

Islington Retention Schedule

A council-wide information management policy

Version 0.3
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1 PURPOSE OF THIS DOCUMENT

This document sets out Islington Council's Retention Schedule. The retention schedule classifies council documents and sets how long they need to be stored before they can be destroyed. The retention schedule applies to all records irrespective of the format in which they are maintained or the media on which they are held. This document should be read in conjunction with the 'Records Management' and 'Information Asset Owner' policies.

2 BACKGROUND

The Council is duty bound to keep records (e.g. service user information, staff and business records). This information often has a minimum number of years that it must be kept, or retained. The Council needs to know where all its information is, how long it should be kept and why it needs to be kept.

Any evidence of Council business activity is a record. Records, therefore, can be paper documents, electronic files, emails, databases, maps or images.

Records are the Council's corporate memory and provide the evidence of the Council's business actions and decisions. They also provide evidence that the Council has satisfied statutory requirements. Well managed records can improve the process of decision-making and facilitate business administration. They are, therefore, a corporate asset.

A record is a piece of information that has an intrinsic worth which makes it important enough to save and keep secure for its evidential value. In order to decide whether a piece of information is a record or not, its business context must be understood as well as its relevance and significance to the organisation (MoReq2010).

The Council's Retention Schedule is a 'living document' that will be amended and modified as and when retention details change or regulations and legislation that govern information and its use are introduced or changed.

The council stores a vast amount of documents and creates more every day. The retention schedule is a tool to ensure best practice by:

- Assisting in identifying records that may be worth preserving permanently as part of a local authority's archives.
- Preventing the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- Providing consistency for the destruction of those records not required permanently after specified periods.
- Ensuring that the council does not hold on to information or records for longer than is necessary.

Proper retention and destruction of information is essential to assist the council achieving compliance of the Freedom of Information Act 2000

(FOIA) together with the Environmental Information Regulations 2004 (EIR), The Data Protection Act 1998 and the Local Government Act 1972. In addition to this, a clear retention schedule helps the council manage its information better ensuring that valuable records are retained and that information which is no longer useful and taking up space is destroyed.

The purpose of the Retention Schedule is to provide the **minimum** periods of retention of records of all types.

The retention schedule makes no distinction between hard copy records and records held electronically and applies to all formats that may have been historically created.

3 WHAT IS A RETENTION SCHEDULE?

The retention schedule does not look at individual records but at a group of records, records series or a collection of related records that are stored and used together and, for retention purposes, evaluated together. This is done in order to:

- Assess their value as a source of information in relation to the business of which they are output;
- Determine their importance as evidence of the council's business activity and/or decision making;
- Determine whether there are any legal or regulatory requirements in relation to the records, and to assess the risks of not complying with those requirements.

4 TRANSFER OF RECORDS

This section relates to the transfer of records to off-site storage.

Many teams only retain paper records on site for a short period of time. This is often defined by the access required to that information. Once the paper records are no longer in active use, they should be transferred to the relevant off-site storage for the service area. The records should then be retained by the periods outlined later in this document.

5 DESTRUCTION OF RECORDS

The destruction of records is an irreversible act. Many records contain sensitive and/or confidential information and their destruction must be undertaken in accordance with Council policy and, where possible, proof of secure destruction should be obtained.

Any records transferred to off-site storage should be destroyed by the relevant records company. The company should contact the relevant officer at the appropriate time and request confirmation that the records can be destroyed. A certificate of destruction must be provided.

Secure destruction of ICT equipment is carried out by Digital Services.

6 RETENTION OF RECORDS

Full details of retention periods can be found in the 'Retention Schedule' section of this document.

6.1 Personal Information

Unless otherwise stated, personal data should not be held for longer than 6 years after the data subject's last contact with the Council. This period reflects the general time within which, under the Limitation Act 1980, a civil action could be brought before the courts. It should also be noted that, under this Act, civil action can be taken up to twelve years following certain events. Full details of the Limitation Act are available from Legal Services.

Exceptions to the six year period occur when records:

- are held in legal documents 'under seal' where they may have to be retained for up to twelve years
- need to be retained because the information contained in them is relevant to legal action which has been started
- are required to be kept for longer or shorter period by statute
- are archived for historical purposes
- consist of a sample of records maintained for the purpose of retrospective comparison
- involve the transfer of significant information, with subject identification, on to aggregated files
- relate to individuals and providers of services who have, or whose staff have been judged unsatisfactory are held in order to provide for the subject, aspects of his/her personal history

If the council's Legal Department were to become aware of any pending legal action a note should be attached to the file confirming that the file should not be destroyed.

6.2 Records that can be destroyed after effective use

As a rule the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
- Requests for, and confirmations of, reservations for internal services (e.g. meeting rooms) where no internal charges are made
- Transmission documents: Letters, fax cover sheets, routing slips, compliments slips and similar items which accompany documents but do not add any value to them
- Message slips
- Superseded address lists and distribution lists
- Duplicate documents such as cc and FY copies
- Unaltered drafts of documents and reports

- Snapshot printouts or extracts from databases
- Day Files (chronological copies of correspondence)
- Personal diaries, address books etc.
- Working papers, where the results have been written into an official document and which are not required to support it
- Stocks of in-house publications which are obsolete, superseded or otherwise not required
- Published or referenced materials received from other parts of the council, from vendors or other external organisations, which require no action and are not needed for record purposes, e.g. trade magazines.

7 RETENTION SCHEDULE LISTED BY COUNCIL BUSINESS FUNCTION

Agreed retention periods for Council documents are listed in this section of Islington Council's Retention Schedule.

It has been compiled following consultation with Information Asset Owners and Information Leads and using guidance and best practice from Industry Experts. It should be seen as the single source of advice regarding retention of records and any local guidance should always follow information contained in this master document.

Any errors, additions or other suggested amendments that may be required should be raised with the Council's Information Compliance Manager, who has overall responsibility for maintaining the completeness and accuracy of this document.

To make it easier to navigate what is a rather large document, it is broken down into sections relating to each of the Council's main business functions. These are listed below – *please click on the relevant headings to go to the start of each section.*

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Records Description	Retain Permanently?	Retention		Examples of Records/Scope Notes	Legislation	Retention Notes
7.1 Accounts/Budget Management						
All records relating to payments made to the council and write-off of debts.	No	6 years from creation	Processing of funds and grants (inwards and outwards) and write-off of debts	HMRC - Compliance Handbook Manual CH15400		
All records relating to the creation, monitoring and reporting of council budgets	No	6 years from creation	Process of developing, implementing and monitoring financial plans, including reviews. Preparing budgets and managing cash flow and reserves	Common practice		
All records relating the management of local authority financial assets	No	6 years from date asset destroyed	Management of pension fund, trust funds and passporting (The transfer, without reduction, of funds from central government to identified services)	HMRC - Compliance Handbook Manual CH15400		
All records relating to the investment of local authority funds	No	6 years from end of investment	Management of pension fund, trust funds and passporting (The transfer, without reduction, of funds from central government to identified services)	Common practice		

All records relating to council expenditure	No	6 years from creation	Publication of details of council expenditure which can be viewed by local residents	HMRC - Compliance Handbook Manual CH15400	
All records relating to value for money	No	6 years from creation	All public bodies have a duty to ensure that their use of resources is economic, efficient and effective. A value for money review typically takes account of the mix of quality, cost, resource usage, fitness for purpose, timeliness, convenience plus a measure of the cost of goods and services to judge whether or not, together, they constitute good value. A report on any review or key points from a review are published for information	Common practice	
7.2 Adult Education & Lifelong Learning					
Adult Education Courses: All records relating to adults enrolled on a course (including payments) and their qualifications	No	6 years from completion	A broad range of adult education courses leading to nationally recognised qualifications to citizens. Citizens may be eligible for help towards the cost of the courses	Requirements of Skills Funding Agency	
Adult Education Courses: All records relating to the observation of teaching and learning in adult education courses	No	3 years from creation	A broad range of adult education courses leading to nationally recognised qualifications to citizens. Citizens may be eligible for help towards the cost of the courses	Common Practice	
Course brochure	No	1 year from creation	A broad range of adult education courses leading to nationally recognised qualifications to citizens. Citizens may be eligible for help towards the cost of the courses	Common Practice	

All records relating to the provision of programmes to promote the development of learning and employment	No	6 years from creation	Programmes to promote the development of learning and employment to ensure local people have access to lifelong learning and training opportunities. Provide local people with opportunities through tailored programmes to gain the skills demanded by employers in growth industries and ensure residents benefit from employment opportunities created within the area. In the UK such programmes delivered in line with national, regional and local priorities include New Deal and Training For Work targeting a range of workless groups including those in receipt of Incapacity Benefit, Income Support or JSA	Limitatio n Act 1980 (Section 2)	
All records relating to the provision of advice and support for those with special needs who may wish to seek full or part time employment or training	No	6 years from last contact with client or employer or on clients social care file	Advice and support for those with special needs who may wish to seek full-time or part time employment. This may include advice to employers on the requirements of relevant legislation	Limitatio n Act (Section 2) 1980	
7.3 Adult Social Care					
All information and records associated with a care needs assessment.	No	6 years from last contact	Needs assessment is a programme carried out by the local authority to try to establish the needs of an individual who requires help from social services and to arrange services to meet their needs. Following an assessment the appropriate services will be provided and a client file opened.	Limitatio n Act 1980 (Section 2)	
All records relating to the integrated health and social care for clients known to the Mental Health teams	No	20 years from last contact	Needs assessment is a programme carried out by the local authority to try to establish the needs of an individual who requires help from social services and to arrange services to meet their needs. Following an assessment the appropriate services will be provided and a client file opened.	NHS Code of Practice Part 2 (2nd	

				edition)	
All records relating to existing social services clients who have gone missing or are out of contact for a period which gives cause for concern.	No	From creation until this information is included in the client record	Procedures for dealing with an existing social services client who has gone missing or is out of contact for a period which gives cause for concern. The local authority will usually act jointly with the police in dealing with such incidents.	Limitation Act 1980 (Section 2)	
All records relating to the provision of occupational therapy services to clients	No	6 years from date of last contact	Occupational therapy aims to help those with physical disabilities to achieve an optimum level of functions and mobility. This may include arranging for walking aids or other equipment or referring clients to other agencies that can also assist. The authority usually works with local health providers to assess need and provide appropriate support.	Limitation Act 1980 (Section 2)	Ideally these records should be included on a client file, however, if they are not then last contact would apply
Records relating to calls taken by Social Care Out of Hours Services	No	From date of call until all the records which result from action taken will	Social care will have an 'out of hours' team who will deal with emergencies (child protection issues, homelessness, mental health assessment etc.) which occur outside normal working hours. Details of how to contact the out of hours team should be published.	Limitation Act 1980 (Section 2)	It may be necessary to prove in a Serious Case Review that the initial contact was handled correctly

		be on a social care file.			
All records relating to the safeguarding of vulnerable adults	No	6 years from date incident resolved	The adult protection procedure aims to provide a system that a range of organisations or individuals can use to report and respond to situations where it is suspected, alleged or known that a vulnerable adult has been abused	Limitation Act 1980 (Section 2)	This information could be included on the client file, otherwise, date incident resolved
All records relating to the power of attorney given to individual local authorities to manage the affairs of clients where there is no other appropriate person to do this	No	6 years from creation	Power of Attorney is a legal document whereby one person gives another person or persons the power to act on his or her behalf with regard to his or her property and financial affairs. The local authority may be involved in applications for Power of Attorney for their clients and may work with other agencies to monitor abuses.	HMRC - Compliance Handbook Manual CH15400	
7.4 Advice, Benefits and Welfare Rights					
All records relating to the detection and prosecution of benefit fraud	No	6 years from date case resolved	The local authority aim to detect and prevent any fraudulent benefit claims, stopping and reducing payment in fraudulent cases and preventing over-payment claims	Common practice	
All records relating to council tax bands and reductions	No	6 years from creation	The local authority may give a band reduction in order to recalculate the amount of council tax payable if a permanently disabled person lives in a dwelling with certain features which are essential or of major importance to the wellbeing of the disabled person	Common practice	All records may need to be kept from 1 April 1993

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All records relating to housing benefit appeals	No	6 years from appeal resolutio n	A claimant who may be affected by a relevant decision regarding financial benefits they are entitled to, may request the local authority to revise its decision and also the independent appeals tribunal to consider the revised decision	Common practice	
All records relating to housing benefit claims	No	6 years from last action		Common practice	
All records relating to council tax support claims	No	6 years from last action		Common practice	
All records relating to council tax support appeals	No	6 years from appeal resolutio n		Common practice	
All records relating to the overpayment of benefits and support payments	No	6 years from date overpay ment was resolved	Where a claimant has been provided with a benefit greater than that to which they are entitled the local authority is required to inform the claimant and where necessary seek to recover the overpayment by issuing a revised council tax bill	Common practice	
All records relating to disabled facilities grants	No	6 years from last payment of grant	The disabled facilities grant scheme provides financial assistance towards the cost of essential adaptation work to make a house fit for a disabled person	HMRC- Complia nce Handboo k Manual CH1540 0	

All records relating to the administration of free school meals	No	6 years from creation	Free school meals are provided for children whose families are in receipt of benefits such as income support or income based job seeker's allowance. Eligibility criteria may be determined by the local authority or in some cases by individual schools	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to home repair assistance grants	No	6 years from date of last payment	The repair assistance grant scheme provides financial assistance towards the cost of materials required to carry out repairs, improvements or adaptations to rented council property	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to the provision of a discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe	No	6 months from date of last payment of allowance	Provision of discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe	HMRC- Compliance Handbook Manual CH1540 0	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
All records relating to the creation and management of Credit Unions	No	6 years from creation	A credit union is a profit sharing, democratically run financial co-operative which offers convenient savings and low interest loans to its members. The local authority may offer support to local credit unions by providing advice and information to help them get started and manage their affairs in a legal and efficient way	HMRC - Compliance Handbook Manual CH1540 0	

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All records relating to the provision of debt counselling services to citizens	No	6 years from creation	This service offers free confidential debt counselling service to citizens. They can advise on different types of debt such as rent and mortgage arrears, credit card debts and bank loans	Limitation Act 1980 (Section 2)	
All records relating to debt enforcement	No	6 years from creation	Where money is owed to a local administration they have the right to pursue repayment of the debt. Such activities are usually carried out under the authority of an enforcement officer who may, if all other options have failed, seize assets of the debtor to cover the debt	HMRC - Compliance Handbook Manual CH15400	
Case files relating to debt recovery	No	6 years from closure of case	Where money is owed to a local administration they have the right to pursue repayment of the debt. Such activities are usually carried out under the authority of an enforcement officer who may, if all other options have failed, seize assets of the debtor to cover the debt	Limitation Act 1980 (Section 2)	Review at the end of 6 years
All records relating to the payments to assist with the payment for a funeral	No	6 years from date of repayment	A person needing to pay for a funeral who is in receipt of benefits or on a low income may be entitled to financial assistance in the form of a funeral payment. Such payments usually need to be repaid from the estate of the deceased person	HMRC - Compliance Handbook Manual CH15400	
All records relating to discretionary housing payments	No	6 years from date of payment	The Discretionary Housing Payment (DHP) scheme covers shortfalls between rental liability and payment of Housing Benefit and shortfalls between Council Tax liability and entitlement to Council Tax Benefit. Every claimant who is entitled to the minimum amount of Housing Benefit and or Council Tax Benefit and who has a shortfall is entitled to make a claim for help.	Common practice	

All records relating to financial assistance provided to Housing Associations	No	6 years from creation	Councils may provide funding to Housing Associations to provide new affordable and/or supported housing in their area	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to funding bids for regeneration	No	12 years from last action	The council identifies and develops projects for submission to European and other funding sources to promote economic, physical and social development. It also administers the use of these funds	Common practice	Unless a longer period is required by the funding body
All records relating to the provision of grants	No	6 years from last payment	Provision of grants to community or voluntary groups and organisations. Or cultural grants provided for new arts activities, events or projects. Advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to the Central Heating Programme and the Warm Front Programme	No	6 years from last payment	The Central Heating Programme provides central heating systems and insulation measures in the private sector where the householder or their spouse is 60 or over, and there is no system or one which is irreparably broken. In addition, applicants aged 80 or over can receive upgrades and replacements of partial or inefficient systems.	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the provision of Local Housing Allowance schemes	No	14 months from date of decision	Local Housing Allowance (LHA) is for people on a low income renting from a private landlord. The LHA is based on the broad rental market area and the number of bedrooms the tenant is allowed (based on who lives with them), not on how much their rent is	Common practice	
All records relating to rent assistance offered to private tenants	No	6 months from	The service is to assist private tenants to move into a property and avoid the need to find council accommodation for them	Common practice	

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		creation			
All records relating to advocacy services provided for social care clients	No	6 years from last contact	Providing access to someone who can advocate on behalf of a social services client to ensure that they receive equal rights by writing letters, making phone calls, liaising with relevant agencies etc. on the client's behalf.	Limitation Act 1980 (Section 2)	This information could be contained on the client file, otherwise, last contact
All records relating to support adults suffering from drug and alcohol addiction	No	6 years from last contact	This service provides counselling advice and support for people affected by drug or alcohol abuse/dependency.	Limitation Act 1980 (Section 2)	
All records relating to the management of the Direct Payments Scheme	No	6 years from date of payment	A direct payment is a cash payment allowing clients to buy their own support instead of Social Services providing it. The money can be used to employ a personal assistant or to use an agency to provide staff for you. A client can 'mix and match' and have some support provided by Social Services and take some as a direct payment. Recent 'Self-directed care' schemes have involved managing adult social care in general on the basis of the individual choosing their care package based on a fixed budget.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the issuing of Freedom Passes	No	6 years from the date the pass was issued	The council can issue travel card concession card for local citizens over 60 years of age, they are physically disabled or have a learning difficulty. Eligibility assessments will be required.	HMRC - Compliance Handbook Manual CH15400	

All records relating to the allocation of nursery education grants	No	6 years from date of last payment	The nursery education grant provides financial assistance towards the cost of private nursery, playgroup or child minder fees	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to the administration of school clothing grants/vouchers	No	6 years from creation	The award of clothing grants or vouchers to assist with the cost of school clothing for families who are on benefits or on low income	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to special needs capital grants	No	6 years from last payment	If you are unable to afford to buy a home suitable for your needs, you may be able to apply for a special needs capital grant	HMRC- Compliance Handbook Manual CH1540 0	
All records relating to application for grants from the Youth Opportunity Fund	No	6 years from creation	The YOF money, which comes from the Government, is for young people, aged 13-19 (or up to aged 25 where the young people have special needs), to spend on activities and projects that improve things to do, places to go or develop confidence, skills and knowledge. Generally applications for funding will go to a panel of young people from the local area, supported by Youth Services and other services, who are interested in encouraging everyone in their community to have a say	HMRC- Compliance Handbook Manual CH1540 0	

7.5 Animal Welfare					
All records relating to the administration of animal welfare schemes and inspections which could include enforcement action	No	6 years from date of enforcement of expiry of licence	The Animal welfare section responds to both reports from the public, and undertakes proactive patrols. The aims of the service are to reduce the risk to human health from domesticated animals and/or the premises where they are kept, to prevent nuisance from pet animals or from the keeping or boarding of pet animals and to reduce the risk to animal health arising from commercial keeping of pet or similar non-livestock animals	Limitation Act 1980 (Section 2)	
7.6 Archives					
Archive Accession Register	Yes	Permanent	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Catalogues of the records held by the Archives	Yes	Permanent	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Conservation Register	Yes	Permanent	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		

Copyright forms	No	From date of copyright until added to main depositor site	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Document request tickets - members of the public and staff	Yes	Permanent	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Enquiries from HM Coroners concerning the return of case papers	No	2 years from creation	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Enquiries relating to paid research	No	6 years from year of enquiry	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.	HMRC - Compliance Handbook Manual CH15400	
General enquiries relating to the contents of collections but which do involve the use of documents	No	2 years from year of enquiry	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Parish Survey files	Yes	Permanent	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Permissions to Publish and view	No	From date permissi	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to		

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		on granted until added to main depositor file	view their archives, often in a local library.		
Post book	No	2 years from creation	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Requests for information about opening hours, requests for leaflets etc.	No	Date of request	Archives are original documents produced by official bodies, societies and individuals that are no longer in current use. The council may provide a way for local residents and business to view their archives, often in a local library.		
Files relating to the deposit, donation or purchase of records held in the archives service	Yes	Permanent	Information of local interest which is available for viewing by the community are often donated, bequeathed or loaned to the records office by local residents and historians. The local authority should have a standard agreement which is used to details terms of the loan or donation.		Material which has no legal status i.e. dates of meetings, invitations to lunch , acknowledgment correspondence can be removed from the files periodically
All records relating to withdrawal of records from the Archives Service	No	From date of withdrawal until it is	A depositor may permanently withdraw their records at any time, provided notice is given to the Record Office. During this period of notice, the local authority reserves the right to copy the records and to make these copies available for private research		

		retained on the main depositor file			
7.7 Audit & Risk					
All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000	No	6 years from date of court order	Proceedings of any legal cases in which the authority is involved	Common practice	
All records relating to audits carried out internally or externally	No	6 years from date of audit	Letter confirming audit and audit report	Common practice	
Corporate Risk Register	No		The determination of the level of risk in a particular course of action. Risk assessments are an important tool in areas such as health and safety management and environmental management	Limitation Act 1980 (Section 2)	
7.8 Building Control					
All records relating to the design, construction and certification of buildings (listed and significant)	Yes	Permanent	Provision, management and maintenance of office space and other buildings provided by the council for use by council officers and local citizens	Building Control Performance Standards 2014	
All records relating to the design, construction and certification of buildings (not listed)	No	15 years from date of building	Provision, management and maintenance of office space and other buildings provided by the council for use by council officers and local citizens	Building Control Performance	

		completi on		Standard s 2014	
All records relating to actions taken to enforce the Building Control Regulations	No	6 years from date of enforce ment action	Building control enforcement is a formal procedure available to Local Authorities which enables them to ensure that building work complies with the national Building Regulations.	Building Control Performa nce Standard s 2014	6 years is a minimum recommenda tion
All records relating to the creation and management of the Building Control Register	Yes	Perman ent	The council is responsible for ensuring that buildings are properly designed and constructed so as to ensure the health, safety, welfare and convenience of people using them. All buildings should comply with the current building regulations. The local authority inspects plans for new buildings to check compliance with regulations and periodically inspect the site during construction to ensure approved plans are adhered to. In Scotland the local authority is responsible for ensuring that the construction, alteration, extension, demolition and conversion of buildings are conducted so as to ensure the health, safety, welfare and convenience of citizens. The local authority will inspect plans for new buildings to check compliance with regulations and periodically inspect sites during construction to ensure approved plans are adhered to. When the local authority is satisfied that with the plans they will issue a Building Warrant the legal permission to commence.	Building Control Performa nce Standard s 2014	
7.9 Business Rates and Council Tax					
All records relating to business rates accounts	No	6 years from creation	Local businesses can apply to the council for information about their own business rates such as a statement of their account, details of their property valuation etc. New businesses must apply to the council for a valuation of their property and to set up a new business rate account	Local Governm ent Finance Act 1992	

