

Somerset County Council - Generic Retention Schedule

N.B. Records created and managed in an educational or children's social care establishment are subject to Legal Hold under the Independent Inquiry into Child Sexual Abuse (IICSA). Please consult the Records Management Service for advice before deletion or destruction of records.

The Generic Retention Schedule lists common categories of records managed across Somerset County Council's services. Please refer to individual service-specific retention schedules for further retention guidance. Further advice can be obtained by contacting the Records Management Service (records@somerset.gov.uk).

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Access to Information												
Data Protection Act Agreements		Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Disclosure Requests	Police Disclosure Requests, Section 212 Requests	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	
Environmental Information Regulations Requests	EIR Requests	Review	6	Case closed	Business		OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Freedom of Information Requests	FOI Requests	Review	6	Case closed	Business		OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Individuals Rights Requests		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	
Publication Scheme	FOI Publication Scheme	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Privacy Impact Assessments		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Privacy Notices	Privacy Policy	Destroy	6	Expiry	Business		OFFICIAL	No	No	No	Destroy 6 years after expiry. SCC business need.	
Record of Processing Activities	ROPA	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Re-use of Public Sector Information Licenses	ROPSI	Destroy	6	Expiry	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after expiry. SCC business need.	
Subject Access Requests - Persons over 18	DSARs - Adults	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	

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Access to Information --- continued												
Subject Access Requests - Persons under 18, excluding SEND	DSARs - Minors	Destroy	25	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 25 years after date of birth. SCC business need.	If necessary, increase retention period to the same retention as the primary case record.
Subject Access Requests - Special Educational Needs and Disabilities	DSARs -SEND	Destroy	34	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 34 years after date of birth. SCC business need.	Retention complies with case file retention period.

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Case Management												
Adult Social Care Case Files	Day Service Provision, Drug and Alcohol Misuse, Home Care, Learning Disability, Mental Health (not sectioned), Occupational Therapy, Physical Disability, Rehabilitation and Discharge, Sensory Disability	Destroy	8	Case closed	Business	NHS Records Management Code of Practice for Health and Social Care, 2016	OFFICIAL - Personal	Yes	No	No	Destroy 8 years after case closed. NHS Records Management Code of Practice for Health and Social Care, 2016.	
Coroner Case Work		Destroy	15	Case closed	Business		OFFICIAL - Personal	Yes	No	No	Destroy 15 years after case closed. SCC business need.	
Coroner Inquests		Retain Permanently	999	Case closed	Legal	The Coroners (Investigations) Regulations 2013, Section 27	OFFICIAL - Personal	Yes	No	Yes	Retain Permanently. Transfer to South West Heritage Trust once administrative use concluded. The Coroners (Investigations) Regulations 2013, Section 27.	
Employee Case Files	Personnel Files, Staff Files, Staff Personnel Files	Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. SCC business need.	For further breakdown see HR Section on Generic Retention Schedule.
Safeguarding - Vulnerable Adults		Review	100	Date of birth	Business	Children Act 2004, Children and Young Persons Act 2008, Working Together to Safeguard Children 2018	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	LGA guidelines cite a 15 year retention period. Increased to 100 years based on SCC business need.
School Admissions and Exclusions	Appeal Files, Exclusion Files	Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	
School Pupil Records		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	If unable to separate out SEND pupil files, Review 25 years after date of birth; SEND pupil files to then be extended for an addition 9 years until aged 34. Limitation Act 1980 (Section 2).
Special Educational Needs and Disabilities Case Files and Pupil Records		Destroy	34	Date of birth	Business		OFFICIAL - Pers	Yes	No	No	Destroy 34 years after date of birth. SCC business need.	25 years is the legal requirement. Extended to aged 34 based on SCC business need.
Volunteers Case Files		Destroy	100	Date of birth	Business		OFFICIAL - Pers	Yes	No	No	Destroy 100 years after date of birth. SCC business need.	

