



Retention and Disposal Schedule

Governance Directorate

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London Borough of Tower Hamlets

VERSION CONTROL

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Asmat Hussain
Corporate Director

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Date

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1 SUMMARY

- 1.1 Tower Hamlets Council is required by the Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act 2000) to have and to implement a records retention and disposal schedule.
- 1.2 Records are defined as *'information created, received, and maintained as evidence and/or information by an organisation or person, in pursuance of legal obligations or in the transaction of business'*.

2 OBJECTIVES

- 2.1 The purpose of this schedule is to:
- i 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
 - ii assist in identifying records that may be worth preserving permanently as part of Tower Hamlet's local history and archives
 - iii provide consistency for the destruction of those records not required permanently after specified periods
 - iv Promote improved records management practices

3 SCOPE

- 3.1 This schedule sets out the legislation, guidance and best practice regarding record retention and disposal, and incorporates retention guidelines as issued by the Information and Records Management Society (IRMS).
- 3.2 This schedule forms part of the Council's Information Governance Framework. It should be read in conjunction with the:
- The Records Management Policy
 - Data Disposal Guidelines
- 3.3 This schedule has been developed by the Information Governance Team in consultation with Business Areas/Section Managers and Legal Services.
- 3.4 This schedule applies to all records held as recorded information by the Council (including paper, electronic, microform, audio-visuals etc. and copies and backups), which are created, collected, processed, used, stored and/or disposed of by the Council's employees, partners and agents in the course of the Council's business activities.
- 3.5 The schedule is intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes.

4 ROLES AND RESPONSIBILITIES

4.1 This schedule provides consistent instructions for all staff who deal with records, and a formal policy for records retention and disposal.

4.2 All staff are responsible for:

- Following procedures and guidelines for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this schedule (if authorised to do so).
- Ensuring that any proposed divergence from records retention and disposal policies is authorised.

4.3 Business area managers and section managers are responsible for ensuring:

- Record retention policies are implemented in their area/team, supported by written procedures.
- Record keeping systems and arrangement of records enable identification of records due for disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Staff dispose records only in accordance with Council policies.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held in line.
- ICT equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified and transferred with agreement to LHLA.
- Evidence of the disposal process is kept.

5 LEGAL REQUIREMENTS

5.1 The retention and disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, Directorates have been consulted to determine the retention requirements that best suit each business activity.

5.2 Some overarching legislation requires that records be kept for a certain amount of time and applies to all Directorates and sections of the Council. These include:

5.3 Freedom of Information Act 2000

The Act is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to records held by the Council. The Code of Practice sets out rules on how the Council should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

5.4 Data Protection Act (DPA) 1998

The Act requires that personal data shall be:

- i adequate, relevant and not excessive*
- ii accurate and where necessary kept up to date*
- iii not kept for longer than is necessary for its purpose*

These three principles require the Council to have procedures in place, covering the review of information held.

5.5 The General Data Protection Regulation (GDPR) comes in to force from May 2018 and will supersede the existing DPA. It requires under Article 5 (Principles relating to processing of personal data) that personal data shall be:

- i adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');*

The GDPR raises the threshold from the data controller being limited to processing that is not excessive to only enabling the data controller to process data that is necessary.

- ii accurate and, where necessary, kept up to date ('accuracy');*

The data controller is required to take reasonable steps to ensure the accuracy of the data. The qualification of 'reasonableness' is now expressly contained within the principle.

- iii not kept longer than is necessary for the purpose ('storage limitation')*

5.6 The GDPR expands on the list of exemptions to this principle. It permits the storage of data for longer periods than necessary where the data is being processed for archiving purposes in the public interest and/or scientific purposes, this is in addition to the statistical or historical purposes covered in the DPA.

5.7 Retention and disposal schedules assist with compliance under the Data Protection legislation, which requires the Council to keep personal data no longer than is necessary for the purpose for which it was collected. The time limits for keeping records are based on statutory requirements, common business practice, and national guidance and best practice.

5.8 In some parts of the schedule the recommended retention period given is 6 years. This is based on the 6 year time limit within which legal proceedings must be commenced as laid down in the Limitation Act 1980. It should also be noted that under this Act, civil action could be taken up to 12 years following certain events.