All records relating to enquiries about council tax enquiries	No	6 years from creation	The council tax service provides householders with information relating to their council tax and payments. This may include information on payments, arrears, discount eligibility etc. and copies of bills	Common practice	All records may need to be kept from 1 April 1993
All records relating to the Council tax annual notification	No	6 years from creation	Council tax is payable on domestic dwellings and is charged by the local authority to pay for the services it provides. The council tax rates should be published each year together with information on how rates are assessed, eligibility, how to pay etc. The council should also provide information on how to appeal if you think your council tax bill is incorrect	Common practice	All records may need to be kept from 1 April 1993
All records relating to council tax exemptions	No	6 years from creation	The council tax exemption scheme may exempt unoccupied and occupied properties from council tax	Common practice	All records may need to be kept from 1 April 1993
7.10 Carers, Counselling & Support					
All records relating to the administration of the care ambassadors scheme	No	3 years from date employe e ceases to be a care ambassa dor	A national initiative concerned with raising the profile of training and careers in social care. Enthusiastic and committed social care professionals are recruited to represent the social care sector as Care Ambassadors. These professionals are then tasked with enthusing and engaging young people from year nine onwards to take relevant courses to begin careers in this area, thus sustaining and increasing the social care workforce		
All records relating to support adults suffering from drug and alcohol addiction	No	6 years from last contact	This service provides counselling advice and support for people affected by drug or alcohol abuse/dependency.	Limitatio n Act 1980 (Section 2)	

<p>All records relating to the management of the Direct Payments Scheme</p>	<p>No</p>	<p>6 years from date of payment</p>	<p>A direct payment is a cash payment allowing clients to buy their own support instead of Social Services providing it. The money can be used to employ a personal assistant or to use an agency to provide staff for you. A client can 'mix and match' and have some support provided by Social Services and take some as a direct payment. Recent 'Self-directed care' schemes have involved managing adult social care in general on the basis of the individual choosing their care package based on a fixed budget.</p>	<p>HMRC - Compliance Handbook Manual CH15400</p>	
<p>All records relating to the provision of occupational therapy services to clients</p>	<p>No</p>	<p>6 years from date of last contact</p>	<p>Occupational therapy aims to help those with physical disabilities to achieve an optimum level of functions and mobility. This may include arranging for walking aids or other equipment or referring clients to other agencies that can also assist. The authority usually works with local health providers to assess need and provide appropriate support.</p>	<p>Limitation Act 1980 (Section 2)</p>	<p>Ideally these records should be included on a client file, however, if they are not then last contact would apply</p>
<p>All records relating to the provision of shared care for adults where the adult is known to social services</p>	<p>No</p>	<p>From date shared care approved until this information should be included on the client file</p>	<p>Shared Care offers short term care to adults who are unable to live on their own (without a full-time carer) and the people who care for them. The care can vary in length from a few hours up to a maximum of two weeks at a time and is provided by people approved by Social Services to be shared carers.</p>	<p>Limitation Act 1980 (Section 2)</p>	

All records relating to the provision of shared care for adults where the adult is not known to social services	No	6 years from end of service	Shared Care offers short term care to adults who are unable to live on their own (without a full-time carer) and the people who care for them. The care can vary in length from a few hours up to a maximum of two weeks at a time and is provided by people approved by Social Services to be shared carers.	Limitation Act 1980 (Section 2)	
All records relating to the provision of advice and support for adult carers	No	6 years from last contact or in the client's case file	Provision of advice and support for adult carers who care for the elderly, children with special needs and adults with physical or learning disabilities. Carers may be entitled to receive additional help and support for their own needs from the local authority.	Limitation Act 1980 (Section 2)	
7.11 Cemeteries and Crematoria					
All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out	No	6 years from date work carried out	Provision and maintenance of cemeteries and/or crematoria. Information on location, opening hours and any regulations is provided	Limitation Act 1980 (Section 2)	
Applications for cremation and any certificates or other documents relating to a cremation	No	15 years from date of cremation	Provision and maintenance of cemeteries and/or crematoria. Information on location, opening hours and any regulations is provided	The Cremation (England and Wales) Regulations 2008 section 34	Where an electronic copy is kept the cremation authority must keep any document from which the electronic copy was made for a period of 2

					years from the date of the cremation
Registers, indexes, plans relating to cemeteries and crematoria	No	50 years from closure of cemetery /crematorium	Provision and maintenance of cemeteries and/or crematoria. Information on location, opening hours and any regulations is provided``	Common Practice	
All records relating to the provision of civil funerals	No	3 years from creation	A civil funeral is a celebration reflecting the wishes of the deceased and their family. It is a personal and dignified tribute created by a professional celebrant who works closely with the family or executor and funeral director. The celebrant will aim to create a highly personal ceremony with the help of family and/or friends -recounting the person's experiences, attributes and qualities using music, poetry, readings and personal anecdotes. The civil funeral may be held anywhere except religious buildings and churches. The ceremony is appropriate for cremation or burial in a non-religious burial ground	Common Practice	
Records relating to all arrangements made for funerals including booking, orders of service and music	No	6 years from creation	A civil funeral is a celebration reflecting the wishes of the deceased and their family. It is a personal and dignified tribute created by a professional celebrant who works closely with the family or executor and funeral director. The celebrant will aim to create a highly personal ceremony with the help of family and/or friends -recounting the person's experiences, attributes and qualities using music, poetry, readings and personal anecdotes. The civil funeral may be held anywhere except religious buildings and churches. The ceremony is appropriate for cremation or burial in a non-religious burial ground	Limitation Act 1980 (Section 2)	

All records relating to the management of exhumations including faculty, home office licence and the authority to re-open a grave	No	15 years from date of exhumation	Exhumation of both buried and cremated remains may require a licence. In England and Wales a Home Office licence is generally required. An Environmental Health Officer must be present at the exhumation and supervises the event to ensure that respect for the deceased person is maintained and that public health is protected.	Common Practice	
All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants	No	75 years from closure of cemetery	In cemeteries run by the local authority citizens may buy a grave plot usually for a period of up to 50 years. There may be conditions attached to the purchase according to the type of grave i.e. whether a memorial can be placed on the grave etc.	Disused Burial Grounds (Amendment) Act 1981	75 years the minimum recommended
All records relating to the construction and erection and maintenance and removal of a memorial	No	6 years following memorial removal	Memorials may be erected on graves which have exclusive rights of burial. Applicants must contact the council with exact details of the construction of the memorial, the method of erection and the inscription. Permission from the council to erect the memorial is required before the memorial is erected	Limitation Act 1980 (Section 2)	6 years is the minimum recommendation
All records relating to the provision of municipal funerals	No	6 years from creation	Provision of a community or municipal funeral service at fixed cost for local residents	HMRC - Compliance Handbook Manual CH15400	
All records relating to the repatriation of bodies in England	No	6 years from creation	If a death occurs abroad, the death should be registered according to the local regulations of that country. To bring a body back to England or Wales either the Death Certificate or an authorisation for the removal of the body from the country of death is needed. The registrar in the district in which the funeral is to take place has to issue a 'Certificate of No Liability to Register'		

All records relating to the repatriation of bodies abroad	No	6 years from creation	Some countries require a Cadaver Certificate before they will allow a body into the country for burial. The certificate, if issued, confirms that no epidemic of infectious disease occurred in the location of death for some three months preceding the death. Every country has its own regulations and it is always worth checking with the Embassy or Consulate first. In the UK the certificate is issued by the Environmental Health Officer for the Council in whose area the person died, or is to be exhumed from before reburial elsewhere	Limitation Act 1980 (Section 2)	
All records relating to the maintenance of memorials where the memorial is a listed building	Yes	Permanent	Provision, cleaning and maintenance of memorials (e.g. war memorials) and other structures such as statues, clocks etc. situated within the local authority boundary. In some cases this may be undertaken by church or other local organisations rather than the local authority.		
All records relating to the maintenance of memorials where the memorial is not a listed building	No	6 years from creation	Provision, cleaning and maintenance of memorials (e.g. war memorials) and other structures such as statues, clocks etc. situated within the local authority boundary. In some cases this may be undertaken by church or other local organisations rather than the local authority.	Limitation Act 1980 (Section 2)	Review after 6 years
7.12 Child Employment					
All records relating to the management of chaperones	No	6 years from last contact with chaperone	A child taking part in a performance, which can include TV or filming, theatre, sporting activities or modelling, will require chaperoning. Chaperones employed by the local education authority should have passed all necessary checks for working with children	Limitation Act 1980 (Section 2)	
All records relating to the management of employment licences for children - where the licence is not granted	No	From date of application until the licence is	When a child of compulsory school age is employed to work after school, at weekends or during school holidays, the law states that they must be registered for work with their local authority, who will issue a work permit. - See more at: http://www.devon.gov.uk/child_employment#sthash.19sXY4bg.dpuf		

		refused			
All records relating to the management of employment licences for children - where the licence is granted	No	25 years from birth of child	When a child of compulsory school age is employed to work after school, at weekends or during school holidays, the law states that they must be registered for work with their local authority, who will issue a work permit. - See more at: http://www.devon.gov.uk/child_employment#sthash.19sXY4bg.dpuf	Limitation Act 1980 (Section 2)	
7.13 Civic Awards					
All records relating to the management of civic recognition and awards	No	10 years from creation	Recognising the outstanding achievements of individuals and groups and the contributions people make to life in the community in the form of civic recognition or awards typically at an annual awards ceremony	Common Practice	
7.14 Communications, Consultations and Publicity					
All records relating to responses made by councils to external consultations	No	3 years from creation	Communications with staff, public and other organisations to publicise corporate policy, procedures and marketing	Common practice	
Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made	No	1 year from date of meeting	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made	Common practice	Review at end of retention period
All records relating to the creation and management of media and publicity records	No	3 years from expiration of policy/protocol	The local authority undertakes to maintain a full and steady flow of information to the media and will respond to requests from the media for interviews with councillors, staff or representatives of the council	Common practice	

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All records relating to the publication of the latest news and public information relevant to the local area	No	3 years from creation	Publication of the latest news and public information relevant to the local area	Common practice	
All records relating to feedback and suggestions made by local residents	No	3 years from creation	Providing local residents and businesses with a means of providing feedback or suggestions about the services they receive or would like to receive	Common practice	
All records relating to the creation and analysis of customer satisfaction surveys	No	3 years from creation	Asking customers for feedback on performance in relation to services or other aspects of business provided by local public sector organisations	Common practice	
All records relating to the management and processing of petitions.	No	6 years from creation	The Council will consider a petition from the public on any issue of local concern for which the Council has responsibility. A petition is a formal written request made to a local authority/organised body, often containing many signatures and normally requesting some form of action	Common practice	
All records relating to public consultations	No	6 years from creation	Consulting with individuals and businesses to ensure that services meet the needs of customers. This allows service users and other interested parties to have opportunities to be involved in planning, prioritising and monitoring of services. It also gives customers an opportunity to see all consultation activity, both current and in the past	Common practice	
All records relating to the publication of spending plans	No	3 years from creation	Arrangement of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year. Previous consultations may be published or available for view on request	Common Practice	
All records relating to the creation and publication of official publications about the council and the surrounding area	No	From date of first publicati on until it goes out of print	Provision of official publications about the council and the surrounding area. This may include information about the council and its services or may be more general information about local attractions, accommodation, events etc. in the surrounding area	Common practice	

All records relating to the accessibility of web sites	No	3 years from creation	The local authority is expected to provide information via its web site in a way which is accessible to all citizens and to advise citizens of the steps it has taken to meet the required government standards on accessibility	Common practice	
7.15 Community Safety					
All records relating to the creation and management of an Anti-Social Behaviour Order	No	10 years from date or order	An anti-social behaviour order (ASBO) is a civil order made against someone who has been shown, on the balance of evidence, to have engaged in antisocial behaviour. The orders restrict behaviour in some way, by prohibiting a return to a certain area or shop, or by restricting public behaviour such as swearing or drinking	Manage ment of Police Informati on MoPI	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
All records relating to the development of a community strategy	No	4 years from date strategy expires	Preparation of a community strategy to promote and improve the economic, social and environmental well-being of the local area and to contribute to the achievement of sustainable development.	Local Governm ent Act 1972 s100c	
7.16 Complaints and compliments					
All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	No	6 years from creation	Provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Limitatio n Act 1980 (Section 2)	

All records relating to complaints referred to the Local Government Ombudsman	No	10 years from date complaint resolved	Provision of a means for local residents and businesses to comment or complain about any of the services it provides. Complaints may be about the quality of the service, delays in providing the service, discrimination or the behaviour of council staff or council representatives	Common practice	
All records relating to stage 1 complaints	No	6 years from creation	Provision of a means for local residents and businesses to comment or complain about any of the services it provides. Complaints may be about the quality of the service, delays in providing the service, discrimination or the behaviour of council staff or council representatives	Common practice	
All records relating to stage 2 complaints	No	6 years from creation	Provision of a means for local residents and businesses to comment or complain about any of the services it provides. Complaints may be about the quality of the service, delays in providing the service, discrimination or the behaviour of council staff or council representatives	Common practice	
All records relating to statutory complaints relating to Children's Social Services	No	75 years from DOB	Provision of a means for local residents and businesses to comment or complain about any of the services it provides. Complaints may be about the quality of the service, delays in providing the service, discrimination or the behaviour of council staff or council representatives	Common Practice	
7.17 Conservation & Sustainability					
All records relating to the development and implementation of environmental policy	No	40 years from when it was superseded	The local authority is committed to sustainable development through its local UN agenda 21 process in which it continuously improves its services, policies and practices to contribute to a better quality of life. In the UK Agenda 21 covers social progress, environmental protection, use of natural resources and economic growth	Common Practice	

All records relating to the creation, implementation and maintenance of Surface Water Management Plans (SWMP)	Yes	Permanent	A Surface Water Management Plan (SWMP) is a plan which outlines the preferred surface water management strategy in a given location. In this context surface water that occurs as a result of heavy rainfall flooding describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches	Common Practice	
All records relating to the regulation and maintenance of Sustainable Drainage Systems (SUDS)	Yes	Permanent	Regulating and maintaining Sustainable Drainages Systems (SUDS). Approving and maintaining surface water drainage systems on new developments and providing developers with advice on sustainable drainage	Common Practice	
All records relating to the development, implementation and monitoring of waste reduction programmes	No	6 years from creation	Waste reduction is a priority in most administrative areas and there are usually government backed initiatives to achieve waste reduction and recycling targets. In the UK nappy waste prevention is prioritised in the government's Waste Implementation Programme (WIP), May 2003. The real nappy campaign and home composting have been chosen to lead the government's waste reduction strategy	Common Practice	
All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area	Yes	Permanent	The local authority provide advice and consultation to local residents who are considering carrying out any works on or demolition of property within a conservation area. The authority can advise on the need for permission, their procedures, what should be submitted with an application and the matters that will be taken into account in deciding an application.		
All records relating to the maintenance of specific sites and monuments	No	6 years from creation	Councils have the power to designate as Conservation Areas, areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. It is the responsibility of the council to ensure that any new development should be sympathetic to the special architectural and aesthetic qualities of the area, particularly in terms of scale, design, materials and space between buildings. Councils have a statutory obligation to compile a list containing particulars of any area which has been designated as a conservation area which is available for public inspection.	Limitation Act 1980 (Section 2)	

All records relating to the management of conservation areas	Yes	Permanent	Councils have the power to designate as Conservation Areas, areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. It is the responsibility of the council to ensure that any new development should be sympathetic to the special architectural and aesthetic qualities of the area, particularly in terms of scale, design, materials and space between buildings. Councils have a statutory obligation to compile a list containing particulars of any area which has been designated as a conservation area which is available for public inspection.		
7.18 Democracy					
All records relating to the creation of management of the authority's constitution	Yes	Permanent	It is a legal requirement for a public sector organisation to have a constitution which sets out how the organisation will operate and the procedures that are followed to ensure that decision making is efficient, transparent and accountable to local people	Local Government Act 2000	
All records relating to Councillor casual vacancies	No	6 months from creation of records	A casual vacancy may occur where a councillor resigns or dies or where he/she has failed to comply with regulations. The council is required to post notice of the casual vacancy and to hold a by-election unless the vacancy occurs within six months of the end of the term of office	Common Practice	
All records relating to a Councillor's declaration of interests	No	6 months from date Councillor leaves office	Local councillors have to abide by a code of conduct part of which requires them to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as councillors. The local authority are required to publish these declarations	Local Government Act 1972 Section 94(1)	
All records relating to councillor advice surgeries	No	From date records created	Councillor advice surgeries are available to the public who want to obtain information and advice, make a complaint or enquire about local authority services	Common Practice	

		and for as long as the individual councillors require these records.			
All records relating to the creation and publication of election results	No	6 months from date of election	Publication of the results of all local elections in a variety of formats to make them accessible to all members of the community	Representation of the People Act 1985	
All records relating to the creation and management of electoral boundaries	Yes	Permanent	Electoral boundaries for a council area are decided by the Boundary Commission in consultation with the council and local residents. The number of councillors representing each ward or area is decided as part of this process. The council may request a review of current boundaries by the Boundary Commission at any time. The council publish information regarding the current boundaries and any proposed changes	Common Practice	
All records relating to the process of administering nominations for elections	No	6 months from date of election	The local authority provides information on the process of electoral nominations (how to stand in an election), and publishes a list of nominations for forthcoming local elections	Representation of the People Act 1985	
All records relating to the creation and publication of the electoral register	Yes	Permanent	A record of everyone who lives within the boundaries of the local authority and who is eligible to vote at elections. This is kept in two versions, full which includes all electors and edited which only includes those electors who have given permission for their details to be on the list. The edited version must be available for viewing by the public at the council, and may be sold commercially	Electoral Registration and Administration Act 2013	

All records relating to mayoral invitations	No	3 years from creation	Local organisations may invite the Mayor or other civic dignitaries to attend an event they are organising. The council will review and respond to invitations and organise and publish the Mayors' and/or others diaries	Common Practice	
All records relating to the administration of Independent Remuneration Panel	No	6 years from creation	Payment of allowances and expenses to members	Common Practice	
All records relating to the administration of appointments & membership of committees & working groups	No	4 years from date superse ded	A committee is a group of councillors chosen by the Council to make decisions about an area of service such as Planning or Licensing and Appeals. Councillors appointed to serve on Committees reflect the overall political make-up of the Council. The Council decides the size of committees and appoints the Chair. Committees set the objectives and policy for their service and oversee their implementation by the officers	Common Practice	
All records relating to the processing of member support requests excluding: Member training & development	No	4 years from creation	Professional advice to members and the public on democratic services and functions, including advice on the design of the committee structures	Common Practice	
All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support	No	6 years from creation	Each council should set up overview and scrutiny committees whose job is to Look back at decisions that have been taken, look forward to future decisions, making reports and recommendations on things that the executive does, as well as other aspects of the council's work, Measure performance and how effective previously implemented decisions have been and scrutinise how well council policies, strategies and services work and suggest improvements	Common Practice	
All records relating to the management of consultation on any proposal being scrutinised - monitoring of implementation of Scrutiny & overview committee decisions	No	6 years from creation	Each council should set up overview and scrutiny committees whose job is to Look back at decisions that have been taken, look forward to future decisions, making reports and recommendations on things that the executive does, as well as other aspects of this	Common Practice	

All records relating to the monitoring of implementation of Council decisions	No	6 years from creation	Each council should set up overview and scrutiny committees whose job is to Look back at decisions that have been taken, look forward to future decisions, making reports and recommendations on things that the executive does, as well as other aspects of this	Common Practice	
All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support	No	4 years from creation	Provision of member support services, including diary management, secretarial support etc.	Common Practice	
Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives	No	1 year from creation	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives	Common Practice	Retention applies where this is not a dynamic list
All records relating to the administration of postal voting schemes	No	1 year from creation	Provision of a facility whereby people who cannot attend the polling station on an election day can have postal ballot papers sent to them	Representation of the People Regulations 2001	
All records relating to the administration of proxy voting schemes	No	1 year from creation	Provision of a facility whereby people who cannot attend the polling station (usually for reasons of ill-health or employment) on an election day can nominate another person who will vote on their behalf. The proxy must be eligible to vote in the election themselves in order to act on behalf of another person. In Scotland, the council provides forms to register to vote by proxy	Representation of the People Act 1985	
All records relating to the administration of the voting process for individual elections including ballot papers	No	6 months from date of election	A programme enabling the members of the public whose name appears on the register of electors to exercise their right to vote in the election. Providing facilities for voting and counting and declaring results following an election	Representation of the People Act 1985	

All records relating to expenses and allowances paid to councillors including the publication of this information	No	6 years from creation	Publication of details of allowances and expenses paid to councillors in a municipal year	HMRC - Compliance Manual CH1540 0	
Minutes - Copies for public Inspection	No	6 years from date of meeting/ decision	The local authority records and publishes all decisions taken and recommendations made by the local authority and its committees and panels	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	
Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Yes	Permanent	The local authority records and publishes all decisions taken and recommendations made by the local authority and its committees and panels	Local Government Act 1972 s100d	See also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
All records relating to the production of members' accountability statements	No	6 years from creation	Councils should promote and maintain high standards of conduct by their members, co-opted members and officers and publish a 'Code of Conduct' which describes expected	Common Practice	

			standards of conduct		
All records relating to the creation and management of Members Code of Conduct	No	Until code is replaced	Councils should promote and maintain high standards of conduct by their members, co-opted members and officers and publish a 'Code of Conduct' which describes expected standards of conduct	Common Practice	
7.19 Early Years and Childcare					
All records relating to information and support for those interested in becoming a registered child minder and those already registered where there is financial involvement	No	6 years from date of creation		HMRC - Compliance Handbook Manual CH15400	
All records relating to information and support for those interested in becoming a registered child minder and those already registered where there is no financial involvement	No	3 years from creation		Common practice	
All records relating to the allocation of nursery places	No	1 year from creation		School Admissions Code 2012	
All records relating to the management of school holiday schemes	No	6 years from date of play scheme		Limitation Act 1980 (Section 2)	6 years in a minimum recommendation. In some cases it will be

					appropriate to hold the records for DOB of the participants plus 25 years.
All records relating to the provision of child care out of school hours	No	25 years from DOB of pupil		Limitation Act 1980 (Section 2)	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
All records relating to the provision of information about registered child-minders and daycare facilities in the area for parents and carers of pre-school age children	No	1 year from creation		Common practice	It is expected that this will be a dynamic list which is constantly updated. Where this is not the case retention applies.

