



Retention Policy and Schedules for Hertsmere Borough Council

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1. ABOUT THIS POLICY

- 1.1 The information, records and data of Hertsmere Borough Council is important to how we conduct business and manage employees.
- 1.2 There are legal and regulatory requirements for us to retain certain data, usually for a specified amount of time. We also retain data to help our business operate and to have information available when we need it. However, we do not need to retain all data indefinitely, and retaining data can expose us to risk as well as be a cost to our business.
- 1.1 This Data Retention Policy explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal accounting for legislative and regulatory requirements, best practice standards, existing policies and practices, and operational needs.

2. SCOPE OF POLICY

- 1.2 This policy covers all data that we hold or have control over. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".
- 1.3 This policy covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage. It also covers data that belongs to us but is held by employees on personal devices.
- 1.4 This policy explains the differences between our formal or official records, disposable information, confidential information belonging to others, personal data and non-personal data. It also gives guidance on how we classify our data.
- 1.5 This policy applies to the continuum of records and information from creation through to destruction or for retention for historical or research purposes.
- 1.6 Records sentenced for destruction under the Policy may be destroyed in accordance with the provisions of the Guidelines. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.

3. OBJECTIVES OF THE POLICY

- 3.1 Through this policy, and our data retention practices, we aim to meet the following commitments:
 - (a) We comply with legal and regulatory requirements to retain data.
 - (b) We comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed (storage limitation principle).

- (c) We will identify records that may be worth preserving permanently as part of a local authority's archives.
- (d) We handle, store and dispose of data responsibly and securely.
- (e) We prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- (f) We create and retain data where we need this to operate our business effectively, but we do not create or retain data without good business reason.
- (g) We will provide consistency for the destruction of those records not required permanently after specified periods.
- (h) We allocate appropriate resources, roles and responsibilities to data retention.
- (i) We regularly remind employees of their data retention responsibilities.
- (j) We regularly monitor and audit compliance with this policy and update this policy when required and promote improved Records Management practices within local government.

4. ROLES AND RESPONSIBILITIES

- 4.1 **Responsibility of all employees:** We aim to comply with the laws, rules, and regulations that govern us and recognise compliance good practices. All employees must comply with this policy, the Record Retention Schedule, any communications suspending data disposal and any specific instructions from the Information Officer and Data Protection Officer. Failure to do so may subject us, our employees, and contractors to serious civil and/or criminal liability. An employee's failure to comply with this policy may result in disciplinary sanctions, including suspension or termination. It is therefore the responsibility of everyone to understand and comply with this policy.
- 4.2 **Data Protection Officer:** Our Data Protection Officer (DPO) is responsible for advising on and monitoring our compliance with data protection laws which regulate personal data. Our DPO works in collaboration with the Legal Department and all other Council departments on the retention requirements for personal data and on monitoring compliance with this policy in relation to personal data.
- 4.3 **Record Owner:** Department that owns the record and is ultimately responsible for its retention and disposal. The Record Owner is usually responsible for the implementation of their Department's Records Retention Schedule wherever it may apply across the Council, including ensuring that all relevant Information Asset Owners are fully appraised of their requirements of the Retention Schedule and apply accordingly. This may include auditing compliance. In coordination with the Secretary's Office, they are responsible for reviewing and developing this document.

5. ENACTMENT OF STANDARD FOR A LOCAL AUTHORITY

- 5.1 This Retention and Disposal Schedule has been authorised by way of Executive Decision in May 2020.

The Schedules provide the following information for each separate category or record:

6. RETENTION PERIOD

The recommended length of time for which the records should be kept by us:

- 6.1 **Formal or official records.** Any data that is part of any of the categories listed in the Record Retention Schedule contained in the Annex to this policy shall be retained for the amount of time indicated in the Record Retention Schedule. A record shall not be retained beyond the period indicated in the Record Retention Schedule, unless a valid business reason (or notice to preserve documents for contemplated litigation or other special situation) calls for its continued retention.
- 6.2 **Disposable information.** The Record Retention Schedule will not set out retention periods for disposable information. This type of data should only be retained as long as it is needed for business purposes. Once it no longer has any business purpose or value it should be securely disposed of.
- 6.3 **Personal data.** Where data is listed in the Record Retention Schedule, we have taken into account the principle of storage limitation and balanced this against our requirements to retain the data. Where data is disposable information, you must take into account the principle of storage limitation when deciding whether to retain this data.

7. STORAGE

- 7.1 Our data shall be stored in a safe, secure, and accessible manner.

8. DESTRUCTION

- 8.1 **Disposable information.** Disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule.
- 8.2 **Personal data.** Both formal or official records and disposable information may contain personal data; that is, data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation).
- 8.3 **Confidential information belonging to others.** Any confidential information that an employee may have obtained from a source outside of us, such as a previous employer, must not, so long as such information remains confidential, be disclosed to or used by us. Unsolicited confidential information submitted to us should be refused, returned to the sender where possible, and deleted, if received via the internet.
- 8.4 **Data classifications.** Some of our data is more confidential than other data.

9. REPORTING POLICY BREACHES

- 9.1 We are committed to enforcing this policy as it applies to all forms of data. The effectiveness of our efforts, however, depends largely on employees. If you feel that you or someone else may have breached this policy, you should report the incident immediately to your supervisor. If you are not comfortable bringing the matter up with your immediate supervisor, or do not believe the supervisor has dealt with the matter properly, you should raise the matter with the Data Protection Officer. If employees do not report inappropriate conduct, we may not become aware of a possible breach of this policy and may not be able to take appropriate corrective action.
- 9.2 No one will be subject to and Hertsmere Borough Council do not allow any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or co-operating in related investigations, in relation to this policy.

10. AUDITS

- 10.1 Our Data Protection Officer will periodically review this policy and its procedures (including where appropriate by taking outside legal or auditor advice to ensure we are in compliance with relevant new or amended laws, regulations or guidance. Additionally, we will regularly monitor compliance with this policy, including by carrying out audits.

11. REVIEWING THE SCHEDULE

- 11.1 This retention schedule is subject to review and revisions periodically. Notification will be made to all staff when amendments to the Retention Schedule have been made. If you notice any inaccuracies within the schedule, any records that are not covered within the schedule or any points of clarification, you should contact Shane Kenny to discuss.
- 11.2 The next review date is October 2021.

12. Authority

- 12.1 This policy has been authorised by way of Executive Decision in May 2020

HERTSMERE BOROUGH COUNCIL**CUSTOMER SERVICES RETENTION SCHEDULES**

SERVICE AREA: CUSTOMER SERVICES
COMPLETED BY: LEE GALLAGHER
DATE: DECEMBER 2019

THE CUSTOMER SERVICES TEAM DEAL WITH INCOMING ENQUIRIES REGARDING A WIDE RANGE OF SERVICES ACROSS A RANGE OF CHANNELS, INCLUDING; TELEPHONE, EMAIL AND POST.

ENQUIRIES ARE RECORDED ON THE CORPORATE CRM SYSTEM AND DEPENDANT ON THE ENQUIRY TYPE IT WILL BE RECORDED AS A QUICK CALL (NOT RECORDED AGAINST AN INDIVIDUAL) AN INTERACTION OR A CASE BOTH OF WHICH RELATE TO AN INDIVIDUAL OR ORGANISATION.

THE TEAM ALSO DEAL WITH THE ADMINISTRATION OF THE COUNCILS 3CS (COMMENTS, COMPLIMENTS AND COMPLAINTS) PROCESS AT STAGE 1 OF THE COMPLAINTS PROCESS.

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED YES/NO	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
3CS COMMENTS, COMPLIMENTS AND COMPLAINTS DATA	CORRESPONDENCES	YES	3 YEARS	BEST PRACTICE	CUSTOMER SERVICES AND DIGITAL TRANSFORMATION MANAGER
3CS PERFORMANCE REPORTS FOR COMMITTEE	REPORTS ON COUNCILS WEBSITE	NO	PERMANENTLY	BEST PRACTICE	CUSTOMER SERVICES AND DIGITAL TRANSFORMATION MANAGER

GENERAL ENQUIRY AND CASE RELATED INFORMATION HELD ON THE CRM RELATING TO AN INDIVIDUAL OR ORGANISATION, INCLUDING:	INTERACTION NOTES CASES CORRESPONDENCES	YES	DESTROY AFTER 3 YEARS (ON AN ANNUAL BASIS)	BEST PRACTICE	CUSTOMER SERVICES AND DIGITAL TRANSFORMATION MANAGER
PROJECT DOCUMENTATION RELATING TO PROCUREMENT OF A CONTRACT	DOCUMENTS REPORTS CORRESPONDENCES	NO	REFER TO CORPORATE SCHEDULE FOR CONTRACT MANAGEMENT RETENTION DEPENDANT ON TYPE OF CONTRACT AWARD.	BEST PRACTICE	CUSTOMER SERVICES AND DIGITAL TRANSFORMATION MANAGER
CALL RECORDINGS		YES	DELETE AFTER 12 MONTHS	INVESTIGATORY POWERS ACT 2016.	CUSTOMER SERVICES AND DIGITAL TRANSFORMATION MANAGER

HERTSMERE BOROUGH COUNCIL

PLANNING AND ECONOMIC DEVELOPMENT RETENTION SCHEDULES

SERVICE AREA: PLANNING AND ECONOMIC DEVELOPMENT
COMPLETED BY: ADRIEN WAITE, HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
DATE: NOVEMBER 2019

THIS RETENTION SCHEDULE RELATES TO THE ACTIVITIES WITHIN THE COUNCIL'S PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT.
 BC – BUILDING CONTROL
 DM – DEVELOPMENT MANAGEMENT
 SP – STRATEGIC PLANNING
 G – GENERAL MATTERS

ACTIVITY	EXAMPLES OF DOCUMENTS	PERSONAL DATA INCLUDED	RETENTION PERIOD AND PUBLICATION	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
THE PROCESS OF APPROVING BUILDING REGULATION APPLICATIONS (SITE WORKS COMMENCED)	<ul style="list-style-type: none"> • APPROVED/ACCEPTED PROPOSALS AND DESIGN PRINCIPLES; • RECORDS OF ANY WORK CARRIED OUT BY PROFESSIONAL CONSULTANTS • RECORDS OF CONSULTATIONS • RECORDS OF SITE INSPECTIONS • CLIENT DESIGN AND CONTRACTOR DETAILS • CERTIFICATES AND 	YES	DESTROY 15 YEARS AFTER DATE OF COMPLETION. APPLICATIONS THAT HAVE COMMENCED ON SITE BUT HAVE NO RECORD OF COMPLETION, RECORDS WILL BE DESTROYED 15 YEARS SINCE LAST RECORDED ACTION	BUILDING CONTROL PERFORMANCE STANDARDS 2017 EDITION – STANDARD 7	HBC CLIENT FOR BUILDING CONTROL

	NOTICES INCLUDING COMPLETION, FIRE AND FINAL CERTIFICATES • ASSOCIATED PRE-APPLICATION ADVICE • DIARIES		ON THE CASE.		
THE PROCESS OF APPROVING BUILDING REGULATION APPLICATIONS (SITE WORKS NOT COMMENCED)	• AS ABOVE IN BC 1	YES	DESTROY 3 YEARS AFTER THE APPLICATION HAS LAPSED	COMMON PRACTICE.	HBC CLIENT FOR BUILDING CONTROL
PART 1 PLANNING REGISTER (UNDETERMINED PLANNING APPLICATIONS HELD BY THE COUNCIL AS LOCAL PLANNING AUTHORITY)	APPLICATION FORMS PLANS AND DRAWINGS TECHNICAL OR SUPPORTING REPORTS CONSULTEE COMMENTS NEIGHBOUR COMMENTS S106 MATTERS	YES	PERMANENT RETENTION IN ELECTRONIC FORMAT * = PUBLISHED ON THE COUNCIL'S WEBSITE DURING APPLICATION I.E. THE APPLICATION REMAINS UNDETERMINED: • APPLICATION FORM* • PLANS AND DRAWINGS* • TECHNICAL OR	REQUIREMENTS OF THE DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015.	DEVELOPMENT MANAGEMENT MANAGER

			<p>SUPPORTING REPORTS*</p> <ul style="list-style-type: none"> • CONSULTEE COMMENTS • NEIGHBOUR COMMENTS • S106 MATTERS <p>ALL OTHER RECORDS FOR THE APPLICATION TO BE DESTROYED 5 YEARS SINCE LAST RECORDED ACTION ON THE CASE.</p>		
<p>PART 2 PLANNING REGISTER (THE LIST OF DETERMINED PLANNING APPLICATIONS HELD BY THE COUNCIL AS LOCAL PLANNING AUTHORITY)</p>	<ul style="list-style-type: none"> • APPLICATION FORM • PLANS AND DRAWINGS • TECHNICAL OR SUPPORTING REPORTS • CONSULTEE COMMENTS • NEIGHBOUR COMMENTS • S106 MATTERS • COMPLETED S106 • OFFICER REPORT • DECISION NOTICE 	YES	<p>PERMANENT RETENTION IN ELECTRONIC FORMAT.</p> <p>* = PUBLISHED ON THE COUNCIL'S WEBSITE</p> <p>INITIAL 12 MONTH PERIOD FROM LPA DECISION DATE (INCLUSIVE OF APPLICATIONS FOR WHICH THE LPA HAS DECLINED TO DETERMINE OR</p>	<p>REQUIREMENTS DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015</p> <p>PLANNING FILES MAY CONTAIN PERSONAL INFORMATION (I.E. WITHIN NEIGHBOUR COMMENTS RECEIVED). AFTER THE APPEAL OR CHALLENGE PERIODS FOR THE APPLICATION HAVE LAPSED, THIS</p>	<p>DEVELOPMENT MANAGEMENT MANAGER</p>