5.9 **The Local Government Act 2000**

Section 22 of the Act requires that written records of a local authority executive or a committee of such an executive are made available to the public.

6 RECORDS RETENTION AND DISPOSAL POLICY

6.1 Disposal of records

- 6.1.1 Where records have been identified to be destroyed it should be done in a responsible way, and in accordance with the Data Disposal Guidelines.
- 6.1.2 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.
- 6.1.3 Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.
- 6.1.4 All records containing personal information, or sensitive information should be disposed securely after administrative use is concluded.
- 6.1.5 When records identified for disposal in the schedule are destroyed, a register of such records needs to be kept. For records not covered by the schedule contact the Council's Information Governance Team for further advice. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed. Such records of destruction need to be maintained by the business area.
- 6.1.6 Staff should record at least:
- i File/folder reference (or other unique identifier)
 - ii File/folder title (or brief description) *e.g. xxx records 2004 to 2005*
 - iii Number of files/size of folder
 - iv The name of the authorising officer
 - v Date of destruction

6.2 Transfer of records to archival storage for permanent retention

There are records in this schedule which have been identified as being worthy of permanent preservation by Local History Library and Archives (LHLA). These records are indicated as '**Permanent. Transfer to LHLA after administrative use is concluded**'. Business areas wishing to transfer permanent records to archives custody should contact LHLA for further information on transfer procedures on 020 7364 1271 or email localhistory@towerhamlets.gov.uk

- 6.2.1 The Archivist may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the schedule. The sample may be random, selective or purposeful.

6.2.2 The Data Protection legislation provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met. It is the responsibility of the Archivist to ensure that this is so.

6.3 **Transfer of records to archival storage for review**

6.3.1 There are some records where the Archivist will not usually be interested in retaining them all permanently, but may wish to retain those concerning high profile or controversial policies/projects. These records are indicated as '**Offer to LHLA for review after administrative use is concluded**'.

6.3.2 Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period is the period that Archives must wait until the information can be made publicly available (due to the sensitivities that it relates to decreasing over the course of time).

6.4 **Transfer of records to off-site storage**

It is rarely possible to retain files on-site for the length of time for which they have to be retained. Contact Facilities Management at archive.section@towerhamlets.gov.uk for off- site storage queries and requests.

7 **REVIEW/SIGN OFF**

7.1 The retention and disposal schedule will be reviewed every two years, for approval by Information Governance Group (IGG) and sign off by the Strategic Information Governance Board, and owned by the SIRO.

7.2 It will be amended as and when details change due to Council policy, if new information is created, to remove any obsolete record titles, or regulations and legislation that govern information and its use are introduced or altered.

8 EXPLANATION OF RETENTION GUIDELINES HEADINGS

- 8.1 **Ref:** The function or entry reference number provides citation and ease of reference
- 8.2 **Function:** The name of each function is specified in this entry. This relates to a group of records that perform the same activity.
- 8.3 **Function description:** The Schedule provides notes that define each function in terms of the related activities.
- 8.4 **Retention action:** This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.
- 8.5 **Example of records:** The section provides common examples of the type of records included within the particular function. This list is not exhaustive.
- 8.6 **Notes:** This indicates if the retention action is common practice or statutory, and/or the authority guiding the retention period.

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1 DEMOCRACY				
REF	FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
1.1	DECISION MAKING			
1.1.1	<p>Council and committee decision making The formal records of decision making including agendas, reports and minutes</p>	<p>Permanent. Transfer to LHLA after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Agendas • Reports including any supplementary reports and tabled papers • Records of decisions taken outside of meetings • Minutes and decision sheets • Webcasts (audio and video) 	Common practice
1.1.2	<p>Meeting arrangements, support and preparation and drafting</p>	<p>Destroy after date of confirmation of the minutes</p>	<ul style="list-style-type: none"> • Committee Clerks Notes • Notebooks • Draft/rough minutes • Audio tapes • Emails and other correspondence 	Common practice
1.1.3	<p>Petitions Submitted petitions and responses both to formal committee meetings and direct to service areas</p>	<p>Petition subject matter, number of signatures and Council response - Permanent. Transfer to LHLA after administrative use is concluded.</p> <p>Actual petitions (including signatures and names of those signing it) - Destroy after 4 years</p>	<ul style="list-style-type: none"> • Petition subject matter • Number of signatures • Response • Actual petition documents 	
1.1.4	<p>Delegations</p>	<p>Permanent. Transfer to LHLA after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Directorate delegation (Scheme of management) 	Common practice

