

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Staff - communications	All records relating to responses made by councils to external consultations		FALSE	Year records created	3	0	
Data Protection	All records relating to the creation and implementation of policies under Data Protection Act 1998		FALSE	Date policy expires	3	0	
Data Protection	All records relating to the management of subject access requests under the Data Protection Act 1998		FALSE	Year records created	2	0	
Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 200		FALSE	Date policy expires	3	0	
Freedom of Information	All records relating to the management of Freedom of Information Requests		FALSE	Year records created	2	0	
Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code		FALSE	Year records created	10	0	
Re-use of public sector information	All records relating to the management of the re-use of public sector information		FALSE	Date licence expires	6	0	
Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	Limitation Act 1980 (Section 2)	FALSE	Last action on project	6	0	
Corporate - project management	All records relating to the management of projects which end with a contract under seal	Limitation Act 1980 (Section 2)	FALSE	Last action on project	12	0	
Corporate - project management	All records relating to the management of projects which end with a contract under signature	Limitation Act 1980 (Section 2)	FALSE	Last action on project	6	0	
Corporate - reporting	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups		FALSE	Date records submitted to Cabinet/Committee	6	0	
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
Legal - advice	All records relating to copyright and intellectual property rights	Limitation Act 1980 (Section 2)	FALSE	Date intellectual property/copyright ends	6	0	

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Legal - advice	General legal advice relating to Social Services matters		FALSE	Last action	3	0	
Legal - advice	Legal advice given relating to requests by Police for disclosure of Social Services records		FALSE	Last action	3	0	
Legal - case management	All records relating to general common law issues		FALSE	Closure	6	0	
Legal - case management	All records relating to investigations undertaken by Trading Standards	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	0	
Legal - case management	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000		FALSE	Date of the court order	6	0	
Legal - case management	Case files relating to Criminal Injuries Compensation Authority Claims		FALSE	Date of birth of claimant	85	0	
Legal - case management	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]		FALSE	Date of birth	25	0	
Legal - case management	Case files relating to redemption of Social Services Section 22 charges	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - case management	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - case management	Foster parent records[This period relates to the legal file not to the personal file.]	Foster Placement (Children) Regulations 1991	FALSE	Approval terminated	10	0	
Legal - contracts	All records relating to actions founded on a simple contract	Limitation Act 1980 (Section 2)	FALSE	Last action on the contract	6	0	
Legal - contracts	All records relating to contracts founded on a speciality	Limitation Act 1980 (Section 2)	FALSE	Date of case of action	12	0	
Legal - contracts	Case files relating to the receipt and preparation of contract documents	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - contracts	Case files relating to the release of bonds	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - contracts	Company formation, contracts or similar matters	Limitation Act 1980 (Section 2)	FALSE	Closure of company	12	0	
Legal - judicial review	Case files relating to judicial review	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	All records relating to the disposal of information systems		FALSE	Date system disposed of	3	0	
Legal - land and property	All records relating to the disposal of publicly owned equipment	Limitation Act 1980 (Section 2)	FALSE	Date of disposal of equipment	6	0	

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Legal - land and property	All records relating to the disposal of publicly owned land and property	Limitation Act 1980 (Section 2)	FALSE	Date of disposal of property	6	0	
Legal - land and property	Case files relating to Deed Of Release/Rectification/Variation By Client	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Case files relating to grant of easement to the client	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Case files relating to leases/tenancy agreements/licences to be granted to the client	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)		FALSE	Close of case	6	0	
Legal - land and property	Case files relating to licences for assignment/under-letting/ alterations relating to leases	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Case files relating to redemption of staff mortgages (other than on sale or re-mortgage)	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Case files relating to the redemption of mortgages(other than s22 charges) on sale or re-mortgage of property	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - land and property	Conveyancing - acting for purchaser		TRUE		Permanent	Permanent	
Legal - land and property	Conveyancing - acting for vendor on sale of the whole of the title		FALSE	Completion of action	12	0	
Legal - land and property	Conveyancing - acting for vendor who retains part of the title		TRUE		Permanent	Permanent	
Legal - land and property	Loan Consents relating to loans made	Limitation Act 1980 (Section 2)	FALSE	Date of last payment on loan	12	0	
Legal - litigation support	All records relating to the recovery of land	Limitation Act 1980 (Section 2)	FALSE	Date of case of action	12	0	
Legal - litigation support	Case files relating to injunction proceedings	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - litigation support	Case files relating to injunctions under the Town & Country Planning Acts	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	

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Legal - litigation support	Case files relating to the prosecution of breaches/review of community orders	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Policy - retention schedules	All records relating to the creation of a retention schedule for the authority		FALSE	Date of publication	0	0	As the retention schedule is updated a copy should be retained to show what retention periods were at any given time