			<p>FINALLY DISPOSED OF):</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, TECHNICAL OR SUPPORTING REPORTS AS LISTED ON THE DECISION NOTICE* • CONSULTEE COMMENTS • NEIGHBOUR COMMENTS • COMPLETED S106* • OFFICER REPORT* • DECISION NOTICE* <p>POST CHALLENGE PERIOD (1 YEAR FROM PLANNING INSPECTORATE DETERMINATION DATE) WHERE NO NOTICE OF POTENTIAL LEGAL CHALLENGE RECEIVED:</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, 	<p>INFORMATION IS NOT NECESSARY FOR THE PERFORMANCE OF A TASK CARRIED OUT IN THE PUBLIC INTEREST OR IN THE EXERCISE OF OFFICIAL AUTHORITY AND THEREFORE NO LONGER FALLS WITHIN THE SCOPE OF ARTICLE 6(E) OF THE EU REGULATION 2016/679</p>	
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			<p>TECHNICAL OR SUPPORTING REPORTS AS LISTED ON THE DECISION NOTICE*</p> <ul style="list-style-type: none"> • COMPLETED S106* • OFFICER REPORT* • DECISION NOTICE* <p>ALL OTHER RECORDS FOR THE APPLICATION TO BE DESTROYED</p>		
<p>PLANNING APPLICATION RECORDS SUBJECT TO AN APPEAL</p>	<p>APPEAL SUBMISSION FILES</p>	<p>YES</p>	<p>PERMANENT RETENTION IN ELECTRONIC FORMAT.</p> <p>* = PUBLISHED ON THE COUNCIL'S WEBSITE</p> <p>PERIOD POST LPA DECISION DATE AND PRIOR TO PLANNING INSPECTORATE DECISION</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, TECHNICAL OR 	<p>PLANNING INSPECTORATE PROCEDURAL GUIDANCE (AUGUST 2019) REGARDING INFORMATION TO BE MADE AVAILABLE TO THE PUBLIC AND TO PARTICIPATING PARTIES DURING AN APPEAL.</p> <p>POST APPEAL DECISION – PLANNING INSPECTORATE ONLY PUBLISH: APPEAL DECISION AND DESPATCH COVER LETTER. LPA WOULD</p>	<p>DEVELOPMENT MANAGEMENT MANAGER</p>

			<p>SUPPORTING REPORTS AS LISTED ON THE DECISION NOTICE*</p> <ul style="list-style-type: none"> • CONSULTEE COMMENTS • NEIGHBOUR COMMENTS • COMPLETED S106* • OFFICER REPORT* • DECISION NOTICE* <p>12 MONTHS POST PLANNING INSPECTORATE DECISION LETTER</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, TECHNICAL OR SUPPORTING REPORTS AS LISTED ON THE DECISION NOTICE* • COMPLETED S106* • OFFICER REPORT* • LPA DECISION NOTICE* • LPA EVIDENCE AND STATEMENTS SUBMITTED AS 	<p>HAVE NO OPERATIONAL REQUIREMENT FOR APPEAL DOCUMENTATION AFTER THE PERIOD FOR A LEGAL CHALLENGE. IT IS NOTED ANY LEGAL CHALLENGE WOULD BE AGAINST THE PLANNING INSPECTORATE AS THE DECISION MAKER.</p>	
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			<p>PART OF THE APPEAL PROCESS</p> <ul style="list-style-type: none"> • PLANNING INSPECTORATE DECISION NOTICE* <p>ALL OTHER RECORDS FOR THE APPLICATION TO BE DESTROYED</p>		
<p>PLANNING APPLICATION RECORDS FOR WHICH THE LPA HAVE BEEN PUT ON NOTICE OF POTENTIAL LEGAL CHALLENGE</p>			<p>PERMANENT RETENTION IN ELECTRONIC FORMAT.</p> <p>* = PUBLISHED ON THE COUNCIL'S WEBSITE</p> <p>PERIOD POST LPA DECISION DATE AND PRIOR TO THE OUTCOME OF ANY LEGAL CHALLENGE</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, TECHNICAL OR SUPPORTING REPORTS AS LISTED ON THE 	BEST PRACTICE.	DEVELOPMENT MANAGEMENT MANAGER

			<p>DECISION NOTICE*</p> <ul style="list-style-type: none"> • CONSULTEE COMMENTS • NEIGHBOUR COMMENTS • COMPLETED S106* • OFFICER REPORT* • DECISION NOTICE* <p>6 MONTHS POST THE OUTCOME OF ANY LEGAL CHALLENGE</p> <ul style="list-style-type: none"> • APPLICATION FORM* • APPROVED PLANS AND DRAWINGS, TECHNICAL OR SUPPORTING REPORTS AS LISTED ON THE DECISION NOTICE* • COMPLETED S106* • OFFICER REPORT* • LPA DECISION NOTICE* • LEGAL FILE CONTAINING LPA EVIDENCE, CORRESPONDENCE AND SUBMISSIONS. 		
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			<ul style="list-style-type: none"> • ANY FORMAL RECORD OF THE OUTCOME SUCH AS A LEGAL JUDGEMENT. <p>ALL OTHER RECORDS FOR THE APPLICATION TO BE DESTROYED</p>		
PRE-APPLICATIONS PLANNING SUBMISSIONS	<ul style="list-style-type: none"> • APPLICATION FORM • CORRESPONDENCE • PLANS • REPORTS • BACKGROUND INFORMATION • LPA DECISION LETTER 	YES	DESTROY 5 YEARS FROM DATE RECEIVED.	THE NATIONAL PLANNING POLICY FRAMEWORK & SECTION 91 TOWN AND COUNTRY PLANNING ACT 1990	DEVELOPMENT MANAGEMENT MANAGER
GENERAL CORRESPONDENCE AND ENQUIRIES (INCLUDING MP AND MEMBER ENQUIRIES AND CORRESPONDENCE TO PLANNING@MAILBOX)	<ul style="list-style-type: none"> • CORRESPONDENCE, EMAILS OR TELEPHONE NOTES AND ASSOCIATED PHOTOGRAPHS, PLANS AND OTHER DOCUMENTS 	YES	DESTROY 3 YEARS FROM DATE RECEIVED.	SECTION 91 TOWN AND COUNTRY PLANNING ACT 1990 & BEST PRACTICE	DEVELOPMENT MANAGEMENT MANAGER
THE PROCESS OF ENFORCEMENT	<ul style="list-style-type: none"> • INVESTIGATION FILES AND BACKGROUND INFORMATION • PLANNING CONTRAVENTION NOTICES 	YES	INVESTIGATIONS CONCLUDING: 'NO BREACH OF PLANNING CONTROL' - DESTROY 2 YEARS	BEST PRACTICE & SECTION 171B OF THE TCPA 1990.	DEVELOPMENT MANAGEMENT MANAGER

	<ul style="list-style-type: none"> • ENFORCEMENT NOTICES 		<p>FROM DATE COMPLAINT CLOSED.</p> <p>INVESTIGATIONS CONCLUDING: 'NOT EXPEDIENT FOR FORMAL ACTION TO BE TAKEN' - DESTROY 12 YEARS FROM DATE COMPLAINT CLOSED.</p> <p>INVESTIGATIONS THAT RESULT IN FORMAL ACTION – THE FOLLOWING TO BE PERMANENTLY RETAINED IN ELECTRONIC FORMAT.</p> <ul style="list-style-type: none"> • LEGAL FILE CONTAINING LPA EVIDENCE, CORRESPONDENCE AND SUBMISSIONS. • ANY FORMAL NOTICES (PUBLISHED ON THE COUNCIL'S WEBSITE, 		
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			INCLUDING THOSE THAT HAVE BEEN COMPLIED WITH, UNTIL SUCH TIME AS THEY ARE REVOKED)		
TREE PRESERVATION ORDERS	<ul style="list-style-type: none"> • ALL RECORDS RELATING TO TREE PRESERVATION ORDERS 	YES	PERMANENT RETENTION	THE TOWN & COUNTRY PLANNING ACT 1990	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
CONSERVATION AREAS AND HISTORIC ASSETS	<ul style="list-style-type: none"> • BUILDINGS AT RISK • ALL RECORDS RELATING TO THE DEVELOPMENT OF CONSERVATION AREAS • PHOTOS OF LISTED BUILDINGS 	NO	PERMANENT RETENTION	THE TOWN & COUNTRY PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
THE PROCESSING OF 'HIGH HEDGE' APPLICATIONS	<ul style="list-style-type: none"> • APPLICATION FILES AND BACKGROUND INFORMATION 	YES	PERMANENT RETENTION	PART 8 OF ANTI-SOCIAL BEHAVIOUR ACT 2003	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
ADOPTED PLANS AND STRATEGIES FORMING PART OF THE DEVELOPMENT PLAN	<ul style="list-style-type: none"> • LOCAL PLAN • SUPPLEMENTARY PLANNING DOCUMENTS • MASTER PLANS • ACTION PLANS • NEIGHBOURHOOD PLANS 	NO	PERMANENT RETENTION	THE PLANNING & COMPULSORY PURCHASE ACT 2004	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
LOCAL PLAN BACKGROUND DOCUMENTS AND CONSULTATION	<ul style="list-style-type: none"> • AUTHORITY MONITORING REPORTS • STATUTORY INSPECTOR'S REPORTS 	NO	DESTROY 2 YEARS AFTER REVOCATION OF THE (PARENT) DOCUMENT AND /	PLANNING & COMPULSORY PURCHASE ACT 2004	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

RESPONSES'	RELATING TO THE ABOVE <ul style="list-style-type: none"> • EVIDENCE STUDIES AND TECHNICAL REPORTS RELATING TO ADOPTED DOCUMENTS COVER BY SP1 • CONSERVATION AREA REVIEWS 		OR THE COMPLETION OR ADOPTION OF THE SUCCESSOR DOCUMENT		
PROCESSES RELATING TO NEIGHBOURHOOD PLANNING	<ul style="list-style-type: none"> • ALL RECORDS RELATING TO THE DEVELOPMENT AND IMPLEMENTATION OF NEIGHBOURHOOD DEVELOPMENT PLANS NOT COVERED BY SP1* 	YES	DESTROY 6 MONTHS AFTER EXPIRATION OF HIGH COURT CHALLENGE PERIOD TO THE PLAN'S ADOPTION OR WITHDRAWAL	COMMON PRACTICE & THE LOCALISM ACT 2011	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
REGENERATION PROJECTS	<ul style="list-style-type: none"> • TOWN CENTRE REDEVELOPMENTS • END OF SCHEME REPORTS • DRAWINGS • H & S LIABILITY 	NO	DESTROY 15 YEARS IMPLEMENTATION OF PROJECT, OR WHERE NO FURTHER ACTION 15 YEARS AFTER CLOSING DATE (UNLESS HEAD OF PLANNING AND ECONOMIC DEVELOPMENT EXTENDS RETENTION PERIOD)	BEST PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

PROCESSES RELATING TO STRATEGIC PLANNING	<ul style="list-style-type: none"> • ALL RECORDS RELATING TO THE DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLANNING POLICY DOCUMENTS NOT COVERED BY SP1 	YES	DESTROY 1 YEAR AFTER EXPIRATION OF HIGH COURT CHALLENGE PERIOD TO THE PLAN'S ADOPTION OR WITHDRAWAL	COMMON PRACTICE & PLANNING & COMPULSORY PURCHASE ACT 2004	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
PROCESSES RELATING TO MONITORING	<ul style="list-style-type: none"> • MONITORING RECORDS 	NO	RETENTION OF RECORDS FOR SO LONG AS THEY RELATE TO THE TIME PERIOD OF THE CURRENT AND / OR EMERGING LOCAL PLAN.	COMMON PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
COMMUNITY INFRASTRUCTURE LEVY	<ul style="list-style-type: none"> • EXACOM DATABASE • EVIDENCE STUDIES AND TECHNICAL REPORTS RELATING TO CIL CHARGING SCHEDULES 	YES	<p>PERMEANT RETENTION OF EXACOM DATABASE AND ASSOCIATED LINKED RECORDS IN DOCUMENT MANAGEMENT SYSTEM</p> <p>BACKGROUND DOCUMENTS AND EVIDENCE BASE FOR CIL CHARGING REVIEWS TO BE DESTROYED 2 YEARS AFTER CHARGING RATES</p>	COMMON PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

			TO WHICH THEY RELATE ARE SUPERSEDED.		
NATURAL ENVIRONMENT	<ul style="list-style-type: none"> ALL RECORDS RELATING TO AREA OF OUTSTANDING NATURAL BEAUTY APPLICATIONS 	NO	DESTROY 6 MONTHS AFTER EXPIRATION OF HIGH COURT CHALLENGE PERIOD TO THE (NON-) DESIGNATION OF THE AREA OF OUTSTANDING NATURAL BEAUTY	COMMON PRACTICE & COUNTRYSIDE AND RIGHTS OF WAY ACT 2000	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> ACTION PLANS AND OUTPUTS 	NO	RETENTION OF RECORDS FOR SO LONG AS THEY RELATE TO THE TIME PERIOD OF THE CURRENT AND / OR EMERGING ECONOMIC DEVELOPMENT STRATEGY	COMMON PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
INTERNAL OPERATIONAL MANAGEMENT INFORMATION	<ul style="list-style-type: none"> INTERNAL MEETINGS: AGENDA PAPERS AND ASSOCIATED DOCUMENTATION AND MINUTES PERFORMANCE REPORTS WORKLOAD MONITORING 	YES	DESTROY 2 YEARS FROM LAST ACTION UNLESS HEAD OF PLANNING AND ECONOMIC DEVELOPMENT EXTENDS RETENTION PERIOD.	BEST PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

GOVERNMENT RETURNS	<ul style="list-style-type: none"> EVIDENCE BASE FOR RETURNS 	NO	DESTROY 5 YEARS FROM SUBMISSION	COMMON PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
MEETINGS INVOLVING EXTERNAL PARTNERS	<ul style="list-style-type: none"> AGENDA PAPERS AND ASSOCIATED DOCUMENTATION MINUTES 	YES	DESTROY 2 YEARS FROM DATE OF MEETING UNLESS HEAD OF PLANNING AND ECONOMIC DEVELOPMENT EXTENDS RETENTION PERIOD.	BEST PRACTICE	HEAD OF PLANNING AND ECONOMIC DEVELOPMENT
SUPERSEDED DOCUMENTS	<ul style="list-style-type: none"> ALL WORKING PAPERS, REPORTS, PUBLICATIONS SHOULD BE PREPARED IN ACCORDANCE WITH THE COUNCIL'S VERSION CONTROL CONVENTIONS. 	YES	NOT RETAINED	COMMON PRACTICE	ALL STAFF

HERTSMERE BOROUGH COUNCIL

ENGINEERING SERVICES AND ASSET MANAGEMENT RETENTION SCHEDULES**SERVICE AREA:** ENGINEERING SERVICES AND ASSET MANAGEMENT**COMPLETED BY:** SIMON PAYTON**DATE:** 3 JULY 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
ASSET REGISTERS	PROPERTY ASSET REGISTERS AND ASSET VALUATIONS	N	CURRENT YEAR + 6 YEARS	HMRC- COMPLIANCE HANDBOOK MANUAL CH15400	PROPERTY SERVICES MANAGER
LAND AND PROPERTY HISTORY	HBC PROPERTY AND LAND FILES INC. PROPERTY VALUATIONS	N	LAST DATE ON FILE + 12 YEARS	LIMITATION ACT 1980 (SECTION 8)	SENIOR ESTATES SURVEYOR
PROPERTY DISPOSAL	RECORDS RELATING TO THE DISPOSAL OF PROPERTIES BELONGING TO THE AUTHORITY.	N	DATE PROPERTY DISPOSED OF + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	SENIOR ESTATES SURVEYOR
PROPERTY ACQUISITION	RECORDS RELATING TO THE ACQUISITION OF PROPERTIES	N	OWNERSHIP OF THE BUILDING (TO BE REVIEWED EVERY 5 YEARS)	BEST PRACTICE	SENIOR ESTATES SURVEYOR
DEBT MANAGEMENT	CASE FILE RELATING TO DEBT RECOVERY	Y	CLOSE OF CASE + 6 YEARS THEN REVIEW	LIMITATION ACT	SENIOR ESTATES SURVEYOR
BUILDING COMPLIANCE	ASBESTOS REGISTERS AND MANAGEMENT	N	PERMANENT	THE CONTROL OF ASBESTOS REGULATIONS 2006	PROPERTY SERVICES MANAGER