1.2	EXECUTIVE			
1.2.1	Statutory appointments List of statutory appointments of the Council	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Appointment files 	Common practice
1.2.2	Selection The process of selection of an individual for a statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> • Vacancies and applications records • Interview notes • Prospective staff records • Registers of applicants • Unsuccessful applications records 	Common practice
1.3	GOVERNANCE			
1.3.1	Constitution The constitution of the council	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Constitution 	Common practice
1.4	HONOURS AND AWARDS			
1.4.1	Honours submissions The submissions and details of individuals considered for honours	Destroy 5 years after last action	<ul style="list-style-type: none"> • Honours nomination form • Covering documentation • Letters of support 	Common practice
1.5	MEMBER SUPPORT			
1.5.1	Gifts and hospitality Register of gifts and hospitality	Destroy 4 years after member leaves office	<ul style="list-style-type: none"> • Register 	
1.5.2	Register of Interests Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members	Destroy 4 years after end of the period of administration	<ul style="list-style-type: none"> • Register 	

1.6	CEREMONIAL			
1.6.1	Civic and royal events The recording of ceremonial events and civic occasions	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Visitors' book • Photographs 	Common practice
1.6.2	Planning and organising The process of organising a ceremonial event or civic occasions	Permanent. Transfer to LHLA 7 years after administrative use is concluded.	<ul style="list-style-type: none"> • Indications • Programmes 	Common practice
1.6.3	Corporate gifts and hospitality Documentation relating to the provision of corporate gifts	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Register of hospitality 	
1.7	ELECTIONS AND REFERENDA			
1.7.1	Referenda Conduct of local authority activities under Section 116 of the LGA	<p>Permanent. Transfer to LHLA after administrative use is concluded.</p> <p>Destroy other records 6 years after last action</p>	<ul style="list-style-type: none"> • Register of electors • Business rates • Planning records • Petition forms 	<p>Keep hard copies of previous registers for fraud purposes and viewing.</p> <p>Statutory Council Tax Referenda Planning Referenda (Neighbourhood and residential) LA petitions</p>
1.7.2	Elections Conduct of elections to elect representatives for local, mayoral, European, UK parliamentary, GLA	<p>Permanent. Transfer to LHLA after administrative use is concluded.</p> <p>Destroy other records 1 year after last action</p>	<ul style="list-style-type: none"> • Marked polling station and postal voters registers • Ballot papers • Postal vote packs • Candidate expenses 	<p>Statutory Representation of the People Act 1983</p> <p>Keep hard copies of previous registers for viewing.</p>

1.7.3	Nominations Candidate forms to stand at elections	Destroy 21 days after the election	<ul style="list-style-type: none"> • Nomination form • Consent to nomination • Appointment of agents • Certificate of authorisation 	Statutory Nomination papers can be viewed after close of nomination and up to the day before poll.
1.7.4	Declarations Declaration of results (local elections only)	Keep hard copy records for information purposes	<ul style="list-style-type: none"> • List of all valid votes cast for each candidate identifying who has been elected 	Referral purposes
1.7.5	Boundary review Parliamentary constituencies, wards and polling districts Boundary commission divide statutory areas. Local authority to determine polling districts and polling places	Destroy 5 years after last action	<ul style="list-style-type: none"> • Maps • Consultation responses • Emails • Notices • RO proposals • Members comments • Committee minutes 	Review papers made available for inspection
1.7.6	Electoral services	Register of Electors - Permanent. Transfer to LHLA after administrative use is concluded. Destroy other records 1 year after last action	<ul style="list-style-type: none"> • Register of Electors • Online Registration forms • Invitation to Register forms • Household Enquiry forms • Absent vote applications • Postal vote identifiers • Email applications • Correspondence • Other emails 	Statutory copies of annual revised register of electors sent to authorised persons and others upon request
1.8	MAYOR'S AND MEMBERS ENQUIRIES			
1.8.1	Mayor/Cabinet Member Enquires	Delete 6 years after administrative use is concluded.	<ul style="list-style-type: none"> • Emails from constituents raising casework. • Notes of telephone conversations and actions relating to case. 	Common practice

