

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Sports employment	All records relating to the advertising current vacancies and providing advice and information to those seeking employment in sport and leisure in the local area		FALSE	Date of advertisement or advice	1	0	
Sports employment	All records relating to the publication of the councils' policy on training and employment within the sports and leisure service		FALSE	Date policy expires	3	0	
Community and day centres	All records relating to the running of community and day centres	Limitation Act 1980	FALSE	Year records created	6	0	
Community centres	All records relating to the provision and management of Community Centres	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Community support groups and organisations	All records relating to the provision of information about recognised groups and organisations that provide advice and support for those who may be in need of community care such as the elderly, disabled or those with learning difficulties		FALSE	Year records created	1	0	
Health advice	All records relating to the provision of advice and information on health issues of concern to individuals and the community.	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Health and wellbeing strategy	All records relating to the creation, implementation and management of health and wellbeing strategies		FALSE	Year strategy superseded	5	0	
Health checks	All records relating to the provision of free health checks		FALSE	The health check is given to the individual and recorded on their standard medical record	0	0	
Public health strategic needs assessment	All records relating to public health strategic needs assessments		FALSE	Date assessment superseded	6	0	

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Stopping smoking	All records relating to information, advice and help to assist local residents who smoke to stop smoking.		FALSE	It is expected that this will be dynamic advice constantly updating if not then current year + 1 year	0	0	
Leisure and social activities inclusion	All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people		FALSE	Year records created	1	0	
Leisure passes	All records relating to the management of leisure pass schemes	Limitation Act 1980 (Section 2)	FALSE	Date pass expires	6	0	
Older people's activities	All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Young people's drop in activities	All records relation to the provision of information about young people's drop in activities		FALSE	Year records created	1	0	
Museum and gallery shops	All records relating to the sale of goods in museum and gallery shops	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Museum collections	All records relating to information about collections on display in museum collections		FALSE	Year records created	1	0	
Museum events and exhibitions	All records relating to information about any events or exhibitions organised at museums with the local authority area.		FALSE	Year records created	1	0	
Museums and galleries - loans donations and bequests	All records relating to loans, donations and bequests made to Museums and Galleries		TRUE		Permanent	Permanent	
Museums and galleries	All records relating to the management and maintenance of museums and galleries	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Museums and galleries	All records relating to the provision of information and advice on museums and galleries in the local area		FALSE	Year records created	1	0	

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Municipal golf courses	All records relating to the ownership and maintenance of golf courses owned or run by the local authority	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Outdoor activity centres	All records relating to the provision of outdoor activity centres for use by schools or other groups	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Sports club directory	All records relating to the creation and publication of a directory of local sports clubs and organisations which provide sporting facilities to local residents		FALSE	Year records created	1	0	
Sports development	All records relating to partnership with local, regional and national partners to create equitable and sustainable opportunities for sports participation at every level	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Sports equipment hire	All records relating to the hire of sports equipment at council operated sports facilities	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Sports facilities	All records relating to information about sports facilities		FALSE	Year records created	1	0	
Sports facilities	All records relating to information relating to the development of sports facilities and programs	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Sports facilities	All records relating to the management of sports facilities, Includes booking and hire of sport facilities and usage data records		FALSE	Year records created	2	0	
Sports facilities	All records relating to the marketing of sporting events		FALSE	Year records created	3	0	
Sports facilities	All records relating to the membership of sports facilities		FALSE	Year records created	6	0	
Swimming pools	All records relating to the provision of public swimming pools and associated facilities	Limitation Act 1980 (Section 2)	FALSE	Current year	6	0	
Camping and caravan sites	All records relating to the provision of camping and caravan facilities by local authorities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Local attractions	All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there		FALSE	Year records created	1	0	

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Tourist accommodation	All records relating to information on holiday/business accommodation available in the local area		FALSE	Year records created	1	0	
Tourist information centres	All records relating to the management of tourist information centres	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Zoos and farm parks	All records relating to the provision and management of zoos, farms, wildlife parks or 'pets'; corners'; open to the public	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Events	All records relating to planning and event delivery		FALSE	Year records created	6	0	