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Case Management --- continued												
Youth Offending - Appropriate Adult Case Files		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Youth Offending - Supervision Orders		Destroy	6	Expiry	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	No	Destroy 6 years after expiry. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Youth Offending - Young Offenders Case Files		Review	25	Date of birth	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	Yes	Review 25 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Youth Offending - Youth Justice Statutory Court Files		Review	25	Date of birth	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	Yes	Review 25 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	

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Children's Social Care												
Child Protection Allegations - Substantiated		Retain Permanently	999	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust once administrative use concluded. Sex Offenders Act 1997.	
Child Protection Allegations - Unfounded		Destroy	10	Case closed	Business	Information Commissioner Code of Practice: Employment Records 2002, Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17	OFFICIAL - Personal	Yes	No	No	Destroy 10 years after case closed. Information Commissioner Code of Practice: Employment Records 2002, Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17.	
Child Protection and Safeguarding Case Files	Child Protection Orders	Destroy	100	Date of birth	Business	Children Act 1989, Children Act 2004, Children Act 2008 (Section 11), Children and Young Persons Act 2008, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991, Working Together to Safeguard Children 2018	OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Children Act 1989, Children Act 2004, Children Act 2008 (Section 11), Children and Young Persons Act 2008, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991, Working Together to Safeguard Children 2018.	LGA guidelines and legislation state 40 year retention period. Extended based on SCC business need.
Child Protection Register		Retain Permanently	999	Case closed	Legal	Arrangements for the Placement of Children (General) Regulations 1991	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust once administrative use concluded. Arrangements for the Placement of Children (General) Regulations 1991.	
Child Protection Register of Offenders - Caution		Destroy	2	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 2 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / SCC business need.
Child Protection Register of Offenders - Prison Sentence 6 Months or Less		Destroy	7	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 7 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / SCC business need.
Child Protection Register of Offenders - Prison Sentence 7 to 29 Months		Destroy	10	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 10 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / SCC business need.
Child Protection Register of Offenders - Prison Sentence 30 Months or More		Retain Permanently	999	Calendar year cr	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust once administrative use concluded. Sex Offenders Act 1997.	

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Children's Social Care ... continued												
Children in Care / Children Leaving Care / Children Looked After / Care Orders / Residential Care		Review	100	Date of birth	Legal	Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	
Children in Care / Children Leaving Care / Children Looked After / Care Orders / Residential Care - deceased before age 18		Destroy	15	Case closed	Legal	Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	OFFICIAL - Personal	Yes	No	Yes	Destroy 15 years after date of death / case closed. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	
Children in Care Register	Children's Home Register, Admissions Register, Discharge Register	Retain Permanently	999	Calendar year cr	Legal	Arrangements for Placement of Children (General) Regulations 1991 reg. 10	OFFICIAL - Personal	Yes	No	Yes	Retain Permanently. Transfer to South West Heritage Trust once administrative use concluded. Arrangements for Placement of Children (General) Regulations 1991 reg. 10.	
Children in Need / Early Intervention - Contact and Referral Only		Destroy	6	Case closed	Business	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. SCC business need.	
Children in Need / Early Intervention - Contact, Referral, Assessment	Family Support - Common Assessment Framework, Family Support - Children not Subject to Care Orders or Child Protection Orders	Destroy	25	Date of birth	Legal	Every Child Matters: Change for Children Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth of youngest child in family. SCC business need. Every Child Matters: Change for Children, Limitation Act 1980 (Section 2).	
Fostering and Adoption - Enquiries not Proceeded to Assessment		Destroy	6	Case closed	Business		OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. SCC business need.	
Fostering and Adoption - Not Proceeded, Refused or Withdrawn Applications		Destroy	100	Case closed	Business	Fostering Services Regulations 2002, The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	No	Destroy 100 years after case closed. Fostering Services Regulations 2002, The Fostering Services (England) Regulations 2011, s.32 states 10 year retention, overridden by SCC business need.	

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Children's Social Care ... continued												
Fostering and Adoption - Approved Foster Carers and Adoptive Parents	Approved Adopters, Approved Foster Carers	Review	100	Case closed	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth of youngest adopted or fostered child, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32, Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	
Fostering and Adoption - Child's Case File	Adoption Counselling	Review	100	Date of birth	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	
Safeguarding Children Board	Child Death Review Serious Death Review	Review	15	Case closed	Business		OFFICIAL - Personal	Yes	No	Yes	Review 15 years after case closed, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Residence Orders		Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	

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Children's Social Care ... continued												
Special Guardianship Order	Family Support - Special Guardianship Orders	Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	
Supervision Orders		Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	
Young Carers Case Files		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	