1.9	MAYOR'S OFFICE CORRESPONDENCE			
1.9.1	Documents relating to Council meetings and corporate reporting	Destroy 6 years after administrative use is concluded.	<ul style="list-style-type: none"> • Reports • Briefings • Letters • Information in Shared Drive 	Common practice

2 COMPLAINTS AND INFORMATION				
REF	FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
2.1	RECORDS MANAGEMENT			
2.1.1	The process of preparing corporate policies and procedures	Destroy after superseded	<ul style="list-style-type: none"> • RM Policy • RM Strategy 	Statutory Public Records Act
2.1.2	Compliance The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Classification schemes • Registers • Authorised lists of file headings 	Common practice
2.1.3	Information asset management List of information assets	Live document Updated regularly	<ul style="list-style-type: none"> • Information asset register 	
2.1.4	Retention procedures	Destroy after superseded Destroy 12 years after last action	<ul style="list-style-type: none"> • Retention schedule • Disposal certificates 	Common practice Public Records Act
2.2	ACCESS TO INFORMATION			
2.2.1	Subject Access Requests (SAR)	Destroy 2 years after the last action	<ul style="list-style-type: none"> • Case file records 	
2.2.2	Policy and procedures Freedom of Information (FOI) and Environmental Information (EIR) requests	Destroy 5 years after procedures have been superseded	<ul style="list-style-type: none"> • Policy and procedures 	

	FOI and EIR Requests	Destroy 3 years after date of creation	<ul style="list-style-type: none"> Case file records 	
2.2.3	Statistical data	Destroy 10 years after data created	<ul style="list-style-type: none"> Performance indicators 	
2.2.4	The publication scheme	Permanently retained by the service	<ul style="list-style-type: none"> Publication Scheme 	
2.3	COMPLAINTS AND ENQUIRIES			
2.3.1	Appeals Statutory complaints	Permanent. Transfer to LHLA after administrative use is concluded.		
2.3.2	Complaints The management of routine responses on council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> Printed material Form letters 	Common practice
2.3.3	The management of detailed responses on council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> Reports Returns Correspondence 	Common practice
2.3.4	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> Reports Returns Correspondence 	Common practice
2.3.5	Complaints to Ombudsman Documents related to Ombudsman complaints	Ombudsman decisions and reports - Permanent. Transfer to LHLA after administrative use is concluded. Destroy other documents 6 years after administrative use is concluded	<ul style="list-style-type: none"> Ombudsman decision and reports Correspondence 	Common practice

3 LEGAL SERVICES				
REF	FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
3.1	ADVICE			
3.1.1	Legal advice The process of providing legal advice on a point of law.	Destroy 3 years after last action unless a major precedent then Offer to LHLA for review after administrative use is concluded.	<ul style="list-style-type: none"> • General advice files • Specific case files 	Common practice Refer to notes: Lexcel requirements
3.2	LITIGATION			
3.2.1	Litigation The process of managing, undertaking or defending for or against litigation on behalf of the local authority	Destroy after: Criminal prosecutions 7 years Mental health 10 - 30 years Child care 75 - 100 years Civil litigation 6 years Housing 6 years Property 12 years Planning 12 years Contracts: Simple 6 years Contracts executed as a deed 12 years Employment and education 6 years Major litigation - Offer to LHLA for review after administrative use is concluded.	<ul style="list-style-type: none"> • Criminal case file • Childcare case file • Civil case file • Correspondence 	Common practice
3.2.2	Witness support Witness support schemes	Destroy after: Criminal prosecutions 7 years Mental health 10 – 30 years Child care 75 - 100 years Civil litigation 6 years		Common practice

