)	
EB 1.7.7	Circulars to staff & pupils, newsletters to parents/guardians	Academic Year + 3 Ac Yrs CTB	
EB 1.7.8	Staff handbook	Until superseded (CTB)	
EB 1.7.9	Visitors' book	Academic Year + 6 Ac Yrs CTB	
EB 1.7.10	Circulars	Until superseded (CTB)	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 1.7.11	Department for Education statutory returns	Academic Year + 7 Ac Yrs CTB	
EB 1.7.12	Local Authority non-statutory data collection	Academic Year + 6 Ac Yrs CTB	
EB 1.7.13	If an educational establishment manages an old pupil association/organisation, use the retention periods specified at entry EB 7.1.		
EB 1.8 STAFF			
EB 1.8.1	For Teaching, supply teaching and non-teaching staff records see the entries in the Corporate Schedule (section A) at numbers A 1.5 to A 1.18 inclusive		
EB 1.8.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the staff members normal retirement age, or 10 years from the date of the allegation whichever is the longer - Statutory	<u>See note below</u>
<p>Note for EB 1.8.2: Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005.</p> <p>The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60: “Record Keeping: It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.”</p>			
EB 1.8.3	Personnel database	Current information only Statutory	The UK General Data Protection Regulation and the Data Protection Act 2018
EB 2 CAREERS ADVICE - PUPILS			
EB 2.1	Correspondence files for Career Advisors	Until superseded (CTB)	
EB 2.2	Pupil’s Career Advice files	Academic Year + 6 Ac Yrs (CTB)	
EB 3 THE CURRICULUM			

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 3.1	Annual Curriculum returns for Local Authority maintained schools	Academic Year + 3 Ac Yrs (CTB)	
EB 3.2	Interim and final reports of the National Curriculum Council	Current information only (CTB)	
EB 3.3	Curriculum development minutes & files	Academic Year + 6 Ac Yrs (CTB)	
EB 3.4	Curriculum development returns	Academic Year + 3 Ac Yrs (CTB)	
EB 3.5	School syllabus	Academic Year + 1 Ac Yr (CTB)	
EB 3.6	Schemes of work	Academic Year + 1 Ac Yr (CTB)	
EB 3.7	Timetable	Academic Year + 1 Ac Yrs (CTB)	
EB 3.8	Class record books	Academic Year + 1 Ac Yr (CTB)	
EB 3.9	Mark Books	Academic Year + 1 Ac Yrs (CTB)	
EB 3.10	Record of homework set	Academic Year + 1 Ac Yr (CTB)	
EB 3.11	Pupils' work	Academic Year + 1 Ac Yr (CTB)	
EB 3.12	Examination results	See entry at EB 1.5.6	
EB 3.13	Examination records	Academic Year + 6 Ac Yrs (CTB)	
EB 3.14	PAN reports	Academic Year + 6 Ac Yrs (CTB)	
EB 4 EXTRA CURRICULUM AND MISCELLANEOUS ACTIVITIES			
EB 4.1	School magazines, scrapbooks, photographs, audio-tapes and video tapes of events, programmes	Academic Year + 1 Ac Yrs CTB	Consult Southampton City Archives service at end of retention period.
EB 4.2	School history	Academic Year + 6 Ac Yrs (CTB)	Consult Southampton City Archives service at end of retention period.