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Contracts and Procurement												
Approved Suppliers and Contractors		Destroy	6	Expiry	Business		OFFICIAL	No	No	No	Destroy 6 years after expiry. SCC business need.	
Contract Management - Ordinary Under Signature	Contracts - Ordinary Under Signature	Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	Use for operational management of the contract once contract is live.
Contract Management - Under Seal	Contracts - Under Seal	Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	Use for operational management of the contract once contract is live.
Contracts - Ordinary Under Signature	Contract Management - Ordinary Under Signature	Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	Use for actual contract.
Contracts - Under Seal	Contract Management - Under Seal	Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	Use for actual contract.
Contract Variations, Extension and Exit - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	
Contract Variations, Extension and Exit - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Frameworks		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Governance		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Leases		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Pre-Procurement - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	

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Contracts and Procurement --- continued												
Pre-Procurement - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Quotations	Quotes	Destroy	6	Calendar year created	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Service Level Agreements	Joint User Agreements, Operating Level Agreements	Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Tender Evaluation		Destroy	1	Contract awarded	Business		OFFICIAL - Commercial	No	No	No	Destroy 1 year after contract awarded. SCC business need.	
Tender Specifications - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	
Tender Specifications - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Unsuccessful Tenders		Destroy	1	Contract awarded	Business		OFFICIAL - Commercial	No	No	No	Destroy 1 year after contract awarded. SCC business need.	
Upcoming Contracts List		Destroy	1	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 1 year after calendar year created. SCC business need.	
Waivers and Exemptions		Destroy	6	Expiry	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after expiry. Limitation Act 1980 (Section 2).	

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Corporate Management												
Accommodation Reviews		Destroy	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of project. Limitation Act 1980 (Section 2).	
Action Plans		Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Advice and Enquiries - Call Centre		Destroy	1	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after calendar year created. SCC business need.	1 year retention as most calls are ephemeral or triaged to other services.
Advice and Enquiries - General	Advice, Advice - General, Education Queries, Enquiries - General Guidance, Member Queries	Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Advice and Enquiries - Conservation Areas	Advice - Conservation Areas, Enquiries - Conservation Areas	Retain Permanently	999	Calendar year created	Business		OFFICIAL	No	No	Yes	Transfer to South West Heritage Trust for permanent retention after administrative use concluded. SCC business need.	
Analysis	Cost Benefit Analysis	Review	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	Yes	Yes	Review 6 years after end of financial year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400	
Annual Reports		Retain Permanently	999	Calendar year created	Business	Local Government Act 1972	OFFICIAL	No	No	Yes	Transfer to South West Heritage Trust for permanent retention after calendar year created. Local Government Act 1972.	
Archive Consignment Lists		Retain Permanently	999	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Retain permanently. SCC business need.	
Archive - Corporate		Retain Permanently	999	Administrative use concluded	Business		OFFICIAL	No	Yes	No	Retain permanently. SCC business need.	
Archive - Operational		Review	6	Date last modified	Business		OFFICIAL	No	Yes	Yes	Review 6 years after date last modified, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	

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Corporate Management --- continued												
Archive - South West Heritage Trust		Retain Permanently	999	Date of deposit	Legal	Public Records Act 1958	OFFICIAL	No	No	Yes	Retain permanently. Public Records Act 1958.	
Asset Register	Inventory	Destroy	6	Disposal of asset	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2).	
Audit		Review	6	Calendar year created	Legal	Local Government Finance Act 1992	OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Local Government Finance Act 1992.	
Branding	Graphic Design	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Building Plans		Review	6	Disposal of asset	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after disposal of asset, then transfer to South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2).	
Business Cases		Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Business Continuity - Advice and Information		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Business Continuity - Emergency Plans	Contingency Planning, Emergency Planning, Evacuation Plan, Incident Plan, Recovery Plan	Review	6	Superseded	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	Only major corporate plans to be appraised and sent to South West Heritage Trust. Routine operational plans to be destroyed at end of retention period.
Business Continuity - Exercises and Training		Review	6	Calendar year created	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	

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Corporate Management --- continued												
Business Continuity - Incidents		Review	6	Calendar year created	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Communications	Articles, Communications - External, Communications - Internal, Media Releases, News Releases, Press Releases	Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Complaints - Ombudsman		Review	10	Case closed	Business		OFFICIAL - Personal	No	No	Yes	Review 10 years after case closed, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Complaints - Special Educational Needs and Disabilities	Complaints - SEND	Destroy	34	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 34 years after date of birth. SCC business need.	Retention complies with case file retention period.
Complaints - Stage 1 and Routine	Complaints and Compliments	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	
Complaints - Stage 2		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	
Complaints - Statutory and for Children in Care		Review	100	Date of birth	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Children Act 1989; Boarding Out of Children Regulations 1991; Children's Home Regulations 2001	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Children Act 1989; Boarding Out of Children Regulations 1991; Children's Home Regulations 2001.	
Consultations - General	Public Consultations, Public Engagement, Staff Consultations, Staff Engagement	Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Consultations - Planning		Review	15	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 15 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	