3.3	BYLAWS			
3.3.1	Enactment The process of making local laws	Permanent. Transfer to LHILA after administrative use is concluded. Destroy other records after 7 years	<ul style="list-style-type: none"> • Master set of by-laws • Policy development documents • Correspondence • Submissions 	Common practice
3.3.2	Enforcement The process of administering and enforcing bylaws	Destroy 7 years from last action	<ul style="list-style-type: none"> • Applications and certificates • Permits • Licences • Infringement notices (Parking) • Correspondence 	Lexcel requirement Correlate with criminal prosecution retention
3.4	LAND AND HIGHWAYS			
3.4.1	Acquisition Documentation relating to the process of acquiring land in relation to roads	Permanent. Transfer to LHILA after administrative use is concluded.	<ul style="list-style-type: none"> • Road adoptions 	Lexcel requirement Retain documents under seal permanently for period of transfer/ownership
3.4.2	Disposal Disposal of land associated with the highway	Permanent. Transfer to LHILA after administrative use is concluded.		
3.4.3	Highway agreements Miscellaneous highway agreements executed under seal (<i>inter alia</i> s8 agreements, s38 agreements, s278 agreements and highway licenses etc.)	Permanent. Transfer to LHILA after administrative use is concluded. Unless the deed is time limited in which case destroy 12 years from the expiry of the agreement Destroy other records 12 years from date of agreement	<ul style="list-style-type: none"> • Original agreement • Other documentation 	Lexcel requirement

3.5	LAND REGISTRATION			
3.5.1	Land charges Searches and title investigations	Permanent. Transfer to LHLA after administrative use is concluded.	• Searches	The Land Charges Act 1925 and (amended only by the law of Property (Amendment) Act 1926, after minor amendments Land Charges Act 1972, the law is now a code contained in the local land charges Act 1975 and the Rules of 1977.
3.5.2	Legal documentation relating to land charges	Permanent. Transfer to LHLA after administrative use is concluded.	• Registers	
3.6	MANAGEMENT OF LEGAL ACTIVITIES			
3.6.1	Agreements Process of agreeing terms between organisations Note : this does not include contractual agreements	Destroy 6 years after agreement expires or is terminated	• Concordat	Common practice
3.6.2	Conveyancing The process of changing ownership of land or property	Destroy 12 years after closure Records relating to sale and purchase of land – Permanent. Transfer to LHLA after administrative use is concluded.	• Conveyancing files	Statutory Limitations Act 1980
3.6.3	Easements Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another) procedures are in place to ensure the efficient and lawful use of easements	Destroy all other property records after 12 years	• Conveyancing documents • Title documents	Statutory

3.6.4	Tenancy agreements Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, wayleaves and land	Destroy 12 years from termination of tenancy	<ul style="list-style-type: none"> • Correspondence re tenancy • Tenancy files • Council housing application forms and supporting material • Application for transfer of tenancy and supporting papers • Application for emergency housing or referral from another agency 	Common practice Limitations Act 1980. Retain documents under seal for 12 years
3.6.5	Copyright Information on who owns the information	Destroy after: Criminal prosecutions 7 years Mental health 10 - 30 years Child care 75 - 100 years Civil litigation 6 years Housing 6 years Property 12 years Planning 12 years Contracts: Simple 6 years Contracts executed as a deed 12 years Employment and education 6 years	<ul style="list-style-type: none"> • Intellectual property rights 	Lexcel requirement
3.6.6	Drafting A range of pro-forma legal agreements used in all areas of law	Retention period is as above	<ul style="list-style-type: none"> • Pro-forma agreements 	Lexcel requirement

3.6.7	Trusts Documentation related to legal services and trusts	Destroy 6 years after Trust comes to an end		Law Society Guidelines: Original deeds and other papers which are not Council property should not be destroyed without written permission from the client. Trustees should retain papers until the end of the trust period plus 6 years.
3.7	PLANNING CONTROL			
3.7.1	Certificate of lawful use or development	Permanent. Transfer to LHLA after administrative use is concluded. Destroy other documents 12 years from date of agreement	<ul style="list-style-type: none"> • Original certificate • Other documentation 	Town and Country Planning Act 1990 Limitations Act 1980
3.7.2	Section 106 agreements	Permanent. Transfer to LHLA after administrative use is concluded. Destroy other documents 12 years from date of agreement	<ul style="list-style-type: none"> • Original agreement • Other documentation 	Town and Country Planning Act 1990 Limitations Act 1980