All records relating to training provided for those interested in becoming a registered child minder and those who are already registered	No	3 years from date awarded		Common practice	
All records relating to the creation of childcare sufficiency assessments	No	2 years from date childcare sufficien cy assessm ent replaced	A council must make sure there is sufficient childcare provision in the local area to enable parents to work, or undertake education and training leading to work. To ensure there is sufficient childcare an assessment of supply and demand for childcare services within a local authority area is carried out at regular intervals, consulting with parents and childcare providers as appropriate.		
7.20 Educational Support					
All records relating to language and cultural support in schools	No	25 years from DOB	Support for children who do not have English as their first language. This may be provided by bi-lingual classroom assistants and resources or interpreting and translation in nursery and primary schools.	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of learning mentor schemes	No	6 years from last contact	Learning mentors provide an additional service to teachers and pastoral staff in schools to help children overcome barriers to learning, both inside and outside the school, and to achieve their full potential. The local authority provides assistance and support to mentors or those who wish to become mentors	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of school transport - where transport is not provided	No	1 year from completi on of appeal process	Local authorities must provide transport where they consider it necessary to ensure that a child goes to school. If transport is necessary, then it must be provided free of charge. In most cases it is up to the local authority to decide what transport is necessary. Eligibility is usually determined according to age of the pupil and/or distance which the pupil lives from school.	Common practice	

All records relating to the administration of school transport - where transport is provided	No	6 years from date transport ceases	Local authorities must provide transport where they consider it necessary to ensure that a child goes to school. If transport is necessary, then it must be provided free of charge. In most cases it is up to the local authority to decide what transport is necessary. Eligibility is usually determined according to age of the pupil and/or distance which the pupil lives from school.	Common practice	
All records relating to the management of learning mentors	No	6 years from last contact	Young people who are in need of a mentor to provide additional support and assistance alongside their normal education can do so through their school	Limitation Act 1980 (Section 2)	
All records relating to the management of pupils schooled at home	No	25 years from DOB	The education authority will arrange to visit a parent thinking about educating their child at home to help them plan the child's education. They will ensure that the child will receive efficient full-time education suitable to their age, ability and any special needs	Limitation Act 1980 (Section 2)	
All records relating to the provision of citizenship education	No	From date of course.	Providing pupils with the knowledge, understanding and skills which prepare them to play an active role as citizens. Ensuring that pupils have a clear understanding of their roles, rights and responsibilities in relation to their local, national and international communities		It is anticipated that this will consist of course material which is being constantly updated
All records relating to the provision of educational psychology services	No	25 years from DOB		Limitation Act 1980 (Section 2)	Under normal circumstances this information should be included on the main

					pupil file, but if not DOB + 25 years
All records relating to the provision of educational support to children who are in hospital	No	25 years from DOB	Teaching is provided on the Children's Wards of hospitals for those children who are well enough, but medical treatment takes precedence. When a child is discharged from hospital but is unable to return to school for some time, we can make a request for tuition at home. This is provided on medical ground and must be approved by the LEA.	Limitation Act 1980 (Section 2)	Under normal circumstances this information should be included on the main pupil file, but if not DOB + 25 years
All records relating to the provision of extended schools activities	No	6 years from creation	An extended school provides a range of activities and services, often beyond the school day, to help meet the needs of its pupils, their families and the wider community.	Limitation Act 1980 (Section 2)	6 years in a minimum recommendation.
All records relating to the provision of information and advice provided to support teenage parents	No	6 years from creation	Schools and the LEA should provide information and advice aimed at getting more teenage parents into education, training or employment, to reduce the risk of long term social exclusion	Limitation Act 1980 (Section 2)	
All records relating to the provision of instrumental tuition in schools	No	6 years from end of contract	Individual or group tuition may be offered to both primary and secondary school pupils. Instrumental tuition also supports a wider musical experience through participation in ensembles, bands, orchestras and choirs	Limitation Act 1980 (Section 2)	
All records relating to the provision of support for gifted children	No	25 years from DOB	Schools should have in place a policy which helps to identify gifted and talented children in all areas of the curriculum and ensure that they are achieving their potential	Limitation Act 1980 (Section 2)	Under normal circumstances this information

					should be included on the main pupil file, but if not DOB + 25 years
All records relating to the provision of support for young people when leaving education	No	6 years from creation	Assistance to young people who have left education but are not in employment. Schemes may provide financial assistance or training and other support to help them find a job	Limitation Act 1980 (Section 2)	
All records relating to the provision of teaching support for traveller children	No	25 years from DOB	The traveller support service should have teachers or school support staff who can help with attendance issues and supporting gypsy or traveller children whilst they are in schools	Limitation Act 1980 (Section 2)	
Applications for the provision of school transport - Primary and Secondary Schools - electronic applications	No	Primary school applications - retained until child leaves primary school. Secondary school applications - retained until child complete	Local authorities must provide transport where they consider it necessary to ensure that a child goes to school. If transport is necessary, then it must be provided free of charge. In most cases it is up to the local authority to decide what transport is necessary. Eligibility is usually determined according to age of the pupil and/or distance which the pupil lives from school.	Common practice	

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		s year 11, then reviewed depending on whether the child continues in education			
Home to School Transport Appeals	No	25 years from DOB	Local authorities must provide transport where they consider it necessary to ensure that a child goes to school. If transport is necessary, then it must be provided free of charge. In most cases it is up to the local authority to decide what transport is necessary. Eligibility is usually determined according to age of the pupil and/or distance which the pupil lives from school.	Common practice	
Letters refusing Home to School Transport	No	18 years from DOB	Local authorities must provide transport where they consider it necessary to ensure that a child goes to school. If transport is necessary, then it must be provided free of charge. In most cases it is up to the local authority to decide what transport is necessary. Eligibility is usually determined according to age of the pupil and/or distance which the pupil lives from school.	Common practice	
All records relating to the management of financial support with school transport	No	6 years from creation	School transport may be provided for pupils from low income families where a child is not eligible for regular free school transport. Eligibility is usually determined according to age of the pupil and/or the distance which the pupil lives from the school	HMRC - Compliance Handbook Manual CH15400	

All records relating to education consultations	No	7 years from date of consultation	The education authority will consult with all interested parties (schools, teachers, parents, pupils) on all issues concerning education provision and in particular on any proposed changes to education within schools run by the authority.	Common practice	
All records relating to the administration of the 16-19 bursary fund	No	6 years from creation	Those aged between 16 and 19 years who think they might struggle with the costs for full-time education or training, may be eligible for a bursary	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the provision of transport for 16-19 year olds	No	6 years from creation	16-19 year old students in further education who meet specified criteria are entitled to subsidised transport to and from their educational establishment. LEAs must ensure that transport costs do not prevent students from staying on in post-16 education	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to careers advice given to school pupils	No	3 years from creation	Help for pupils who are about to leave school to choose a career or a further education/training course	Common Practice	
All records relating to the provision of integrated advice, guidance and access to personal development opportunities for young people aged between 13 and 19	No	3 years from creation	Integrated advice, guidance and access to personal development opportunities for young people aged between 13 and 19 to help them make a smooth transition to adulthood and working life		

7.21 Emergency Planning					
All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations	No	3 years from creation	Provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations	Common Practice	It is expected that this advice will be dynamic according to legislative changes, if not retention applies
All records relating to the provision of advice and information on what to do in the event of the a flood	No	3 years from creation	Providing advice and information on what to do in the event of a flood. The council may also provide equipment such as sandbags and engineering advice to help residents/businesses in the event of flooding	Common Practice	Retention applies where this is not a dynamic document
7.22 Environmental Health					
All records relating to environmental health and food safety	No	6 years from creation or date investiga tion conclude d	The local authority carries out regular checks on all food premises to ensure the public is protected and that high standards are maintained. Inspections take place on a frequency determined by the perceived risk in each premises and ensure that risks have been identified, staff are adequately trained and the condition and cleanliness of the premises meets required standards	Limitatio n Act 1980 (Section 2)	
All records relating to the provision of pest control services	No	6 years from creation	The service is provided for pests considered to be a risk to public health or food safety. A service is also be provided to control pests that may become a nuisance in houses such as a wide range of insects	Limitatio n Act 1980 (Section 2)	

All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	No	5 years from creation	The fundamental purpose of the Scientific Service is to protect the public from unfair or unsafe trade practices and to promote good health and clean environment for the benefit of local citizens and businesses. The Service provides a scientific advisory and analytical service, of a quality acceptable to UK Government and the EC. The service operates in four key areas - food standards, consumer safety, environmental protection and health and safety at work	Common Practice	
All records relating to the administration of scientific services	No	6 years from creation	The fundamental purpose of the Scientific Service is to protect the public from unfair or unsafe trade practices and to promote good health and clean environment for the benefit of local citizens and businesses. The Service provides a scientific advisory and analytical service, of a quality acceptable to UK Government and the EC. The service operates in four key areas - food standards, consumer safety, environmental protection and health and safety at work	Limitatio n Act 1980 (Section 2)	
All records relating to the enforcement of the smoking ban	No	6 years from enforce ment action	Enforcement of a ban on smoking in most enclosed public spaces. Environmental Health Officers have the power to enter all 'no-smoking premises' in order to establish that the smoke-free legislation is being enforced in accordance with the law and can give out fixed penalty notices to people whom they believe are committing, or have committed, an offence.	Limitatio n Act 1980 (Section 2)	
All records relating to the monitoring of the quality of the water in public swimming pools and spa pools	No	7 years from creation	Monitoring the quality of water in public swimming pools and spa pools. The frequency of monitoring is usually risk based and dependant on factors such as the frequency of usage of the pool. It is the responsibility of the operator to carry out their own more frequent checks. The Health and Safety Executive and Health Protection Agency have developed joint guidance on the management of spa pools to control risk of infection	Limitatio n Act 1980 (Section 2)	
All records relating to accommodation certificates	No	6 years from date licence	The aim of this service is to identify properties which fail to meet the fitness for habitation or tolerable standard requirement and determine the most satisfactory course of action to be taken with that property.	Limitatio n Act 1980 (Section	

		expires		2)	
7.23 Estates/Facilities Management					
All records relating to the provision of office and industrial business space for rent to businesses in the local community	No	6 years from creation	Provision of office and industrial business space for rent to businesses in the local community	Limitatio n Act 1980 (Section 2)	
All records relating to the provision of an estates management service for land and property in the area	No	6 years from record creation	The council provides an estates management service for land and property in the area. Services provided include sales, lettings, acquisitions, property management, asset valuations, insurance valuations, professional property advice	Limitatio n Act 1980 (Section 2)	
All records relating to property acquisition	No	6 years from date use ceases	Provision, management and maintenance of office space and other buildings provided by the council for use by council officers and local citizens	Limitatio n Act 1980 (Section 2)	
All records relating to the disposal of property	No	6 years from property disposal	Provision, management and maintenance of office space and other buildings provided by the council for use by council officers and local citizens	Limitatio n Act 1980 (Section 2)	Review at the end of 6 years
All records relating to the valuation of property	No	2 years from date valuation superse ded	Provision, management and maintenance of office space and other buildings provided by the council for use by council officers and local citizens	Common practice	
Surveys of buildings owned by the council	No	6 years from	Provision, management and maintenance of office space and other buildings provided by the council for use by council	Limitatio n Act	

		disposal	officers and local citizens	1980 (Section 2)	
Display Energy Certificates	No	7 years from creation	Procurement and efficient use of energy and fuel	Common practice	
All records relating to facilities management of council premises	No	6 years from creation	Management of council offices to ensure the safety and security of staff and visitors, including office refurbishments.	Limitatio n Act 1980 (Section 2)	
Property asset management plans and register	No	6 years from life of asset	Assets owned by the council for which records are maintained from acquisition until disposal	HMRC - Complia nce Handboo k Manual CH1540 0	
All records relating to property deeds where the property is housing owned by the Council	No	From date ownershi p commen ced to date property is sold	The local authority does not retain the deeds where a property has been sold under the right to buy scheme it will be retained by the leaseholders mortgage or loan lender.		These will be retained whilst the property is held by the council and passed on to the new owner when the property is sold
Case file relating to Right to Buy pursuant to the Housing Act 1985	No	6 years from close of case	The right to buy scheme allows a secure tenant who has held a local authority tenancy for two years to purchase their property at a discounted price.	Limitatio n Act 1980 (Section 2)	Review at end of 6 years

7.24 Fleet & Vehicle Management					
All records relating to fleet vehicles	No	6 years from termination of ownership	Management and maintenance of council owned vehicles	Limitation Act 1980 (Section 2)	
7.25 Health & Safety					
Risk Assessments (relating to hazardous substances)	No	40 years from closure date	Dealing with hazardous substances in any council owned property in accordance with relevant legislation	Control of Substances Hazardous to Health Regulations 1997/2002	See also Control of lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987 and Health & Safety at Work Act 1974
All records relating to the reporting of accidents where the person concerned is over 18	No	3 years, 4 months from date of accident	Employers have a duty to report certain dangerous occurrences and accidents at work to the Local Authority who will investigate any incidents. The outcome of these enquiries usually involves the giving of advice to the employer. If a blatant breach of requirements is identified as the main reason for an accident happening, then formal action will be taken	Limitation Act 1980 (Section 11)	

All records relating to the reporting of accidents where the person concerned is under 18	No	21 years, 4 months from DOB of minor	Employers have a duty to report certain dangerous occurrences and accidents at work to the Local Authority who will investigate any incidents. The outcome of these enquiries usually involves the giving of advice to the employer. If a blatant breach of requirements is identified as the main reason for an accident happening, then formal action will be taken	Limitation Act 1980 (Section 11)	
All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	No	30 years from date of incident	Employers have a duty to report certain dangerous occurrences and accidents at work to the Local Authority who will investigate any incidents. The outcome of these enquiries usually involves the giving of advice to the employer. If a blatant breach of requirements is identified as the main reason for an accident happening, then formal action will be taken	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	
All records relating to fire safety on construction sites	No	6 years from creation	The construction of domestic, commercial and industrial buildings are bound by fire safety requirements including safe means of escape, internal/external stability, accessibility for fire equipment, containment of smoke/fire. The local fire service inspect premises to ensure compliance with all legislation	The Regulatory Reform (Fire Safety) Order 2005	
Health Referral files	No	85 years from DOB	The council has a legal duty to ensure that work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	Common Practice	
Health Surveillance forms	No	40 years from questionnaire	The council has a legal duty to ensure that work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	Common Practice	

Health and Safety - Prosecutions register	No	6 years from creation	The local authority will keep information on any businesses that have been prosecuted for Health and Safety breaches	Limitation Act 1980 (Section 2)	
All records relating to the process by which the council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	No	6 years from creation	The council has a legal duty to ensure that work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	Limitation Act 1980 (Section 2)	
All records relating to all aspects of asbestos management, including the Asbestos register	No	40 years from building closure	Residents and business may be given advice on what to do if they believe asbestos may be present in a building. Council inspectors may visit the premises to confirm the presence of asbestos and advise on procedures for removal and disposal	Common practice	
7.26 Housing & Estate Services & Maintenance					
All records relating to the provision of caretaking services in council property	No	6 years from creation	Councils provide caretaking services to residents of low-rise and high-rise council flats. These services include repair and maintenance, and the cleaning of communal areas such as lifts and hallways.	Limitation Act 1980 (Section 2)	
All records relating to the allocation and collection of communal heating charges	No	6 months from creation	Communal heating charges for council properties are divided among all residents on an estate, the proportion is added to their rent account.	Limitation Act 1980 (Section 2)	
All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will	No	6 years from date mainten ance	Maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will include highway retaining walls and walls providing a safety barrier.	Limitation Act 1980 (Section 2)	

include highway retaining walls and walls providing a safety barrier		carried out			
All records relating to the management of empty residential properties	No	6 months from creation	Empty residential properties are a target for squatters, vandals and burglars. They could be used to provide homes for the many people who need one. Councils will act on reports of empty properties and may provide grants for renovation and/or rental schemes to encourage owners to make use of empty properties.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the management of garage lettings	No	6 months from end of tenancy	Garages may be available for rent to council tenants, leaseholders and private tenants and a waiting list is usually maintained for these. The authority will process applications and issue rental agreements which usually include restrictions on the use of the garage. The Council is generally responsible for making structural repairs to its property, which includes garage blocks. Where the damage has been caused by the leaseholder they may be asked to pay for the repairs.	Limitation Act 1980 (Section 2)	
All records relating to the demolition and redevelopment of site including the rehousing of current tenants	No	6 months from completion of the redevelopment of the site	Where a property is unfit to live in the LA may decide to demolish it and redevelop the site (which may mean the clearance of neighbouring property). The council will usually offer the owners the market value of the property and repay expenses associated with moving plus possible compensation. Where the property is rented tenants will be given priority for rehousing in a council property.	Limitation Act 1980 (Section 2)	
All records relating to alterations made to council housing stock by tenants	No	6 years from date the work on the property	A tenant who wishes to carry out improvements and alterations to their local authority property must request permission from the local authority	Limitation Act 1980 (Section 2)	

		is completed			
All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging to the Council	No	6 years from date that use of the building ceases	The local authority, which controls the installation of any new or replacement domestic oil storage tank, will require a Building Notice to show that the work complies with current Building Regulations (unless the work is already covered under a full Building Regulations approval). Alternatively, the work can be done by a 'competent person'. This is someone who can self-certify their own installation work.	Limitation Act 1980 (Section 2)	
All records relating to the assessment of properties for energy efficiency	No	6 years from date of assessment	The council will provide advice on energy efficiency and carry out an assessment of a property. In the UK the SAP is the Government's recommended system for energy rating of dwellings. The Standard Assessment Procedure is used for calculating the SAP rating, on a scale from 1 to 120, based on the annual energy costs for space and water heating and also for calculating the Carbon Index, on a scale of 0.0 to 10.0, based on the annual CO2 emissions associated with space and water heating. The SAP rating is used to fulfil requirements of the Building Regulations to notify and display an energy rating in new dwellings.		
All records relating to repairs made to communal areas within council accommodation	No	6 months from creation	The local authority deals with repairs to communal areas within council accommodation such as communal lighting in a block of flats, or the communal drainpipes to a block of garages.	Limitation Act 1980 (Section 2)	
All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	No	6 years from creation or permit expires	The local authority is responsible for determining parking regulations (residents and visitor parking) on council property and for enforcement of those regulations. Issuing of parking permits to residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone. Businesses operating within a controlled zone area may also qualify for permits.	Limitation Act 1980 (Section 2)	

Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	No	6 months from end of tenancy	The local authority operates an emergency repair service to deal with essential repairs outside of normal working hours where there may be risk to tenants, the public or the environment if the repairs are not carried out immediately or where the property may not be secured.	Limitation Act 1980 (Section 2)	
All records relating to surveys undertaken by the council of housing stock	No	6 years from date of the survey	The local authority is under a duty to gain access to properties to undertake surveys for number of reasons such as major repairs and to carry out specialist surveys.	Limitation Act 1980 (Section 2)	
All records relating to the management of housing modernisation schemes	No	6 months from last action on the scheme	For council owned properties which are particularly old the council will implement a modernisation scheme to bring the property up to acceptable standards. This may involve rewiring, new windows, new doors etc.	Limitation Act 1980 (Section 2)	
All records relating to the management of rechargeable home repairs	No	6 months from creation	Where a property requires repair as the result of damage or negligence caused by the tenant the local authority will charge for the cost of work to rectify the problem.	HMRC - Compliance Handbook Manual CH15400	
7.27 Housing Support, Applications, Tenants and Homelessness					
All records relating to the allocation of sheltered housing	No	6 months from assessment	Sheltered housing is for retired or younger disabled people to support them to live independently in their own home and manage their own affairs, for as long as possible. Sheltered housing typically provides a warden or other support services and access to 24 hour emergency assistance. The council carry out an assessment of applicants and maintain a waiting list until suitable properties become available.	Limitation Act 1980 (Section 2)	

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Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954	No	6 years from close of case	The local authority will allocate vacant properties according to priority on the housing register and suitability for the available property. New tenants will be required to sign a tenancy agreement prior to occupation of a property.	Limitatio n Act 1980 (Section 2)	Review at end of 6 years
Documents related to housing applications.	No	6 years from date of applicati on	The local authority will allocate vacant properties according to priority on the housing register and suitability for the available property. New tenants will be required to sign a tenancy agreement prior to occupation of a property.	Limitatio n Act 1980 (Section 2)	
All records relating to changes in existing tenancies	No	6 years from end of tenancy	Dealing with requests to change the terms of a tenancy for existing tenants. This covers transfer of tenancies, requests for joint tenancy, succession to tenancy.	Limitatio n Act 1980 (Section 2)	
All records relating to application for and management of a demoted tenancy	No	6 years from date demoted tenancy ends	Tenants of local authorities, housing action trusts and housing association can have their tenancies demoted if their landlord thinks they have been involved in anti-social behaviour.	Limitatio n Act 1980 (Section 2)	
All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility.	No	6 years from end of tenancy	All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility.	Limitatio n Act 1980 (Section 2)	

All information relating to the management of hard to let properties	No	6 months from creation	A low demand or 'hard to let' property is a property where one or more of the following symptoms are exhibited: a small or non-existent waiting list for the property; tenancy offers on a property frequently refused for reasons other than personal reasons; higher than normal rates of tenancy turnover for a property in an area. Many initiatives used by councils and Registered Social Landlords to let low demand properties are based on making the property more attractive to the potential tenant. This includes offering incentives such as a rent-free period if the tenancy is accepted; offering a decoration, furniture or white goods allowance; or offering a garden tidy.		
All records relating to the provision of home contents insurance schemes to council tenants including claims.	No	6 months from date of last payment on policy or claim is settled	Local authorities manage and maintain tenant's homes but do not insure tenant's personal belongings, household goods and contents. However, they offer comprehensive insurance cover for contents which is exclusively available to its tenants. Tenants are advised to take out home contents insurance.	Limitation Act 1980 (Section 2)	
All records relating to the allocation of system	No	6 years from end of tenancy	The local authority or Registered Social Landlord uses a housing point system as a guide to priority when allocating housing. The points system reflects the current situation or condition in which an applicant lives.	Limitation Act 1980 (Section 2)	
All records relating to the eviction of tenants from local authority properties	No	6 years from date of enforcement action	If a tenant fails to pay rent or breaches any aspects of their tenancy agreement the local authority has the right to evict the tenant by applying to the court to repossess the property.	Limitation Act 1980 (Section 2)	

All records relating to the management of housing referrals	No	6 years from end of tenancy	The council may refer tenants to Registered Social Landlords (housing associations) within the council area or to the housing division of another LA where a move to another area is a possibility. RSLs will normally operate a scheme with the council whereby a proportion of their property is set aside for people on the council's housing waiting list.	Limitation Act 1980 (Section 2)	
All records relating to the setting of housing rent and rent reviews	No	6 months from creation	The local authority is responsible for setting the level of rent based on how much it needs to spend on services for its tenants. Rents should be published giving reasonable notice of any changes (usually at least one month).	HMRC - Compliance Handbook Manual CH15400	
All records relating to deposits paid for housing	No	6 months from creation	Every council tenant must pay rent for their property. Rent is usually payable weekly and may include other regular or communal charges associated with the property. The local authority will help tenants to claim any available assistance with paying their rent.	HMRC - Compliance Handbook Manual CH15400	
Documentation relating to the notification and enforcement of breaches of council tenancy agreements.	No	6 months from end of tenancy	Every council tenant must pay rent for their property. Rent is usually payable weekly and may include other regular or communal charges associated with the property. The local authority will help tenants to claim any available assistance with paying their rent.	Limitation Act 1980 (Section 2)	
All records relating to support given to housing tenants	No	6 months from end of tenancy	As well as officers taking repair reports, collecting rents and other payments, managing rent arrears and dealing with breaches of the tenancy agreement; local estate staff can also help and advise on a number of other issues including moving, adaptations and multiple tenancies	Limitation Act 1980 (Section 2)	
All records relating to the management of mutual home exchange	No	6 months from creation	This service provides lists of tenants wishing to move, either within the area or to other areas. Existing tenants can exchange their home with another tenant provided the landlord agrees the mutual exchange.	Limitation Act 1980 (Section	

				2)	
All records relating to the registration for a council property	No	6 years from end of tenancy	The local authority processes applications to go on the housing register and allocates points to prospective tenants according to their current circumstances. The criteria under which an authority are likely to accept/reject applications to go on the register are published together with information on the application procedure.	Limitation Act 1980 (Section 2)	
Documentation relating to setting rents for council housing and rent accounting	No	6 months from last action on the tenancy	The local authority deals with tenants who are in rent arrears by arranging mutual repayment of arrears by instalments. If the arrears continue to rise the local authority may take the tenant to court.	Limitation Act 1980 (Section 2)	
All records relating to the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in local communities	No	3 years from creation	Tenant participation is the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in local communities.		
All records relating to the provision of support to new tenants	No	6 years from creation	The aim of the service is to provide support to new tenants. A support worker will be assigned to each individual who will work towards helping the tenant to live independently.	Limitation Act 1980 (Section 2)	
All records relating to the management of unauthorised house occupants	No	6 months from date of enforcement action		Limitation Act 1980 (Section 2)	