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Corporate Management ... continued												
Corporate Plans and Reports	Annual Reports	Retain Permanently	999	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Retain permanently. Transfer to SCC Archive and South West Heritage Trust for archival appraisal after calendar year created. SCC business need.	
Correspondence		Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Decisions - Key and Non-Key		Review	6	Calendar year created	Legal	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
Diaries	Office Diaries, Staff Diaries	Destroy	3	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 3 years after calendar year created. SCC business need.	
Emails		Review	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Review 3 months after date last modified, then transfer to appropriate record-keeping system. SCC Business need.	All business-related information should be transferred to an appropriate record-keeping system where retention is applied. Only ephemeral information should reside in Outlook mail boxes.
Engagement	Collaboration, Community Engagement, Public Engagement, Public Consultations, Stakeholder Engagement, Focus Groups, Liaison, Working Groups	Review	6	Calendar year created	Legal	Local Government Act 1972 s100c	OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Act 1972 s100c.	
Equipment Manuals		Destroy	6	Disposal of asset	Business		OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. SCC business need.	
Event Management	Events, Events and Exhibitions, Visits and Events - General	Review	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Corporate Management ... continued												
Feedback	Comments, Compliments, Questionnaires, Suggestions, Surveys	Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Fleet Management - Daily Checks and Driver Logs	Vehicles - Daily Checks and Driver Logs, Vehicle Daily Checks, Vehicle Driver Logs	Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2).	
Fleet Management - Ownership and Lease	Vehicle Acquisition, Vehicle Disposal, Vehicle Lease, Vehicle Log Book, Vehicle Maintenance, Vehicle MOT, Vehicle Service, Vehicles, Plant and Equipment	Destroy	6	Disposal of asset	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. Limitation Act 1980 (Section 2)	
Focus Groups	Collaboration, Liaison, Stakeholder Engagement, Working Groups	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Gifts and Hospitality Register		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Honours and Awards		Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Image Library	Media Library, Photographs, Video Library	Review	0	Administrative use concluded	Business		OFFICIAL	No	No	Yes	Review immediately administrative use concluded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Impact Assessments	Privacy Impact Assessments	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Information Security Breaches	Security Breach Log, Information Breaches	Destroy	25	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 25 years after calendar year created. SCC business need.	25 years to comply with Limitation Act for minors when they reach the age of 18.

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Corporate Management --- continued												
Inspections		Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Insurance Claims		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2).	
Insurance - Employer's Liability Policy		Destroy	84	Expiry	Business		OFFICIAL	No	No	No	Destroy 84 years after expiry. SCC business need.	
Judicial Reviews		Review	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Maps and Plans	Drawings, Maps, Plans	Review	0	Administrative use concluded	Business		OFFICIAL	No	Yes	Yes	Review immediately administrative use concluded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Marketing	Branding, Promotional Material	Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Media Relations	Articles, Communications, Media Reports, Press Cuttings, Social Media	Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Microsoft - Teams		Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need. N.B. Six years is the maximum retention period; conversations, content of channels, etc, should be routinely purged to reduce storage requirements and to improve management.	To be used only for ephemeral information and collaboration purposes. Key business information should be stored elsewhere.
Minutes, Agendas and Reports - Copy Minutes		Destroy	6	Calendar year created	Legal	Local Government Act 1972 s100b	OFFICIAL	No	No	No	Destroy 6 years after calendar year created. Local Government Act 1972 s100b.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Corporate Management ... continued												
Minutes, Agendas and Reports - Officer Reports and Responses for Cabinet, Committee, Panels and Working Groups		Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Minutes, Agendas and Reports - Operational Management	Meetings, Team Meetings	Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Minutes, Agendas and Reports - Outside Bodies	Minutes, Agendas and Reports - Partnerships, Agency and External	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Minutes, Agendas and Reports - Strategic Management		Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Note Books	Microsoft - OneNote Notebooks, Staff Note Books	Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	Key business information should be removed and stored elsewhere.
Operational Management	Business Administration, Business Management, Service Management	Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Partnership Working	Collaboration, Commissioning, Liaison, Stakeholder Engagement, Working Groups	Review	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	Yes	Review 6 years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Petitions		Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Performance Management	Audit, Benchmarking, Peer Review, Performance Reporting, Quality Assurance	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Presentations		Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	