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 4.3	Annual Speech Day Reports and Prize Lists	Academic Year + 6 Ac Yrs (CTB)	Consult Southampton City Archives service at end of retention period.
EB 5 FINANCE			
EB 5.1	School Meals:-		
	(a) Dinner Registers	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
	(b) Tickets	Fin Yr of the transaction Corporate	
	(c) Till Rolls	Fin Yr of the transaction Corporate	
	(d) School Meals Summary Sheets	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
	(e) Free School Meals Authorisations	Whilst child attends school + 1 Fin Yr - Corporate	
EB 5.2	School Journey Books	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
EB 5.3	Applications for free school meals, travel, uniforms	Whilst child attends school + 1 Fin Yr - Corporate	
EB 5.4	Integrated School Allowance Ledger	Fin Yr of the transaction + 6 Fin Yrs - Corporate	
EB 6 GOVERNANCE			
EB 6.1	Instruments and articles of maintained schools	Retain while educational facility is operational (CTB)	Consult Southampton City Archives service at end of retention period.
EB 6.2	Proceedings: minutes	Academic Year + 6 Ac Yrs CTB	Consult Southampton City Archives service at end of retention period.
EB 6.3	Proceedings: agenda papers and reports		
	a) Papers from the Department for Education	Until superseded (CTB)	
	b) Papers from the Local Authority	Until superseded (CTB)	
	c) Papers from the school staff	Academic Year + 6 Ac Yrs CTB	
EB 6.4	Proceedings of the annual parents' meeting	Academic Year + 3 Ac Yrs CTB	
EB 6.5	Action Plans	Academic Year + 3 Ac Yrs CTB	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EB 6.6	Annual Reports required by the Department for Education	Date of report + 10 years Statutory	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002. SI No 1171. Consult Southampton City Archives service at end of retention period.
EB 6.7	Policy Statements	Until superseded (CTB)	It is advisable to maintain a running record of significant policy changes
EB 6.8	Records of complaints relating to the curriculum	Academic Year + 6 Ac Yrs CTB	
EB 6.9	Governor training manual	Until superseded (CTB)	
EB 6.10	Correspondence files	Academic Year + 6 Ac Yrs CTB	
EB 6.11	Proposals for schools to become, or be established as Academies	Academic Year + 3 Ac Yrs CTB	Consult Southampton City Archives service at end of retention period.
EB 6.12	Opt-out ballot papers	1 Year after Ballot Day - CTB	
EB 6.13	Records relating to endowments and trusts.	Retain while educational facility is operational (CTB)	Consult Southampton City Archives service at end of retention period.
EB 7 PARENT-TEACHER ASSOCIATION			
EB 7.1	Minutes, correspondence, annual accounts, newsletters, photographs, audio and video tapes of events	Academic Year + 6 Ac Yrs (CTB)	Consult Southampton City Archives service at end of retention period in regards to minutes
EB 8 SOUTHAMPTON MUSIC SERVICES			
EB 8.1	Payments for music ensemble membership	Current financial year + 6 financial years (CTB)	
EB 8.2	Payment for music lessons from Southampton Music Services	Current financial year + 6 financial years (CTB)	
EB 8.3	Instrument loans from Southampton Music Services	1 year following end of loan (CTB)	
End of section EB			

Schedule identifier number: EC
Health & Adult Social Care

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
<p>Note for assignment of review dates for joint/family files: Where a file contains details of more than one person, the review date that will be applied will be calculated from the date of birth of the youngest person recorded.</p>			
<p>Note: When reviewing a file please check that there are no other files being held by other parts of Health & Adult Social Care or Children Services and Learning which have a longer retention period. If there are, then all files for the client must be kept for the longest retention period. Ideally, where possible all files should be kept together. When the longest review date is reached then all files can be reviewed together. If there are no other files for the client proceed with the review and decide on further justified retention (which must be documented with the reasons why) or destruction. All files must be reviewed before destruction; no files will automatically be destroyed.</p>			
EC 1	(1) All health and community care individual services client records (including receivership matters, sensory team - NB see (1) (c) for exception on BD8/CVI certificates). (2) Care account – financial records	(1) (a) 8 years from date of last entry or 3 years from date of death (if known) (1) (b) clients diagnosed with learning disabilities see entry EC 6 for guidance. (1) (c) BD8/CVI certificates of blindness <u>only</u> must be extracted and retained until the client attains 100 years of age, or 3 years from date of death (if known) (2) (a) 99 years from the date of the last active payment (2) (b) or upon confirmation of the date of death of the recipient destroy immediately Statutory	(1) Adults residents in homes suffering from dementia-type illnesses are not classed as mentally disordered persons. Their records are retained for the same period specified in (a). (2) Care Act 2014 section 29 (2), For practical purposes redundant accounts should be reviewed every 5 years
<p>Note: a client’s record is defined as being all data collected about that person and retained for their casework/care/comfort etc. This can include any personal information for their welfare, medicinal administration records and the usual care records. (This list is not exhaustive).</p>			
EC 2	(a) Adult placement providers (b) Individual carers	(a) 8 years after ceasing role. (b) 8 years after ceasing role. Statutory	Care Act 2014