All records relating to short term and emergency accommodation for homeless people.	No	6 months from last contact	The local authority deals with squatters and unauthorised occupants in council property and will take action against a person who is squatting or who has unauthorised occupants in empty properties.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the provision of hostels and other temporary accommodation	No	6 years from creation	Provision of hostels or other temporary accommodation for people who would otherwise be homeless.	Limitation Act 1980 (Section 2)	
Information about housing transfers, applications, removals	No	6 months from end of tenancy	A local authority will provide existing tenants with advice and assistance on matters such as rents, transfers, mutual exchanges and general matters relating to tenancy. This may also include advocacy where necessary.	Limitation Act 1980 (Section 2)	
All records relating to the provision and management of housing mediation services	No	6 years from date case resolved	The council provides a mediation service to help resolve disputes between neighbours or between citizens and the council.	Limitation Act 1980 (Section 2)	
All records relating to the demolition of property the advice and the offer to tenants of alternative accommodation	No	6 years from end of tenancy	Where the demolition of nearby property may pose a risk to tenants in council property the authority may offer the tenant alternative housing either temporarily or on a permanent basis.	Limitation Act 1980 (Section 2)	
All records relating to advice and support given to tenants when the property is demolished	No	6 years from end of tenancy	The tenant is responsible for arranging for meter reading and disconnecting of supplies of gas/electricity and for handing in the keys of vacated property. The council provide advice and support in these circumstances.	Limitation Act 1980 (Section 2)	

All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	No	6 months from end of tenancy	Provision of temporary accommodation to tenants who are being disturbed by major works carried out in their own or neighbouring properties.	Limitation Act 1980 (Section 2)	
Tenancy files	No	6 years from end of tenancy	Council tenancy files.	Common practice	
7.28 Human Resources					
All records relating to health and safety training provided to employees by local authorities	No	6 years from expiry of qualification	The local authority provide food hygiene and occupational health and safety training courses for managers and staff of local businesses. Some of the courses may also be open to members of the public	Limitation Act 1980 (Section 2)	
All records relating to staff	No	7 years from termination of employment	HR files, includes appraisal records, absence recording etc.	Limitation Act 1980 (Section 2)	
All records relating to the development and implementation of staff benefits	No	6 years from creation	A range of benefits may be provided to staff working for the council. Benefits may be subject to eligibility criteria such as length of service	HMRC - Compliance Handbook Manual CH15400	
All records relating to workforce development including management of training statistics	No	3 years from creation	Providing staff in all service areas with information, tools and training to support their ongoing professional development	Common Practice	

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All notes and materials created for training courses	No	Until training course ends	Training course materials	Common Practice	
All records relating to the development and implementation of training programmes	No	3 years from creation	Programme development	Common Practice	
All records relating to training concerning children	No	40 years from date training completed	Training records of staff relating to working with children	Common Practice	
Casework-Harassment	No	6 years from date case resolved	Preparing a policy, implementing the policy and dealing with reports of bullying in the workplace for council employees	Limitation Act 1980 (Section 2)	
All records relating to the management of employee relations	No	6 years from creation	A Workforce Plan sets out future requirements and policies in order to deliver what public sector services are essential to a Local Authority's customers, what delivery structures are most appropriate, what skills, behaviours, attitudes and performance is needed from employees and how recruitment should be handled to develop the workforce it requires	Limitation Act 1980 (Section 2)	
All records relating to trade union liaison	No	3 years from creation	A Workforce Plan sets out future requirements and policies in order to deliver what public sector services are essential to a Local Authority's customers, what delivery structures are most appropriate, what skills, behaviours, attitudes and performance is needed from employees and how recruitment should be handled to develop the workforce it requires	Common Practice	

7.29 Information Communications & Technology					
Business Continuity Plans including all records relating to the development of business continuity plans	No	Dynamic	Preparing a business continuity plan for the LA such that they would be able to carry on their business in the event of a major emergency incident	Common practice	Dynamic information being constantly updated
All records relating to the creation and implementation of security measures for information systems	No	Until system decommissioned	Internal advice on how data should be shared and handled across the organisation and with partners. Reference to ICO is advised as if personal information is dealt with registration with the ICO as a data controller is required. Notification is a statutory requirement and every organisation that processes personal information must notify the ICO, unless they are exempt. Failure to notify is a criminal offence	Common practice	
All records relating to the maintenance of systems hardware	No	6 years	Policy, purchase and installation of hardware for use by LA personnel	Common practice	
All records relating to system fault reporting	No	1 year from creation	Provision of first line support to users of ICT equipment and systems, from initial request to resolution	Common practice	
All records relating to the management of systems help desk support	No	1 year from creation	Provision of first line support to users of ICT equipment and systems, from initial request to resolution	Common practice	
All records relating to the maintenance and monitoring of ICT networks	No	1 year from creation	Repair and routine visits to keep hardware equipment and systems online	Common practice	
All systems manuals relating to current information systems	No	Until system decommissioned	Manuals on operation of ICT facilities - hardware and software	Common practice	

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Network accounts of staff that have left the council	No	1 year from date of departur e	This includes the email and personal drive of the staff member that has left. Account will be deactivated when they leave the council and deleted one year after that date.	Common practice	
All records relating to the creation and implementation of policy and procedures relating to information security	No	3 years from creation	Policy and procedures for maintaining the security of information held by the council including user access	Common practice	
All records relating to software licenses for information systems	No	6 years from system decommi ssioning	Research, recommendation, purchase and installation of software for use by LA employees	Common practice	
All records relating to changes made to information systems	No	6 years from system decommi ssioning	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
All records relating to the configuration of information systems	No	Until system decommi ssioned	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
All records relating to the creation of system process maps	No	Until system decommi ssioned	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
All records relating to the design and construction of information systems	No	Until system decommi ssioned	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
All records relating to the development of systems	No	Until system decommi	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	

		ssioned			
All records relating to the implementation of ICT systems	No	Until system decommissioned	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
All records relating to the disposal of information systems	No	3 years disposal	Strategic development and implementation of ICT and information management systems for use by council staff	Common practice	
7.30 Information Management					
All records relating to the management of requests for information under the Access to Information legislations.	No	3 years from request	Enforceable regulations that govern the public's right to access recorded information held by public authorities under FOIA, EIR and DPA.	Business decision	
Metadata of all information requests	No	10 years from date of request	Information required for performance reporting on requests for information	Business decision	
All records relating to Information Complaints arising from requests made under the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act	No	3 years from closure of the case	Enforceable regulations that govern an individual's right to make a complaint about a response that they have received from the council.	Business decision	
All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	No	10 years from record created	The practice of maintaining the records of an organisation from the time they are created up to their eventual disposal	Common practice	

All records relating to the management of the re-use of public sector information	No	6 years from date the licence expires	On 1 July 2005 a new European Directive came into force which allows people to apply to re-use information held by the Council. 'Re-use' means using the information for a purpose other than the purpose for which the document was originally produced. This could include a commercial purpose. The new directive does not provide access to the information itself.	Common practice	
All records relating to information and data sharing with third parties	No	3 years from date of survey	Internal advice on how data should be shared and handled across the organisation and with partners.	Common practice	
All records relating to the creation of a retention schedule	No	6 years from version superseded	Development of policies and procedures for the retention of documents or records and their disposal	Common practice	
All records relating to the publication of council accounts	No	6 years from creation	Publication of council accounts where they can be read by citizens	Local Government Finance Act 1992	
All records relating to the publication of information under the Transparency Agenda	No	3 years from creation	Councils are required to publish certain information under the Code of Transparency	Transparency Agenda	
7.31 Insurance					
All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain is not a minor at the time of the accident	No	3 years 4 months from date of report	Dealing with reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain.	Limitation Act 1980 (Section 11)	

All records relating to insurance claims made against the council including valuations	No	6 years from date claim settled	Administration of insurance policies taken out by the council to cover all risks to property or individuals both internally and public facing	Limitation Act 1980 (Section 2)	
All records relating to insurance registration and premiums	No	6 years from creation	Administration of insurance policies taken out by the council to cover all risks to property or individuals both internally and public facing	HMRC - Compliance Handbook Manual CH15400	
Employers Liability Insurance Policy	No	40 years from date policy expires	Administration of insurance policies taken out by the council to cover all risks to property or individuals both internally and public facing	Common practice	
Insurance policies taken out by the council	No	6 years from date policy expired	Administration of insurance policies taken out by the council to cover all risks to property or individuals both internally and public facing	Limitation Act 1980 (Section 2)	
All records relating to the management of indemnification for members and officers	No	6 years from creation	The council should indemnify each member and officer of the council against any claim, liability, loss and/or damage in relation to any action of, or failure to act by a member or officer when acting on behalf of the council in carrying out their duties	Limitation Act 1980 (Section 2)	
All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain where the individual is a minor at the time	No	21 years 4 months from date of birth of individual	Dealing with reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain.	Limitation Act 1980 (Section 11)	

of the accident		l			
All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain is not a minor at the time of the accident	No	3 years 4 months from date of report	Dealing with reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain.	Limitation Act 1980 (Section 11)	
All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain where the individual is a minor at the time of the accident	No	21 years 4 months from date of birth of individual	Dealing with reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain.	Limitation Act 1980 (Section 11)	
All records relating to the clearance of snow and ice from pavements in severe winter weather conditions except where an accident to a minor is concerned	No	6 years from creation	Keeping roads and pavements clear of snow and ice in severe winter weather conditions.	Limitation Act 1980 (Section 2)	
All records relating to the clearance of snow and ice from pavements in severe winter weather conditions where any accident occurs to a minor	No	21 years 4 months from date of birth of	Keeping roads and pavements clear of snow and ice in severe winter weather conditions.	Limitation Act 1980 (Section 11)	

		individual concerned			
All records relating to the management of road spillage incidents which do not involve an accident to minor	No	6 years from creation	The local authority is responsible for keeping the highway clean and free from spillages. Where spillages are of a hazardous nature the local police and fire service may also be involved in the incident and road closures may be required	Limitation Act 1980 (Section 2)	
All records relating to the management of road spillage incidents which involve an accident to a minor	No	21 years 4 months from DOB of individual	The local authority is responsible for keeping the highway clean and free from spillages. Where spillages are of a hazardous nature the local police and fire service may also be involved in the incident and road closures may be required	Limitation Act 1980 (Section 11)	
7.32 Land Charges Search					
All records relating to land charge searches	No	1 year from creation	Search of official records for information such as registerable charges, improvement grants, tree preservation orders, road schemes, planning history etc. on a plot of land.		
Land Charges Register	Yes	Permanent	Search of official records for information such as registerable charges, improvement grants, tree preservation orders, road schemes, planning history etc. on a plot of land.		
7.33 Legal Services					
All records relating to the development and implementation of byelaws and regulations	No	6 years from date byelaw expired	A local administration may create and publish laws and regulations applying to their local area which are legally binding. Such byelaws cannot be in direct contravention of any national law	Common Practice	

All records relating to copyright and intellectual property rights	No	6 years from date intellectu al property/ copyright ends	Provision of legal advice to the council in respect of service and organisational issues, including the procurement of specialist advice	Limitatio n Act 1980 (Section 2)	
Legal advice provided to departments	No	3 years from last action	Provision of legal advice to the council in respect of service and organisational issues, including the procurement of specialist advice	Common Practice	Review at the end of 3 years, where advice relates to a specific case, copy should be on relevant case file
All records relating to general common law issues	No	6 years from closure	Proceedings of any legal cases in which the authority is involved	Common Practice	
Case files relating to Criminal Injuries Compensation Authority Claims	No	85 years from DOB of claimant	Proceedings of any legal cases in which the authority is involved	Common Practice	
Case files relating to obtaining any legal order relating to a child	No	25 years from DOB	Proceedings of any legal cases in which the authority is involved	Common Practice	Or last action +7 years, whichever is the longer [This period relates to the legal file not to the child's

					personal file]
Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	No	3 years 6 months from closure	Proceedings of any legal cases in which the authority is involved	Limitation Act 1980 (Section 2)	
Foster parent records	No	10 years from approval termination	Proceedings of any legal cases in which the authority is involved	Foster Placement (Children) Regulations 1991	Review at end of 10 years [This period relates to the legal file not to the personal file]
Case files relating to judicial review	No	6 years from close of case	Proceedings of any judicial review on actions carried out by or authorised by a public sector body	Limitation Act 1980 (Section 2)	Review at end of 6 years
All records relating to the purchase or disposal of publicly owned land and property	No	6 years from disposal	Legal procedures relating to the purchase, administration or sale of any public land and property	Limitation Act 1980 (Section 2)	
Case files relating to legal proceedings against leaseholders/tenants.	No	6 years from close of case	Legal procedures relating to the purchase, administration or sale of any public land and property	Limitation Act 1980 (Section 2)	

<p>All records relating to the recovery of land</p>	<p>No</p>	<p>12 years from cease of action</p>	<p>Provision files relating to licences for assignment/under-letting/ alterations relating to</p>	<p>Limitation Act 1980 (Section 2)</p>	<p>Review at end of 12 years. The same period is prescribed for the recovery of money charged on land, e.g. by mortgage, or the proceeds of sale of land, e.g., under a trust for sale. Longer periods are provided for Crown Lands, the period being either 60 or 30 years. Claims by subjects to recover lands from the Crown are barred after the ordinary period of 12 years.</p>
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<p>The process of managing, undertaking or defending for or against litigation on behalf of the local authority</p>	<p>No</p>	<p>6 years from closure</p>	<p>Criminal case file, childcare case file, Civil case file, correspondence, procurement fraud investigations, witness statements on procurement, procurement challenges</p>	<p>Limitation Act 1980 (Section 2)</p>	<p>Review at end of 6 years</p>
<p>Legal Advice: the process of providing advice pre/during/post procurement e.g. emails, memos, statements etc.</p>	<p>No</p>	<p><u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p>	<p>Signed contract, Signed Award Report and/or Executive Award Report, and final signed waivers (approved by all relevant persons) and London Living Wage Consideration Report</p>		
<p>Process of agreeing terms between organisations Note: this does not include contractual agreements</p>	<p>No</p>	<p>6 years from termination or end of agreement</p>	<p>Third Sector Concordat, Ways of Working</p>		

7.34 Libraries, Arts and Museums					
All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area	No	6 years from end of ownership of the work of art	A local administration may commission works of art from local or other artists for display in public buildings or other art exhibitions in the area.	Limitation Act 1980 (Section 2)	
All records relating to the support and development of arts in the local community	No	6 years from creation	Support and development of arts in the local community. This is typically achieved by giving residents the opportunity to take part in arts activities and also by providing information and support to local artists, arts groups and members of the public. The local authority may run arts projects in the community and work with local artists and other groups to plan future arts activity.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the administration of the Book Start scheme	No	6 years from creation	Bookstart offers the gift of free books to all children at two key ages before they start school, to inspire a love of reading that will give children a flying start in life.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the management of Children's Libraries	No	The retention periods for the management of children's libraries is the same as	The children's library service offers books and computer learning facilities for children. The library may also provide CDs and cassettes and there will often be organised activities during school holidays.		

		all libraries			
All records relating to applications for membership and the storage of membership information	No	From date of application until membership expires	Processing of requests to join a local library including assessment of eligibility, issuing of library cards etc. Publication of information about joining a library.		
Library Catalogue	No	From date book purchased until date book ownership expires	Provision of access to a library catalogue allowing library members to search the catalogue, check availability and reserve an item.		
All records relating to the management of library collections	No	From date collection acquired and whilst the materials remain in the ownership of the library authority	Libraries have collections of local materials which are available for reference only with smaller collections available for loan.		

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All records relating to booking of access to the internet	No	1 year from creation	Libraries have collections of local materials which are available for reference only with smaller collections available for loan.		
All records relating to the development and maintenance of library stock plan	No	6 years from creation	Information about libraries and library services in the area will be provided by a local authority.		
All records relating to the maintenance of library premises	No	6 years from creation	Information about libraries and library services in the area will be provided by a local authority.	Limitatio n Act 1980 (Section 2)	
Information about customers banned from using the Library	No	From date ban applied until date ban expires	Information about libraries and library services in the area will be provided by a local authority.		
Process of applying for and arranging bookings which do not require a hire fee to be paid including booking diaries	No	1 year from creation	Information about libraries and library services in the area will be provided by a local authority.		
All records relating to the recovery of fines	No	6 years from creation	Issuing of reminders and processing of fines for borrowed items which are not returned by the due date.	HMRC - Complia nce Handboo k Manual CH1540 0	
All records relating to enquiries dealt with by library information services	No	1 year from creation	The information service can search a wide range of library materials in response to user enquiries.		

All records relating to the loan of books from library	No	From date loan commences until the date loan expires	Loans from libraries may be renewed or extended subject to availability. The library will check eligibility for renewal and advise the borrower of the revised return date.		
All records relating to the loan of books and other media by libraries	No	6 years from creation	The council provides libraries which are free to join, where members can borrow items. Books are usually loaned free of charge, typically for three weeks. Other services, such as loans of VHS cassettes, DVDs and CDs, will usually incur a small charge per week.	Limitation Act 1980 (Section 2)	
All records relating to the reservation of books at the library	No	From date of reservation until book available for loan	Library members can reserve any item which is not currently available for loan but which exists in the library catalogue, usually upon payment of a small charge. The librarian will inform the member when their ordered item is ready for collection.		
All records relating to the sale of library books	No	6 years from creation	The library service may offer books which are no longer required in the library collection for sale to the public.	HMRC - Compliance Handbook Manual CH15400	
All records relating to the management of a mobile library service	No	6 years from creation	Mobile libraries serve communities and locations that are some distance from a local library building. The facilities provided are usually similar to those of a local library but the availability of items, unless ordered in advance, may be restricted.	Limitation Act 1980 (Section 2)	
All records relating to the management of online library	No	6 years from	Public libraries in your area may subscribe to a number of online resources. All will be available in any library. Some may		

resources		creation	also available from home.		
All records relating to the creation and management of special library collections	No	From date collection acquired until authority ceases to own collection	Management of special collections which may be available on request from library users but are not generally kept on public display.		
All records relating to the management of special needs library facilities	No	7 years from creation	Libraries may provide a range of services to meet the requirements of those with special needs. These may include talking books, Braille resources, large print, home library service , accessible computers etc.	Limitation Act 1980 (Section 2)	
All records relating to the management of teenage library services	No	The same as for standard library services	Library services offer special collections of material targeted at and suitable for a teenage audience. These will usually include both fiction and non-fiction books, graphic novels, magazines, DVDs, audio books and also pamphlets and leaflets offering advice on a variety of matters including health and social issues. The service may also offer assistance with school work research and designated areas of buildings with suitable equipment such as computer access plus a variety of events specifically aimed at users in this age group		
All records relating to the sale of goods in museum and gallery shops	No	6 years from creation	Sale of prints, pictures, books etc. in galleries and arts centres run by the local authority.	HMRC - Compliance Handbook Manual CH15400	

All records relating to loans, donations and bequests made to Museums and Galleries	Yes	Permanent	Items exhibited in local museums and galleries may be provided by private individuals either on loan (usually for the duration of an exhibition), as a donation or as a bequest upon the death of the owner. The local authority makes arrangements to receive the items, ensure their safety while on display and (where on loan) their return to the owner.		
All records relating to the management and maintenance of museums and galleries	No	6 years from creation	Information and advice on museums and galleries in the local area. The galleries and museums may be owned and operated by the local authority or by other public bodies. The council may also choose to provide information on privately run museums and galleries in the local area.	Limitation Act 1980 (Section 2)	
All records relating to the provision of exhibitions in public buildings or open spaces	No	3 years from creation	Details of any exhibitions which are currently running or are planned in public buildings or open spaces such as libraries, civic offices, parks etc.		
All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area	No	6 years from creation	Maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area. In many cases this may be undertaken jointly or wholly by third party organisations. Local authorities are obliged to maintain a list of all monuments in their area, which is available for public inspection.		These records should be kept for a minimum of year records created + 6 years; some authorities may wish to keep this information permanently
7.35 Licensing					
All records relating to the registration of houses in multiple occupation	No	6 years from date registration	The landlord or person having control of or managing homes in multiple occupancy must apply to register the premises with the local authority.	Limitation Act 1980 (Section	

		on expires		2)	
All records relating to safety inspections of houses in multiple occupation	No	6 months from date of inspection	The local authority carries out safety inspection on homes in multiple occupation to ensure that it is safe, fit to live in and meet the legislative standards.	Limitation Act 1980 (Section 2)	
All records relating to the management of marriage and civil partnership venue licences	No	3 years from date licence expires	The owner or manager of any premises planning to host weddings or partnership ceremonies must hold a licence to do so. The licensed venue must be a permanent structure and the building itself must be in good repair and must have suitable fire precautions in place.	Limitation Act 1980 (Section 2)	
All records relating to the creation and management of Early morning restrictions orders	No	6 years from date order expires	An Early Morning Alcohol Restriction Order (EMRO) enables licensing authorities to restrict sales of alcohol in the whole or a part of their areas for any specified period between 12 midnight and 6 am, if they consider this appropriate for the promotion of the licensing objectives.	Limitation Act 1980 (Section 2)	
All records relating to permission granted to film/photograph publicly owned buildings	No	From date permission granted until Film/Photograph is disposed of	Prior to commencing filming in any publically owned building or location it is necessary for the film makers to obtain permission from the building or land owner.		