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Corporate Management ... continued												
Projects and Programmes	Project Management, Projects, Programmes	Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	Yes	Yes	Review 6 years after end of project, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Property Maintenance	Facilities Management, Premises Management	Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2).	
Public Enquiries		Retain Permanently	999	Case closed	Business		OFFICIAL	No	No	Yes	Retain permanently. Transfer to SCC Archive and South West Heritage Trust for archival appraisal after case closed. SCC business need.	
Publications	Official Publications	Review	0	Expiry	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer one copy to South West Heritage Trust for permanent preservation. SCC business need.	
Quality Assurance	Benchmarking, Peer Review, Performance Management, Performance Reporting	Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Reports and Statistics	Corporate Reporting, Operational Reporting, Management Reporting, Statutory Reporting, Strategic Reporting	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Resource Library	Guidance, Toolkits, Tools and Guidance	Destroy	0	Administrative use concluded	Business		OFFICIAL	No	No	No	Destroy immediately administrative use concluded. SCC business need.	
Risk Management		Review	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Security		Destroy	6	Superseded	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after superseded. Limitation Act 1980 (Section 2).	
Service Management	Operational Management	Destroy	6	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after calendar year created. SCC business need.	

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Corporate Management --- continued												
Service Planning	Business Planning, Forward Planning, Organisational Development, Service Development	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Service Reviews and Restructures		Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	Yes	Yes	Review 6 years after end of project, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Signing-in Books	Out of Hours Signing-in Books, Visitors' Books	Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Statutory Reporting	CIPFA Returns, Statutory Returns	Review	7	Financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 7 years after financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Strategic Management		Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Strategic Planning	Corporate Planning, Business Planning, Forward Planning, Organisational Development, Transformation	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Strategies, Policies and Procedures	Governance, Guidance, Toolkits, Tools, Tools and Guidance, Operational Processes, Procedure Manuals	Review	6	Superseded	Business		OFFICIAL	No	Yes	Yes	Review 6 years after superseded, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	
Surveys	Feedback	Review	6	Calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. SCC business need.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Corporate Management ... continued												
System Back Ups		Destroy	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy 3 months after date last modified. SCC business need.	
System Configuration and Development		Destroy	6	Disposal of asset	Business		OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. SCC business need.	
Templates		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
Virtual Meeting Rooms - Uploaded Documents		Review	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Review 3 months after date last modified - during this period information should be transferred to appropriate alternative document library. SCC business need.	
Virtual Meeting Rooms - Log		Review	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Review 6 years after calendar year created. SCC business need. *Logs for CSC VMRs may be extended based on client case classification.	Log to contain name of meeting room, date created, date closed, created by and attendees
Visits and Events - Civic and Royal		Retain Permanently	999	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	Yes	Retain permanently. Transfer to South West Heritage Trust for archival appraisal after calendar year created. SCC business need.	
Visits and Events - General	Events and Exhibitions, Event Management	Review	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Websites, Communications Sites and Portals (Internal and External)	Internet, Intranet, SharePoint Communications Sites, Websites, Portals	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	Disposition on proviso information originates from elsewhere, where legal and business retention is applied. If not, content to be held in archive function for 6 years after superseded.
Work in Progress		Review	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Review 3 months after date last modified - during this period information should be transferred to appropriate alternative document library. SCC business need.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Finance												
Annual Accounts and Reports (Published)		Review	6	Financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Audits		Review	6	Financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Banking		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Budget Monitoring		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Capital		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Closing		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Costing and Pricing Lists		Destroy	6	Superseded	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after superseded. Limitation Act 1980 (Section 2).	
Debt Management	Fines	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Direct Debit Mandates		Destroy	0.5	End of agreement	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 months after end of agreement. SCC business need.	
Estimates		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Finance --- continued												
Expenditure	Purchases	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Fees and Charges		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Finance - General	Financial Management	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	To be used when financial breakdown not appropriate