NOTES

LEGAL SERVICES LEXCEL REQUIREMENT

- 1.1 **Criminal Prosecutions:** Criminal Procedure and Investigations Act 1996 Code of Practice 5.8 – 5.10 and correlate with the CPS and Police retention of papers for 7 years.
- 1.2 **Department of Health:** NHS Code of Practice Part 2 Second Addition - Mental Health Records
- 1.3 **Records/documents relating to litigation:** All records to be reviewed. Normal review 10 years after the file is closed
- 1.4 Mentally disordered persons (within the meaning of any Mental Health Act) – Minimum of 20 years however mental health organisations may wish to keep mental health records for up to 30 years before review (local decision). Records must be kept as complete records for the first 20 years in accordance with this retention schedule but records may then be summarised and kept in summary format for the additional 10-year period
- 1.5 **Child & adolescent:** 20 years from the date of last contact, or until their 25th/26th birthday, whichever is the longer period. Retention period for records of deceased persons is 8 years after death.
- 1.6 **Pre- 30th December 2005:** The Adoption Agencies Regulations 1983 – 75 years
- 1.7 **Post 30th December 2005:** The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 – at least 100 years
- 1.8 **Care Planning, Placement and Case Review (England) Regulations 2010** - (1) The responsible authority must retain the child's case record either until the seventy-fifth anniversary of the child's birth, or if the child dies before attaining the age of 18, for fifteen years beginning with the date of the child's death.
- 1.9 **Limitation Act 1980:** Time Limit to enforce judgments – 6 years
- 1.10 **Limitation Act 1980:** Documents under seal retain for 12 years
- 1.11 Limitation Act 1980 provides six years
12 years for a possession order with leave from the court

4 CORPORATE COMMUNICATION				
REF	FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
4.1	MARKETING			
4.1.1	Marketing The process of developing and promotion of local authorities campaigns and events	Offer to LHLA for review after administrative use is concluded. Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Marketing planning and campaigns • Project logs in Panacea marketing management system • Artworks • Design briefs • Planning documents • Internal planning documents 	Common practice
4.1.2	Corporate branding Documentation relating to the process of creating and the use of a corporate image and relevant guidance within the authority	Destroy when superseded	<ul style="list-style-type: none"> • Corporate brand guidelines 	Common practice
4.1.3	Corporate publicity Documentation relating to corporate publicity	Offer to LHLA for review after administrative use is concluded. Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Project logged in Panacea marketing management system • Artworks 	Common practice
4.1.4	Graphic design The process of designing, setting information for publication	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Technical artwork files 	Common practice
4.1.5	Published work of the local authority	Destroy after administrative use is concluded One copy from the initial print run to LHLA	<ul style="list-style-type: none"> • Published work 	Common practice

4.2	PUBLIC RELATIONS			
4.2.1	Campaigns Documentation relating to the promotion of a business through publicity campaigns	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Project logs in Panacea marketing management system • Artworks • Design briefs • Planning documents • Internal planning documents 	Common practice
4.2.2	Media cuttings Media publications concerning local authorities	Retention in line with Newspaper Licensing Agency guidelines	<ul style="list-style-type: none"> • Press cuttings • Media reports 	Common practice
4.2.3	Media liaison Process of interaction with the media	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Interaction with Media (emails, calls logged on Vuelio management system) 	Common practice
4.2.4	Media releases Information released to the media	Media statements – Permanent. Transfer to LHLA after administrative use is concluded. Destroy other records 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Press releases • Responses to media enquiries • Statements to the council website 	
4.2.5	Documentation relating to media releases in the promotion of business	Permanent retention by service area	<ul style="list-style-type: none"> • Emails • Notes of meetings 	
4.2.6	Media reports	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Media performance reports to CMT and MAB • Media monitoring information 	

4.2.7	Statistics	Destroy 10 years after administrative use concluded	<ul style="list-style-type: none"> • Statistics • Trends • Customer satisfaction data 	
4.2.8	Web development Includes development of Internet and Intranet	Destroy after administrative use is concluded	<ul style="list-style-type: none"> • Technical specifications and briefs 	
4.3	EXTERNAL AUDITS			
4.3.1	Audits Documentation on audits	Destroy after 6 years	<ul style="list-style-type: none"> • External audit reports • External audit plans • Management letters • Any other letters 	