All records relating to permissions granted to hold events and activities on publicly owned land	No	6 years from creation	All events and activities held on publicly owned land require permission to be obtained in advance. This applies to events of all sizes, from small community initiatives and promotion days to large scale productions that attract thousands of spectators. Organisers will usually be required to submit an application and may be asked to provide insurance details, necessary permits/licences/certificates and health and safety information. Whilst permission is not needed for events which are to be held on private land it is recommended that the authorities are advised so that they can ensure adequate health and safety arrangements are in place.	Limitation Act 1980 (Section 2)	
All records relating to the administration of personal alcohol and entertainment licences	No	6 years from date licence expires	Granting of personal licences to individuals to supply, or to authorise the supply of alcohol.	Limitation Act 1980 (Section 2)	
All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment	No	6 years from date licence expires	Any premises requires a licence in order to carry out retail sale of alcohol or the provision of regulated entertainment or the provision of late night refreshment. A premises can be any location where such activities take place including a building, a moveable structure, an open space, a vehicle or vessel.	Limitation Act 1980 (Section 2)	
All records relating to the administration of licences for sports grounds	No	6 years from date licence expires	Designated sports grounds are required to obtain a licence in order to operate. The certificate contains such terms and conditions as the local authority considers necessary or expedient to secure reasonable safety at the stadium when it is in use for the specified activity or activities. The specified activities could include non-sporting activities in addition to the sporting activities which initially attract the application. In the UK designated grounds are those with a capacity of more than 10,000, or in the case of Premier or Football League ground more than 5,000. These figures can be amended by the Executive using powers in legislation.	Limitation Act 1980 (Section 2)	

All records relating to the administration of licences for stage hypnotism	No	6 years from date licence expires	"All performances which involve hypnotism must be licenced and the premises in which the performance is to be held must also be licensed for regulated entertainment.	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of permissions for street parties	No	6 years from date licence expires	Any residents wishing to organise a street party in the council area needs to request permission from the council to hold the party and, where required close the road where the party is taking place.	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of temporary event notices	No	6 years from creation	An event organiser who wishes to provide alcohol or certain types of entertainment must issue a Temporary Event Notice. The notice is issued to the local licensing authority (usually the borough, district or unitary council) and the police, either of whom can object to the Notice.	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of boarding animals licences	No	6 years from date licence expires	Anyone who carries on the business of providing accommodation for other people's cats and dogs is required to have a licence. The aim of the licensing requirements is to achieve certain standards in the management of the accommodation and to ensure precautions against disease and fire.	Limitatio n Act 1980 (Section 2)	

All records relating to the administration of dangerous animals licences	No	6 years from date licence expires	In order to keep any animal classed as a 'dangerous wild animal' a licence is required. The local authority issues licences and, in addition to powers of inspection, can also seize any animal being kept on premises which are unlicensed. Zoos, pet shops and circuses are not included under this Licence as these premises are subject to separate licensing requirements. In the UK a schedule included with the relevant legislation contains a list of the various animals classed as 'dangerous wild animals'	Limitation Act 1980 (Section 2)	
All records relating to the administration of dog breeding licences	No	6 years from date licence expires	A licence is required to keep a breeding establishment for dogs. Premises must be inspected by a local authority officer and a vet prior to issuing of the licence.	Limitation Act 1980 (Section 2)	
All records relating to the administration of licences for performing animals	No	6 years from date licence expires	It is an offence for anyone to train or exhibit a performing animal unless they are registered to do so. Legislation is designed to cover the use of animals in stage performances, at circuses, as part of exhibitions etc.	Limitation Act 1980 (Section 2)	
All records relating to the administration of pet shop licences	No	6 years from date licence expires	Regulation of the sale of pet animals from pet shops. Officers may inspect the premises to check compliance with general health and safety requirements and also the welfare of the animals prior to issuing of the licence. In the UK one of the legislative provisions is that a pet animal, as defined, cannot be sold to a person under the age of twelve.	Limitation Act 1980 (Section 2)	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21

All records relating to the notification of movement of livestock	No	3 years from creation	Whenever pigs, sheep or goats are moved from one location to another the relevant authority must be notified.	Limitation Act 1980 (Section 2)	
All records relating to the administration of riding establishment licence schemes	No	6 years from date licence expires	Stables, which hire out horses or ponies for riding or instruction must be licensed . A report is also required from a veterinary Surgeon or Practitioner.	Limitation Act 1980 (Section 2)	
All records relating to the administration of zoo licences	No	6 years from date licence expires	Zoos are required to be licensed. A 'zoo' is classed as any establishment, other than a circus or pet shop, where animals are kept for public exhibition.	Limitation Act 1980 (Section 2)	
Case files relating to section 142 licences under the Highways Act 1980	No	6 years from date licence expires	The owner of any land adjacent to a highway requires a licence from the highway authority to plant and maintain shrubs, plants or grass on such land. The licence may stipulate the location and height of any planting.		Review at end of 6 years
All records relating to the licensing of houses in multiple occupancy	No	6 years from date licence expires	Landlords of houses of multiple occupation (with more than two households or tenants) are required to be licensed by the Local Authority.	Limitation Act 1980 (Section 2)	
All records relating to the management of licences for bridges, buildings, beams and cables over or along the public highway	No	6 years from date licence expires	Anyone wishing to construct or locate bridges, buildings, beams and cables over or along the public highway must obtain the appropriate licence from their local authority in order to do so.	Limitation Act 1980 (Section 2)	

All records relating to the administration of scaffolding and hoarding licences	No	6 years from date licence expires	Any scaffold or hoarding which encroaches or projects over the highway requires a scaffold permit. These permits are only issued to the scaffolding company.	Limitation Act 1980 (Section 2)	
All records relating to the registration of acupuncturist	No	6 years from date licence expires	All persons that carry out acupuncture are required to be registered with the local authority. Officers will visit the premises to ensure they comply with the requirements of all relevant legislation.	Limitation Act 1980 (Section 2)	
All records relating to the provision of auction premises licences	No	6 years from date licence expires	Any premises used for public auctions must be registered unless the auction is a one day charity event. In this case, proof of charity status will be required. There is an application fee which must be paid at the time the application is made.	Limitation Act 1980 (Section 2)	
All records relating to the administration of caravan licence schemes	No	6 years from date licence expires	Land owners must not allow their land to be used as a caravan site unless it holds a valid site licence other than for certain exemptions such as; incidental use within the boundary of a dwelling house; sites approved by certain organisations i.e. caravan club etc.; building and engineering sites; travelling show-people sites and sites occupied by the local authority.	Limitation Act 1980 (Section 2)	
All records relating to the provision of information about Farmers' Markets	No	From publication of information. This will be a dynamic document, constantly	Farmers' markets give the opportunity to buy fresh and quality local produce. The local authority provides a list of farmers market in the area.		

		y updating			
All records relating to the administration of house to house collection licence schemes	No	6 years from date licence expires	Permission must be granted by the local authority before a house to house collection can take place. Application should be made to the local authority with sufficient notice prior to the date on which the collection is due to take place.	Limitatio n Act 1980 (Section 2)	
All records relating to the administration of market event licences	No	6 years from date licence expires	A licence is required to operate any private market, which is defined as being a market, whether covered or not, carried on by any person other than a local or public authority; at which goods are offered by more than one seller for sale by retail to the public. Events for which a licence are required include car boot sales, antique and craft fairs, agricultural shows and highland games where there are trade stalls and certain types of commercial sales. A licence may also be required to operate a stall at a market.	Limitatio n Act 1980 (Section 2)	
All records relating to the rental of market stalls	No	6 years from creation	Traders are able to rent stalls in local markets from the council subject to payment of the required fee and production of required documentation (insurance etc.). Stalls may be available for rent on the day or by a regular arrangement.	HMRC - Complia nce Handboo k Manual CH1540 0	
All records relating to the administration of massage and special treatment licences	No	6 years from date licence expires	Except where the premises is under the control of a medical practitioner a licence is required for any premises in which the following treatments are carried out - acupuncture, aromatherapy, EVR (sunbed), steam, sauna, manicure, pedicure, electrolysis, body and ear piercing, tattooing, shiatsu, reflexology, colour therapy, GS, and hydrotherapy.	Limitatio n Act 1980 (Section 2)	

All records relating to the creation and management of moveable dwelling site licences	No	6 years from date of application or issue	Anyone wishing to use land as a site for tents or other moveable dwellings (other than caravans) for more than 42 days consecutively or 60 days in total in any consecutive 12 months must have a licence to do so.	Limitation Act 1980 (Section 2)	
All records relating to the registration of business premises	No	6 years from date registration expires	Business premises are required to be registered with the local authority. Following an application an Officer will visit premises to check they meet health and safety guidelines and conform with local Byelaws. Premises will be inspected on a regular basis once registered.	Limitation Act 1980 (Section 2)	
All records relating to the registration of second hand goods licence schemes	No	6 years from date licence expires	A registration certificate, issued by the local authority, may be required by local legislation if a person sells second-hand goods.	Limitation Act 1980 (Section 2)	
All records relating to the administration of licences for sex establishments	No	6 years from date licence expires	In order to operate a sex shop or other sex establishment as defined under relevant legislation a licence is required. All applications must be advertised in the local press. In addition, where the application is in respect of a premise, a notice must be displayed outside the premises. The local authority is responsible for processing applications and issuing of licences.	Limitation Act 1980 (Section 2)	
All records relating to the administration of Street Trading licences	No	6 years from date licence expires	Consent to trade is required for all street trading activities such as hot food vehicles, ice cream vans and flower stalls. Food business may be subject to inspection and permission to site a mobile stall will be required from the relevant authority and from the landowner.	Limitation Act 1980 (Section 2)	

All records relating to the registration of Sunday trading notification	No	3 years from date registration expires	Restrictions may exist on shop opening times on Sundays. Shops which wish to open are required to notify the local authority of their Sunday opening hours. In the UK restrictions are confined to large shops (defined as those having an internal sales area of over 280m ²). These shops must be registered with the council for trading on a Sunday, and specify the six hours of trading on a Sunday which must be between the hours of 10.00 to 18.00. Smaller shops may trade freely on a Sunday.		
All records relating to the registration of tattooist, piercing and electrolysis	No	6 years from date licence expires	"All persons that carry out tattooing, ear piercing and electrolysis must be registered with the local authority. In Scotland legislation came into force on 1 April 2006, which requires all skin piercing activities to be licensed. Skin piercing activities includes any of the following:- acupuncture; cosmetic body piercing; electrolysis and tattooing."@en	Limitation Act 1980 (Section 2)	
All records relating to the administration of street cafe licence scheme	No	6 years from date licence expires	Permission is required from the local authority to place furniture on pavements - other legislation may apply depending on the premises.	Limitation Act 1980 (Section 2)	
All records relating to the administration of Club Gaming Permits	No	6 years from date licence expires	Club gaming permits may be granted to members' clubs and miners' welfare institutes (but not commercial clubs), to authorise the use of up to 3 category B3A, B4, C or D gaming machines (3 machines in total), as well as equal chance gaming and games of chance as prescribed in the regulations.	Limitation Act 1980 (Section 2)	
All records relating to the administration of Club Machine Permits	No	6 years from date licence expires	Licences, permits and permissions - Gambling and lottery	Limitation Act 1980 (Section 2)	

All records relating to the administration of Family Entertainment Centre Gaming Machine Permits	No	6 years from date licence expires	Family entertainment centre gaming machine permits allow operators of family-oriented premises to make a number of low-value gaming machines available for use. Applications for permits can be made by persons who occupy (or propose to occupy) the premises to which the application relates, and who intend to use the premises as a family entertainment centre. All applicants must be 18 years of age or older.	Limitation Act 1980 (Section 2)	
All records relating to the administration of licences for gambling premises licence	No	6 years from date licence expires	Licences for any premises where gambling takes place. Issuing of the licences is the responsibility of the local authority.	Limitation Act 1980 (Section 2)	
All records relating to the administration of Gambling Premises Temporary Use Notices	No	6 years from date licence expires	Temporary use notices (TUN) allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. A temporary use notice must be lodged with the licensing authority not less than 3 months and 1 day before the day on which the gambling event will begin.	Limitation Act 1980 (Section 2)	
All records relating to the administration of Licensed Premises Gaming Machine Permits	No	6 years from date licence expires	These apply to premises with a Licensing Act 2003 on-premises alcohol licence where alcohol can be sold without food. There is no limit on the number of machines, but applicants must specify the number they are applying for. Two machines or less: Automatic entitlement to for up to 2 category C or D machines without requiring a permit. A Notification Form must be completed. Three or more machines: An alcohol licensed premises gaming machine permit must be applied for. However, an application may not be made if a premises licence, issued under the Gambling Act, is already in effect at the premises.	Limitation Act 1980 (Section 2)	
All records relating to the administration of lottery licences	No	6 years from date licence	A licence is required to conduct small lotteries, raffles etc. by societies raising money for charity, sports and other similar purposes, for non-personal or non-commercial reasons.	Limitation Act 1980 (Section	

		expires		2)	
All records relating to the administration of Prize Gaming Permits	No	6 years from date licence expires	Prize gaming is a form of gambling in which neither the nature nor the size of the prize is determined by the number of persons playing nor the amount paid for or raised by the gaming. The prize can be a cash or non-cash prize. The permit will have effect for 10 years and there is no annual fee. The following premises are authorised by the Act to offer prize gaming, subject to certain conditions, and do not require a separate Prize Gaming Permit: Holders of Adult Gaming Centre Premises Licences / Holders of Family Entertainment Centre Gaming Machine Permits / Travelling Fairs / Bingo Halls. Prize gaming permits do not permit the provision of gaming machines and holders of premises licences under the Act and holders of club gaming permits may not apply for prize gaming permits.	Limitation Act 1980 (Section 2)	
All records relating to the administration of explosive licences schemes	No	6 years from date licence expires	All traders who intend to store mixed explosives must be registered on an annual basis. This includes car dealers/garages who deal with air bags.	Limitation Act 1980 (Section 2)	
All records relating to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code	No	3 years from creation	A local authority provides guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code.		It is expected that these will be dynamic documents constantly changing otherwise year records created + 3

					years
All records relating to the administration of fireworks licences	No	6 years from date licence expires	A licence is required to hold or sell fireworks in any premises. The local authority (often jointly with local fire services) inspect premises to ensure that safety conditions are met prior to issuing a licence.	Limitation Act 1980 (Section 2)	
All records relating to the delivery and storage of fuel	Yes	Permanent	The local authority is responsible for ensuring safety at sites where petrol is delivered, stored and dispensed.		
All records relating to the administration of petroleum storage licence schemes	Yes	Permanent	All records relating to the administration of petroleum storage licence schemes		
All records relating to the registration of poisons licence	No	6 years from date licence/registration expires	Registration of persons entitled to sell poisons included in part II of the poisons list. In order that a business is able to supply these types of products then it must be registered with the local authority and retained on that authorities list of persons entitled to sell poisons.	Limitation Act 1980 (Section 2)	
All records relating to the allocation of child performance licences	No	25 years from date of birth of the child	A licence is required for school age children to perform in the theatre or on television. Before granting a licence the Education Authority will liaise with the Head teacher of the child's school to ensure that the child's education will not suffer should that licence be granted.	Limitation Act 1980 (Section 2)	
All records relating to the management of highway projection licence schemes	No	6 years from date licence expires	The local authority is responsible for processing applications for licences are required for any display or temporary construction which may protrude or project over a public highway.	Limitation Act 1980 (Section 2)	

All records relating to the management of street works licencing schemes	No	6 years from date licence expires	Any person or organisation (other than anyone acting under a statutory right) who wishes to place, retain and thereafter inspect, maintain, adjust, repair, alter or renew apparatus, or change its position or remove it from the highway must have a licence to do so.	Limitation Act 1980 (Section 2)	
All records relating to the administration of licences for weighbridge operator's licence	No	6 years from date licence expires	Trading Standards Officers test the competence of Public Weighbridge Operators and issue a certificate before public weighings can be carried out. Records are kept of all public weighbridges and the locations of the nearest public weighbridges are given on request.	Limitation Act 1980 (Section 2)	
All records relating to the management of workplace levy licences	No	6 years from date licence expires	Employers that provide workplace parking places may be required to get a workplace parking levy licence and, where applicable, pay a charge, as part of the workplace parking levy (WPL) congestion charging scheme.	Limitation Act 1980 (Section 2)	
All records relating to the registration of scrap metal sites	No	6 years from date licence expires	"Any business which deals in scrap metal must be registered with their local authority in order to operate. In Scotland metal dealers require a licence for any premises which would be used for dealing in or processing	Limitation Act 1980 (Section 2)	
All records relating to the management of skip operator licence schemes	No	6 years from date licence expires	A person wishing to place a skip on the highway must obtain a licence from the local authority.	Limitation Act 1980 (Section 2)	
All records relating to the management of skip permit of schemes	No	6 years from creation	If you propose to occupy or open part of a road (i.e. carriageway, footway, footpath or cycle path etc.), there is a requirement to obtain permission from the local Roads Authority. This is done by applying for the relevant permit.	Limitation Act 1980 (Section 2)	
All records relating to the administration of music rooms and recording studios	No	6 years from creation	Provision of facilities such as music rooms and recording studios which can be used by local young people for practice in performing and in creating recorded material.	Limitation Act 1980 (Section	6 years is a minimum recommendation

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				2)	
All records relating to the provision of information on local fishing areas, seasons and how to obtain permission to fish	No	1 year from creation	Provision of information on local fishing areas, seasons and how to obtain permission to fish		It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year
All records relating to the provision and management of zoos, farms, wildlife parks or 'pets corners' open to the public	No	6 years from creation	Zoos, farms, wildlife parks or 'pets' corners' open to the public	Limitation Act 1980 (Section 2)	
All records relating to the registration of cooling towers	No	6 years from date registration expires	All premises where cooling towers and evaporative condensers are situated must register with the local authority.	Limitation Act 1980 (Section 2)	

All records relating to the administration of voluntary sector transport licences	No	6 years from date licence expires	Minibus Permits can be issued to organisations concerned with religion, education, recreation, social welfare and other activities of benefit to the community. Permits can allow the use of a minibus with between 9 and 16 passenger seats for hire and reward, In the UK these permits - also known as Section 19 permits - can be issued without the need for the operator to hold a Public Service Vehicle (PSV) Operator's Licence	Limitation Act 1980 (Section 2)	
All records relating to the administration of Children's Certificate scheme	No	3 years from date licence expires	Children under 14 are not allowed in bars in public houses or hotels unless a Children's Certificate has been granted. This allows them to sit at a table and have a meal at any time between 11am and 8pm in the area approved by the Licensing Board.		
All records relating to safety at sports grounds records	No	3 years from creation	A safety certificate is required in respect of the use, at a sports ground, which is not a designated sports ground, (i.e. stadiums with a capacity of more than 10,000, or in the case of a Premier or Football League ground, more than 5,000), of each stand which provides covered accommodation for 500 or more spectators to view activities at the ground. Such a stand is referred to as a 'regulated stand'.		
All records relating to the administration of street licence collection schemes	No	6 years from date licence expires	Permission must be granted by the local authority before a street collection can take place. Application should be made to the local authority with sufficient notice prior to the date on which the collection is due to take place. This requirement applies to all organisations that collect from a street or a public highway.	Limitation Act 1980 (Section 2)	

All records relating to the approval and registration of food businesses	No	6 years from date licence expires	Food businesses must be registered with the local authority for a designated time period prior to commencement of business. Failure to register is an automatic offence. In the UK butcher shops and premises selling raw and cooked meats are subject to separate legislation.	Limitation Act 1980 (Section 2)	
All records relating to the administration of late night catering licences	No	6 years from date licence expires	A late night refreshment house Licence is required when a building (that does not have a justices licence in force) is kept open for public refreshment between 10 o'clock at night and 5 o'clock the following morning. Applications may be considered jointly by the local authority, police and fire authorities.	Limitation Act 1980 (Section 2)	
All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in October 2013)	No	6 years from date registration expires	Any person who carries on a business that involves the recovery of salvageable parts from motor vehicles and the subsequent sale or disposal for scrap of the remainder of the vehicle, or the purchase of 'written off' vehicles for repair or resale, or other related activities needs to register with their local authority. In Scotland the Road Safety Bill currently being considered by the Scottish Parliament may legislate in this area.	Limitation Act 1980 (Section 2)	
7.36 Parking					
All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers	No	6 years from creation	Designated parking bay areas may be provided for registered disabled drivers (i.e. blue badge holders). These may be on-street parking bays outside the residents home where parking difficulties are experienced or marked bays within residential car parks.	Limitation Act 1980 (Section 2)	
All records relating to the management of parking permits for disabled people	No	6 months from date of application	Blue parking badges allow cars carrying people who are registered blind or people who have severe walking difficulties to be parked near shops, stations and other facilities. Blue Badges can only be issued to people who meet the eligibility criteria, not to relatives or carers. They can be used in any car the badge holder is driving or is a passenger in.		

All records relating to the provision of parking areas for heavy goods vehicles	No	6 years from creation	Provision of parking areas for heavy goods vehicles which may be used to park, to transfer goods and if facilities available temporary storage of goods whilst being transferred.	Limitatio n Act 1980 (Section 2)	
All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone	No	6 years from date permit expires	Issuing of parking permits to residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone. Businesses operating within a controlled zone area may also qualify for permits.	Limitatio n Act 1980 (Section 2)	
All records relating to the creation, implementation and monitoring of controlled parking schemes	No	6 years from creation	A controlled parking scheme in a street or area where parking is organised in order to help residents park their vehicles.	Limitatio n Act 1980 (Section 2)	
All records relating to the monitoring of pavement parking	No	6 years from date of enforce ment action	Pavements are constructed and provided for pedestrian use. The local authority has a responsibility to keep the roads and footpaths safe to use.	Limitatio n Act 1980 (Section 2)	
All records relating to the monitoring of car parks owned and operated by private companies	No	6 years from creation	Car parks within a local authority geographic area which are owned and operated by private companies. The local authority ensures that they operate in accordance with authority parking policies.	Limitatio n Act 1980 (Section 2)	
All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area	No	6 years from creation	Enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area. The council may issue illegally parked vehicles with a ticket and impose fines.	Limitatio n Act 1980 (Section 2)	

All records relating to the enforcement of powers to deal with idling vehicles	No	6 years from enforce ment action	A local authority may enforce powers to deal with idling vehicles. If you idle your vehicle unnecessarily while stopped you could be faced with a fixed penalty ticket	Limitatio n Act 1980 (Section 2)	
All records relating to the use of vehicle clamps to immobilise illegally parked vehicles.	No	6 years from creation	Use of vehicle clamps to immobilise illegally parked vehicles. If such a vehicle is taking up much needed space the local authority will organise the removal of the vehicle.	Limitatio n Act 1980 (Section 2)	
All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	No	6 years from creation	The local authority is responsible for determining parking regulations (residents and visitor parking) on council property and for enforcement of those regulations.	Limitatio n Act 1980 (Section 2)	
7.37 Parks and Open Spaces					
All records relating to the management of common land	Yes	Permane nt	The local authority is responsible for maintaining a register of common land and village greens within its boundaries	Common Practice	
Register of Common Land	Yes	Permane nt	The local authority is responsible for maintaining a register of common land and village greens within its boundaries	Common Practice	
All records relating to the cutting of grass on public land	No	6 years from creation	Cutting of grass on public land within the borough	Limitatio n Act 1980 (Section 2)	
All records relating to the provision and management of permanent or transit sites for use by travellers within the area including dealing with unauthorised use of land by	No	6 months from creation	Provision and management of permanent or transit sites for use by travellers within the area. Also dealing with unauthorised use of land by traveller communities	Limitatio n Act 1980 (Section 2)	

traveller communities					
All records relating to the provision and maintenance of outdoor play facilities	No	7 years from closure of play facility	The local authority is responsible for managing play facilities such as playgrounds, outdoor and indoor play areas catering for age groups ranging from four years to twelve years	Limitation Act 1980 (Section 2)	
All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	No	6 years from creation	Design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	Limitation Act 1980 (Section 2)	
All records relating to the allocation and management of allotments	No	6 years from date the rental of the allotment expires	Plots of land for use to grow vegetables, fruit and flowers available for rent by local citizens. Water supplies, sheds/storage and skips are usually provided on allotment sites, car parking may also be available. The authority will determine the regulations concerning the use of allotments and is responsible for ensuring adequate security (fences etc.) is provided.	Limitation Act 1980 (Section 2)	
All records relating to the maintenance of grass verges adjacent to roads within the public highway	No	6 years from creation	The majority of grass verges adjacent to roads are within the public highway. The local authority is required to keep these safe and unobstructed.	Limitation Act 1980 (Section 2)	
7.38 Planning and Development					
All records relating to consents granted for cellars, pavement lights and ventilators under street	No	6 years from date licence expires	In order to make an opening in the footway for a cellar, pavement lights or ventilation consent to do so must have been previously obtained from the local authority.	Limitation Act 1980 (Section 2)	