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EC 3	Residential homes providers	25 years after cancellation or refusal of registration Statutory	Certificates of registration from the Care Quality Commission and financial payments
EC 4	Mentally disordered persons services (not dementia residents)	20 years after last contact or 8 years after date of death (if known) if this is sooner Statutory	Mental Health Act 1983
EC 5	Social worker or team manager diaries	Current year + 1 year Corporate	
EC 6	Learning Disabilities	20 years after last contact or 8 years after date of death (if known) if this is sooner. Statutory	Community Care Act 1990.
EC 7	Safeguarding investigations for provider and client; Deprivation of Liberty assessments	75 years after incident closure or 3 years after death Statutory	Care Standards Act 2000 (Part 7). Mental Capacity Act 2005
EC 8	Disabled Driver Permit - issue	2 years from expiry date of permit. Statutory	The Disabled Person's (Badges for Motor Vehicles) England Regulations 2000
EC 9	Residential homes and day centres record types listed below:	15 years after last entry in register or closure of establishment.- Statutory	Limitation Act 1980
<p>Summary management systems that manage the registration of adults housed by the local authority - home registers, admissions registers, discharge registers.</p> <p>Recording occupant's personal incidents/events in a home - accident records, accident books, valuables register, acts of violence, incident reports, daily log/night book.</p> <p>Information relating to the operation of the establishment - communications book, diaries, rotas, daily logs/night books, complaints/compliments.</p>			
EC 10	Unpaid carers assessments (a) Where personal budget payments are approved (b) Where no personal payment budgets are approved	(a) 8 years after ceasing role (b) 18 months after assessment for suitability for personal budget is completed	An unpaid carer is a person who provides unpaid caring support to a family member or a personal friend
EC 11	Blue Badge (Disabled Person's Parking) Scheme (a) Successful applications (b) Unsuccessful applications	(a) 3 years after the latest Blue Badge has expired (b) 6 months after the final (in the event of appeal) decision has been given	

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
End of section EC			

Schedule identifier number: ED
<i>Public Health</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
ED 1	Public Health records	As per the NHS guidance from the Department of Health available at the link in the comments section Statutory	http://www.dh.gov.uk & follow the links through to the Publications Section & then the Records management: NHS code of practice section
ED 2	National Child Measurement Programme data	26 years from date of birth Statutory	NHS Code of Practice
ED 3	Hospital Episode Statistics (HES)	10 years Statutory	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually DSA reference is DARS-NIC-00574-V2H1F The DSA states: "A maximum of ten years data will be retained at any point, such that as each new data year is received, the oldest year will be deleted e.g. the 2006/07 data year will be deleted once the final complete 2016/17 year has been received."
ED 4	ONS Birth Data Extract	As and when the data becomes redundant Statutory	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
			1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
ED 5	Primary Care Mortality Extract	As and when the data becomes redundant Statutory	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from 1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
ED 6	ONS Vital Statistics	As and when the data becomes redundant Statutory	As specified by the Data Sharing Agreement with NHS Digital which is reviewed and renewed annually. DSA reference is DARS-NIC-48345-Q6X1X The DSA states: "The LA will delete data when access to it is no longer covered by the relevant data access agreement (i.e. if at a future date the agreement changed from 1996 onwards to 1997 onwards the LA would delete all records for 1996 from systems)."
ED 7	Strategic Analysis Data Drive	Reviewed every 5 years Corporate	This contains a range of non-Personal Identifiable Data used to provide the Intelligence and Strategic Analysis Service
ED 8	Crime Data received from Hampshire Constabulary for analysis	5 years Statutory	Section 7(ii) of Information Sharing Agreement 2019 with Hampshire Constabulary
End of section ED			

Schedule identifier number: **EE**
THIS SECTION REFERENCE NOT USED AT 13 SEPTEMBER 2013