5 STRATEGY, POLICY AND PERFORMANCE				
REF	FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	NOTES
5.1	CORPORATE PLANNING AND REPORTING			
5.1.1	Corporate plans The corporate planning and reporting activities of the Council	Destroy working papers 5 years after initiative ends Final reports - Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Common practice
5.1.2	Strategic decision making The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Strategic management team minutes 	Common practice
5.1.3	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure of file		Common practice
5.1.4	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure of file		Common practice
5.6.1	Service level agreements Information relating to agreements made between separate internal units or teams on a contractual basis	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Council of mosques • Healthwatch 	
	Datasets Data that is held on the borough	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Annual Residents Survey results • Data collected as part of needs assessments 	

	Research briefings Briefings that are compiled by the Corporate Research Unit	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Population briefing • Census briefing 	
5.2	STATUTORY RETURNS			
5.2.1	The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 7 years from closure of file	<ul style="list-style-type: none"> • Reports to central government 	Common practice
5.3	POLICY, PROCEDURE, STRATEGY AND STRUCTURES			
5.3.1	Activities that develop policies, procedures, strategies and structures for the Council, directorate and business areas	<p>Policy development – Destroy 5 years after policy adopted</p> <p>Formally agreed policies, strategies and plans – Permanent. Transfer to LHLA after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Policy, procedure, precedent, instructions • Organisation charts • Records relating to policy implementation and development • Education plan • Asset management plan • Children' s services plan • Community strategy • Community plan • Community safety plan 	Common practice
5.3.2	Monitoring and reviewing The process of monitoring and reviewing strategic plans, policies, or procedure to assess their compliance with guidelines	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Monitoring reports 	Common practice
5.4	PUBLIC CONSULTATION			
5.4.1	Major consultations The process of consulting the public and staff in the development of significant policy of the local authority	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Feedback returns • Analysis 	Common practice

5.4.2	Minor consultations The process of consulting the public and staff in development of minor policies of the local authority	Destroy 1 year from closure of file	<ul style="list-style-type: none"> • Feedback returns • Analysis 	Common practice
5.4.3	Programmes and project managements The process of managing a project, including capital projects, to deliver a service or improve efficiency	Offer to LHLA for review following project completion (subject to compliance with any record keeping requirements of the associated funding source).	<ul style="list-style-type: none"> • Project mandate • Business case • Project initiation document • Highlight reports • Budget reports • Feasibility study • Logs and registers • Project closure report • Lessons learned report 	Common practice
5.5	QUALITY AND PERFORMANCE MANAGEMENT			
5.5.1	Assessments The process of assessing the quality, efficiency, or performance of a local authority service or unit	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Team planning peer reviews 	Common practice
5.5.2	Performance reviews The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • PRG reports 	Common practice
5.5.3	Performance reports The process of monitoring and reviewing measures and other performance indicators to assess their compliance with targets and guidance	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Performance dashboard • Performance reports including strategy monitoring 	Common practice
5.5.4	Minutes from meetings The written record of decisions made at meetings	Permanent. Transfer to LHLA after administrative use is concluded.	<ul style="list-style-type: none"> • Rainbow Hamlets • Tower Hamlets Interfaith Forum 	Common practice

5.5.5	Sampling data	Destroy after 5 years of closure	<ul style="list-style-type: none">• Service monitoring• Attendance data (Employment/Homelessness)	Common practice
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6 REGISTRARS SERVICES				
REF	FUNCTION DESCRIPTION	RETENTION ACTION RDS	EXAMPLES OF RECORDS	NOTES
6.1	BIRTHS, MARRIAGES AND DEATHS			
6.1.1	<p>Registration</p> <p>The activities associated with the compilation of registers and books for future reference including the registration of legal processes and events such as adoptions, births, change of name, deaths and marriages.</p>	<p>Permanent retention by service area</p>	<ul style="list-style-type: none"> • Births register • Deaths register • Marriage register 	Common practice
6.1.2	<p>Certificates applications</p> <p>The activities associated with applications to the Registry of Births Deaths and Marriages for certificates of births, change of name, deaths, marriages and adoptions.</p>	<p>Destroy 7 years after last action</p>	<ul style="list-style-type: none"> • Birth certificate • Death certificate • Marriage certificate 	Common practice
6.1.3	<p>Records of applications for copies of certificates</p>	<p>Destroy 1 year after last action</p>	<ul style="list-style-type: none"> • Certificate applications 	Common practice
6.1.4	<p>Marriage services</p> <p>Process of conducting a marriage service</p>	<p>Destroy 3 years after last action</p>		Common practice
6.1.5	<p>Forms of appointment of authorised persons under the Marriage Act</p>	<p>Destroy 2 years after vacation of office</p>		Marriage Act
6.1.6	<p>Civil partnerships</p>	<p>Destroy 5 years after last action Schedule forwarded to General Register Office after 3 months</p>	<ul style="list-style-type: none"> • Civil partnership notice • Civil partnership schedule 	