BUILDING COMPLIANCE	ELECTRICAL AND GAS CERTIFICATION RELATING TO INDIVIDUAL PROPERTIES	N	WHOLE LIFE OF INSTALLATION + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	PROPERTY SERVICES MANAGER
BUILDING COMPLIANCE	FIRE CERTIFICATES	N	DATE CERTIFICATE EXPIRES + 6 YEARS	THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005	PROPERTY SERVICES MANAGER
BUILDING COMPLIANCE	LEGIONELLA AND WATER CHECKS	N	DATE OF CHECK + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	PROPERTY SERVICES MANAGER
SURVEYS	CONDITION SURVEYS	N	DATE OF SURVEY + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	PROPERTY SERVICES MANAGER
PLANT AND EQUIPMENT	RECORDS RELATING TO TESTING OF EQUIPMENT SUCH AS FIRE EXTINGUISHERS AND PAT TESTING	N	DATE OF NEXT TEST + 4 YEARS	LIMITATION ACT 1980 (SECTION 11)	PROPERTY SERVICES MANAGER
MAINTENANCE	CONTRACTS AND MAINTENANCE AGREEMENTS.	N	LAST ACTION ON THE CONTRACT PLUS 6 YEARS (UNDER HAND) 12 YEARS (UNDER SEAL)	LIMITATION ACT 1980 (SECTION 2); LIMITATION ACT 1980 (SECTION 8)	PROPERTY SERVICES MANAGER
MAINTENANCE	RECORDS OF REFURBISHMENT, PLANNED AND RESPONSIVE MAINTENANCE TO BUILDINGS, PLANT AND EQUIPMENT.	N	DATE OF WORK + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	PROPERTY SERVICES MANAGER
TRAINING	RECORDS RELATING TO HEALTH AND SAFETY TRAINING	Y	DATE OF TRAINING + 7 YEARS	LIMITATION ACT 1980 (SECTION 11)	OPERATIONS MANAGER/ PROPERTY SERVICES MANAGER
PURCHASES	PURCHASE ORDERS AND OTHER RECORDS	N	CURRENT YEAR + 6 YEARS	HMRC - COMPLIANCE	ALL MANAGERS

	RELATING TO THE PURCHASE OF EQUIPMENT			HANDBOOK MANUAL CH15400	
TENDERS	UNSUCCESSFUL TENDER DOCUMENTS	Y	DATE CONTRACT AWARDED + 6 MONTHS	BEST PRACTICE	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
TENDERS	UNSUCCESSFUL TENDER DOCUMENTS – EUROPEAN	Y	DATE CONTRACT AWARDED + 4 YEARS	REMEDIES DIRECTIVE 2009	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
CONTRACTS	PROJECTS LEADING TO CONTRACTS UNDER HAND OR SEAL, INCLUDING CONTRACT MANAGEMENT MEETINGS	N	LAST ACTION ON THE CONTRACT PLUS 6 YEARS (UNDER HAND) 12 YEARS (UNDER SEAL)	LIMITATION ACT 1980 (SECTION 8); LIMITATION ACT 1980 (SECTION 5)	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
PROJECT MANAGEMENT	PROJECT FILES, FEASIBILITIES, DOCUMENTS, CORRESPONDENCE	N	LAST ACTION ON THE PROJECT + 6 YEARS	BEST PRACTICE	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
CONSULTATION	RECORDS OF PUBLIC CONSULTATION INCLUDING RESPONSES	N	DATE OF RESPONSE + 6 YEARS	BEST PRACTICE	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
EMERGENCY PLANNING	UNIT BUSINESS CONTINUITY PLANS	Y	EACH VERSION WILL REPLACE THE FORMER.	BEST PRACTICE	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
FLOOD AND WATER MANAGEMENT	FLOOD INCIDENT CASE RECORDS/ GENERAL ENQUIRIES	N	PERMANENT/ CURRENT YEAR	BEST PRACTICE	OPERATIONS MANAGER
FOOTPATH & ROAD MANAGEMENT	RECORDS RELATING TO THE CONSTRUCTION AND MAINTENANCE OF FOOTPATHS AND ROADS	N	LIFE OF THE FOOTPATH + 6 YEARS	LIMITATION ACT 1980 (SECTION 2)	OPERATIONS MANAGER

WINTER MAINTENANCE	RECORDS RELATING TO SALTING OF ROADS, CAR PARKS AND FOOTPATHS	N	CURRENT YEAR + 6YEARS	LIMITATION ACT 1980 (SECTION 2)	OPERATIONS MANAGER
WASTE MANAGEMENT	WASTE TRANSFER NOTES	N	MIN 2 YEARS	THE ENVIRONMENTAL PROTECTION (DUTY OF CARE) REGULATIONS 1991 (SI 1991 NO 2839)	DEVELOPMENT/ OPERATIONS / PROPERTY MANAGER
WASTE MANAGEMENT	RECORDS RELATING TO REMOVAL OF UNTAXED/ UNINSURED/ ABANDONED VEHICLES ON COUNCIL LAND.	N	LAST ACTION + 3 YEARS	REFUSE DISPOSAL (AMENITY) ACT, 1978 (SECTION 3(1))	SENIOR ESTATES SURVEYOR

HERTSMERE BOROUGH COUNCIL

HUMAN RESOURCES RETENTION SCHEDULE

SERVICE AREA: HUMAN RESOURCES
COMPLETED BY: LINDA MARTIN
DATE: 2 JANUARY 2020

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
THE SELECTION OF AN INDIVIDUAL FOR AN ESTABLISHED OR TEMPORARY POSITION	ADVERTISEMENTS	NO	SUCCESSFUL APPLICANTS:	IN LINE WITH ACAS AND CIPD GUIDANCE	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
	INFORMATION ABOUT THE POST	NO	INFORMATION FOR SUCCESSFUL CANDIDATE SHOULD BE RETAINED IN ACCORDANCE WITH EMPLOYEE PERSONNEL FILE RECOMMENDATIONS.		
	VACANCIES AND APPLICATIONS RECORDS	YES			
	APPLICATIONS	YES			
	INTERVIEW QUESTIONS	NO	UNSUCCESSFUL APPLICANTS:		
	INTERVIEW REPORTS	YES			
	REFEREE REPORTS	YES	DESTROY 1 YEAR AFTER RECRUITMENT HAS BEEN FINALISED		
	PROSPECTIVE STAFF RECORDS	YES			
THE SELECTION OF AN INDIVIDUAL FOR A STATUTORY POSITION	ADVERTISEMENTS	NO	INFORMATION FOR SUCCESSFUL CANDIDATE SHOULD BE RETAINED IN ACCORDANCE WITH EMPLOYEE	CIPD AND RETENTION GUIDELINES FOR LOCAL AUTHORITIES	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
	INFORMATION ABOUT THE POST	NO			
	VACANCIES AND	YES			

	<p>APPLICATIONS RECORDS</p> <p>INTERVIEW QUESTIONS</p> <p>INTERVIEW REPORTS</p> <p>REFEREE REPORTS</p> <p>PROSPECTIVE STAFF RECORDS</p>	<p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>PERSONNEL FILE RECOMMENDATIONS</p> <p>UNSUCCESSFUL APPLICANTS: DESTROY 2 YEARS AFTER DATE OF SUCCESSFUL APPLICANTS APPOINTMENT</p>		
<p>THE ADMINISTRATION OF EMPLOYEES TO ENSURE THAT ENTITLEMENTS AND OBLIGATIONS ARE IN ACCORDANCE WITH AGREED EMPLOYMENT REQUIREMENTS</p>	<p>PERSONNEL FILES OF ALL STAFF UP TO DIRECTOR LEVEL, EXCEPT STATUTORY OFFICERS</p> <p>RECORDS RELATING TO WORKING PATTERN</p> <p>STATEMENTS OF PARTICULARS</p> <p>PROBATIONARY REVIEWS</p> <p>ONE TO ONE NOTES</p> <p>FLEXIBLE WORKING REQUESTS</p> <p>ADDITIONAL EMPLOYMENT DETAILS</p> <p>OUTGOING REFERENCES</p> <p>PERSONAL DETAILS</p>	<p>YES</p>	<p>DESTROY 6 YEARS AFTER EMPLOYMENT CEASES, APART FROM RECORDS RELATING TO STAFF WORKING WITH CHILDREN, SEE BELOW</p>	<p>IN LINE WITH ACAS AND CIPD GUIDANCE</p>	<p>HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES</p>

<p>THE ADMINISTRATION OF EMPLOYEES TO ENSURE THAT ENTITLEMENTS AND OBLIGATIONS ARE IN ACCORDANCE WITH AGREED EMPLOYMENT REQUIREMENTS</p>	<p>PERSONNEL FILES FOR DIRECTOR LEVEL AND ABOVE AND STATUTORY OFFICERS</p> <p>RECORDS RELATING TO WORKING PATTERN</p> <p>STATEMENT OF PARTICULARS</p> <p>PROBATIONARY REVIEWS</p> <p>ONE TO ONE NOTES</p> <p>FLEXIBLE WORKING REQUESTS</p> <p>ADDITIONAL EMPLOYMENT DETAILS</p> <p>OUTGOING REFERENCES</p> <p>PERSONAL DETAILS</p>	<p>YES</p>	<p>RETAIN PERMANENTLY</p>	<p>IN LINE WITH ACAS, CIPD AND RETENTION GUIDELINES FOR LOCAL AUTHORITY GUIDANCE</p>	<p>HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES</p>
<p>RECORDS RELATING TO STAFF WORKING WITH CHILDREN</p>	<p>PERSONNEL FILES</p> <p>RECORDS RELATING TO WORKING PATTERN</p> <p>STATEMENT OF PARTICULARS</p> <p>PROBATIONARY REVIEWS</p> <p>ONE TO ONE NOTES</p> <p>FLEXIBLE WORKING</p>	<p>YES</p>	<p>DESTROY 25 YEARS AFTER EMPLOYMENT CEASES</p>	<p>SAFEGUARDING REGULATIONS</p>	<p>HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES</p>

	<p>REQUESTS</p> <p>ADDITIONAL EMPLOYMENT DETAILS</p> <p>OUTGOING REFERENCES</p> <p>PERSONAL DETAILS</p>				
<p>THE EFFECTIVE MONITORING AND RECORDING OF PERFORMANCE</p>	<p>REGULAR PERFORMANCE REVIEWS</p> <p>PERFORMANCE INFORMATION</p> <p>REGULAR PERFORMANCE REVIEW NOTES</p>	YES	<p>DESTROY 6 YEARS AFTER EMPLOYMENT CEASES, EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS DETAILS ELSEWHERE APPLY</p>	<p>IN LINE WITH ACAS AND CIPD GUIDANCE</p>	<p>HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES</p>
<p>THE ADMINISTRATION OF TERMINATION OF EMPLOYMENT IN ACCORDANCE WITH LEGAL REQUIREMENTS</p>	<p>REDUNDANCY CALCULATIONS</p> <p>NOTIFICATION OF REDUNDANCY TO THE SECRETARY OF STATE</p> <p>RESIGNATION NOTIFICATION</p> <p>DISMISSAL INFORMATION</p> <p>DEATH</p> <p>REASON FOR LEAVING</p>	YES	<p>DESTROY 6 YEARS AFTER EMPLOYMENT CEASES, EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS DETAILS ELSEWHERE APPLY</p>	<p>HMRC AND CIPD RULES AND GUIDANCE</p>	<p>HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES</p>

THE ADMINISTRATION OF TERMINATION OF EMPLOYMENT IN ACCORDANCE WITH LEGAL REQUIREMENTS	RETIREMENT RECORDS DEATH BENEFIT NOMINATION AND REVOCATION FORMS	YES	DESTROY 75 YEARS AFTER BENEFIT CEASES	PENSIONS REGULATIONS/ GUIDANCE	PENSION ADMINISTRATOR
THE EFFECTIVE MANAGEMENT OF INDIVIDUAL EMPLOYEE RELATIONS ISSUES	MANAGING MISCONDUCT/ COMPLAINTS/ IMPROVING PERFORMANCE/ ATTENDANCE PROCEDURE OUTCOMES MANAGING MISCONDUCT IMPROVING PERFORMANCE ATTENDANCE PROCEDURE WARNINGS MANAGING MISCONDUCT COMPLAINTS IMPROVING PERFORMANCE ATTENDANCE APPEALS PROBATIONARY PROBLEMS/ EXTENSIONS/ TERMINATIONS ALL ABSENCE TRIGGER INFORMATION	YES	DESTROY 6 YEARS AFTER EMPLOYMENT CEASES, EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS DETAILS ELSEWHERE APPLY	IN LINE WITH ACAS AND CIPD GUIDANCE	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES

THE CORRECT RECORDING OF MEDICATION INFORMATION FOR STATUTORY PURPOSES	<p>DETAILS OF BIOLOGICAL TESTS UNDER THE CONTROL OF LEAD AT WORK REGULATIONS</p> <p>MEDICAL RECORDS AS SPECIFIED BY THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS</p> <p>MEDICAL RECORDS UNDER THE CONTROL OF ASBESTOS AT WORK REGULATIONS</p> <p>MEDICAL RECORDS CONTAINING DETAILS OF THE MEDICAL EXAMINATION CERTIFICATES FOR EMPLOYEES EXPOSED TO ASBESTOS</p>	YES	DESTROY 40 YEARS FROM DATE OF THE LAST ENTRY	<p>THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999 AND 2002</p> <p>THE CONTROL OF ASBESTOS AT WORK REGULATIONS 2002 (SI 2002/2675), CONTROL OF ASBESTOS REGULATIONS 2006 (SI 2006/ 2739) AND THE CONTROL OF ASBESTOS REGULATIONS 2012 (SI 2012/ 632)</p>	OCCUPATIONAL HEALTH PROVIDER
THE CORRECT RECORDING OF MEDICATION INFORMATION FOR STATUTORY PURPOSES	MEDICAL RECORDS UNDER THE IONISING RADIATIONS REGULATIONS 1999	YES	DESTROY WHEN THE PERSON REACHES 75 YEARS OF AGE, BUT IN ANY EVENT FOR AT LEAST 50 YEARS	THE IONISING RADIATIONS REGULATIONS 1999 (SI 1999/3232)	OCCUPATIONAL HEALTH PROVIDER
MONITORING AND MANAGEMENT OF LEAVE AND ATTENDANCE	<p>PARENTAL LEAVE</p> <p>SICK LEAVE</p> <p>FIT NOTES</p> <p>JURY SERVICE</p> <p>STUDY LEAVE</p> <p>SPECIAL LEAVE</p> <p>ANNUAL LEAVE</p> <p>HOLIDAY CALCULATIONS</p> <p>INDUSTRIAL ACTION</p>	YES	DESTROY 6 YEARS AFTER EMPLOYMENT CEASES, EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS	DWP, CIPD AND HMRC RULES AND GUIDANCE	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES

