

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Council expenditure	All records relating to expenditure made by the council including invoices, purchase orders etc	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Council expenditure	All records relating to the publication of details of council expenditure which can be viewed by local residents		FALSE	Year records created	1	0	