All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Yes	Permanent	Planning permission is required for certain types of advertisements and advertisements in specified areas. Copies of a Direction made under the relevant legislation must be kept open to inspection.		
All records relating to the management of the planning applications system	Yes	Permanent	A person proposing to alter, extend, build or change the use of premises must apply for planning permission for development from the local authority. Planning permission for businesses is usually granted in line with the development plan for the area which will include policies relating to commercial and industrial development. In the UK this is done by filling in the Standard Planning Application Form (1APP) and meeting all of the Planning Application Requirements (PAR).		
All records relating to the creation and implementation of the Community Infrastructure Levy	Yes	Permanent	The Community Infrastructure Levy (CIL) is a planning charge that Local Authorities and the Mayor of London can set on new development to help pay for community infrastructure.		
All records relating to the management of dangerous structures and demolition controls and enforcements	No	6 years from creation	The local authority has a responsibility to deal with buildings which have become dangerous due to old age, deterioration or settlement, or by more dramatic causes. This includes procurement of construction work and consultants. Local authorities control demolition in the interests of safety and to ensure that any disturbance and/or inconvenience to the public and occupiers/owners of adjacent properties is kept to a minimum. Anyone wishing to demolish a building or part of a building, is required to notify the local authority which will then normally issue a demolition notice specifying steps to be taken during the demolition works to ensure public safety.	Limitation Act 1980 (Section 2)	
All records relating to the review and assessment of housing conditions in the area to help determine which	No	6 years from date of assessment	The local authority will continually review and assess housing conditions in the area to help determine which properties are unfit for occupancy or are abandoned.	Limitation Act 1980 (Section	

properties are unfit for occupancy or are abandoned		ent		2)	
All records relating to the monitoring and management of derelict properties	No	6 years from date of any action taken about derelict property + 6 years	Ensuring that long-term empty properties are secure and do not pose any risk to the public. In some circumstances the council may compulsorily purchase such properties for renovation or demolition.	Limitation Act 1980 (Section 2)	LGA website states 'Retain from date of any action taken about derelict property + 6 years for 6 years.'
All records relating to the enforcement of development control	No	6 years from date of the resolution of any enforcement action	As part of development control enforcement the Council deals with breaches of planning control and investigates complaints about unauthorised development.	Limitation Act 1980 (Section 2)	6 years is a minimum recommendation, cases should be reviewed at end of 6 years
All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	No	6 years from creation	Development Control is responsible for the determination and monitoring of planning applications, and other associated applications (listed building consent, advertisement consent etc) submitted to the Council under planning legislation	Limitation Act 1980 (Section 2)	6 years is a minimum recommendation

All records relating to the construction of vehicle crossovers at the request of residents	No	6 years from date of completi on of crossove r	The council may construct vehicle crossovers at the request of residents. Provision of crossovers may also include access protection markings which are white 'H' shaped lines painted on a road, in front of accesses to highlight dropped kerbs to other road users. There may be a charge payable for this service and in some locations, such as on major highways, planning permission may be required.	Limitatio n Act 1980 (Section 2)	
All records relating to the creation and implementation of Certificates of Lawful Use or Development	Yes	Perman ent	A Certificates of Lawful Use or Development for existing use (CLEUD) can be issued to establish that an existing use of land, or some operational development, or some activity in breach of a planning condition, is lawful. An application for a CLEUD may be made in response to planning enforcement action or to confirm that the property cannot be subject to enforcement action in the future.		
All records relating to the creation and management of Local Development Orders	Yes	Perman ent	Local Development Orders (LDOs) are used to simplify the planning process by allowing certain developments to take place without the need for a planning application to be made. This provides an incentive for developers to proceed without the time and cost implications of having to submit a planning application.		
All records relating to the creation and implementation of Neighbourhood Development Orders	Yes	Perman ent	A Neighbourhood Development Order can enable the community to grant planning permission for new buildings they want to see go ahead and allow new homes and offices to be built without developers having to apply for separate planning permission.		
All records relating to planning area searches	No	1 year from creation	Area searches provide a check of the neighbourhood surrounding a property to find out what planning applications have been approved or refused. It provides current and historic planning application information for a specified area around a chosen property.		

All records relating to the management of public enquiries related to planning issues	Yes	Permanent	The involvement of the public in the planning process. When planning applications are submitted there is a comprehensive system in place which ensures that proposals are publicised in order to invite comments from the local community. Where a development may be controversial a public enquiry may be held.		
All records relating to the planning consultation process	No	15 years from creation	The involvement of the public in the planning process. When planning applications are submitted there is a comprehensive system in place which ensures that proposals are publicised in order to invite comments from the local community. Where a development may be controversial a public enquiry may be held.		
All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	Yes	Permanent	A Planning Obligation (also known as 'Section 106') is a legally binding agreement made between the developer and the Council which is drafted where necessary to make an application acceptable in planning terms.		
All records relating to the creation of property enquiry certificates	No	6 years from date of search	When a property is being sold a solicitor will carry out conveyancing duties which normally include a property search. The local authority can carry out these searches and provide a Property Enquiry Certificate detailing issues relating to Planning, Building Control, Environmental Health, Housing, Roads, etc.		
All records relating to the management of the planning applications system	Yes	Permanent	If a resident is thinking of making alterations to their house/flat they will need to consult the planning section to see if they require planning permission. Applicants will need planning permission if the applicant's property is a listed building, if the applicant is planning to alter or extend their home, if there is a change of use (working from home) and no longer a main home or if the applicant is interested in putting up a new home. In the UK, if planning permission is required, the resident must fill in the Standard Planning Application Form (1APP) and meet all of the Planning Application Requirements (PAR).		

All records relating to the creation and implementation of land use proposals	No	6 years from date proposal s superse ded	The local authority decides on the use to which local land can be put in accordance with their economic, planning and environmental strategies. Any proposals for change in use of land have to be approved by the local planning department.		
All records relating to listed buildings	Yes	Perman ent	A 'listed building' is a building, object or structure that has been judged to be of national historical or architectural interest. The council are responsible for considering applications to demolish a listed building or for any alteration or extension which would affect its character as a building of architectural or historic interest		
All records relating to the creation and implementation of a Local Development Framework	No	6 years from date framewo rk expires	The Local Development Framework provides the planning framework for the consideration of planning applications within a local authority area.	Limitatio n Act 1980 (Section 2)	
All records relating to the creation, implementation and management of the local plan	No	6 years from date plan expires	The local authority prepares local plans to address conservation and development issues and set out policies on these matters. Local plans provide the basis for making decisions on planning applications.		
All records relating to the creation, implementation and monitoring of the Minerals Local Plan	No	6 years from date plan expires	Every local authority in the country has a legal duty to publish a minerals local plan. The plan should provide detailed development control policies relating to minerals working and the treatment and disposal of waste.		
All records relating to the development and implementation of neighbourhood development plans	Yes	Perman ent	Neighbourhood development plans are used by parish councils to establish planning policies for the development and use of land in their area. These can be either general policies or site specific ones.		

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All records relating to the creation and publication of formal planning decision notices	Yes	Perman ent	The local authority is required to issue a formal decision notice on all planning applications. Notices should clearly state whether planning permission is granted or refused and should also provide the applicant with information on how to appeal any decision.		
All records relating to the registration of publicly owned land and property	No	From date land acquired until public ownership of the land ceases	Information about all publicly owned land and property which may be published or can be made available to the public on request.		
All records relating to the creation and implementation of statutory development plans	No	6 years from date plan superseded	Development plans focus on land use development and protection set within the context of wider social, economic and environmental trends and considerations.		

All records relating to the naming and numbering of streets	Yes	Permanent	Legislation empowers the council to allocate statutory addresses. The council may, in relation to any street or road to which the public have access: (a) give such name to it as they think fit; (b) after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name; (c) affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose; (d) give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises. Once statutory addresses have been allocated, postal services are notified for allocation of postcodes and emergency and other services are notified.		
All records relating to the zoning process	No	6 years from creation	Aiding urban regeneration by de-regulating the planning process in specific areas. In designated areas a collective scheme grants planning permission for the types of development it specifies within the zone without the need for any individual planning permission. In the UK certain areas are designated as Simplified Planning Zones (SPZs) in which specified development is permitted.		
All records relating to the provision and management of affordable housing	No	6 years from end of tenancy	Housing provided at below market prices and allocated on the basis of need to people who live or work in the area or need to move to the local area to receive/provide support and who are unable to afford to purchase or rent houses generally available on the open market without financial assistance	Limitation Act 1980 (Section 2)	
All council policies and procedures	No	3 years from date	All records relating to the creation, implementation and monitoring of policies and procedures	Common practice	

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		superse ded			
All records relating to strategies created by the council.	No	6 years from date of expiry	Production of a corporate or local business plan which defines the overall framework within which the organisation works to achieve the corporate or local objectives	Common practice	
All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	No	5 years from creation	Collection and publish a range of performance indicators reflecting the services the authority provides. The indicators may be verified by an external auditor	Common Practice	5 years is the minimum recommenda tion
All records relating to the administration of building materials licences	No	6 years from date licence expires	A licence is required for placing building materials on any part of a highway. Licences are only issued in exceptional circumstances for any duration up to a month. The applicant can extend this before the granted licence expires.	Limitatio n Act 1980 (Section 2)	
All records relating to the monitoring of building and landscape design	No	From date develop ment planned until the develop ment ceases to exist	Ensuring that new development meets local criteria in respect of land use, practicality (drainage, parking, access etc.) and environmental considerations.		

7.39 Pollution Control					
All records relating to the inspection and monitoring of air handling units	No	3 years from date of inspection	Ventilation and air-conditioning systems which are poorly installed or maintained may be a health risk to the public. The local authority can provide advice and guidance on all aspects of installation and can require that detailed plans are submitted for inspection prior to installation of new units. This particularly applies to catering establishments	Common Practice	
All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants	Yes	Permanent	Each council has responsibility for measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants such as lead, nitrogen dioxide, benzene etc. The local authority is also required to keep a copy of any orders made under relevant legislation	Common Practice	
All records relating to enforcement of compliance with the Clean Air Act	No	6 years from enforcement	The local authority is responsible for ensuring compliance with regulations such as those which control smoke emissions and the height of chimneys and those relating to the content and composition of motor fuels	Limitation Act 1980 (Section 2)	
All records to the monitoring of construction site pollution	No	6 years from creation	Advice and information for developers and for the local community on risks of pollution from construction work. The local authority will monitor construction work to minimise pollution caused by noise, dust and other nuisance	Limitation Act 1980 (Section 2)	
All records relating to the maintenance of a register of contaminated land	Yes	Permanent	Maintenance of a register of contaminated land which is available for public inspection	Common Practice	

All records relating to the monitoring of hazardous substances	No	40 years from date of monitoring	Legislation may exist to control exposure to all substances hazardous to health arising from work activities. The local authority usually has responsibility for ensuring that these regulations are adhered to by catering establishments, offices and shops. In the UK the health and safety Executive (HSE) is generally responsible for manufacturing premises	Common Practice	40 years is the minimum period recommended
All records dealing with reports of incidents of light pollution	No	6 years from enforcement or from date occupier vacates property	Dealing with reports of incidents of light pollution - both statutory and non-statutory	Limitation Act 1980 (Section 2)	
All records relating to the administration of complaints about noise pollution	No	6 years from end of investigation or from date occupier vacates property	Complaints about excessive noise are investigated by the local authority who can take action if the noise - both statutory and non-statutory	Limitation Act 1980 (Section 2)	
All records relating to the monitoring and enforcement of justified complaint emissions of smoke, fumes or gases, dust, steam	No	6 years from end of investigation or from date occupier vacates	In the event of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam and smell is justified, a penalty notice will be served upon the person responsible by the local authority	Limitation Act 1980 (Section 2)	

		property			
All records relating to the monitoring of smoke control records	No	6 years from enforcement action	Local authorities may declare the whole or part of the district of the authority to be a Smoke Control Area. It is an offence to emit smoke from a chimney of a building, (commercial or residential), from a furnace or from any fixed boiler if located in a designated smoke control area. It is also an offence to acquire an 'unauthorised fuel' for use within a Smoke Control Area unless it is used in an 'exempt' appliance ('exempted' from the controls which generally apply in the smoke control area).	Limitation Act 1980 (Section 2)	
All records relating to the administration of permits for pollution control	No	6 years from date permit expires	A permit is required by any business which could cause pollution or is involved in waste management. Permits for Part A(2) and Part B processes are issued by the local authority	Limitation Act 1980 (Section 2)	
All records relating to the regulation of petrol vapour recovery	Yes	Permanent	Anyone wishing to operate an installation for the unloading of petrol into stationary storage tanks at a service station is required to apply for a permit.		
All records relating to the regulation of dry cleaning premises where contamination of land is involved	Yes	Permanent	Any dry cleaning installations using solvents are required to have a permit. Any installation being brought into operation for the first time must apply for, and be granted, a permit prior to starting operation.		
All records relating to the regulation of dry cleaning premises where contamination of land is not involved	No	6 years from date of any enforcement action	Any dry cleaning installations using solvents are required to have a permit. Any installation being brought into operation for the first time must apply for, and be granted, a permit prior to starting operation.	Limitation Act 1980 (Section 2)	

All records relating to the regulation of solvent emissions where contamination of land is involved	Yes	Perman ent	Any dry cleaning installations using solvents are required to have a permit. Any installation being brought into operation for the first time must apply for, and be granted, a permit prior to starting operation.		
All records relating to the regulation of solvent emissions where contamination of land is not involved	No	6 years from date of enforce ment action	Any dry cleaning installations using solvents are required to have a permit. Any installation being brought into operation for the first time must apply for, and be granted, a permit prior to starting operation.	Limitatio n Act 1980 (Section 2)	
7.40 Procurement					
All records relating to the creation of a list of approved suppliers and contractors	No	6 years from date list expires	An approved list of suppliers and or contractors is maintained and is amended as required from time to time by the local authority. Local businesses may apply to be placed on the list of approved suppliers for work to be carried out for or on behalf of the council	Common practice	
Procurement Advice: the process of providing advice pre/during/post procurement e.g. emails, memos, statements etc.	No	2 years after contract expired, terminat ed, or not proceed ed with			
The process of calling for expressions of interest and/or pre-tender documents	No	2 years after contract expired, terminat ed, or not	Market research information, provider event pre-procurement information, spend analysis for the procurement, advert/Contract Notice, expressions of interest, pre-qualification questionnaires including evaluations and notification letters, framework agreement call-off invitations, risk opportunity assessment, equalities/resident impact assessment, environment impact assessment, financial appraisals/checks		

		proceed ed with	etc.		
The process involved in the issuing and return of a tender	No	2 years after contract expired, terminat ed, or not proceed ed with	Opening notice, TUPE information (sanitise for any Data Protection issues e.g. banked details and destroy these immediately). Con1 form, Section 20 information (through Home Ownership), compliance checks Tender envelope/label (in a business continuity situation for non-electronic tendering)	Common practice	
Unsuccessful tender documents	No	2 years after contract expired, terminat ed, or not proceed ed with	Tender documents including evaluation and comments with unsuccessful letter Quotations	Common practice	
The process of negotiation of a contract after a preferred tender is selected	No	2 years after contract expired, terminat ed, or not proceed ed with	Tender specification, Business Case including Pre-Tender Considerations, Consultancy Business Case, Executive Procurement Strategy Note: for project files containing drafts leading to the final version these records can be destroyed	Business decision	

Successful tender document	No	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Evaluation criteria and successful bidders' tender/quotation including their tender documents/successful letter	Statutory	Required documents will be bound to the signed copy.
The process of awarding the contract	No	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy	Signed contract, Signed Award Report and/or Executive Award Report, and final signed waivers (approved by all relevant persons) and London Living Wage Consideration Report	Statutory	

		12 years after the terms of contract have expired			
Management and amendment of contract	No	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Minutes and papers of meetings, Changes to requirements, Variation forms, Extension of contract, Complaints, Disputes on payment	Statutory	
7.41 Project Management					
All records relating to the management of projects where there is a small (or no) budget involved	No	6 years from last action on project	Details of how projects are organised, skilled, prioritised and funded within a council	Limitation Act 1980 (Section 2)	

All records relating to the management of projects which end with a contract under seal	No	12 years from last action on project	Details of how projects are organised, skilled, prioritised and funded within a council	Limitation Act 1980 (Section 2)	
All records relating to the management of projects which end with a contract under signature	No	6 years from last action on project	Details of how projects are organised, skilled, prioritised and funded within a council	Limitation Act 1980 (Section 2)	
All records relating to the management of regeneration projects	No	12 years from last action	The purpose of regeneration is to improve the social, economic, physical and environmental wellbeing of our local communities. Regeneration programmes are groups of projects, which work together to make this happen. Examples of these might be a programme to help new businesses get started across the council area or programme to reduce crime in particular communities	Limitation Act 1980 (Section 2)	
7.42 Public Health					
All records relating to the creation and development of an Autism Strategy	No	3 years from date strategy superseded	Development and publication of a strategy which sets out the vision, aims, objectives and plans of both health and social care for adults aged 18+ years who have or are seeking a diagnosis of autism.		
All records relating to the provision of advice and information on health issues of concern to individuals and the community.	No	6 years from creation	Advice and information on health issues of concern to individuals and the community. Providing advice on how to live active and healthy lives for all members of the community. The local authority may work with other agencies (health services) and organisations to provide this service.	Limitation Act 1980 (Section 2)	

All records relating to the creation, implementation and management of health and wellbeing strategies	No	3 years from date strategy superseded	Established and hosted by local authorities, health and wellbeing boards bring together the NHS, public health, adult social care and children's services, including elected representatives and Local Healthwatch, to plan and form a strategy of how best to meet the needs of their local population and tackle local inequalities in health.		
All records relating to support provided to adults with HIV where the client is deceased	No	6 years from date deceased	This service provides a confidential service, counselling and emotional support, financial advice and practical advice to people diagnosed with HIV.	Limitation Act 1980 (Section 2)	
All records relating to support provided to adults with HIV where the client is living	No	6 years from last contact	This service provides a confidential service, counselling and emotional support, financial advice and practical advice to people diagnosed with HIV.	Limitation Act 1980 (Section 2)	
All records relating to the investigation into infectious diseases	No	6 years from creation	Investigation of notifications of infectious diseases such as food poisoning received from GPs, the public, businesses and other local authorities.	Limitation Act 1980 (Section 2)	
All records relating to the enforcement of public health and housing regulations.	No	6 years from date of enforcement action	Providing advice and information to the public on all aspects of public health relating to housing. Enforcement of public health and housing regulations.	Limitation Act 1980 (Section 2)	
All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.	No	1 year from creation	Providing advice and information to the public on all aspects of public health relating to housing. Enforcement of public health and housing regulations.		It is expected that this will be a dynamic list which is constantly

					updating, if not Year records created + 1 year
All records relating to the provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak.	No	1 year from creation	Provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak.		It is anticipated that these will be a dynamic source of information which changes if not then year records created + 1 year
All records relating to the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors.	No	6 years from date of last contact	Provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors. The council will most probably work closely with voluntary and statutory agencies, so that the services they provide are complementary to those already available.	Limitation Act 1980 (Section 2)	
All records relating to the enforcement of public health and housing regulations.	No	6 years from date of enforcement action	Providing advice and information to the public on all aspects of public health relating to housing. Enforcement of public health and housing regulations.	Limitation Act 1980 (Section 2)	

7.43 Registrars					
All records relating to searches of the records in a Registrars Office for details of births, deaths or marriages usually for copy certificates	No	6 years from creation	Searches of the records in a Registrars Office for details of births, deaths or marriages usually for copy certificates. Copy certificates can only be obtained from the district in which the birth, death or marriage was first registered. The minimum information needed to find an entry is the name of the person, place and date of birth, death or marriage	Common Practice	
All records relating to the re-registration of a birth	Yes	Permanent	Re-registration of a birth may be required if there is a need to change the details of the original registration because of a change of circumstances. Corrections may be necessary if a mistake was made on the original registration. Both are carried out by the Register Office	Births and Deaths Registration Act 1953 section 7	
Cerrificates of registration of births and still-births	No	2 years from issue	Registration of a birth. Every birth in England or Wales must be registered in the district in which it takes place within 42 days of the date of birth	Births and Deaths Registration Act 1953	Note: may be required to retain for longer if not subject to scrutiny during stock audit by GRO

Register of Births, deaths, marriages and civil partnerships	Yes	Permanent	Registration of a birth. Every birth in England or Wales must be registered in the district in which it takes place within 42 days of the date of birth In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar. Registration of a marriage or civil partnership. Registration takes place as part of the ceremony with partners signing the marriage register or civil partnership document	Common Practice	
Register General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	No	2 years following creation	Registration of a birth or death more than 12 months after the birth	Births and Deaths Registration Act 1953 section 7	
Requisitions for certificates of birth and death issued under certain acts of parliament for the purpose of those Acts	No	2 years from date of requisition	Every birth in England or Wales must be registered in the district in which it takes place within 42 days of the date of birth	Common Practice	
Requisitions to persons liable to register births who have failed to do so	No	1 year from date of requisition	Requisitions for certificates of birth or death issued under certain acts of parliament for the purpose of those Acts	Common Practice	

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All records relating to the issuing of marriage and civil partnership certificates and applications for copies of certificates	No	6 years from creation	Couples intending to marry or form a civil partnership must both give notice to a registration office in the district where they have lived for seven full days immediately prior to giving notice. Notice must be given not less than 15 days before the ceremony. The registrar will issue an authorisation for the marriage or civil partnership to take place	Common Practice	
All records relating to the registration of marriages and civil partnerships	Yes	Perman ent	Couples intending to marry or form a civil partnership must both give notice to a registration office in the district where they have lived for seven full days immediately prior to giving notice. Notice must be given not less than 15 days before the ceremony. The registrar will issue an authorisation for the marriage or civil partnership to take place	Common Practice	
All records relating to the issuing of copy certificates for a birth, marriage or death that was registered in the area	No	6 years from creation	Issuing of copies of a certificate for a birth, marriage or death that was registered in the area	Common Practice	
Books recording issue of books and forms of medical certificates (Form 17)	No	5 years from last entry	In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar.	Common Practice	
Counterfoils of certificates and forms -for births, deaths and marriages	No	5 years from last entry	In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar.	Common Practice	

Declarations made by applicants for certificates for disposal (no liability to register)	No	5 years from last direction	In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar.	Common Practice	
Notifications of disposals of bodies of deceased persons	No	5 years from last notification	In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar.	Common Practice	
Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	No	6 years from creation	Registration of a death. In England and Wales a death should be registered in the district in which it takes place within five days of the date of death. Upon receipt of all required information pertaining to the deceased person a death certificate is issued by the registrar.	Common Practice	
All records relating to burials and cremations held by the Registrar's Office	Yes	Permanent	The Registrar's Office maintains burial and cremation records for all cemeteries in the area. Citizens may apply to the Registrar to search burial and cremation records	Common Practice	