	UNPAID LEAVE MATERNITY/ PATERNITY/SHARED PATERNITY LEAVE		DETAILS ELSEWHERE APPLY		
MONITORING AND MANAGEMENT THE HEALTH OF STAFF	STARTER HEALTH QUESTIONNAIRE OCCUPATIONAL HEALTH REFERRALS, REPORTS AND ADVICE	YES	DESTROY 40 YEARS AFTER EMPLOYMENT CEASES, EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS DETAILS ELSEWHERE APPLY	HSWA AND HSE REGULATIONS	OCCUPATIONAL HEALTH PROVIDER
ROUTINE STAFF TRAINING INFORMATION, NOT OCCUPATIONAL HEALTH AND SAFETY OR CHILDREN RELATED (BUT INCLUDING FIRST AID AND FIRE MARSHALL TRAINING)	COURSE INDIVIDUAL STAFF ASSESSMENT PROFESSIONAL AND VOCATIONAL TRAINING FORM	YES	DESTROY 6 YEARS AFTER EMPLOYMENT CEASES INDIVIDUAL COURSE ASSESSMENT RECORDS SHOULD BE DESTROYED ONCE THE TRAINING HAS BEEN RENEWED EVERY 3 YEARS (EG FIRST AIR CERTIFICATES)	IN LINE WITH ACA SAND CIPD GUIDANCE AND HSE REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
TRAINING (CONCERNING CHILDREN)	COURSE INDIVIDUAL STAFF ASSESSMENT TRAINING REGISTER	YES	DESTROY 35 YEARS AFTER TRAINING COMPLETED, OR LAST ENTRY	SAFEGUARDING REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
TRAINING (OCCUPATIONAL HEALTH AND SAFETY TRAINING) (EXCLUDING FIRST AID AND FIRE MARSHALL	OH&S TRAINING REGISTER	YES	DESTROY 50 YEARS AFTER TRAINING COMPLETED	IN LINE WITH ACAS GUIDANCE AND HSE REGULATIONS	HEALTH AND SAFETY COORDINATOR AND HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES

TRAINING)					
TRAINING COURSE ATTENDANCE RECORDS (OTHER THAN H&S)	DELEGATE LISTS	YES	DESTROY 6 YEARS AFTER EVENT	IN LINE WITH ACAS AND CIPD GUIDANCE AND HSE REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
TRAINING (PROOF OF COMPLETION)	CERTIFICATES AWARDS EXAM RESULTS	YES	DESTROY 6 YEARS AFTER EMPLOYMENT CEASES	IN LINE WITH ACAS GUIDANCE AND HSE REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
THE PROCESS OF ENSURING INDIVIDUALS ARE PAID CORRECTLY	FRONTIER PAYROLL RECORDS SALARY RECORDS OVERTIME BONUSES EXPENSES ADDITIONAL RESPONSIBILITY PAYMENTS LONG SERVICE AWARDS TRAVEL AND SUBSISTENCE CLAIMS BUILDING SOCIETY REFERENCES OVERPAYMENT DOCUMENTATION ADVANCE TO SALARY PAYMENTS	YES	DESTROY AT THE END OF 6 FINANCIAL YEARS FROM CURRENT FINANCIAL YEAR	HMRC RULES AND GUIDANCE TAXES MANAGEMENT ACT 1970	HEAD OF FINANCE AND BUSINESS SERVICES
THE PROCESS OF ENSURING INDIVIDUALS ARE PAID CORRECTLY	PERSONAL PAYROLL HISTORY INCLUDING: RECORD OF PAY PERFORMANCE PAY OVERTIME PAY ALLOWANCES PAY ENHANCEMENTS OTHER TAXABLE ALLOWANCES	YES	DESTROY 6 FINANCIAL YEARS FROM FINANCIAL YEAR AFTER EMPLOYMENT CEASES EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE	HMRC RULES AND GUIDANCE	HEAD OF FINANCE AND BUSINESS SERVICES

	PAYMENT FOR UNTAKEN LEAVE REDUCE PAY NO PAY		REQUIREMENTS DETAILS ELSEWHERE APPLY		
THE PROCESS OF ENSURING TUPE TRANSFERS ARE ACTIONED CORRECTLY	TUPE AGREEMENTS TUPE SCHEDULES OF EMPLOYEE INFORMATION CONTRACTS RELATING TO THE TRANSFER OF EMPLOYEES UNDER TUPE	YES	DESTROY 12 YEARS PLUS 1 DAY AFTER TRANSFER COMPLETED	EMPLOYMENT LAW - TUPE	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
THE PROCESS OF ENSURING THE CORRECT STATUTORY PAYMENTS ARE MADE	STATUTORY MATERNITY, ADOPTION AND PATERNITY PAY RECORDS, CALCULATIONS, CERTIFICATES (MAT B1S) OR OTHER MEDICAL EVIDENCE STATUTORY SICK PAY RECORDS, CALCULATIONS, CERTIFICATES, SELF-CERTIFICATES	YES	DESTROY AT THE END OF 3 FINANCIAL YEARS FROM FINANCIAL YEAR IN WHICH THE EVENT OCCURRED	DWP AND HMRC RULES AND GUIDANCE THE STATUTORY MATERNITY PAY (GENERAL) REGULATIONS 1986 (SI 1986/ 1960 AS AMENDED)	HEAD OF FINANCE AND BUSINESS SERVICES
THE PROCESS OF ENSURING THE CORRECT STATUTORY PAYMENTS ARE MADE	HMRC APPROVALS	YES	RETAIN PERMANENTLY	HMRC RULES AND GUIDANCE	HEAD OF FINANCE AND BUSINESS SERVICES

THE PROCESS OF ENSURING THE CORRECT STATUTORY PAYMENTS ARE MADE	NATIONAL MINIMUM WAGE RECORDS	YES	DESTROY 3 YEARS AFTER THE END OF THE PAY REFERENCE PERIOD FOLLOWING THE ONE THAT THE RECORDS COVER	DWP AND HMRC RULES AND GUIDANCE NATIONAL MINIMUM WAGE ACT 1998	HEAD OF FINANCE AND BUSINESS SERVICES
THE PROCESS OF ENSURING THE CORRECT STATUTORY DEDUCTIONS ARE MADE FROM PAY	INCOME TAX AND NI RETURNS INCOME TAX RECORDS CORRESPONDENCE WITH HMRC	YES	DESTROY AT THE END OF 3 YEARS AFTER THE END OF THE FINANCIAL YEAR TO WHICH THEY RELATE	HMRC RULES AND GUIDANCE THE INCOME TAX (EMPLOYMENTS) REGULATIONS 1993 (SI 1993/ 744) AS AMENDED	HEAD OF FINANCE AND BUSINESS SERVICES
THE PROCESS OF ENSURING CORRECT PENSION PAYMENTS ARE MADE	INCOME TAX AND NI RETURNS INCOME TAX RECORDS CORRESPONDENCE WITH HMRC	YES	DESTROY AT THE END OF 6 FINANCIAL YEARS	PENSIONS REGULATIONS/ GUIDANCE	PENSIONS PROVIDER
THE PROCESS OF ENSURING CORRECT PENSION PAYMENTS ARE MADE	MONEY PURCHASE DETAILS AMOUNT AND DESTINATION OF ANY TRANSFER VALUE PAID	YES	DESTROY 75 YEARS AFTER TRANSFER OR VALUE TAKEN	PENSION REGULATIONS/ GUIDANCE	PENSIONS PROVIDER
THE PROCESS OF ENSURING CORRECT PENSION PAYMENTS ARE MADE	PENSION ESTIMATES AND AWARDS PENSION SCHEME INVESTMENT POLICIES PENSIONERS RECORDS PENSIONABLE PAY AT LEAVING RECKONABLE SERVICE FOR PENSION PURPOSES SUPERANNUATION	YES	DESTROY 75 YEARS AFTER BENEFIT CEASES	PENSION REGULATIONS/ GUIDANCE	PENSIONS PROVIDER

	HISTORY RECORD OF PREVIOUS SERVICE ADDED YEARS AVCS PAID				
THE EFFECTIVE MONITORING AND MANAGEMENT OF THE JOB EVALUATION SYSTEM	JOB DESCRIPTIONS PERSON SPECIFICATIONS OUTCOME OF JE PANELS	NO NO NO	RETAIN FOR 20 YEARS FROM THE EVALUATION DATE		HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
THE EFFECTIVE MONITORING AND MANAGEMENT OF THE JOB EVALUATION	RECORDS RELATING TO INDIVIDUALS JOB EVALUATION MATTERS	YES	DESTROY 6 YEARS AFTER EMPLOYMENT CEASES EXCEPT FOR DIRECTORS/ STATUTORY OFFICERS AND THOSE WORKING WITH CHILDREN WHERE THE REQUIREMENTS DETAILS ELSEWHERE APPLY	IN LINE WITH ACAS GUIDANCE THE COUNCILS CONSTITUTION AND SAFEGUARDING REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
TO ENSURE EFFECTIVE RELATIONSHIPS WITH THE RECOGNISED STAFF UNION AND COLLECTIVE CONSULTATION BODIES	TU RECOGNITION AGREEMENT TU FACILITIES AGREEMENT NEGOTIATIONS DISPUTES CLAIMS	NO NO YES YES YES	DESTROY 10 YEARS AFTER AGREEMENT CEASES TO BE EFFECTIVE	EMPLOYMENT LAW – TULRA AND VARIOUS AMENDMENT	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES

TO ENSURE EFFECTIVE RELATIONSHIPS WITH THE RECOGNISED STAFF UNION AND COLLECTIVE CONSULTATION BODIES	MINUTES OF MEETINGS WITH TU REPRESENTATIVES	NO	RETAIN PERMANENTLY	EMPLOYMENT LAW – INFORMATION CONSULTATION REGULATIONS	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
TO ENSURE THE PROMOTION OF EQUAL OPPORTUNITIES AND COMPLIANCE WITH ENTITLEMENTS AND OBLIGATIONS	EQUAL PAY REVIEWS EQUALITIES DATA GENDER PAY GAP	YES	DESTROY 5 YEARS AFTER ACTION COMPLETED RETAIN PERMANENTLY	TRANSPARENCY GUIDANCE	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES
SUMMARY MANAGEMENT SYSTEMS THAT ALLOW THE MONITORING AND MANAGEMENT OF STATUTORY OFFICERS IN SUMMARY FORM	REGULAR PERFORMANCE REVIEWS PERFORMANCE INFORMATION REGULAR PERFORMANCE REVIEW NOTES	YES	RETAIN PERMANENTLY	THE COUNCILS CONSTITUTION	HEAD OF HUMAN RESOURCES AND CUSTOMER SERVICES

HERTSMERE BOROUGH COUNCIL

REVENUES AND BENEFITS RETENTION SCHEDULES

SERVICE AREA: REVENUES AND BENEFITS
COMPLETED BY: PAUL ROSENBERG
DATE: 11 MARCH 2020

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
HOUSING BENEFIT ADMINISTRATION / ASSESSMENT	BANK STATEMENTS TENANCY AGREEMENTS NATIONAL INSURANCE NUMBERS	Y	6 YEARS PLUS CURRENT FOR ANY CANCELLED CLAIM WITH NO OUTSTANDING OVERPAYMENT. ALL INFORMATION ON LIVE CASES OR CASES WITH AN OUTSTANDING OVERPAYMENT NEEDS TO BE KEPT INDEFINITELY AS IT MAY BE RELEVANT TO A BENEFIT DECISION.	THIS TAKES INTO ACCOUNT THE STATUTE OF LIMITATIONS	REVENUES AND BENEFITS MANAGER

COUNCIL TAX BILLING ADMINISTRATION AND RECOVERY	BANK DETAILS NAMES ADDRESSES DISABILITY INFORMATION	Y	6 YEARS PLUS CURRENT FOR CLOSED ACCOUNTS WITH NO OUTSTANDING DEBT. ALL INFORMATION ON LIVE ACCOUNTS OR ACCOUNTS WITH DEBT NEEDS TO BE KEPT INDEFINITELY.	THIS TAKES INTO ACCOUNT THE STATUTE OF LIMITATIONS	REVENUES AND BENEFITS MANAGER
BUSINESS RATES BILLING ADMINISTRATION AND RECOVERY	BANK DETAILS NAMES ADDRESSES	Y	6 YEARS PLUS CURRENT FOR CLOSED ACCOUNTS WITH NO OUTSTANDING DEBT. ALL INFORMATION ON LIVE ACCOUNTS OR ACCOUNTS WITH DEBT NEEDS TO BE KEPT INDEFINITELY.	THIS TAKES INTO ACCOUNT THE STATUTE OF LIMITATIONS	REVENUES AND BENEFITS MANAGER

HERTSMERE BOROUGH COUNCIL

ENVIRONMENTAL HEALTH RETENTION SCHEDULES

SERVICE AREA: ENVIRONMENTAL HEALTH
COMPLETED BY: SARA KANNENBERG
DATE: 14 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
SKIN PIERCING	REGISTRATION FORM INSPECTION FORMS OTHER DOCS RELATING TO PREMISES/OPERATOR	YES	RETAIN 7 YEARS FROM SURRENDER, OTHERWISE RETAIN PERMANENTLY	ONE OFF REGISTRATIONS COMMON PRACTICE	TECHNICAL OFFICER
LICENSING – ALL ANIMAL RELATED LICENCES – INC DWA, RIDING SCHOOLS, ANIMAL BOARDING, PET VENDING, ANIMAL EXHIBITION, ZOOS	REGISTRATION FORM INSPECTION FORMS OTHER DOCS RELATING TO LICENCE	YES	DESTROY - 7 YEARS AFTER REGISTRATION LAPSES; CONSIDER ANY LEGAL OBLIGATIONS	COMMON PRACTICE LEGAL REQUIREMENTS BEST PRACTICE	TECHNICAL OFFICER
TRAINING - SFBB	NAME, BUSINESS DETAILS, CONTACT DETAILS, CONFIRMATION OF PAYMENTS	YES	DESTROY 7 YEARS AFTER TRAINING	COMMON PRACTICE	TECHNICAL OFFICER
TRAINING – IN HOUSE COURSES AND SEMINARS (H&S & FOOD)	NAME, BUSINESS/LA DETAILS, PAYMENT CONFIRMATION, EMAIL ADDRESSES	YES	DESTROY 7 YEARS AFTER TRAINING	COMMON PRACTICE	TECHNICAL OFFICER