Schedule identifier number: **EF**

Housing Services

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EF 1	Housing Services local policies and procedures	Current + 10 years Corporate	Advisable to keep a record of any major procedural changes with new versions to avoid reversion
EF 2	<i>Entry no longer used at 14/09/2017</i>		
EF 3	Repair Satisfaction Questionnaire	1 year after data collected and entered onto system collection - Corporate	
EF 4	Block checks by Neighbourhood Wardens	6 years - Corporate	Held at LHOs
EF 5	Monthly H&S compliance checks for supported housing schemes	6 years Corporate	Held at LHOs
EF 6	(a) Tenancy and sold property files (b) Cases closed with no further action	(a) 6 years after tenancy ceases or Right to Buy transaction completed – Corporate (b) 1 year - Corporate	Held on File Director system
EF 7	<i>Entry no longer used at 14/09/2017</i>		
EF 8	<i>Entry no longer used at 14/09/2017</i>		
EF 9	<i>Entry no longer used at 14/09/2017</i>		
EF 10	Homelessness applications under part viii of The Housing Act 1996	Current + 7 years Corporate	Held by Housing Needs
EF 11	<i>Entry no longer used at 14/09/2017</i>		
EF 12	Junior Warden scheme	6 years after participant attains 12 years of age - Corporate	
EF 13	<i>Moved to entry BD 80 @ 14/09/2017</i>		
EF 14	<i>Moved to entry BD 81 @ 14/09/2017</i>		
EF 15	Housing Register files, including special assessments	Current plus 6 years Corporate	Files held in File Director & special assessments in housing needs
EF 16	Welfare Rights and money advice files	Current plus 6 years - Corporate	
EF 17	Housing risk assessment files	Current plus 6 years Corporate	Restricted information. Held in housing needs
EF 18	Supported Housing:	(a) 6 years (b) 1 year	Entry (d) Telecare Services association

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
	(a) Client records including case notes, plans, risk assessments, Careline & telecare data, referrals, other agency referrals & responding reports (b) Out of hours call logs (c) Customer satisfaction surveys (d) City Telecare Services answerphone/audio message recordings	(c) 1 year Corporate (d) 1 year Statutory	
End of section EF			

Schedule identifier number: EG
<i>Independent Domestic Violence Advocacy Services (IDVA)</i>

Number	Type of Records	Review/Retention period & by what authority	Notes and comments (including revision date & previous version number if applicable)
EG 1	Case files (a) adult victims (b) victims under the age of 18 years	(a) 10 years from last contact, but IDVA must be consulted before any destruction (b) 10 years after 18 th birthday, but IDVA must be consulted before any destruction Corporate	
End of section EG			

AMENDMENT SCHEDULE

Contact: Records.management@southampton.gov.uk

Schedule Ref	Date	Details & amendment number
All amendment entries up to the end of December 2017 (version 9.002) have been placed in a separate retained document on Records Management shared drive folders.		
Version 9.003	17/01/2018	Amendment 01-2018. Change title of section DI by adding "Building Control". New entries sections DI 4 & DI 5
Version 9.003	17/01/2018	Amendment 02-2018. Amendments to entries DA 27, DA 42, DA 49, DA 50 & DA 51. New entries DA 53 & DA 54
Version 9.003	17/01/2018	Amendment 03-2018. Addition of guidance and link to the Jay Inquiry at start of section EA
Version 9.003	17/01/2018	Published on the Intranet and Internet
Version 9.004	24/01/2018	Amendment 04-2018. New entry ED 2
Version 9.004	24/01/2018	Amendment 05-2018. New entry EC 10
Version 9.004	06/02/2018	Amendment 06-2018. Number of different amendments that link for various reasons: BD 45 – revised retention date; EA 7 – revised retention period and deletion of entry to SAUCEPANS; EA 26 – deleted and merged in to EA 28; EA 28 – entry amended with new retention period; EA 34 – new entry. Index updated
Version 9.004	15/02/2018	Amendment 07-2018. Updates to entries A 3.11, A 3.12 & A3.13 – change of regulations cited and a revised retention period for A 3.12
Version 9.004	05/03/2018	Published on the Intranet and Internet
Version 9.005	16/04/2018	Amendment 08-2018. Addition of new entries ED 3 to ED 7 inclusive.
Version 9.005	02/05/2018	Amendment 09-2018. Amendment to entries EC 1 and EC 9
Version 9.005	17/05/2018	Amendment 10-2018. Amendment to entry EB 1.7.11 extending retention period by one academic year
Version 9.005	17/05/2018	Amendment 11-2018. Amendment to entry DA 35.
Version 9.005	05/06/2018	Amendment 12-2018. New entry A 4.28 relating to Information Asset Register. June 2019 this is now entry 4.31
Version 9.005	23/07/2018	Amendment 13-2018. Change of retention period from two years to one year DC 8
Version 9.005	23/08/2018	Amendment 14-2018. Updates to EA 12, 13, 14, 15, 16, 17, 18 & 19. New entries EA 17a, 17b, 17c & 17d
Version 9.005	28/08/2018	Incorporation of parts of RMPP008 & RMPP009 (now obsolete and RMPP006a respectively) into section 2 of the pre- amble.
Version 9.005	28/08/2018	Tidy up of some references and spelling errors. Published on the Intranet and Internet
Version 10.000	14/11/2018	Part of new version layout amendments: SRO notes for audit trail only until published in new format.