All records relating to marriage renewal ceremonies and naming ceremonies	No	3 years from creation	<p>These ceremonies give married couples the opportunities to renew their marriage vows and to celebrate their married years together. Every ceremony will be unique and special people in the couples lives can be invited to take part in the ceremony. Ceremonies are secular and do not contain religious references. They are not restricted to the couples area of residence. The ceremony has no legal status and the couples marriage certificate must be shown before a ceremony can be booked</p> <p>A Naming ceremony is a formal and dignified non-religious ceremony to celebrate the birth of a child or to welcome an adopted child or stepchild into a new family. The child or children can be of any age. Naming ceremonies have no legal status. ceremonies can usually be arranged at a Register Office or other approved venues</p>	Common Practice	
All records relating to the registration of still births	Yes	Perman ent	<p>Registration of a still-birth. Every still-birth in England or Wales must be registered in the district in which it takes place, normally within 42 days. This normally takes place at the Register Office (although the still-birth may be registered in the hospital in which it took place). Following registration a certificate will be issued</p>	Common Practice	
All records relating to the management of wedding venues owned by the council	No	6 years from date licence expires	<p>Details of venues within the local area which are licensed to conduct civil marriage and/or civil partnership ceremonies</p>	Common Practice	
7.44 Regeneration					
All records relating to compulsory purchase orders and compulsory acquisition of property	No	From date of CPO/ac quisitio n till ownershi	<p>The council can be granted the power to buy or take rights over private property if it falls within a public or private construction project such as housing regeneration or a redevelopment area / project. Prior to issue of CPOs there should be a consultation and may be a public enquiry</p>	Compulsory Purchases Act 1965	

		p ceases			
All records relating to the development and publication of economic reports and forecasts	No	6 years from creation	Working with local organisations to increase employment, encourage business growth and investment and tackle economic disadvantage by improving understanding of the economy, and identifying the issues facing the local population and workforce. In England and Wales organisations can include the local Chamber of Commerce, Business Link, Job Centre etc.	Common Practice	
All records relating to funding received from the European Union	No	The funding body will set the retention	The council identifies and develops projects for submission to European and other funding sources to promote economic, physical and social development. It also administers the use of these funds	Funding body	
All records relating to the management of local economic development	No	6 years from creation	Programmes to develop and regenerate the local economy and community, with key objectives being to create employment opportunities and secure external funding for the benefit of the area. Active promotion of the area, offering business development and support, and attempting to remove barriers to investment	Limitation Act 1980 (Section 2)	
7.45 Residential, Day & Home Care					
All records relating to the management of the Adult Placement Scheme	No	6 years from last contact	The Adult Placement Scheme helps approved Adult Placement Carers (ordinary people from the local community) to share their home and time with someone in need. It is similar to fostering but for adults	Limitation Act 1980 (Section 2)	6 years is the minimum recommendation
Admission and Discharge Registers kept by Adult Residential Homes	No	6 years from last date on register	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section	

				2)	
Adult Residential Homes: Any incidents, events or occurrences that require notification to the Care Quality Commission	No	3 years from date of restraint or deprivation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Detentions	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21

Adult Residential Homes: Duty Rosters	No	4 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Electrical testing	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Final annual accounts	No	30 years from current financial year	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities)	Also see Care Quality Commission: Guidance about compliance: Essential standards of

) Regulations 2010	quality and safety (March 2010) Section 21
Adult Residential Homes: Fire safety	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: General operating policies and procedures	No	3 years from date policy/procedure expires	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21

Adult Residential Homes: Maintenance of equipment	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Maintenance of the premises	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Medical gas safety, storage and transport	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities	Also see Care Quality Commission: Guidance about compliance: Essential standards of

) Regulations 2010	quality and safety (March 2010) Section 21
Adult Residential Homes: Money or valuables deposited for safe keeping	No	3 years from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities)) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Purchasing or medical devices and medical equipment	No	6 months from creation	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities)) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21

Adult Residential Homes: Risk Assessments	No	Until risk assessment expires	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Adult Residential Homes: Use of restraint or the deprivation of liberty	No	3 years from date of detention	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
All records relating to the medication audits in Adult Residential Homes	No	4 years from date of audit	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 2)	

All records relating to the protection of property belonging to adults in residential homes	No	6 years from last contact with client	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	HMRC-Compliance Handbook Manual CH15400	
All records relating to the return of medication to the pharmacy in Adult Residential Homes	No	6 years from date medication returned to pharmacy	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 2)	
Care Quality Commission: Notification	No	6 years from notification on expiry	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 2)	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21 and Health and Social Care Act 2008 (Regulated

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					Activities) Regulations 2010
Care Quality Commission: Service Unit Guide	No	6 years from date of expiry	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 2)	Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21 and Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

<p>Care Quality Commission: Statement of Purpose</p>	<p>No</p>	<p>6 years from date of expiry</p>	<p>Residential or nursing home for elderly people and people with disabilities who are unable to manage at home</p>	<p>Limitatio n Act 1980 (Section 2)</p>	<p>Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21 and Health and Social Care Act 2008 (Regulated Activities) Regulations 2010</p>
<p>Commission for Social Care: Inspection Reports</p>	<p>No</p>	<p>6 years from date of next inspectio n</p>	<p>Residential or nursing home for elderly people and people with disabilities who are unable to manage at home</p>	<p>Limitatio n Act 1980 (Section 2)</p>	<p>Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21</p>

					and Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
Correspondence with the Coroner relating to deaths in adult residential homes	No	15 years from date of death	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Common Practice	Review after 15 years
Handover sheets used in adult residential homes	No	4 years from handover	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 11)	
Medication Administration Records held by Adult Residential Homes	No	4 years from administration of medicine	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 11)	
Records relating to nurse call out system in Adult Residential Homes	No	4 years from date of callout	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 11)	
Signing in sheets for Adult Residential Homes (staff and visitors)	No	4 years from date of visit	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act 1980 (Section 2)	
Yearly Diaries held by Adult Residential Homes	No	6 years from	Residential or nursing home for elderly people and people with disabilities who are unable to manage at home	Limitation Act	

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		creation		1980 (Section 2)	
All records relating to the provision of assisted garden maintenance for elderly or disabled tenants	No	6 years from creation	Garden maintenance for elderly (aged 60 or over) or disabled tenants who are not capable of doing the work themselves.	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the provision of care services in the client's home	No	6 years from creation	Care in your own home is offered to people who require assistance with personal care such as washing or dressing, or other practical daily tasks such as help with domestic chores like cooking and cleaning, or in some instances, help in managing finances.	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the provision of community alarms and telecare service	No	6 years from creation	The community alarm service provides peace of mind for people who feel at risk in their own homes. It is a 24 hour 365 day monitoring service which works via a special alarm unit connected to the telephone line. In the UK Telecare provides support to people in their own homes with the help of technology and community response services, allowing them to live more safely and independently. The equipment available is designed to assist a wide range of people, including older people, people with disabilities and carers.	Limitation Act 1980 (Section 2)	
All records relating to home adaptations and aids provided to disabled people	No	6 years from date use of the equipment ceases	If a client is visually impaired, hard of hearing or has other disabilities for which he/she may need special equipment or adaptations to his/her home the local authority will provide such equipment which will assist in overcoming difficulties subject to an assessment of personal needs to determine eligibility.	Limitation Act 1980 (Section 2)	

All records relating to the rehabilitation of people with physical and sensory disabilities	No	6 years from last contact	Rehabilitation provides people with physical and sensory disabilities with help to recover and regain their independence often following an illness or injury/stay in hospital. A care worker will provide advice on how to cope with illness or disability, or organise the provision of aids and equipment to help in everyday tasks.	Limitation Act 1980 (Section 2)	Ideally these records should be included on a client file, however, if they are not then last contact would apply
All records relating to the provision of specialist equipment to disabled people where the client is known to Social Services	No	From date equipment is provided until these records should be added to the main client file	Advice on purchase and/or loan of specialist equipment to help those with physical or sensory disability manage at home. Usually a needs assessment is made in order to determine the equipment which may be required.	Limitation Act 1980 (Section 2)	
All records relating to the provision of specialist equipment to disabled people where the client is not known to Social Services	No	6 years from date use of the equipment ceases	Advice on purchase and/or loan of specialist equipment to help those with physical or sensory disability manage at home. Usually a needs assessment is made in order to determine the equipment which may be required.	Limitation Act 1980 (Section 2)	

All records relating to the provision of a laundry service for people suffering from incontinence	No	6 years from creation	People suffering from incontinence may be eligible for a laundry service.	HMRC - Compliance Handbook Manual CH1540 0	
Notifications of people claiming benefits who leaves hospital who may be entitled to receive additional financial help or specialist services on their return home from hospital	No	6 years from creation	A range of assistance for someone discharged from hospital who may need help to live at home. Usually a worker will visit the patient in hospital to discuss their needs prior to discharge and will then visit again once the patient is home to see that services arranged are enabling them to live safely at home.		
All records relating to the management of financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own affairs	No	6 years from creation	Administering the financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own affairs. As appointee the council will arrange to receive their income from the Benefits Agency and pay their bills.	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the process of delivering food to clients receiving a meals on wheels service, including recipes and menus	No	6 years from creation	The Mobile Meals service delivers meals to older or vulnerable people in their own homes on a short or long term basis according to need.	Limitation Act 1980 (Section 2)	
All records relating to the provision of respite care for adults	No	6 years from last contact	Carers and the people they are caring for may be entitled to respite care in the form of a temporary place in residential accommodation or provision of an alternative qualified carer to give both the carer and their families a break.	Limitation Act 1980 (Section 2)	If the client is known to Social Services then this information should be included on the Social

					Services file, if not then Year records created
All records relating to the provision, management and running of community and day centres	No	6 years from creation	Day centres which provide a range of activities and facilities for groups of people. Places at a day centre are usually allocated following an assessment of needs by a social services officer.	Limitation Act 1980 (Section 2)	
7.46 Road Maintenance					
All records relating to work carried out to strengthen bridges	No	6 years from life of the bridge	Work carried out under the strengthening programme gives priority to principal road bridges. For substandard bridges on the non-principal road network, decisions are made whether to permanently weight restrict rather than strengthen.	Limitation Act 1980 (Section 2)	
All records relating to the provision of cycle routes on the carriageway, footway or designated cycle path	No	From provision of cycle route until the cycle route is superseded	Provision for cycle routes on the carriageway, on footways either shared with or segregated from pedestrians, or specially designated cycle paths.		
All records relating to the maintenance of pavements	No	6 years from creation	The local authority has responsibility for the maintenance of pavements within the area. They should provide advice on reporting dangerous pavements and what to do in the event of an accident resulting from trip hazards (holes, uneven paving slabs etc.) on the pavement.	Limitation Act 1980 (Section 2)	

All records relating to the identification of pavement obstructions	No	7 years from creation	Streetworks, roadworks, skips, scaffolds, hoardings, advertising boards and building materials that block the pavement are all considered to be causing an obstruction to pedestrians. The council is responsible for ensuring that such obstructions are removed.	Limitatio n Act 1980 (Section 2)	
Register of Prospectively Maintainable Highways	Yes	Permane nt	A local authority may designate a private road as a prospectively maintainable highway which means that the council may adopt the road such that it is maintained at public expense. The authority maintains a register of prospectively maintainable highways.		
All records relating to the adoption of roads	Yes	Permane nt	New roads that have been constructed in accordance with the council's guidelines are normally adopted by way of an agreement between the developer and the council. Local authorities are obliged to publish a register of road adoptions and road works, which is available for public inspection.		
Case files relating to Section 38 Agreements under the Highways Act 1980	No	6 years from close of case	New roads that have been constructed in accordance with the council's guidelines are normally adopted by way of an agreement between the developer and the council. Local authorities are obliged to publish a register of road adoptions and road works, which is available for public inspection.		Review at end of 6 years
All records relating to the construction and maintenance of highway bridges owned by the local authority	No	6 years from life of the structure	The local authority is responsible for any highway bridges it owns. These bridges should be inspected regularly and a programme of maintenance work drawn up to ensure their safety.	Limitatio n Act 1980 (Section 2)	
All records relating to the creation of traffic regulation orders	No	6 years from creation	A traffic regulation order issued by the local authority where works on the highway, or some large deliveries, require a road to be closed temporarily to general traffic.	Limitatio n Act 1980 (Section 2)	

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All records relating to the gritting of primary and secondary roads where an accident to a minor is involved	No	4 months from date of birth of individual concerned	Gritting of primary and secondary roads within the local authority area when weather conditions may prove hazardous (i.e. freezing temperatures). The local authority may also provide grit bins for public use on roads and pavements in potentially dangerous areas.	Limitation Act 1980 (Section 11)	Download of LGS retention schedule states 21 years 4 months from date of birth of individual concerned.
All records relating to the gritting of primary and secondary roads where an accident to a minor is not involved	No	6 years from creation	Gritting of primary and secondary roads within the local authority area when weather conditions may prove hazardous (i.e. freezing temperatures). The local authority may also provide grit bins for public use on roads and pavements in potentially dangerous areas.	Limitation Act 1980 (Section 2)	
All records relating to the building and maintenance of roads	No	6 years from creation	Maintenance and repair of potholes where the surface of the road has been eroded posing a risk to road users.	Limitation Act 1980 (Section 2)	Review at end of 6 years
All records relating to the monitoring and removal of road obstructions	No	6 years from date of resolution of enforcement action	Highways must be kept clear of obstructions for safety reasons. The local authority has the power to serve notice on a person who commits an offence of wilful obstruction on the highway. In certain circumstances the courts allow the highway authority to remove obstructions and recover reasonable costs incurred in doing so from the offender.	Limitation Act 1980 (Section 2)	

All records relating to the design and installation of road signs	No	6 years from creation	The local authority has responsibility for installing signs to regulate traffic and to provide warnings to drivers of hazards ahead. The signs that may be used on the public highway are controlled by government regulations, covering the designs of the signs, where they can be used and whether they must be illuminated.	Limitation Act 1980 (Section 2)	
All records relating to the inspection of highways	No	6 years from date of the inspection	The council is responsible for carrying out repairs and for administering highway legislation. This includes planned and emergency maintenance, surveys and street works	Limitation Act 1980 (Section 2)	
All records relating to the notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area	No	6 years from creation	Notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area. Local authorities are obliged to publish a register of road adoptions and road works, which is available for public inspection.	Limitation Act 1980 (Section 2)	
Register of road adoptions and road works	Yes	Permanent	Notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area. Local authorities are obliged to publish a register of road adoptions and road works, which is available for public inspection.		
All records relating to the protection of public rights on the road and footpath network	No	From date road or footpath created until use of the road or the footpath	The Council has a duty to protect the public rights on the road and footpath network. The effectiveness of legislation in protecting the public is dependent on the compliance of others. The local highways authority has a duty to maintain adopted highways to safe and serviceable standards		

		ceases			
All records relating to the development, implementation and monitoring of weight restrictions on public roads	No	6 years after the restriction expires	The local authority can impose weight restrictions on public roads for structural or for environmental reasons. Such restrictions prevent large vehicles from using inappropriate roads, routes and areas. It is the responsibility of the local authority to monitor and deal with abuse of any imposed weight restrictions.	Limitation Act 1980 (Section 2)	
All records relating to the creation of stopping up orders	Yes	Permanent	Roads may be closed permanently either because they are not necessary, a better route will replace it or to allow a new development with planning permission to be built.		
All records relating to the provision of designated taxi ranks at key areas within the authority boundaries	No	6 years from date use of taxi rank ends	Provision of designated taxi ranks at key areas within the authority boundaries. Taxi ranks should be sited so that passengers board or alight from the taxi onto the footway on the nearside of the vehicle.	Limitation Act 1980 (Section 2)	
All records relating to the creation and implementation of orders relating to extinguishment of highway rights	Yes	Permanent	Where areas of public highway are considered by the Highway Authority to be surplus to highway requirements, the public rights of way – the highway rights – can be extinguished (cancelled) by an order made by the Magistrates Court.		
All records relating to the placing of tourist signs	No	6 years from creation	Tourist signs may be placed on the highway to direct visitors to tourist attractions in the local area. The siting of such signs is the responsibility of the local highways authority. Tourist attractions and facilities (e.g. hotels) can apply for direction signs to their location. If they meet the criteria (which may vary by area) then they pay for the costs of erecting the signs.	Limitation Act 1980 (Section 2)	
All records relating to the management of traffic lights	No	6 years after date the	Placement and maintenance of traffic lights to improve traffic safety and help reduce road accidents and hazards.	Limitation Act 1980	

		use of traffic signal ceases		(Section 2)	
All records relating to the authorisation of yellow line road marking	No	From date of authorisation until use of road ceases	The local authority authorise yellow line road marking where there is a need to restrict parking to help increase traffic flow and to prevent obstructions on the highway.		
7.47 Road Safety					
All records relating to the provision of cycle safety training	No	6 years from creation	Provision of training for those who are new to cycling. Many local authorities run cycle training schemes for children in local schools; some may also provide training for adults, either directly or working with independent instructors. Cycle training is co-ordinated in England by Cycling England, a partnership body set up by several government departments. It administers 'Bikeability', the National Standard for Cycle Training, and provides resources to support training initiatives. . In Scotland a similar scheme is operated by Cycling Scotland.	Limitation Act 1980 (Section 2)	
All records relating to road accidents	No	3 years from the date of knowledge of the person for whose benefit the action is	The Council should have a continuing programme of schemes to improve the safety and operation of the highway network. Many of these schemes originate from requests made by the public. As well as concerns about the safety of individual road junctions, there are requests for pedestrian crossing facilities, speed restraint measures (such as road humps), and minor issues such as new warning signs.		or date of death. Review if further consideration is required if a legal minor is involved

		bough			
All records relating to schemes to improve the safety and operation of the highway network	No	From date scheme implemented to date use of road ceases	The Council should have a continuing programme of schemes to improve the safety and operation of the highway network. Many of these schemes originate from requests made by the public. As well as concerns about the safety of individual road junctions, there are requests for pedestrian crossing facilities, speed restraint measures (such as road humps), and minor issues such as new warning signs.	Limitation Act 1980 (Section 2)	
Case files relating to Section 278 Agreements under the Highways Act 1980	No	6 years from close of case	The Council should have a continuing programme of schemes to improve the safety and operation of the highway network. Many of these schemes originate from requests made by the public. As well as concerns about the safety of individual road junctions, there are requests for pedestrian crossing facilities, speed restraint measures (such as road humps), and minor issues such as new warning signs.		Review at end of 6 years
All records relating to the provision and maintenance of pedestrian crossings	No	6 years from creation	Provision and maintenance of pedestrian crossings in locations where it is likely that pedestrians may need to cross roads within the local authority area e.g. at major road junctions, near shopping areas, outside schools.	Limitation Act 1980 (Section 2)	
All records relating to the provision and monitoring of road safety cameras	No	6 years from creation	Safety cameras are designed to detect and prevent speed limit offences and traffic signal violations, and provide evidence for a fixed penalty notice.	Limitation Act 1980 (Section 2)	

All records relating to roads which have been designated as children's play areas	No	6 years from date scheme ends	Certain roads may be designated as children's play areas. Such roads may be closed to vehicles permanently or at certain times of day. Where roads are not closed they may be subject to reduced speed limits and traffic may have to give priority to children and pedestrians.	Limitation Act 1980 (Section 2)	
All records relating to the provision of school crossing patrols	No	6 years from creation	Provision of school crossing patrols in locations where children frequently need to cross the road on their way to school (e.g. opposite school premises, at major road junctions near a school) and where children may be in danger from road traffic.	Limitation Act 1980 (Section 2)	
All records relating to the construction of speed humps	No	6 years from date speed hump removed	In areas where excessive speed is considered a risk to public safety the local authority may construct 'speed humps' for the purpose of reducing traffic speeds. Speed humps are typically constructed in residential roads and in areas where there may be a large amount of pedestrian traffic (such as near school entrances). The local authority makes provision for speed road humps to reduce speeds and improve safety of residential roads.	Limitation Act 1980 (Section 2)	
All records relating to the setting of speed limits on roads	No	6 years from date speed restriction expires	The local authority (often with the local police) is responsible for setting speed limits on roads within their area. In setting a speed limit the authority will consider the alignment of the road, the speed most motorists expect to travel along this road and the type of road and where it is located. Applications to revise speed limits may be considered by the authority.	Limitation Act 1980 (Section 2)	
All records relating to the development and implementation of cycling schemes	No	6 years from date scheme ends	Schemes which promote the use of cycling as a method of transport within the local area. Such schemes typically consider reduction in vehicle traffic, cycle routes, cyclist safety, cycle parking facilities. In some cases schemes may also include a discount or tax reduction on the purchase of a bicycle.	Limitation Act 1980 (Section 2)	

7.48 Schools					
All records relating to the administration of school appeals	No	2 years from end of appeal process	A pupil may appeal for a place at any community school to which they apply and for which they have been refused a place. The responsibility for appeals rests with the LEA	School Admissions Code 2012	
All records relating to the administration of Standing Advisory Councils on Religious Education (SACRE)	No	6 years from date of meeting	Every local authority with responsibility for education must establish a SACRE which advises the LA on matters relating to religious education, in accordance with its agreed syllabus, and on collective worship in community schools. A SACRE is made up of representatives from the council, local religious groups and teachers' organisations and is mandated by law	Common practice	
All records relating to the allocation of primary school places	No	1 year from creation	Dealing with requests for places at primary schools from parents of prospective pupils. Allocation of school places according to education authority policy	School Admissions Code 2012	
All records relating to the allocation of secondary school places	No	1 year from creation	Dealing with requests for places at secondary schools from parents of prospective pupils. Allocation of school places according to education authority policy	School Admissions Code 2012	
All records relating to the appointment and management of School Governors	No	6 years from termination of service as a governor	School governors are typically volunteers from the school's community. They must be aged 18 or over at the date of their election or appointment. They have three key roles of setting strategic direction, ensuring accountability and monitoring and evaluation school performance	Limitation Act 1980 (Section 2)	
All records relating to the creation and publication of school term and holiday dates	No	Destroy at end of academic year	The LEA set and publish school term and holiday dates for the forthcoming academic year. In the UK dates are usually published up to 3 years in advance	Common practice	Information not required once the academic year it relates to

					has finished
All records relating to the development and implementation of school development plans	No	6 years from date plan is superseded	Education Development Plans (EDPs) are documents in which an education authority, in consultation with schools and other stakeholders sets out costed plans for school improvement and raising pupils standards	Common Practice	
All records relating to the development of a young people's learning prospectus	No	1 year following replacement	An 'area-wide prospectus' for 14-19 year olds published by any local authority with responsibility for education. The 14-19 area prospectus is a learners' first choice of information for accessing all 14-19 learning opportunities and can be used in conjunction with guidance professionals to enable young people (supported by their parents) to make informed choices about where and how they would like to undertake their learning	Common practice	
All records relating to the development of school curriculums	No	6 years from date curriculum superseded	All school pupils aged 5-16 follow the National Curriculum programme of study in full range of subjects. The education authority and the school governors have a responsibility to make sure that the National Curriculum is taught.	Common practice	
All records relating to the exclusion of school pupils (fixed term and permanent)	No	25 years from DOB	A headteacher may decide to permanently exclude a pupil under strict circumstances to protect education or welfare of the pupils and staff in the school. The education authority provide support and advices for parents of excluded children and for the child	Limitation Act 1980 (Section 2)	Under normal circumstances this information should be included on the main pupil file, but if not DOB + 25 years

All records relating to the provision of information and school contact details	No	1 year from creation	The LEA is responsible for providing information and school contact details of every school in the area.	Limitation Act 1980 (Section 2)	This is likely to be a dynamic list, retention only applies where this isn't
All records relating to the provision of school catering services	No	6 years from end of contract	Schools have a duty to provide a paid meal on request and a free meal to those that are eligible. Nutritional standards are defined by Central Government and under central management the LEA must use the same menu and price in every school	HMRC - Compliance Handbook Manual CH15400	
School Visits: Parental Consent Forms where there has been a major incident	No	6 years following the completion of the investigation	Schools and LEAs may arrange visits by pupils from short trips to local parts of museums to overnight stays in foreign countries. It is essential that all such visits are carried out with the highest regard for the safety and welfare of the pupils taking part in them.	Limitation Act 1980 (Section 2)	The documents will become part of the incident investigation and should be kept for a minimum of 6 years
7.49 Special Educational Needs					
All records relating to the allocation and provision of home to school transport for special needs pupils	No	6 years from date transport ceases	The local authority sometimes provide free home to school transport for a child with special educational needs. Eligibility is based on assessment of individual need	Limitation Act 1980 (Section 2)	

