Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Equal opportunities advice	All records relating to the creation, implementation and monitoring of the Councils Equal Opportunities Policy		FALSE	Date the policy expires	3	0	
Equal opportunities advice	All records relating to the publication of equal opportunities policy and provision of advice/information on equal opportunities to employers and employees in the area		FALSE	Year records created	1	0	
Community engagement	All records relating to links between local people, local organisations and decision makers.	Local Government Act 1972 s100c	FALSE	Year records created	4	0	
Customer satisfaction surveys	All records relating to the creation and analysis of customer satisfaction surveys		FALSE	Year records created	3	0	
Petitions	All records relating to the management of petitions		FALSE	Year records created	6	0	
Petitions	All records relating to the processing of petitions received by the Authority		FALSE	Date petition received	6	0	
Service delivery consultation	All records relating to consultations concerning service delivery		FALSE	Year records created	6	0	
Spending plans consultation	All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year		FALSE	Year records created	3	0	
Spending plans consultation	All records relating to the publication of spending plans		FALSE	Year records created	3	0	
Corporate - equalities and diversity	All records relating to the use of the Equality Framework for Local Government (EFLG)		FALSE	Creation of records	3	0	
Equality and diversity	All records relating to the development, implementation and monitoring of equality and diversity policies		FALSE	Date policy expires	3	0	
Corporate - organisation structure	All records relating to the development and implementation of organisation restructure		FALSE	Date restructure completed	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Corporate - research	All records relating to research which has been commissioned or carried out by the local authority		FALSE	Date research completed	0	0	The retention period will vary depending on the type of research and the reason it was commissioned
Corporate - resource planning	All records relating to the collection and analysis of staff statistics		FALSE	Year records created	5	0	
Corporate - development strategy	All records relating to creation, implementation and monitoring of a strategic plan for the council		FALSE	Date plan expires	6	0	
Corporate - development strategy	All records relating to the development and monitoring of annual business plans		FALSE	Year records created	0	0	When superseded
Corporate - development strategy	All records relating to the development of film and television within the local authority		FALSE	Year records created	3	0	
Corporate - development strategy	All records relating to the development of tourism opportunities		FALSE	Year records created	10	0	
Corporate - development strategy	Corporate Risk Register	Limitation Act 1980 (Section 2)	FALSE	Last entry in register	6	0	
Open data publication	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources		FALSE	Publication of data	0	0	Data which is made available is disposed of
Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides		FALSE	Year records created	5	0	
Census information	All records relating to the publication of information from a national census or other surveys relating to the local area.		FALSE	Date first published	0	0	Operational use
Economic information and analysis	All records relating to the collation and analysis of economic information		FALSE	Year records created	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Local Involvement Network (LINk)	All records relating to the provision and management of a Local Involvement Network [LINk]	Local Government Act 1972 s100c	FALSE	Year records created	4	0	
Volunteering	All records relating to the provision of volunteering opportunities available in the community		FALSE	Year records created	1	0	
Youth leadership training	Youth leadership training		FALSE	Date qualification expires	3	0	
Youth project volunteering	All records relating to the management of youth project volunteers	Limitation Act 1980 (Section 2)	FALSE	Last contact with the volunteer	6	0	