		Amend 15-2018: new entry BM10 relating to PSN & PCI server logs (told areas affected by e-mail). Amendment to A 2.5 for PCI to be same period
Version 10.000	29/11/2018	Amend 16-2018. Change to entry A1.1 by extending from 6 month to 9 months plus expanding description of what is covered
Version 10.000	29/11/2018	Amendment 17-2018. New entry A 2.6 Relating to historical VAT records
Version 10.000	26/06/2019	Amendment not numbered, general maintenance. All amendment entries up to 31/12/2017 (up to version 9.002) have been removed to the shared drive folder as stated at the start of the amendment schedule
Version 10.000	26/06/2019	Amendment 01-2019. Removal of entries DB 14 to DB 19 (Street Lighting) inclusive as responsibility no longer with the authority but with contractors.
Version 10.000	26/06/2019	Amendment 02-2019. New entry DA 55 General Register Office documentation
Version 10.000	26/06/2019	Amendment 03-2019. New entries DB 28 & DB 29 relating to School Transport Service
Version 10.000	26/06/2019	Amendment 04-2019. New entries A 4.25, 4.26, 4.27 & 4.28 relating to various Data Protection requirements. Previous entries of A 4.26, 4.27 & 4.28 renumbered to A 4.29.4.30 & 4.31 respectively.
Version 10.000	16/07/2019	Amendment not numbered, general maintenance. BE 18 entry updated to explain NQT acronym as Newly Qualified Teacher. Index & acronym list updated too.
Version 10.000	19/07/2019	Amendment not numbered, general maintenance. Removal of two entries mentioning name of previous partnership company.
Version 10.000	23/07/2019	Amendment 05-2019. Revision and consolidation of entries BD 1 & BD 10 to BD 14 into new BD 10 to BD 14 entry.
Version 10.000	24/07/2019	Amendment 06-2019. Addition of conditional sentence in entries BD 7d & BD 9b
Version 10.000	24/07/2019	Amendment 07-2019. New entry A 4.32 relating to tender submission and contracts where this authority's terms and conditions would not apply. Cross reference line under entry A 4.7 also added
Version 10.000	07/08/2019	Version published on the Intranet and Internet sites
Version 10.001	12/08/2019	Minor amendments and tidy up; removal of reference to Strategic Services Partnership
Version 10.001	13/08/2019	Amendment 08-2019. Move entries DJ 10 to DJ 13 (Records Management) to section A 4.33 to A 4.36 inclusive
Version 10.001	13/08/2019	Amendment 09-2019. Amendment of entry BF 4
Version 10.001	13/08/2019	Amendment 10-2019. Removal of whole of entry BG (Benefits Investigation Unit) No longer part of the authority
Version 10.001	14/08/2019	Amendment 11-2019. New entry A 4.37 for RIPA 2000 approvals
Version 10.001	19/09/2019	Amendment 12-2019. New entry EA 35 for Family Time Income Generation
Version 10.001	25/09/2019	Amendment 13-2019. Amended entries BD 7 & BD 9a, b, c & d relating to Taxi licences. Removal of references to PACE.
Version 10.001	25/09/2019	Published on Intranet and Internet
Version 10.002	01/10/2019	Amendment 14-2019. New entry ED 8 relating to Crime Data shared by Hampshire Constabulary
Version 10.002	22/10/2019	Amendment 15-2019. Change number BD 4 to BD 4a; new entries BD 4b & 4c relating to various licences
Version 10.002	22/10/2019	Amendment 16-2019. Amendment to entries A 4.5 and A 4.6. Deletion of entry A 4.7
Version 10.002	25/10/2019	Amendment 17-2019. New entry DL 4 relating to administrative penalties for parking offences
Version 10.002	11/11/2019	Amendment 18-2019. Entry A 4.27 amended to reflect retention of a child's request for access to their records while they are a child.
Version 10.002	21/11/2019	Published on Intranet and Internet
Version 11.000	09/12/2019	Amendment 19-2019. New entry EC 11 Disability car permits (Blue Badge) applications
Version 11.000	23/01/2020	Amendment 01-2020. New entry DL 5 Littering Fixed Penalty Notices. Amendment of section title to Parking Services & Enforcement Services