6.1.7	Notices Notification in relation to birth, death or marriage	Destroy 5 years after last action		Common practice
6.1.8	Inquest conclusion forms sent to registrar in order to register death	Forwarded to Registrar General at the end of the quarter	<ul style="list-style-type: none"> • Coroner's Form 99 	
6.1.9	Deaths reported to Coroner by doctor, police or registrar	Forwarded to Registrar General at the end of the quarter.	<ul style="list-style-type: none"> • Coroner's Form A – no post mortem held • Coroner's Form B – post mortem held 	
6.2	NATIONALITY AND CITIZENSHIP			
6.2.1	Nationality and citizenship service	Destroy 5 years after last action	<ul style="list-style-type: none"> • Document checklist • NCS Receipt books • Certificate return slips • Cover notes remittance • Advice sheets 	Home Office regulations
6.2.2	Citizenship ceremonies	Permanent retention by service area		Common practice
6.2.3	Registrar General's authorities for registration after 12 months	Destroy 2 years after last action		In accordance with section 7 and 21 of the Births and Deaths Registration Act 1953
6.2.4	Declarations made by applicants for certificates for disposal (no liability to register)	Destroy 5 years after last action		
6.2.5	Caveats against the grant of a Superintendent Registrar's certificate or certificate and licence or Registrar General's licence for marriage	Destroy 2 years after last action		

6.2.6	Superintendent Registrar's certificates and certificates and licences for marriage	Destroy 2 years after last action		
6.2.7	Notifications of the issue of the Registrar General's licence for marriage and Registrar's General licences for marriage	Destroy 2 years from date of marriage		
6.2.8	Requisitions for certificates of birth, marriage or death issued under certain Acts of Parliament for the purpose of those Acts	Destroy 2 years after last action		
6.2.9	Requisitions for certificates	Destroy 6 years after last action		Issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974
6.2.10	Counterfoils of certificates and forms	Destroy 2 years after last action		
6.2.11	Certificates	Destroy 6 years after last action		Issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974
6.2.12	Certificates issued for the purpose of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten	Destroy 3 years after last action		

6.2.13	Certificates issued for purposes of certain other Acts of Parliament	Destroy 3 years after last action		
6.2.14	Requisitions to person liable to register who have failed to do so	Destroy 1 year after last action		
6.2.15	Forms of report of death to coroner by Registrar	Destroy 1 year after last action		
6.2.16	Certificates for disposal a) before or after registration of death b) still-births c) no liability to register	Destroy 5 years after last action		
6.2.17	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the Friendly Societies Act 1974	Destroy 6 years after last action		
6.2.18	Accounting books and records	Destroy 10 years after last action 7 years after last action 7 years after last action 7 years after last action 7 years after last action 2 years after last action	<ul style="list-style-type: none"> • Record and demand book • Cash book • Paying-in book/slips • Receipt books • Registrar General's certificate and direction • Form of account office copy 	

6.2.19	Routine correspondence Relating to registration of births, marriages and deaths, correction of errors, birth re-registrations not made, issue of certificates under certain Acts of Parliament irregular burials	Destroy 3 years after last action	<ul style="list-style-type: none"> • Forms LA1 and GRO 185 and copy documents 	
6.2.20	Relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death of foreigners and persons divorced abroad	Destroy 3 years after last action		
6.2.21	Business support	Destroy 1 year after last action 2 years after last action 2 years after last action 5 years after expiry of licence 5 years after last action 2 years after last action	<ul style="list-style-type: none"> • Spoilt certificates • Cash sheets • Approved premises files • Clergy records • Minutes of meetings • Staff rotas 	