HERTSMERE BOROUGH COUNCIL

ENVIRONMENTAL HEALTH RETENTION SCHEDULES

SERVICE AREA: ENVIRONMENTAL HEALTH**COMPLETED BY:** GAVIN BURNS**DATE:** 15 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
CASE SHEET AND STANDARD LETTERS	DOCUMENTS CORRESPONDENCES	Y	7 YEARS FROM CLOSURE OF CASE	COMMON PRACTICE (SOME COMPLAINTS CONTINUE FOR THIS PERIOD OF TIME OR LONGER)	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMPLAINT FORM AND DIARY SHEETS	DOCUMENTS CORRESPONDENCES	Y	7 YEARS FROM CLOSURE OF CASE	COMMON PRACTICE (SOME COMPLAINTS CONTINUE FOR THIS PERIOD OF TIME OR LONGER)	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
STATUTORY NOTICES	DOCUMENTS	Y	RETAIN PERMANENTLY UNTIL 7 YEARS AFTER RECIPIENT IS NO LONGER AT ADDRESS	THEY REMAIN IN FORCE INDEFINITELY UNLESS RECIPIENT MOVES.	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
PROSECUTION FILES	LEGAL DOCUMENTS CORRESPONDENCES	Y	7 YEARS FROM CONCLUSION OF CASE LONGER AT DISCRETION OF PEHO	COMMON PRACTICE THEY ARE REFERRED TO REGULARLY FOR FOI AND TRAINING PURPOSES	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

Retention Schedule

Hertsmere Borough Council

AUTHORISED APPLICATIONS AND CORRESPONDENCE	DOCUMENTS CORRESPONDENCES	Y	GENERAL CORRESPONDENCE 7 YEARS FROM CLOSURE RETAIN APPLICATION AND AUTHORISATION PERMANENTLY	COMMON PRACTICE SOME PROCESSES HAVE BEEN IN OPERATION FOR 15 PLUS YEARS	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
AUTHORISED PROCESS INSPECTION RECORDS	DOCUMENTS REPORTS	Y	7 YEARS FROM CLOSURE	COMMON PRACTICE SOME PROCESSES HAVE BEEN IN OPERATION FOR 15 PLUS YEARS	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
CONTAMINATED LAND RECORDS	REPORTS RECORDS	Y	RETAIN PERMANENTLY	LEGAL REQUIREMENT REQUIRED AS A PERMANENT RECORD OF CONTAMINATION AND/OR REMEDIATION	ENVIRONMENTAL HEALTH OFFICER
PRIVATE WATER SUPPLIES INFORMATION	DOCUMENTS REPORTS CORRESPONDENCE RECORDS	Y	RETAIN PERMANENTLY	LEGAL REQUIREMENT REQUIRED AS A PERMANENT RECORD OF BACKGROUND HISTORY TO THE PRIVATE WATER SUPPLY AND REQUIRED FOR ANNUAL DWI DATA RETURN.	ENVIRONMENTAL HEALTH OFFICER
RADIOACTIVE SUBSTANCES	REPORTS DOCUMENTS	Y	RETAIN PERMANENTLY	LEGAL REQUIREMENT REQUIRED AS A PERMANENT RECORD TO ASSIST IN LAND CONTAMINATION IDENTIFICATION AND ENVIRONMENTAL SEARCH ENQUIRIES	ENVIRONMENTAL HEALTH OFFICER

Retention Schedule

Hertsmere Borough Council

ENVIRONMENTAL PERMITS	DOCUMENTS CORRESPONDENCES RECORDS	Y	RETAIN PERMANENTLY	LEGAL REQUIREMENT REQUIRED AS A PERMANENT RECORD FOR THE LAND CONTAMINATION	ENVIRONMENTAL HEALTH OFFICER
STATUTORY NOTICES FOR PRIVATE WATER SUPPLIES	LEGAL DOCUMENTS CORRESPONDENCES	Y	RETAIN PERMANENTLY	LEGAL REQUIREMENT REQUIRED AS A PERMANENT RECORD OF BACKGROUND HISTORY TO THE PRIVATE WATER SUPPLY AND REQUIRED FOR ANNUAL DWI DATA RETURN.	ENVIRONMENTAL HEALTH OFFICER
OBJECTION NOTICE FOR A TEMPORARY EVENT	LEGAL DOCUMENTS CORRESPONDENCES	Y	7 YEARS	COMMON PRACTICE	ENVIRONMENTAL HEALTH OFFICER

HERTSMERE BOROUGH COUNCIL

ENVIRONMENTAL HEALTH RETENTION SCHEDULES

SERVICE AREA: ENVIRONMENTAL HEALTH
COMPLETED BY: DEBORAH CHIRERE
DATE: 18 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
PROCESS DISABLED FACILITIES GRANT REFERRALS RECEIVED FROM ADULT AND CHILDREN SERVICES	OCCUPATIONAL THERAPIST REFERRALS	Y	0-10 YEARS	CAN BE DESTROYED IF APPLICANT DIES OR CEASES TO OCCUPY DWELLING BEFORE GRANT IS APPROVED OR REMAIN ON CASE FILE FOR 10 YEARS AFTER FINAL GRANT PAYMENT AS PROOF OF RECOMMENDED WORKS	GRANTS OFFICER
STANDARD LETTERS	1)INITIAL LETTER TO CLIENT FOLLOWING REFERRAL 2) APPROVAL NOTICES	Y	10 YEARS	THEY REMAIN ON FILE THROUGHOUT THE FILE RETENTION PERIOD AS THEY CAN BE REFERRED TO IF NECESSARY.	GRANTS OFFICER

Retention Schedule

Hertsmere Borough Council

BENEFIT CHECKS	BENEFIT CHECK AUTHORISATION FORM BENEFIT AWARD LETTERS BANK STATEMENTS	Y	10 YEARS	REQUIRED FOR AS LONG AS CASE FILE IS OPEN AS EVIDENCE OF APPLICANTS' CONSENT TO CHECK/CONFIRM ENTITLEMENT.	GRANTS OFFICER
APPLICATIONS AND CORRESPONDENCE	APPLICATION FOR A DISABLED FACILITIES GRANT-PART 1 & 2 CORRESPONDENCE RELATING TO GRANT	Y	10 YEARS	SHOULD REMAIN ON FILE UNTIL THE ADMINISTRATION OF GRANT IS CONCLUDED. REQUIRED FOR A COMPLETE GRANT APPLICATION.	
PROPERTY SURVEY/ INSPECTION	-SHOWER AND STAIR LIFT SPECIFICATIONS. BUILDING CONTROL PLANS AND COMPLETION CERTIFICATES	Y	10 YEARS	CAN BE REQUESTED BY PROPERTY OWNERS OR THEIR AGENTS IF A PROPERTY GOES ON SALE OR OWNERSHIP IS TRANSFERRED WITHIN THE GRANT CONDITION PERIOD.	
ADMINISTRATION OF DISABLED FACILITIES GRANTS	CASE FILES	Y	10 YEARS	IN LINE WITH LEGISLATION & GUIDANCE AND COUNCIL'S REPAYMENT POLICY WHERE THE GRANT WILL BE REGISTERED AS A LOCAL LAND CHARGE.	
PAYMENT PROCESSING	ESTIMATES AND INVOICES	Y	10 YEARS	REQUIRED ON FILE AS TO DETERMINE LEVEL OF GRANT APPROVAL AND	

				REQUESTS FOR PAYMENTS.	
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HERTSMERE BOROUGH COUNCIL

ENVIRONMENTAL HEALTH RETENTION SCHEDULES

SERVICE AREA: ENVIRONMENTAL HEALTH
COMPLETED BY: SUE HARDY
DATE: 25 MARCH 2019

ACTIVITY/CLASS	EXAMPBLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
LICENSING	INSPECTION RECORDS	YES	DESTROY – 7 YEARS AFTER INSPECTION	COMMON PRACTICE	SENIOR LICENSING OFFICER
LICENSING	STATUTORY NOTICES	YES	DESTROY - 7 YEARS FROM COMPLIANCE	COMMON PRACTICE	SENIOR LICENSING OFFICER
LICENSING	PROSECUTIONS	YES	DESTROY – 7 YEARS FROM CONVICTION	COMMON PRACTICE	SENIOR LICENSING OFFICER
LICENSING	LICENCES ISSUED	YES	DESTROY – 7 YEARS FROM EXPIRY	COMMON PRACTICE	SENIOR LICENSING OFFICER
LICENSING	GENERAL REQUESTS	YES	DESTROY – 7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	SENIOR LICENSING OFFICER

HERTSMERE BOROUGH COUNCIL**HEALTH AND SAFETY RETENTION SCHEDULES**

SERVICE AREA: HEALTH AND SAFETY
COMPLETED BY: MICHAEL GEORGIU
DATE: 26 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
ACCIDENT INVESTIGATIONS	RIDDOR NOTIFICATION REPORTS AND ACCIDENT REVIEW AND INVESTIGATION RECORDS	Y	7 YEARS AFTER COMPLETION	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
INSPECTIONS, REVISITS, FOLLOW UP ACTIONS,	INSPECTION PROFORMAS, REPORTS, DOCUMENTS, LETTERS	Y	7 YEARS AFTER INSPECTION	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMPLAINT INVESTIGATIONS, VISITS AND WRITTEN COMMUNICATION	REPORTS, LETTERS, DOCUMENTS	Y	7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
ENFORCEMENT ACTION	STATUTORY IMPROVEMENT OR PROHIBITION NOTICES, SEIZURE OF DOCUMENTS	Y	7 YEARS AFTER COMPLIANCE	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
ENFORCEMENT ACTION	PROSECUTIONS	Y	7 YEARS FROM CONVICTION	SERVICE MANAGER HAS DISCRETION TO RETAIN RECORDS WHERE JUSTIFIED	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

REQUEST FOR ADVICE	LETTERS, EMAILS, RECORDS, NOTES	Y	7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
NOTIFICATIONS REPORTS OF DEFECTIVE LIFTING EQUIPMENT, NOTIFIABLE ASBESTOS REMOVAL WORK,	INSPECTORS REPORTS, CERTIFICATION, METHOD STATEMENTS, RISK ASSESSMENTS.	Y	7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
FOI'S	COMPLETED FOI'S	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
SAFETY INITIATIVES, CAMPAIGNS,	CORRESPONDENCE	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMMENTS RE PLANNING AND LICENSING APPLICATIONS	EMAILS, MEMOS, COPIES APPLICATIONS	Y	7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
PRIMARY AUTHORITY CONTRACT	COMMUNICATION EMAILS, MINUTES, WRITTEN CORRESPONDENCE	N ?	INDEFINITE	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMMUNICATION BETWEEN AGENCIES	EMAIL, LETTER	Y	7 YEARS AFTER CASE WRITTEN OFF	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

HERTSMERE BOROUGH COUNCIL

FOOD SAFETY RETENTION SCHEDULES

SERVICE AREA: FOOD SAFETY
COMPLETED BY: SUNEETA KUMAR
DATE: 18 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
INSPECTIONS, MONITORING, SURVEILLANCE, VERIFICATION, AUDIT, SAMPLING, EDUCATION, ADVICE, COACHING, INFORMATION AND INTELLIGENCE GATHERING	PROFORMAS, LETTERS, REPORTS, RECORDS, CERTIFICATES, PROCEDURES, DOCUMENTS, LABORATORY REPORTS	Y	6 YEARS	FOOD LAW CODE OF PRACTICE (ENGLAND)	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
ENFORCEMENT ACTION	STATUTORY NOTICES	Y	7 YEARS AFTER COMPLIANCE	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
ENFORCEMENT ACTION	PROSECUTIONS	Y	7 YEARS AFTER CASE CLOSED – RETAIN FOR LONGER PERIOD WHERE JUSTIFIED	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMPLAINTS	INVESTIGATION RECORDS	Y	7 YEARS AFTER INVESTIGATION COMPLETED	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

REQUEST FOR ADVICE	LETTERS, EMAILS, NOTES	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
ILLNESS NOTIFICATIONS (IDS AND OUTBREAKS)	QUESTIONNAIRES, NOTES, REPORTS	Y	7 YEARS AFTER INVESTIGATION COMPLETED	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
FOOD REGISTRATION	COMPLETED FOOD REGISTRATION FORMS	Y	INDEFINITE FOR THE PERIOD THE BUSINESS IS OPERATIONAL; 7 YEARS AFTER CEASED TRADING	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
APPROVED ESTABLISHMENTS	APPROVED ESTABLISHMENT APPLICATION FORMS AND APPROVAL DOCUMENTS (GRANT, REFUSE, ETC.)	Y	INDEFINITE FOR THE PERIOD THE BUSINESS IS OPERATIONAL; 7 YEARS AFTER CEASED TRADING	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
FOOD REGISTER	ELECTRONIC FORMAT OF FOOD REGISTER GENERATED THROUGH IDOX	Y	UPDATED ON AN ONGOING BASIS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
TRAINING DATA	CONTACT DETAILS FOR BUSINESSES, CONSULTANTS, ETC.	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
FOIS	COMPLETED FOIS	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
CAMPAIGN / ADVICE COMMUNICATIONS/LETTERS TO BUSINESSES	CORRESPONDENCE	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

Retention Schedule

Hertsmere Borough Council

COMMENTS RE: PLANNING APPLICATIONS	EMAIL, MEMO	Y	INDEFINITE?	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
REQUESTS FOR BUSINESS RATES/COUNCIL TAX INFORMATION	COMPLETED FORMS OR EMAILS	Y	INDEFINITE FOR THE SAME FBO; 7 YEARS WHEN CHANGE OF FBO	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
REQUEST FOR NAFN INFORMATION	DOCUMENTS PROVIDED ELECTRONICALLY	Y	INDEFINITE FOR THE SAME FBO; 7 YEARS WHEN CHANGE OF FBO	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
PRIMARY AUTHORITY CONTRACT	DOCUMENTS	N	INDEFINITE	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
SCANNING	DOCUMENTS SCANNED ONTO IDOX	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER
COMMUNICATION BETWEEN AGENCIES	EMAIL, LETTER	Y	7 YEARS	COMMON PRACTICE	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