Version 11.000	09/03/2020	Amendment 02-2020. New entry EA 36 Phoenix project working with young women and repeated pregnancies
Version 11.000	03/09/2020	Amendment 03-2020. Change to DA 51 of service used and reduced retention period by one year. Added new acronym to list and deleted one no longer used
Version 11.000	09/09/2020	Published on Intranet and Internet sites
Version 12.000	06/10/2020	Amendment 04-2020. Addition to sections EA & EC introduction of policy for review of joint/family files from date of birth of youngest person in a file
Version 12.000	18/11/2020	Amendment 05-2020. Update to the overall retention schedule to remove references to Directorate structure. Para 3.3 updated, contents list and overall section headings plus index.
Version 12.000	02/12/2020	Amendment 06-2020. Amendment to entry BE 5 by reducing period of retention to 6 months after date of event.
Version 12.000	19/05/2021	Amendment 01-2021. New entry DK 8 relating to Adult Learning European Project funding
Version 12.000	15/09/2021	Published on Intranet
Version 13.000	01/04/2022	Annual update published on Intranet. BD7-9 (Licensing) revised.
Version 13.001	12/04/2022	EA37-EA39 added. Published on internet & intranet
Version 13.002	18/05/2022	Updated legislation relating to DPA and GDPR. DA 22 – entry updated to include paper records.
Version 13.003	01/08/2022	DA 40 (f-h) – updated with extra entries. Includes various updates to layout and style
Version 13.004	30/08/2022	A 4.16 b & c – Addition for Survey/Insight data collection
Version 13.005	03/11/2022	BD 51 & 52 – addition of sealing forms & registers (legal services). Addition of Appendix C.
Version 14.000	23/01/2023	DK 8 – updated in line with current guidance. Reorganisation of the following, A4.1 - A4.37 moved/renumbered to BD53 – BD88 and A5.1 – A5.6 renumbered to A4.1 – A4.6. BD 54 & 55, amount updated to £200k (from £100k). A 4.7 (Visitors Books) added.
Version 14.001	01/06/2023	Amendment of A1.5 to include 'Right to work checks'. BD 9e – additional for taxi cam footage. BF 1 – Notes changed to reflect a reduction in paper record retention.
Version 14.002	25/07/2023	DA 12 – retention period amended to include 'current' + 3 years & updates to wording. EC 11 – Update to wording.
Version 14.003	07/09/2023	EF 6 – Amended to include closed/no further action cases. Removal of reference to Jay Inquiry
Version 14.004	16/10/2023	BF 1 – Notes amended. A2.5 – inclusion of bank details. EA 1 – Wording amended for clarity.
Version 14.005	10/01/2024	Annual update. DG 1 – Retention time reduction. BD 26 – Time reduced from 20 to 10 years.
Version 14.006	18/03/2024	EA 40 – New entry for education engagement.
Version 14.007	30/05/2024	BA 36 – New entry for Councillors personal information. BD 51 – Entry removed, no longer required. EA 40 – Amended to include RPA tracking.
Version 15.000	20/01/2025	Annual update.

Records Management policies and procedures series

Number	Title	Issued
<i>N/a</i>	Information Governance Policy	Current version available on the Information Governance intranet page
RMPP 001	Corporate Records Management Policy	Current version available on the Information Governance intranet page
RMPP 002	Records Review & Retention Schedule	Current version available on the Information Governance intranet page
RMPP 003	Legal Admissibility e-Records Policy, Assessment & Exemption List	Current version available on the Information Governance intranet page
RMPP 004	Number not used @ 17/08/2018	
RMPP 005	Records Disaster Recovery Procedure	Current version available on the Information Governance intranet page
RMPP 006	Local records procedures documentation template	Current version available on the Information Governance intranet page
RMPP 006a	Records Review Log	Current version available on the Information Governance intranet page
RMPP 007	Collections Access Policy (<i>relating to records held by Records Management</i>)	Current version available on the Information Governance intranet page
RMPP 008	Number not used @ 17/08/2018	
RMPP 009	Number not used @ 17/08/2018	Now numbered as RMPP 003a
RMPP 010	Missing files & data procedure	Current version available on the Information Governance intranet page

Ongoing Inquiries

Public Inquiry	Information to be retained
Covid-19 Inquiry	All information relating to Covid to be preserved until further guidance issued.