All records relating to the allocation of school places to children with special educational needs	No	25 years from DOB	The local authority seeks to meet special educational needs in local mainstream schools, or at a school unit which has additional resources to meet particular needs	Common practice	Under normal circumstances this information should be included on the main pupil file, but if not DOB + 25 years
All records relating to the development and implementation of special needs coordinated support plans	No	25 years from DOB	A child may be eligible for a special educational needs statement offered by the local authority. This sets out the special educational needs of the child and the special help they should have at school	Common practice	Under normal circumstances this information should be included on the main pupil file, but if not DOB + 25 years
All records relating to the management of special educational needs assessments	No	25 years from DOB	The assessment of special education needs may be considered when a child has severe or complex educational needs for which additional resources, or alternative provision may be required to meet their needs	Common practice	Under normal circumstances this information should be included on the main pupil file, but if not DOB + 25 years

Process involving in assessing and providing individual support for children who have need of special education support	No	Destroy 35 years from closure	SEN files	Common practice	
7.50 Street Care & Cleaning					
All records relating to the monitoring and enforcement	No	6 years from resolution of enforcement action	The LA has enforcement responsibility for dog fouling, illegally posted advertisements, leaflets etc. and fly tipping	Limitation Act 1980 (Section 2)	
All records relating to the reporting and removal of graffiti from buildings	No	6 years from creation	Provision of a facility whereby members of the public can report graffiti to the council. The council will arrange for the removal of the graffiti in a timescale determined by the content with the highest priority likely to be given to graffiti which is racist or offensive in some other way	Limitation Act 1980 (Section 2)	
All records relating to the provision and maintenance of litter bins	No	6 years from creation	Litter in a public place is unsightly, dangerous to animals, and an offence for which a fine may be payable. The council provide and maintain bins to try and prevent the depositing of litter in public places and arrange for the bins to be emptied on a regular basis	Limitation Act 1980 (Section 2)	
All records relating to the enforcement of litter dropping schemes	No	6 years from creation	Anyone who drops litter in a public place is liable to pay a fixed penalty fine which may be enforced by the local authority	HMRC - Compliance Handbook Manual CH15400	

All records relating to the removal of litter from and the sweeping of the streets and maintenance of public conveniences	No	6 years from creation	The local authority is responsible for the sweeping of streets and removal of litter	Limitatio n Act 1980 (Section 2)	
All records relating to ditch and gully emptying	No	6 years from creation	Routine ditch and gully emptying (usually annual). Emergency clearance of ditches, gullies and drains when flooding of roads or pavements is occurring.	Limitatio n Act 1980 (Section 2)	
All records relating to the provision and maintenance of street furniture	No	3 years from creation	Provision and maintenance of street furniture such as seating, decorative lighting, cycle racks etc. to enhance local public areas.		
All records relating to the maintenance and repair of street lighting and lighting faults in other street furniture	No	6 years from creation	The local authority is responsible for maintenance and repairs of street lights, and lighting faults including illuminated bollards, signs and beacons.	Limitatio n Act 1980 (Section 2)	
All records relating to the provision and fitting of street name plates	No	From date street name assigned until the street is removed	The local authority is responsible for the naming of streets within their local area and for ensuring that street name plates are provided and fitted in suitable positions.		
7.51 Trading Standards					
All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	No	6 years from creation	A local authority carries out regular checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	Limitatio n Act 1980 (Section 2)	

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All records relating to the provision of food hygiene and occupational health and safety training courses for managers and staff of local businesses	No	6 years after expiration	The local authority provide food hygiene and occupational health and safety training courses for managers and staff of local businesses. Some of the courses may also be open to members of the public	Limitation Act 1980 (Section 2)	
All records relating to trading standards	No	6 years from last action	Advice given to businesses, schools and food safety awareness programmes, monitoring and enforcement of under age sales and investigations and enforcement	Limitation Act 1980 (Section 2)	
All records relating to the administration of fair trading schemes	No	3 years from creation	The aim of fair trading is to ensure truthfulness of trade and prevent consumers being misled during contractual negotiations for goods and services. This legislation covers a wide area of consumer protection law including the selling of counterfeit goods	Common Practice	Retention only applies where this is not a dynamic list that changes according to development of the scheme
All records relating to the licensing and monitoring of street traders and street trading	No	6 years from the date license expires or resolution of enforcement	Monitoring and regulation of street traders to ensure that trading is only taking place under licence from the local authority. Dealing with reported instances of unlicensed street trading	Limitation Act 1980 (Section 2)	
All records relating to food safety advice	No	3 years from creation	The local authority provides advice and information to food businesses in the local area to ensure that all food supplied is wholesome and produced in a clean, hygienic manner		

7.52 Translation & interpreting					
Translation & interpreting	No	3 years from creation	The local authority provides interpreting and translation services to people who need help because the national language is not their first language and also sign language interpreting to deaf people	Common practice	
7.53 Transport and highways - Footpaths, byways and bridleways					
Claims to change the definitive map	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Creation Order files	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Dedications to create a public right of way by agreement	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Definitive Map and Statements	No	Creation/update of map and statements. This is a working document which is constantly being changed	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		

Deposit by landowners with the County Council a statement and plan detailing any public rights of way they acknowledge as already existing on their land	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Diversion of rights of way files	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Orders and claims to change the definitive map and statements	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Orders to divert footpaths or bridleways	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Orders to extinguish footpaths or bridleways	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		Also see Care Quality Commission: Guidance about compliance: Essential standards of quality and safety (March 2010) Section 21
Public Rights of Way diversions/extinguishments	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National		

			Cycling Network' or long-distance footpaths.		
Schedules: Diversions to public rights of way; Claims to change rights of way on the definitive map; Dedications to create a public right of way by agreement; Applications to make creation orders; Applications to extinguish footpaths or bridleways	Yes	Permanent	Advice and information about the location and status of public rights of way within the local area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.		
Enforcement Files	No	From date of creation of right of way until the right of way ceases to exist	It is the responsibility of the local authority to ensure that public rights of way are kept clear of obstructions and that landowners meet their responsibilities in this respect. The local authority should offer advice and where appropriate take action over blocked or disputed public rights of way.		
PACE notebooks used in the process of collecting evidence in public rights of way cases	No	6 years from date notebook closed	It is the responsibility of the local authority to ensure that public rights of way are kept clear of obstructions and that landowners meet their responsibilities in this respect. The local authority should offer advice and where appropriate take action over blocked or disputed public rights of way.		Review after 6 years
All records relating to the maintenance of rights of way	No	6 years from creation	The local authority may be responsible (often in conjunction with other organisations such as SusTrans) for building, improving and maintaining public rights of way in their area. These may be local rights of way or sections of national networks such as the 'National Cycling Network' or long-distance footpaths.	Limitation Act 1980 (Section 2)	

7.54 Transport Schemes					
All records relating to the creation of a Transport Strategy	No	15 years from date strategy adopted	A costed and affordable 5-year implementation programme of schemes and policy measures to improve transport in the local area. The plan should contain a set of targets and performance indicators and other outputs which can be used to assess whether the plan is delivering its objectives.		
All records relating to the development and implementation of a business transport plan	No	3 years from date plan expires	The purpose of a business transport plan is to promote alternative methods of transport (e.g. bicycles, public transport, car pools ..) for home-to-work commuting or the personnel of the town itself as well as for the staff of companies/establishments. This is possible by giving information and pointing out the alternative methods of transport for the home-work commute and by stimulating alternative methods of transport in home to work commuting.		
All records relating to the reduction of road congestion	No	6 years from date scheme ends	Where traffic congestion is a particular problem schemes may be introduced to limit the amount of traffic in a specified area. Examples of congestion reduction schemes include 'park and ride' and congestion charging zones.	Limitation Act 1980 (Section 2)	
All records relating to the proposal and implementation of traffic schemes to reduce road accidents and congestion on roads in the local area	No	6 years after traffic scheme expires	The local authority is responsible for proposing and implementing traffic schemes to reduce road accidents and congestion on roads in the local area. Local residents/businesses may apply to the authority for a review of traffic where they believe there is a problem.	Limitation Act 1980 (Section 2)	
All records relating to the development and implementation of workplace and school travel plans	No	6 years from date plan expires	Covers the provision of information and advice to local businesses about Workplace Travel Plans, and to schools about School Travel Plans (this may include the Safe Routes to School initiative). The aim is to change modes of transport to work and school, to reduce environmental impact while improving personal safety and health	Limitation Act 1980 (Section 2)	

7.55 Tree Management					
All records relating to the management of trees which are the responsibility of the authority	No	6 years from creation	The local authority is responsible for the efficient management of trees in their ownership within urban and rural environments. This includes the maintenance and protection of trees on all council owned land and on streets and other paved areas to ensure the safety of the public.	Limitatio n Act 1980 (Section 2)	
All records relating to tree preservation orders	No	From date of order until tree ceases to exist	The local authority is responsible for the efficient management of trees in their ownership within urban and rural environments. This includes the maintenance and protection of trees on all council owned land and on streets and other paved areas to ensure the safety of the public.		
7.56 Waste Management					
All records relating to bulky household waste collections	No	3 years from creation	Arrangements for special collections for large items such as furniture or items with special disposal requirements (e.g. refrigerators, tyres). The householder can usually book this service in advance and there may be a charge for the collection	Common Practice	
All records relating to the collection of clinical household waste	No	6 years from creation	Collection and safe disposal of household clinical waste. This includes items such as surgical waste, used syringes, drugs and pharmaceuticals	Hazardo us Waste Directive 2005	
All records relating to the collection and safe disposal of clinical waste	No	40 years from creation	Collection and safe disposal of household clinical waste. This includes items such as surgical waste, used syringes, drugs and pharmaceuticals	Hazardo us Waste Directive 2005	

All records relating to the provision of a regular commercial trade waste collection from local businesses	No	6 years from creation	Provision of a regular commercial trade waste collection from local businesses. Businesses are required to provide a written description of their waste and ensure that it is packed in suitable containers	HMRC - Compliance Handbook Manual CH1540 0	
All records relating to the management of incidents concerning spillages of commercial waste	No	6 years from creation	The Council will deal with reports of spillages of commercial waste. Commercial customers are able to use either the service provided by the Local Authority or private contractor. Enforcement of appropriate regulations in respect of waste containment is the responsibility of the council	Limitation Act 1980 (Section 2)	
All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections	No	6 years from creation	Collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections. This service is generally available free of charge to residents but the local authority may charge for commercial collection	Hazardous Waste Directive 2005	
All records relating to the collection of household waste	No	3 years from creation	Records to include general refuse, recycling, food and garden waste	Common Practice	
All records relating to the monitoring and enforcement of household waste accumulation	No	6 years from date of resolution of enforcement	Where accumulations of rubbish are considered a statutory nuisance the council may ask the landowner to remove the rubbish and has the power to prosecute where no action is taken	Limitation Act 1980 (Section 2)	
All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have	No	3 years from creation	An assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them	Common Practice	

anyone else to assist them					
All records relating to the provision of household waste disposal sites	No	6 years from date use of site ceases	Provision of civic amenity sites which may be used by local residents (usually free of charge) and businesses (usually charged). The sites provide facilities for collection of all household and garden waste other than anything which may be considered as hazardous and requiring special treatment Records to include, development and equipment and inspection records and permits.	Limitatio n Act 1980 (Section 2)	
All records relating to the enforcement of household waste regulations	No	6 years from resolutio n of enforce ment action	The council can specify the location and times at which household waste can be placed for collection. The council can take action against any residents who do not comply with local regulations	Limitatio n Act 1980 (Section 2)	
All records relating to the enforcement of the duty of care concerning the disposal of refuse	No	6 years from any enforce ment action	Anyone who produces or imports, keeps or stores, transports, treats or disposes of waste has a duty of care to complete any necessary paperwork and to deal with the waste in the appropriate manner. The council may take action against anyone who has not complied with the regulations	Limitatio n Act 1980 (Section 2)	
All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	No	6 years from creation	The local council will arrange for the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	Limitatio n Act 1980 (Section 2)	
All records relating to the provision of recycling bags and containers	No	3 years from creation	Provision of a container (bag, green box etc.) for door-to-door collection of household waste for recycling	Common Practice	

All records relating to the provision and management of recycling collection sites	No	6 years from date site closes	Provision of collection sites (also known as bottle or recycling banks and 'bring sites'), for recyclable waste which are easily accessible by local residents (often near supermarkets, in car parks etc.). Sites usually have facilities to collect glass and paper with some also providing facilities for textiles, plastics and cans	Limitation Act 1980 (Section 2)	
All records relating to the development, implementation and monitoring of a Waste Local Plan	No	10 years from date plan expires	A Waste Local Plan is a statutory plan that addresses the land-use aspects of waste management. It deals with all waste managed in the area including that generated by businesses and the construction industry in addition to that produced by households.		
7.57 Targeted & Specialist Children & Families Directorate					
Any case work records which pertain to allegations and/or investigations into child sexual abuse must be retained permanently until further notice from the Director for Targeted and Specialist Children and Families Services (July 2015).	Permanent	Business requirement	Yes	No	
EARLY HELP / TARGETED / OTHER CHILDREN'S SERVICES AREAS (Includes all in-house services that support children below social care threshold e.g. Families First / IFIT / Targeted Youth Support)					

Contact Only (did not progress to referral)	3 years	Falls under Support to Other Children in the LGCS	Yes	No
Referral to Assess Only	5 years	Falls under Support to Other Children in the LGCS	Yes	No
Intervention	7 years	Falls under Support to Other Children in the LGCS	Yes	No
YOUTH OFFENDING				
Parent Case Records	On completion of programme	YJB	Yes	No
Victim Case Records	On completion of programme	YJB	Yes	No
Prevention Stage 1 - On completion of programme	Destroy all non-YOT information	YJB	Yes	No
Prevention Stage 2 and 3 – YOT specific information	12 months	YJB	Yes	No
Pre-Court Stage 1 - On giving of Reprimand/Final Warning or completion of Final Warning	Destroy all non-YOT information	YJB	Yes	No
Pre-Court Stage 2 – YOT- specific information (except the	12 months	YJB	Yes	No

recording of last caseworker and outcome of last contact with YOT and last risk status).				
Pre-Court Stage 3 – all information held.	3 years or 18 th Birthday whichever occurs first	YJB	Yes	No
Court Orders Stage 1 – On completion of the Order	Destroy all non-YOT information	YJB	Yes	No
Court Orders Stage 2 - YOT- specific information (except the recording of last caseworker and outcome of last contact with YOT and last risk status).	3 years	YJB	Yes	No
Court Orders Stage 3 – all information held	5 years or 18 th Birthday whichever occurs first	YJB	Yes	No
SOCIAL CARE INITIAL RESPONSE				
Contact Only (did not progress to referral)	3 years	LGCS	Yes	No
Information & Advice	3 years	LGCS	Yes	No

CP Enquiry Only (enquiry by other agencies (to find out if a child has a history of CP – this is noted on the contact record))	3 years	LGCS	Yes	No
CHILDREN IN NEED (Includes all in-house support teams that work with CIN – e.g. SFST and AMASS)				
Assess Only (Excludes Looked After Children & Child Protection)	5 years	LGCS	Yes	No
Child in Need Plan (Excludes Looked After Children & Child Protection)	10 years	LGCS	Yes	No
Children and Young People subject to Supervision Order	21 years from DOB	LGCS	Yes	No
NB WHERE A CHILD SUBSEQUENTLY BECOMES LOOKED AFTER ALL PRIOR CIN RECORDS SHOULD BE RETAINED IN LINE WITH THE RETENTION PERIOD THAT APPLIES TO CLA FILES	75 years from closure date	LGCS	Yes	No
CHILD PROTECTION (includes all in-house support teams that work with CP)				
Assess Only	5 years after closure	LGCS	Yes	No
CP Intervention (where children were made subject of a CP plan)	35 years after closure	LGCS	Yes	No
		LGCS		

Child Protection Register (expired this is historical)	Permanent		Yes	No
LADO (Local Authority Designated Officer) Case Work	35 years (in line with CP Intervention)	LGCS	Yes	No
MAPPA (Multi-Agency Public Protection Arrangements) Case Work	nominal 100th birthday	Section 8.22-8.25 of the MAPPA Guidance 2012 Version 4?	Yes	No
MARAC (Multi-Agency Risk Assessment Conference) Case Work	As determined by the retention schedule in this policy dependent on the nature of the work undertaken with the associated child (e.g. if CLA - 75 years)	Crime & Disorder Act 1998	Yes	No
LOOKED AFTER CHILDREN, CARE LEAVERS AND ADOPTION				

<p>Looked After Children (CLA) files AND Young People Leaving Care</p> <p>(Includes all children accommodated, or on care orders or children in case under pre-1989 legislation, children on Emergency Protection Orders and those subject to Family Assistance Orders)</p> <p>NB: ALL OTHER FILES RELATED TO A LOOKED AFTER CHILD MUST BE RETAINED IN LINE WITH THIS RETENTION PERIOD (E.G. FAMILY FINDING, RESIDENTIAL FILES, INFORMATION FROM FOSTERING AGENCIES ON PLACEMENTS ENDING, HEALTH AND EDUCATION RECORDS AND PRIOR CIN AND CP FILES)</p>	<p>75 years from 18th Birthday or 15 years after date of death, if child dies before aged 18</p>	<p>Children Act 1989 Arrangement for Placement of Children 1991 Reg. 9</p>	<p>Yes</p>	<p>No</p>
<p>Other Borough Looked After Children (CLA) supported by London Borough of Islington</p>	<p>75 years</p>	<p>Children Act 1989 Arrangement for Placement of Children 1991 Reg. 9</p>	<p>Yes</p>	<p>No</p>
<p>Child Adoption Files (includes paper files and Child Original Archive Records e.g birth certs (COA))</p>	<p>100 years from date of Adoption Order</p>	<p>Adoption Agencies Regulations 2005</p>	<p>Yes</p>	<p>No</p>
<p>ADOPTION AND SPECIAL GUARDIANSHIP SUPPORT</p>				
<p>Assessment Only</p>	<p>5 years</p>	<p>No guidance</p>	<p>Yes</p>	<p>No</p>
<p>Support and Intervention</p>	<p>10 years</p>	<p>No guidance</p>		

			Yes	No
CARER RECRUITMENT AND SUPPORT				
Adoption Applications only (no full assessment)	5 years	LGCS	Yes	No
Unapproved Adopters (partial or full assessment)	25 years after decision	LGCS	Yes	No
Approved Adopters	75 years after approval	LGCS	Yes	No
Fostering Applications only (People who have commenced process of approval but have ceased for whatever reason)	3 years	The Fostering Services Regulations 2002, Reg. 32	Yes	No
Unapproved Foster Carer Files (to ADM decision)	10 years after decision	No guidance	Yes	No
Approved Foster Carers' Files	10 years after ceased to be carers	The Fostering Services Regulations 2002, Reg. 32	Yes	No
Approved Supported Lodging Records	10 years	The Fostering Services Regulations 2002, Reg. 32	Yes	No
Special Guardianship (no full assessment)	5 years	No guidance	Yes	No
Special Guardianship (Assessment and Decision)	As determined by	No guidance		

	the status of the child prior to the order, e.g. if CLA – 75 years.		Yes	No
PANEL RECORDS (NB: Business Records NOT child related records as those are held on the child’s record)				
ADOPTION PANEL	7 years	No guidance	Yes	No
FOSTERING PANEL	7 years	No guidance	Yes	No
RESIDENTIAL (NB: Business Records NOT children’s files in the home as those should be retained alongside the child’s main case file)				

Record Book of Inspection Visits	3 years from date of last entry	National Standards 2000	Care Act	No	Yes
Copies of Inspection Reports	3 years	National Standards 2000	Care Act	No	Yes
Copy of Statement of Purpose	3 years for each replacement version	National Standards 2000	Care Act	No	Yes
Statement of Procedure to be followed in the event of fire	3 years for each replacement version	National Standards 2000	Care Act	No	Yes
Statement of Procedure to be followed in the event of accident	3 years for each replacement version	National Standards 2000	Care Act	No	Yes
Statement of Procedure to be followed in the event of a resident becoming missing	3 years for each replacement version	National Standards 2000	Care Act	No	Yes
Record of Procedure to be followed in the event of fire	3 years for each replacement version	National Standards 2000	Care Act	No	Yes
Statement of facilities provided by home for residents and	3 years for each	National	Care	No	Yes

of arrangements for visitors	replacement version	Standards Act 2000		
Complaints Log	3 years from date of last entry	National Care Standards Act 2000	Yes	No
Register of Residents	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Log Book	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Duty Rosters	15 years from end of rota period	Children's Home Regulations 2001	Yes	No
Record of Staff Handover	15 years from date of last entry or for each separate record	Children's Home Regulations 2001	Yes	No
Visitors to establishment	15 years from date of last entry	Children's Home Regulations 2001	Yes	No

A record of all medicines kept and administered in the home and of their eventual disposal	15 years from date of last entry or for each separate record	Children's Home Regulations 2001	Yes	No
Records of food provided for residents including special meals	1 years from date of record	Children's Home Regulations 2001	Yes	No
Records of every fire practice, drill or alarm test conducted in the home and of any action taken to remedy defects	15 years from date of last entry	Children's Home Regulations 2001	No	Yes
Record of each person employed at the Home	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Record of Physical Restraint	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Record of Petty Cash/Accounts	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Record Weekly Accommodation Returns	15 years from date of last entry	Children's Home Regulations 2001	Yes	No

Record money/valuables deposited by a resident for safekeeping and date of return	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Record of Contributions to Maintenance	15 years from date of last entry	Children's Home Regulations 2001	Yes	No
Record Incident/Accident Report forms and records of falls involving service users	15 years from date of last entry or for each report	Children's Home Regulations 2001	Yes	No

8 GOVERNANCE, APPROVAL AND REVIEW

8.1 Corporate Governance Group

This policy and the council's commitment to a robust governance framework are subject to continuous, systematic review and improvement. This council-wide policy will be governed by the Corporate Governance Group (CGG), chaired by the Director of Finance, who is also the council's Senior Information Risk Owner. The council's Monitoring Officer is also a member of the CGG. The Corporate Governance Group has a clear terms of reference and reports directly into the Corporate Management Board.

8.2 Formal approval, adoption and review

This policy will be formally signed off by Corporate Management Board It will be reviewed on an annual basis by the Corporate Governance Group who will determine who will carry out this review.

Name	Role	Signature	Date Signed
Lesley Seary	Chief Executive		
Mike Curtis	Senior Information Risk Owner and Chair of the Corporate Governance Group Corporate Director of Resources		
Kevin O'Leary	Corporate Director Environment & Resources		
Sean McLaughlin	Corporate Director Housing and Adult Social Services		
Carmel Littleton	Corporate Director Childrens Services		
Julie Billett	Director of Public Health		

Shona Nicolson	Head of Informatio Governance & Business Support		
Leila Ridley	Information Compliance Manager		