Finance Request Forms		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Financial Planning	Financial Management, Forecasting	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Imprest	Petty Cash	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Income	Fines, Internal Charges, Recharges	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Invoices	Invoices - Paid, Invoices - Raised	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Medium Term Financial Plan		Review	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400.	
Procurement Cards		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Finance --- continued												
Purchase Orders		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Transparency Reports	Senior Salary Reports	Review	6	Financial year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Travel and Subsistence Claims		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Grants and Funding												
EU Funding		Review	12	End of agreement	Business		OFFICIAL - Commercial	No	No	Yes	Review 12* years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. SCC business need. *Check terms of agreement for specific retention requirements.	12 years is a minimum period. Retention to be set by funding body.
Lottery Funding - Purchase of Land or Buildings		Review	80	Calendar year created	Business		OFFICIAL - Commercial	No	No	Yes	Review 80 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £5,001 - £10,000		Destroy	6	End of project	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of project. SCC business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £10,001 - £50,000		Review	10	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 10 years after end of project, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £50,001 - £5 million		Review	20	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 20 years after end of project, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property above £5 million		Review	40	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 40 years after end of project, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Public Finance Initiative Projects		Review	12	End of project	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	No	Yes	Review 12* years after end of project, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8). *Check terms of agreement for specific retention requirements.	12 years is a minimum period. Retention to be set by funding body.
UK Funding		Review	6	End of agreement	Legal	Limitation Act 1980 (Section 2), Accounts and Audit Regulations 2003, Local Government Act, HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	Yes	Review 6 years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Accounts and Audit Regulations 2003, Local Government Act, HMRC - Compliance Handbook Manual CH15400.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Health and Safety												
Accident and Incident Reporting - Persons over 18		Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 11).	
Accident and Incident Reporting - Persons under 18		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 11).	
Accident and Incident Reporting - RIDDOR		Destroy	50	Calendar year created	Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 SI 2013 No 1471	OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	Legal requirement is 30 years. Extended to 50 years due to asbestos and radon exposure, SCC business need.
Air Monitoring		Review	50	Calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974	OFFICIAL	No	Yes	Yes	Review 50 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974.	
Asbestos Management		Review	50	Disposal of asset	Legal	Control of Asbestos at Work Regulations 2012	OFFICIAL	No	Yes	Yes	Review 50 years after disposal of asset, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Control of Asbestos at Work Regulations 2012.	
Asbestos Register		Review	50	Disposal of asset	Legal	Control of Asbestos at Work Regulations 2012	OFFICIAL	No	Yes	Yes	Review 50 years after disposal of asset, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Control of Asbestos at Work Regulations 2012. NB: If building is vacated or sold, Asbestos Register must be transferred to landlord / owner / new occupier and a copy retained by SCC for at least 50 years.	Asbestos Register to be retained in building to which it relates. If building is sold or lease expires, register to be handed to new owner or occupier and a copy to be retained for at least a period of 50 years, based on SCC business need.
COSHH - Monitoring Workplace Exposure		Destroy	50	Calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002	OFFICIAL	No	No	No	Destroy 50 years after calendar year created. Control of Substances Hazardous to Health Regulations 1997/2002.	

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	SCC Archive	South West Heritage Trust	Document Library Description	Notes
Health and Safety --- continued												
COSHH - Health Surveillance		Destroy	50	Calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002	OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. Control of Substances Hazardous to Health Regulations 1997/2002.	
Exposure to Hazardous Substances in the Workplace - General Exposure		Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 11).	
Exposure to Hazardous Substances in the Workplace - Identifiable Individuals		Destroy	50	Calendar year created	Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 SI 2013 No 1471	OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471.	
Inspections and Monitoring		Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	
Investigations - Persons over 18		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 11).	
Investigations - Persons under 18		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 11).	
Investigations - RIDDOR		Destroy	50	Calendar year created	Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 SI 2013 No 1471	OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	Legal requirement is 30 years. Extended to 50 years due to asbestos and radon exposure, SCC business need.
Radiation Monitoring		Review	50	Calendar year created	Legal	Ionising Radiations Regulations 2017	OFFICIAL	No	Yes	Yes	Review 50 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Ionising Radiations Regulations 2017.	