HERTSMERE BOROUGH COUNCIL

LEGAL SERVICES RETENTION SCHEDULES

SERVICE AREA: LEGAL SERVICES
COMPLETED BY: HARVEY PATTERSON
DATE: 19 OCTOBER 2019

ACTIVITY	EXAMPLES OF DOCUMENTS	PERSONAL DATA INCLUDED	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
THE PROCESS OF MANAGING, UNDERTAKING OR DEFENDING FOR OR AGAINST LITIGATION ON BEHALF OF THE LOCAL AUTHORITY.	CRIMINAL CASE FILE CIVIL CASE FILE GENERAL CORRESPONDENCE PERTAINING TO CASE FILES	YES	DESTROY 7 YEARS AFTER LAST ACTION. IF CONSIDERED TO BE MAJOR LITIGATION – LEGAL OFFICER TO MARK FOR REVIEW PRIOR TO DESTRUCTION.	LIMITATION ACT 1980	HEAD OF LEGAL & DEMOCRATIC SERVICES
ORDINARY LEGAL FILES - THE PROCESS OF PROVIDING LEGAL ADVICE.	LITIGATION FILE PROPERTY FILE PLANNING FILE CONTRACTS FILE MONITORING OFFICER ADVICE GENERAL ADVICE FILE	YES	DESTROY 6 YEARS AFTER LAST ACTION UNLESS LEGAL OFFICER GIVES REASONS FOR LONGER RETENTION PERIOD. SCHEDULE REVIEW DATE IF	LIMITATION ACT 1980	HEAD OF LEGAL & DEMOCRATIC SERVICES

ADMINISTRATION OF A SIMPLE	SIGNED SIMPLE CAUTION ACCEPTANCE DOCUMENT	YES	DESTROY 12 MONTHS AFTER THE DATE OF THE ACCEPTANCE OF THE SIMPLE	REHABILITATION OF OFFENDERS ACT 1974 (IN LINE WITH REHABILITATION PERIOD NOTED FOR A	HEAD OF LEGAL & DEMOCRATIC SERVICES
MONITORING OFFICER RECORDS	COUNCILLOR REGISTER OF INTERESTS RECORDS OF GIFTS AND HOSPITALITY	YES	DESTROY 12 MONTHS AFTER END OF TERM OR RESIGNATION OF COUNCILLOR	IN LINE WITH THE PERIOD FOR CHALLENGE	HEAD OF LEGAL & DEMOCRATIC SERVICES
THE PROCESS OF CALLING FOR EXPRESSIONS OF INTEREST	EXPRESSIONS OF INTEREST	NO	DESTROY 2 YEARS AFTER CONTRACT LET OR NOT PROCEEDED WITH	COMMON PRACTICE	HEAD OF LEGAL & DEMOCRATIC SERVICES
THE PROCESS INVOLVED IN THE DEVELOPMENT AND SPECIFICATION OF A CONTRACT	TENDER SPECIFICATION NOTE FOR PROJECT FILES CONTAINING DRAFTS LEADING TO A FINAL VERSION THESE RECORDS CAN BE DESTROYED.	NO	ORDINARY CONTRACTS DESTROY 6 YEARS AFTER THE TERMS OF CONTRACT HAVE EXPIRED. CONTRACTS UNDER SEAL DESTROY 12 YEARS AFTER THE TERMS OF CONTRACT HAVE EXPIRED	LIMITATION ACT 1980	HEAD OF LEGAL & DEMOCRATIC SERVICES

CONTRACTS AND AGREEMENTS SIGNED UNDER HAND - THE PROCESS AWARDED OF CONTRACT	SIGNED CONTRACT FOR GOODS OR SERVICES SIGNED CONTRACT FOR THE DISPOSAL OR ACQUISITION OF LAND	YES	DESTROY 6 YEARS AFTER AGREEMENT EXPIRES OR IS TERMINATED UNLESS LEGAL OFFICER	LIMITATION ACT 1980	HEAD OF LEGAL & DEMOCRATIC SERVICES
	SIGNED SLA		GIVES REASONS FOR LONGER RETENTION PERIOD.		
CONTRACTS AND AGREEMENTS SIGNED AS A DEED - THE PROCESS AWARDED OF CONTRACT	SEALED CONTRACT FOR GOODS OR SERVICES	YES	DESTROY 12 YEARS AFTER AGREEMENT EXPIRES OR IS TERMINATED UNLESS LEGAL OFFICER GIVES REASONS FOR LONGER RETENTION PERIOD. SCHEDULE REVIEW DATE IF LONGER RETENTION PERIOD NEEDED	LIMITATION ACT 1980	HEAD OF LEGAL & DEMOCRATIC SERVICES
S106 AGREEMENTS - THE PROCESS OF ENTERING INTO A S106 AGREEMENT	S106 AGREEMENT	YES	PERMANENT RETENTION OF ELECTRONIC AND PAPER COPY DOCUMENT.	PERMANENT OBLIGATIONS ATTACHED TO S106 MAY DICTATE THE REQUIREMENT TO RETAIN.	HEAD OF LEGAL & DEMOCRATIC SERVICES

PROPERTY DEEDS - THE PROCESS OF ANY DEALINGS IN LAND	TRANSFER OF LAND LEASE LICENCE EASEMENT	YES	PERMANENT RETENTION OF ELECTRONIC DOCUMENT. PAPER DOCUMENTS TO BE DESTROYED UPON PROPERTY DISPOSAL.	PERMANENT OBLIGATIONS ATTACHED TO PROPERTY DEEDS MAY DICTATE THE REQUIREMENT TO RETAIN.	HEAD OF LEGAL & DEMOCRATIC SERVICES
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HERTSMERE BOROUGH COUNCIL

PARKING SERVICES RETENTION SCHEDULES

SERVICE AREA: PARKING SERVICES
COMPLETED BY: CLARE FENSOME
DATE: 13 MARCH 2020

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
PARKING PERMIT APPLICATIONS	RESIDENTIAL / VISITOR / BUSINESS / STAFF / SPECIAL / SCHOOL	Y	PAPER APPLICATIONS – SECURELY DESTROYED ONCE SCANNED ONTO PARKING SYSTEM. ON-LINE APPLICANT DATA NOT CURRENT PURGED AFTER 1 YEARS	COMMON PRACTICE - THE SYSTEM ARCHIVING PROCESS SHOULD BE CARRIED OUT ON A YEARLY BASIS. IT IS NOT PROCESS THAT CAN BE CARRIED OUT FREQUENTLY.	SENIOR PROCESSING OFFICER PARKING SERVICES MANAGER
TEMPORARY PERMIT BOOKS	RESIDENTIAL / VISITOR / BUSINESS / STAFF / SPECIAL / SCHOOL / DISPENSATIONS	Y	BOOKS LOCKED IN CUPBOARD DESTROYED AFTER 2 YEARS	COMMON PRACTICE - TO CHECK HISTORY IF NECESSARY FOR CHALLENGES, APPEALS OR REPRESENTATIONS IN RELATION TO PENALTY CHARGE NOTICES	SENIOR PROCESSING OFFICER
EMAILS	GENERAL PARKING ENQUIRES/COMPLAINTS, CHALLENGES, TPT CASES	Y	ARCHIVED ON SECURE COMPUTER SYSTEM FOR 2 YEARS	COMMON PRACTICE - TO CHECK HISTORY IF NECESSARY	SENIOR PROCESSING OFFICER

CHALLENGES	INFORMAL CHALLENGES MADE BY DRIVERS WHO HAVE RECEIVED A PCN – REGISTRATION NO'S AND ADDRESSES	Y	CORRESPONDENCE SCANNED ONTO BACK OFFICE SYSTEM – SECURELY DESTROYED ONCE THE CASE IS CLOSED. REMAIN ON THE SYSTEM FOR 2 YEARS. PURGE PROCESS CARRIED OUT TO REMOVE CLOSED DATA	LEGAL REQUIREMENT -TO INVESTIGATE AND REPLY TO CHALLENGE AND FOR MATTER TO PROGRESS TO NEXT STAGE OF THE PROCESS WHERE REQUIRED	SENIOR PROCESSING OFFICER PARKING SERVICES MANAGER
REPRESENTATION	FIRST STAGE OF THE LEGAL PROCESS WHERE THE OWNER/KEEPER CAN MAKE A REPRESENTATION IN REGARDS TO UNPAID NOTICE AT FULL CHARGE	Y	CORRESPONDENCE SCANNED ONTO BACK OFFICE SYSTEM – SECURELY DESTROYED ONCE THE CASE IS CLOSED. REMAIN ON THE SYSTEM FOR 2 YEARS. PURGE PROCESS CARRIED OUT TO REMOVE CLOSED DATA	LEGAL REQUIREMENT - LEGAL PROCESS WHICH MAY PROCEED TO DEBT RECOVERY PROCESS	SENIOR PROCESSING OFFICER PARKING SERVICES MANAGER
APPEALS TPT	FOLLOWING DECISION TO A REPRESENTATION THE MATTER CAN BE REFERRED TO THE TRAFFIC PENALTY	Y	CORRESPONDENCE SCANNED ONTO BACK OFFICE SYSTEM – SECURELY	LEGAL REQUIREMENT -TO SUBMIT A RESPONSE TO APPEALS RECEIVED VIA THE	SENIOR PROCESSING OFFICER

	TRIBUNAL FOR CASE TO BE HEARD		DESTROYED ONCE THE CASE IS CLOSED. REMAIN ON THE SYSTEM FOR 2 YEARS. PURGE PROCESS CARRIED OUT TO REMOVE CLOSED DATA	INDEPENDENT ADJUDICATOR PROCESS	PARKING SERVICES MANAGER
DEBT RECOVERY	CORRESPONDENCE IN RELATION TO THE RECOVERY OF UNPAID PENALTY CHARGE NOTICES	Y	CORRESPONDENCE SCANNED ONTO BACK OFFICE SYSTEM – SECURELY DESTROYED ONCE THE CASE IS CLOSED. REMAIN ON THE SYSTEM UNTIL A ARCHIVING/PURGING PROCESS WILL BE CARRIED OUT ANNUALLY.	LEGAL REQUIREMENT - CASES WILL SENT TO A COLLECTION AGENT FOR RECOVERY	PARKING SERVICES MANAGER
WRITE OFFS	CORRESPONDENCE IN RELATION TO PENALTY CHARGE NOTICES THAT CANNOT BE RECOVERED	Y	ANY CORRESPONDENCE NOT ON SYSTEM WILL BE SCANNED ONTO BACK OFFICE SYSTEM – SECURELY DESTROYED ONCE THE CASE HAS BEEN AUTHORISED FOR WRITE-OFF	COMMON PRACTICE – CORRESPONDENCE AND DATA FOR THE PROCESSING THE AUTHORISATION OF WRITE – OFFS.	PARKING SERVICES MANAGER

			REMAIN ON THE SYSTEM UNTIL A ARCHIVING/PURGING PROCESS WILL BE CARRIED OUT ANNUALLY.		
CIVIL ENFORCEMENT OFFICER (CEO) POCKET BOOK'S	NOTES TAKEN AT THE TIME OF ISSUING A PENALTY CHARGE NOTICE TO A VEHICLE PARKED IN CONTRAVENTION – VEHICLE REGISTRATION	Y	BOOKS STORED SECURELY FOR A PERIOD OF 18 MONTHS	COMMON PRACTICE – EVIDENCE NECESSARY FOR CHALLENGES, APPEALS OR REPRESENTATIONS IN RELATION TO PENALTY CHARGE NOTICES INVESTIGATIONS	SENIOR CIVIL ENFORCEMENT OFFICER
PAY & DISPLAY INCOME DATA	MACHINE COLLECTION AUDITS/COLLECTION DATA FROM CONTRACTOR	N	6 YEARS	COMMON PRACTICE - INFORMATION USED TO CROSS CHECK COLLECTIONS AND PAYMENTS INTO HBC BANK ACCOUNT.	SENIOR PROCESSING OFFICER

HERTSMERE BOROUGH COUNCIL
FINANCE RETENTION SCHEDULES

SERVICE AREA: FINANCE
COMPLETED BY: PHILIP LUI
DATE: 30 DECEMBER 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
ACCOUNTS PAYABLE - SUPPLIER ACCOUNT DETAILS	CONTACT DETAILS (SUPPLIER ACCOUNT) PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - SUPPLIER PAYMENT DETAILS	PAYMENT DETAILS (SUPPLIER ACCOUNT) PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER

ACCOUNTS PAYABLE - SUPPLIER CONTACT DETAILS FOR INVOICES	CONTACT DETAILS FOR INVOICES PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - SUPPLIER CONTACT DETAILS FOR PURCHASE ORDERS AND REMITTANCES	CONTACT DETAILS FOR PURCHASE ORDERS AND REMITTANCES PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - SELF-EMPLOYED SUPPLIER ACCOUNT DETAILS	SUPPLIER ACCOUNT: CONTACT DETAILS NATIONAL INSURANCE NUMBER UNIQUE TAX REFERENCE INSURANCE CERTS BASIC INFO ABOUT THE SUPPLIER'S SELF EMPLOYED STATUS	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER

ACCOUNTS PAYABLE - SELF-EMPLOYED SUPPLIER PAYMENT DETAILS	SUPPLIER ACCOUNT: BANK ACCOUNT PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - SELF-EMPLOYED SUPPLIER CONTACT DETAILS FOR INVOICES	INVOICES: CONTACT DETAILS BANK ACCOUNT NATIONAL INSURANCE NUMBER UNIQUE TAX REFERENCE INSURANCE CERTS BASIC INFO ABOUT THE SUPPLIER'S SELF EMPLOYED STATUS	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - SELF-EMPLOYED SUPPLIER CONTACT DETAILS FOR PURCHASE ORDERS AND REMITTANCES	PURCHASE ORDERS/REMITTANCES/ GRNS CONTACT DETAILS PAPER INVOICES SECURE FINANCIAL SYSTEM	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER

ACCOUNTS PAYABLE - CIS SUPPLIER ACCOUNT DETAILS	SUPPLIER ACCOUNT: CONTACT DETAILS NATIONAL INSURANCE NUMBER UNIQUE TAX REFERENCE BASIC INFO ABOUT THE SUPPLIER'S SELF EMPLOYED STATUS	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - CIS SUPPLIER PAYMENT DETAILS	SUPPLIER ACCOUNT: PAYMENT DETAILS	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - CIS SUPPLIER CONTACT DETAILS FOR INVOICES	INVOICES: CONTACT DETAILS BANK ACCOUNT NATIONAL INSURANCE NUMBER UNIQUE TAX REFERENCE	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER

Retention Schedule

Hertsmere Borough Council

ACCOUNTS PAYABLE - CIS SUPPLIER CONTACT DETAILS FOR PURCHASE ORDERS AND REMITTANCES	PURCHASE ORDERS, REMITTANCES, GRNS CONTACT DETAILS	Y	PAPER STATEMENTS - SHREDDED 6 MONTHLY SECURE FINANCIAL SYSTEM DORMANT SUPPLIERS - 6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - RECORDS OF EMPLOYEE PURCHASES WITH PROCUREMENT CARDS AND PETTY CASH	EMPLOYEE PURCHASE RECORDS: HARD COPIES OF RECEIPTS AND TRANSACTIONS SECURE FINANCIAL SYSTEM	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - RECORDS OF EMPLOYEE DELEGATION OF AUTHORITY	EMPLOYEE SIGNATURES	Y	6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - BACS EXPORT FILES RELATING TO PAYMENT TO SUPPLIERS	CONTACT NAME BANK ACCOUNT DETAILS	Y	BACS EXPORT FILES - 1 MONTH	COMMON PRACTICE	SENIOR CREDITORS OFFICER
ACCOUNTS PAYABLE - BACS SUPPORTING DOCUMENTS RELATING TO PAYMENT TO SUPPLIERS	CONTACT NAME BANK ACCOUNT DETAILS	Y	BACS SUPPORTING DOCUMENTS - 6 YEARS + CURRENT	COMMON PRACTICE	SENIOR CREDITORS OFFICER

ACCOUNTS RECEIVABLE - SUNDRY DEBTS CUSTOMER ACCOUNT DETAILS	CONTACT NAME CONTACT DETAILS BANK ACCOUNT DETAILS PERSONAL FINANCIAL CIRCUMSTANCES WASTE COLLECTION DETAILS LICENCING DETAILS	Y	6 YEARS + CURRENT FROM SETTLEMENT OF ACCOUNT WRITE OFF ACCOUNTS RETAINED INDEFINITELY	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR INCOME OFFICER
ACCOUNTS RECEIVABLE - LEASEHOLDERS ACCOUNT DETAILS	CONTACT NAME CONTACT DETAILS BANK ACCOUNT DETAILS DETAILS OF LEASE AGREEMENT PERSONAL FINANCIAL CIRCUMSTANCES SUMMARY OF LEASE DOB ALL PASSED BACK TO ESTATES: CREDIT CHECK - ESTATES PASSPORT COPY DRIVING COPY UTILITY BILL COPY	Y	6 YEARS + CURRENT FROM SETTLEMENT OF ACCOUNT WRITE OFF ACCOUNTS RETAINED INDEFINITELY	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR INCOME OFFICER
ACCOUNTS RECEIVABLE - HOUSING CUSTOMER ACCOUNT DETAILS	CONTACT NAME CONTACT DETAILS BANK ACCOUNT DETAILS PERSONAL FINANCIAL CIRCUMSTANCES NOTES MAY HAVE DETAILS REGARDING PERSONAL CIRCUMSTANCES BENEFIT DETAILS	Y	6 YEARS + CURRENT FROM SETTLEMENT OF ACCOUNT WRITE OFF ACCOUNTS RETAINED INDEFINITELY	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR INCOME OFFICER

Retention Schedule

Hertsmere Borough Council

ACCOUNTS RECEIVABLE - DIRECT DEBIT COLLECTION DETAILS	CONTACT DETAILS BANK ACCOUNT DETAILS	Y	6 YEARS + CURRENT FROM SETTLEMENT OF ACCOUNT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR INCOME OFFICER
ACCOUNTS RECEIVABLE - HB OVERPAYMENTS DIRECT EARNINGS ATTACHMENT (DEA) CHECK	CONTACT DETAILS EMPLOYMENT DETAILS EARNINGS NATIONAL INSURANCE NUMBER	Y	12 MONTHS	COMMON PRACTICE	SENIOR INCOME OFFICER
ACCOUNTS RECEIVABLE - HB OVERPAYMENTS CUSTOMER DETAILS	CONTACT DETAILS EMPLOYMENT DETAILS EARNINGS NATIONAL INSURANCE NUMBER FULL BENEFIT RECORD AND ALL INFORMATION	Y	6 YEARS + CURRENT FROM SETTLEMENT OF ACCOUNT WRITE OFF ACCOUNTS RETAINED INDEFINITELY	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR INCOME OFFICER
FINANCIAL ACCOUNTING - RELATED PARTY TRANSACTION RETURNS FROM COUNCIL MEMBERS AND SENIOR OFFICERS	CONTACT DETAILS RELATED BUSINESS ACTIVITIES	N	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	FINANCIAL ACCOUNTANT
FINANCIAL ACCOUNTING - THE COUNCIL'S ANNUAL STATEMENT OF ACCOUNTS PRODUCTION AND AUDIT	WORKING PAPERS AND SUPPORTING DOCUMENTS ANNUAL STATEMENT OF ACCOUNTS	N	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	FINANCIAL ACCOUNTANT

FINANCIAL ACCOUNTING - THE MONTHLY PROCESS OF RECONCILING THE COUNCIL'S CONTROL ACCOUNTS. THESE INCLUDE ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, PAYROLL HB OVERPAYMENTS AND BANK RECONCILIATION	MONTHLY RECONCILIATION SHEETS AND APPROVAL	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	FINANCIAL ACCOUNTANT
INSURANCE CLAIMS	INSURANCE CLAIMANT CONTACT DETAILS: PERSONAL DETAILS, SUCH AS: - NATIONAL INSURANCE - DOB EMPLOYMENT DETAILS EMPLOYMENT HISTORY EARNINGS MEDICAL RECORDS MEDICAL EVIDENCE - PHOTOS OF INJURIES LIFESTYLE INFORMATION TAX DETAILS	Y	INDEFINITELY	ARTICLE 6(1)(C) - LEGAL OBLIGATION FRAUD, REPEATED CLAIMS, CLAIM AFFECT CHILDREN	TREASURY MANAGER
MANAGEMENT ACCOUNTING - THE WORKING PAPERS AND REPORTS RELATING TO THE ANNUAL BUDGET SETTING PROCESS	ANNUAL BUDGET WORKING PAPERS AND REPORTS	N	6 YEARS + CURRENT	THIS ALLOWS FINANCIAL PERFORMANCE TO BE MONITORED AND IDENTIFICATION OF TRENDS	SENIOR BUSINESS ACCOUNTANT

Retention Schedule

Hertsmere Borough Council

MANAGEMENT ACCOUNTING - THE WORKING PAPERS AND REPORTS RELATING TO THE QUARTERLY BUDGET MONITOR	QUARTERLY WORKING PAPERS AND REPORTS	N	6 YEARS + CURRENT	THIS ALLOWS FINANCIAL PERFORMANCE TO BE MONITORED AND IDENTIFICATION OF TRENDS COMMON PRACTICE	SENIOR BUSINESS ACCOUNTANT
MANAGEMENT ACCOUNTING - SALARIES MONITORING DATABASE FOR REVIEW AND DISTRIBUTION TO SERVICES	EMPLOYEE NUMBER SALARY PAYGRADE PENSION SCHEME ALLOWANCES PAID	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	SENIOR BUSINESS ACCOUNTANT
MANAGEMENT ACCOUNTING - DEBTOR ANALYSIS	CONTACT DETAILS EMPLOYMENT DETAILS EARNINGS NATIONAL INSURANCE NUMBER	Y	6 YEARS + CURRENT	COMMON PRACTICE	SENIOR BUSINESS ACCOUNTANT
MANAGEMENT ACCOUNTING - SYRIAN REFUGEE SCHEME	CONTACT DETAILS NATIONALITY UK ARRIVAL DATE PAYMENT AMOUNTS	Y	6 YEARS AFTER CLAIM COMPLETE	COMMON PRACTICE	SENIOR BUSINESS ACCOUNTANT
PAYROLL – PROCESSING THE MONTHLY HBC PAYROLL	FRONTIER SYSTEM EXPENSE CLAIMS HR FORMS (I.E. CHANGES IN PAY, SICKNESS, MATERNITY/PATERNITY PAY AND PAY ADVANCES)	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	PAYROLL MANAGER

Retention Schedule

Hertsmere Borough Council

PAYROLL – PROCESSING THE MONTHLY PAYROLL SERVICES: - HERTS BUILDING CONTROL - ALDENHAM / BOREHAMWOOD PARISH COUNCILS	FRONTIER SYSTEM EXPENSE CLAIMS HERTS BUILDING CONTROL PAYROLL RETURN	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	PAYROLL MANAGER
PAYROLL - ACCOUNTABLE PROCESSES RELATING TO THE PAYMENT OF EMPLOYEES	AUTHORITY SHEETS PAYROLL DEDUCTIONS PAYROLL DISBURSEMENTS EMPLOYEE PAY RECORDS EMPLOYEE TAX RECORDS	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	PAYROLL MANAGER
PAYROLL - NON- ACCOUNTABLE PROCESSES RELATING TO THE PAYMENT OF EMPLOYEES	EMPLOYEE PAY REPORTS PAY QUERIES	Y	DESTROY AFTER ADMINISTRATIVE USE IS CONCLUDED	COMMON PRACTICE	PAYROLL MANAGER
TAXATION RECORDS	TAXATION RECORDS VAT RECONCILIATION AND CLAIMS LIMITED COMPANY ACCOUNTS AND TAX RETURNS	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	PAYROLL MANAGER TREASURY MANAGER FINANCIAL SERVICES MANAGER
TREASURY AND BANKING - HARD COPIES OF THE COUNCIL'S BANK STATEMENTS	CUSTOMER NAME HBC REFERENCE NUMBER PAYMENT AMOUNT	N	6 YEARS + CURRENT	COMMON PRACTICE	TREASURY MANAGER

Retention Schedule

Hertsmere Borough Council

TREASURY AND BANKING - DETAILS OF SUPPLIER AND CUSTOMER BANK DETAILS IN THE COUNCIL'S ONLINE BANKING SYSTEM.	CUSTOMER NAME HBC REFERENCE NUMBER PAYMENT AMOUNT SORT CODE AND ACCOUNT	Y	SUPPLIERS - DORMANT SUPPLIERS - 6 YEARS + CURRENT CUSTOMERS - 6 YEARS + CURRENT AFTER SETTLEMENT OF ACCOUNT	COMMON PRACTICE	TREASURY MANAGER
TREASURY AND BANKING - DETAILS OF CIVICA ICON REFUNDS	CUSTOMER NAME HBC REFERENCE ADDRESS	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	TREASURY MANAGER
TREASURY AND BANKING - THE BANK RECONCILIATION PROCESS WITHIN CIVICA ICON	CUSTOMER NAME HBC REFERENCE NUMBER PAYMENT AMOUNT SORT CODE AND ACCOUNT CUSTOMER ADDRESS	Y	6 YEARS + CURRENT	IN LINE WITH HRMC TIMESCALES ON DATA RETENTION COMMON PRACTICE	TREASURY MANAGER

HERTSMERE BOROUGH COUNCIL**PARTNERSHIPS & COMMUNITY ENGAGEMENT RETENTION SCHEDULES**

SERVICE AREA: PARTNERSHIPS & COMMUNITY ENGAGEMENT
COMPLETED BY: CHARLOTTE MENAI-DAVIS.
DATE: 26 MARCH 2019

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
PARTNERSHIPS – COMMUNITY SAFETY	CCTV SURVEILLANCE	IMAGES ONLY	DESTROY AFTER 14 DAYS	MAXIMUM CAPACITY FOR DATA STORAGE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	RECORDS RELATED TO CRIME REDUCTION	Y	DESTROY 3 YEARS FROM CLOSURE		COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	DOMESTIC HOMICIDE REVIEW (DHR) CHRONOLOGIES, IMRS AND MINUTES OF MEETINGS	N	DESTROY 6 YEARS FROM CLOSURE	COMMON PRACTICE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	ACTIVITIES THAT REPORT ON ALL MAJOR INCIDENTS IN THE LOCAL COMMUNITY	Y	PERMANENTLY		COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	ACTIVITIES THAT REPORT ON ALL MINOR INCIDENTS IN THE LOCAL COMMUNITY	Y	DESTROY 7 YEARS FROM CLOSURE		COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	TRAINING AND MEETING ATTENDANCE RECORDS	Y	DESTROY 6 YEARS AFTER THE EVENT	COMMON PRACTICE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	CSP CONTACTS	Y	UNTIL SUPERSEDED OR CONSENT IS WITHDRAWN	COMMON PRACTICE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	INFORMATION SHARING AGREEMENT	N	UNTIL SUPERSEDED	COMMON PRACTICE	COMMUNITY SAFETY MANAGER

PARTNERSHIPS – COMMUNITY SAFETY	COUNTER-TERRORISM LOCAL PLAN	Y	DESTROY 6 YEARS FROM CLOSURE		COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	STRATEGIC ASSESSMENT	N	UNTIL SUPERSEDED	COMMON PRACTICE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS – COMMUNITY SAFETY	INTEGRATED OFFENDER MANAGEMENT	Y	DESTROY 3 YEARS FROM CLOSURE		COMMUNITY SAFETY INTERVENTION OFFICER
PARTNERSHIPS – COMMUNITY SAFETY	OPERATIONS AND INITIATIVES - PLANNING AND IMPLEMENTATION	Y	DESTROY WHEN OBSOLETE	COMMON PRACTICE	COMMUNITY SAFETY MANAGER
PARTNERSHIPS - SPORT & LEISURE	LEISURE CONTRACT STORED BOTH IN HARD COPY AND DIGITAL	N	RETAIN 6 YEARS AFTER TERMS OF CONTRACT HAVE EXPIRED	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	LEISURE CONTRACT ANNUAL ACCOUNTS	N	RETAIN 6 YEARS AFTER TERMS OF CONTRACT HAVE EXPIRED	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	BOOKING RECORDS	Y	UNTIL SUPERSEDED OR CONSENT IS WITHDRAWN	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	PARTICIPANT RECORDS (CHILDREN)	Y	DESTROY IMMEDIATELY AFTER THE EVENT	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	PARTICIPANT RECORDS (ADULTS)	Y	DESTROY 6 MONTHS AFTER THE END OF THE COURSE	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	CLUBS AND SOCIETIES	Y	DESTROY WHEN OBSOLETE	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - SPORT & LEISURE	SPORT CLUB GRANTS	Y	DESTROY 6 YEARS AFTER LAST PAYMENT	COMMON PRACTICE	SPORTS DEVELOPMENT OFFICER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	CAMPAIGNS	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER

PARTNERSHIPS - CORPORATE COMMUNICATIONS	CORPORATE BRANDING	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	CORPORATE PUBLICITY	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	FILMING/PHOTOGRAPHY CONSENT FORMS	Y	DESTROY – AFTER 5 YEARS	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	PRESS CUTTINGS	Y	PERMANENTLY	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	PRESS LIAISON	Y	DESTROY 3 YEARS FROM CLOSURE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	PRESS RELEASES	N	PERMANENTLY	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	PUBLIC CONSULTATION DATA	Y	DESTROY 3 YEARS FROM CLOSURE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	RESIDENT COMMUNICATION	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	RESIDENT MAGAZINE ADDITIONAL COPIES DATABASE	N	UNTIL CONSENT IS WITHDRAWN	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	RESIDENTS SURVEY	N	PERMANENTLY	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	STAFF COMMUNICATIONS	N	CURRENT YEAR (PLUS 1 YEAR)	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS - CORPORATE COMMUNICATIONS	STAFF SURVEYS	N	PERMANENTLY	COMMON PRACTICE	CORPORATE COMMUNICATIONS MANAGER
PARTNERSHIPS – MUSEUMS	CONSTITUTION OF THE BOARD OF TRUSTEES	N	PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER

PARTNERSHIPS – MUSEUMS	VOLUNTEER MANAGEMENT	Y	DESTROY WHEN PERIOD OF VOLUNTEERING ENDS	COMMON PRACTICE	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	EXTERNAL FUNDING AGREEMENTS	N	DESTROY 6 YEARS AFTER LAST PAYMENT	COMMON PRACTICE	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	EMERGENCY PLAN AND PROCEDURES	Y	UNTIL SUPERSEDED	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	INTERNAL STANDARDS	N	UNTIL SUPERSEDED	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	PROCEDURES (SUCH AS OBJECT MOVEMENT PROCEDURE, ACCESSION PROCEDURE ETC)	N	PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	COPY OF ACCESSION RECORDS	Y	PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	CATALOGUING INSTRUCTIONS	N	UNTIL SUPERSEDED	COMMON PRACTICE	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	COLLECTION GUIDES		PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	EXHIBITION PLANNING	Y	PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	INDIVIDUAL EXHIBITION CASE FILES		PERMANENTLY	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	VISITOR COMMENTS	Y	DESTROYS RECORDS WHEN THEY ARE NO LONGER REQUIRED	COMMON PRACTICE	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS – MUSEUMS	PRINTED MATERIALS	N	PERMANENTLY/ ARCHIVE	TO RETAIN ACCREDITATION	HERITAGE & MUSEUMS OFFICER
PARTNERSHIPS - CORPORATE SUPPORT	VOLUNTARY SECTOR FUNDING	Y	DESTROY 6 YEARS AFTER EXPIRY OF THE GRANT AGREEMENT	COMMON PRACTICE	CORPORATE SUPPORT OFFICER

PARTNERSHIPS - CORPORATE SUPPORT	WIIS FUNDING	Y	DESTROY 6 YEARS AFTER LAST PAYMENT.	COMMON PRACTICE	CORPORATE SUPPORT OFFICER
PARTNERSHIPS - CORPORATE SUPPORT	STATISTICS (KEY PERFORMANCE INDICATORS) ON ALL BUSINESS FUNCTIONS INCLUDING STAFF, RECRUITMENTS, INITIATIVES	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS - CORPORATE SUPPORT	CORPORATE PLAN	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS - CORPORATE SUPPORT	COMMUNITY PROFILES	N	PERMANENTLY/ ARCHIVE	COMMON PRACTICE	CORPORATE SUPPORT OFFICER
PARTNERSHIPS - HEALTH AND WELLBEING	HEALTH & WELLBEING GRANTS	Y	DESTROY 6 YEARS AFTER LAST PAYMENT	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS - HEALTH AND WELLBEING	PARTNERSHIP AGREEMENTS	Y	DESTROY 6 YEARS AFTER LAST PAYMENT	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS - HEALTH AND WELLBEING	BOOKING INFORMATION FOR TRAINING	Y	DESTROY 1 YEAR AFTER THE EVENT	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS – LOCAL STRATEGIC PARTNERSHIP	ADMINISTRATION OF MEETINGS	N	UNTIL SUPERSEDED	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS – LOCAL STRATEGIC PARTNERSHIP	WEBCAST OF LSP MEETINGS	Y	ARCHIVE	COMMON PRACTICE	POLICY MANAGER
PARTNERSHIPS - DEPARTMENT SUPPORT	FINANCIAL RECORDS	N	DESTROY WHEN OBSOLETE	COMMON PRACTICE	PARTNERSHIP SUPPORT OFFICER
PARTNERSHIPS - DEPARTMENT SUPPORT	LOCALLY STORED STAFF DATA	Y	DESTROY WHEN OBSOLETE	COMMON PRACTICE	HEAD OF SERVICE

PARTNERSHIPS - DEPARTMENT SUPPORT	EXTERNAL PROFESSIONAL MEMBERSHIPS	N	UNTIL SUPERSEDED	COMMON PRACTICE	HEAD OF SERVICE
PARTNERSHIPS - DEPARTMENT SUPPORT	EVALUATION OF EVENTS	MAYBE	DESTROY 2 YEARS AFTER THE EVENT	COMMON PRACTICE	PARTNERSHIP SUPPORT OFFICER
PARTNERSHIPS - DEPARTMENT SUPPORT	LEAVE RECORDS	N	DESTROY 2 YEARS AFTER THE EVENT	COMMON PRACTICE	HEAD OF SERVICE
PARTNERSHIPS - YOUTH	YOUTH NETWORK MAILING LIST	Y	UNTIL SUPERSEDED OR CONSENT WITHDRAWN	COMMON PRACTICE	YOUTH PROJECTS OFFICER
PARTNERSHIPS MEETINGS AND AGENCY WORKING	PARTNERSHIP MEETINGS AND AGENCY WORKING WHERE HBC OWNS THE RECORD	MAYBE	PERMANENT	COMMON PRACTICE	PARTNERSHIPS AND COMMUNITY ENGAGEMENT TEAM
PARTNERSHIPS MEETINGS AND AGENCY WORKING	PARTNERSHIP MEETINGS AND AGENCY WORKING WHERE HBC DOES NOT OWN THE RECORD	MAYBE	DESTROY - 3 YEARS AFTER LAST ACTION	COMMON PRACTICE	PARTNERSHIPS AND COMMUNITY ENGAGEMENT TEAM

HERTSMERE BOROUGH COUNCIL

MANAGEMENT AND ADMINISTRATION RETENTION SCHEDULES

SERVICE AREA: MANAGEMENT AND ADMINISTRATION
COMPLETED BY: LARA AKINDIJI
DATE: 26 MARCH 2020

ACTIVITY/CLASS	EXAMPLES OF RECORD	PERSONAL DATA INCLUDED Y/N	RETENTION PERIOD	RATIONALE FOR RETENTION PERIOD	RESPONSIBLE OFFICER
CIVIC AND STUDIO EVENTS	VISITORS BOOK, TAPES, PHOTOGRAPHS, DOCUMENTATION RELATING TO FUNCTIONS	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
THE CORPORATE PLANNING AND REPORTING ACTIVITIES OF THE COUNCIL	CORPORATE PLANS, STRATEGY PLANS, BUSINESS PLANS, ANNUAL REPORTS	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
THE PROCESS OF PREPARING BUSINESS FOR STRATEGIC CONSIDERATION AND MAKING THE RECORD OF DISCUSSION, DEBATE AND RESOLUTIONS	STRATEGIC MANAGEMENT TEAM MINUTES, CORRESPONDENCES	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
THE PROCESS OF PREPARING BUSINESS FOR CROSS DEPARTMENTAL CONSIDERATION AND	CORRESPONDENCES	N	DESTROY 3 YEARS FROM CLOSURE	COMMON PRACTICE	MANAGING DIRECTOR

MAKING THE RECORD OF DISCUSSION, DEBATE AND RESOLUTIONS					
THE PROCESS OF PREPARING INFORMATION TO BE PASSED ON TO CENTRAL GOVERNMENT INCLUDING STATUTORY REQUIRED INFORMATION	REPORTS TO CENTRAL GOVERNMENT, CORRESPONDENCES	N	DESTROY 7 YEARS FROM CLOSURE	COMMON PRACTICE	MANAGING DIRECTOR
THE MANAGEMENT IN SUMMARY FORM OF ENQUIRIES AND COMPLAINTS DIRECTED TO MANAGEMENT	REGISTERS, CORRESPONDENCES	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
THE MANAGEMENT OF ENQUIRIES, SUBMISSIONS AND COMPLAINTS WHICH RESULT IN SIGNIFICANT CHANGES TO POLICY OR PROCEDURES	REPORTS, RETURNS, CORRESPONDENCE	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
THE MANAGEMENT OF DETAILED RESPONSES ON COUNCIL ACTIONS, POLICY OR PROCEDURES	CORRESPONDENCES, DOCUMENTS, REPORTS	N	DESTROY 6 YEARS AFTER ADMINISTRATIVE USE IS CONCLUDED	COMMON PRACTICE	MANAGING DIRECTOR
ACTIVITIES THAT DEVELOP POLICIES, PROCEDURES, STRATEGIES AND	POLICY, PROCEDURE, PRECEDENT, INSTRUCTIONS,	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR

STRUCTURES FOR THE LOCAL AUTHORITIES	RECORDS RELATING TO POLICY IMPLEMENTATION AND DEVELOPMENT, ASSET MANAGEMENT PLAN, COMMUNITY STRATEGY, COMMUNITY PLAN, COMMUNITY SAFETY PLAN				
CORPORATE GIFTS	DOCUMENTATION RELATING TO THE PROVISION OF CORPORATE GIFTS	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
MEETINGS	INFORMATION REGARDING MEETINGS, CORRESPONDENCES	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
AUDITS	DOCUMENTATION ON AUDITS, CORRESPONDENCES	N	PERMANENT	COMMON PRACTICE	MANAGING DIRECTOR
BUSINESS CASES	INFORMATION RELATED TO IDENTIFYING A NEED OR REQUIREMENT FOR A BUSINESS OR SERVICE PROCESS	N	DESTROY 5 YEARS AFTER AGREEMENT OR REJECTION OF BUSINESS CASE	COMMON PRACTICE	MANAGING DIRECTOR
CORPORATE INITIATIVES	DOCUMENTATION RELATING TO CORPORATE INITIATIVES	N	DESTROY 5 YEARS AFTER INITIATIVE ENDS	COMMON PRACTICE	MANAGING DIRECTOR
POLICIES AND PROCEDURES	DOCUMENTATION RELATING TO POLICIES AND PROCEDURES OF THE COUNCIL	N	PERMANENT	RETENTION GUIDELINES FOR LOCAL AUTHORITIES 2.6	MANAGING DIRECTOR

HERTSMERE BOROUGH COUNCIL

LOCAL LAND CHARGES RETENTION SCHEDULES

Service Area: Local Land Charges
Completed by: Jade Reynolds
Date: 14 April 2020

Activity/Class	Examples of Record	Personal Data Included Y/N	Retention Period	Rationale for Retention Period	Responsible Officer
Register of Local Land Charges	Electronic and paper documents	Y	Permanent	Local Land Charges Act 1975	Jade Reynolds
Searches	Documents Correspondences	Y	Permanent	Advice from LLCI	Jade Reynolds

HERTSMERE BOROUGH COUNCIL**DEMOCRATIC SERVICES RETENTION SCHEDULES**

Service Area: Democratic Services
Completed by: Wrox Rehill
Date: 30 April 2020

Activity/Class	Examples of Record	Personal Data Included Y/N	Retention Period	Rationale for Retention Period	Responsible Officer
Council and Committee meetings	Agendas Reports Minutes Documents (excluding Background Documents*)	Y	Permanent	Local Government Act 1972 (as amended) and Best Practice	Democratic Services Manager
Executive Meetings	Agendas Reports Minutes Executive Decision Records Individual Executive Decision Records Documents (excluding Background Documents*)	Y	Permanent	Local Government Act 2000	Democratic Services Manager
Member Panels and Working Groups	Agendas Reports Documents Meeting Notes	Y	Permanent	Best Practice	Democratic Services Manager

Retention Schedule

Hertsmere Borough Council

Overview and Scrutiny Committees	Agendas Reports Minutes Documents (excluding Background Documents*)	Y	Permanent	Local Government Act 1972 (as amended) and Best Practice	Democratic Services Manager
Statutory appointments	Minutes Documents	Y	Permanent	Best Practice	Democratic Services Manager
Constitution	Minutes Documents	Y	Permanent	Local Government Act 2000	Democratic Services Manager
Scheme of Delegations	Agendas Reports, Minutes and Documents for the process of delegating powers to officers to take decisions or actions including correspondence relating to the consultation of members or officers in connection with the exercise of delegated powers.	Y	Permanent	Local Government Act 1972 (as amended) and Best Practice	Democratic Services Manager

HERTSMERE BOROUGH COUNCIL

HOUSING SERVICES RETENTION SCHEDULES

Service Area: Housing Services

Completed by:

Date: 30 April 2020

Activity/Class	Examples of Record	Personal Data Included Y/N	Retention Period	Rationale for Retention Period	Responsible Officer
Advice to homeowners and tenants	Correspondences Computer records	Y	Destroy 3 years after last action	Best Practice	Housing Strategy Manager
Assessment- housing standards	Computer records, Property files Correspondences Notices	Y	Destroy 7 years from last action except Notices to be kept permanently	Best Practice	Housing Strategy Manager
Safety inspections	Memos Reports Correspondences Notices	Y	Permanent	Best Practice	Housing Strategy Manager
Homelessness Applications	Applications Computer records Correspondences Medical Reports Decision Notices Review Decisions	Y	Permanent	Best Practice	Housing Operations Manager
Hostel providers	Correspondences Agreements	Y	Destroy 3 years after termination of Agreements	Best Practice	Housing Operations Manager

Retention Schedule

Hertsmere Borough Council

Housing applications	Unsuccessful applications	Y	Destroy - 7 years from closure	Best Practice	Housing Options Manager
Housing applications	Housing Register	Y	Permanent	Best Practice	Housing Options Manager
Housing Applications	Nominations Agreements	Y	Permanent	Best Practice	Housing Options Manager
Housing exchanges	Mutual Exchange list	Y	Permanent	Best Practice	Housing Options Manager
Temporary Accommodation	Agreements Licences Inventories Correspondences Notices to Quit	Y	Destroy - 7 years from closure	Best Practice	Housing Operations Manager
Rent Deposit Guarantee Scheme	Correspondences Inventories Agreements Claims	Y	Permanent	Best Practice	Housing Operations Manager