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Health and Safety --- continued												
Radon Monitoring		Review	50	Calendar year created	Legal	Ionising Radiations Regulations 2017	OFFICIAL	No	Yes	Yes	Review 50 years after calendar year created, then transfer to SCC Archive and South West Heritage Trust for archival appraisal. Ionising Radiations Regulations 2017.	
Risk Assessments - General		Destroy	6	Superseded	Legal	The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after superseded. The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2).	
Risk Assessments - Hazardous and Dangerous Substances		Destroy	50	Calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974	OFFICIAL	No	No	No	Destroy 50 years after calendar year created. Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974.	
Staff Training Materials		Destroy	84	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 84 years after calendar year created. SCC business need.	349, 704

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Human Resources - Employee Case Files												
Absence - Family, Sickness, Other	Absence - Family, Absence - Other, Absence - Sickness	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Annual Leave		Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Appraisal and Supervision - staff not working with children or vulnerable adults	Appraisal, Performance, Supervision	Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2).	
Appraisal and Supervision - staff working with children or vulnerable adults	Appraisal, Performance, Supervision	Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. SCC business need.	
Capability and Performance		Destroy	50	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. SCC business need.	
Coaching and Mentoring - staff not working with children or vulnerable adults		Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2).	
Coaching and Mentoring - staff working with children or vulnerable adults		Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. SCC business need.	
Contractual Documents		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
DBS - Checks		Destroy	0.5	Case closed	Legal	Disclosure and Barring Service Code of Practice	OFFICIAL - Personal	Yes	No	No	Destroy 6 months after case closed. Disclosure and Barring Service Code of Practice.	
DBS - Clearance and Supporting Information		Destroy	84	Calendar year created	Business		OFFICIAL - Personal	Yes	No	No	Destroy 84 years after calendar year created. Limitation Act 1980 (Section 2)	Need to retain until aged 100, retention based on possible age of youngest employee being 16 years.
Disciplinary		Destroy	50	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. SCC business need.	
Disclosure of Interests		Destroy	100	Date of birth	Legal	Local Government Act 1972	OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Local Government Act 1972	

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Human Resources - Employee Case Files ... continued												
Emergency Contact Details	Contact Directory Contact List Emergency Contacts	Destroy	0	Superseded	Business		OFFICIAL - Personal	No	No	No	Destroy immediately superseded. SCC business need.	
Personnel Files		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	May be broken down into other categories within HR section
Employment Tribunal Claims		Destroy	7	Calendar year created	Business	Limitation Act 1980 (Section 2), The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008	OFFICIAL - Personal	No	No	No	Destroy 7 years after calendar year created. SCC business need, based on the Limitation Act 1980 (Section 2) and the Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008.	
Equalities		Destroy	50	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. SCC business need.	
Grievance		Destroy	50	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. SCC business need.	
Health & Safety - Disclaimers		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Health & Safety - Individual's Risk Assessments		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Health, Safety and Wellbeing Annual Checks		Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Investigations		Destroy	50	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after case closed. SCC business need.	
Occupational Health - Health Referrals		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Occupational Health - Health Surveillance		Destroy	50	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after calendar year created. SCC business need.	
Occupational Health - Medical Reports		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	

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Human Resources - Employee Case Files ... continued												
Occupational Health - Pre-employment Health Questionnaires		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Payroll - Additional Payments		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Basic Information		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Payroll - Expenses	Travel, Subsistence, Travel and Subsistence	Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Salary Overpayments		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Salary Sacrifice	Staff Benefits	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Payroll - Voluntary Deductions		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Pensions - Calculations		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Pensions - General		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Professional Registration		Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. SCC business need.	
Recruitment		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
References		Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	

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Human Resources - Employee Case Files ... continued												
Redundancy		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Settlement Agreements		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Termination of Employment		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Training Records - Health and Safety		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need.	
Training Records - Not Concerning Children or Vulnerable Adults		Destroy	6	Calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. Limitation Act 1980 (Section 2).	CIPD guidance
Training Records - Concerning Children or Vulnerable Adults		Destroy	100	Calendar year created	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after calendar year created. SCC business need.	CIPD guidance
Whistleblowing		Destroy	100	Date of birth	Business	Employment Rights Act 1996, amended by the Public Interest Disclosure Act 1998 (Section 43)	OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. SCC business need, based on Employment Rights Act 1996, amended by the Public Interest Disclosure Act 1998 (Section 43).	

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Human Resources - General												
Absence and Sickness Monitoring	Absence Monitoring, Sickness Monitoring	Destroy	6	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after calendar year created. SCC business need.	
Attendance Management	Flexi Sheets, Time Management, Time Recording, Time Sheets	Destroy	3	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 3 years after calendar year created. SCC business need.	
Job Descriptions and Job Assignments	Job Assignments, Job Descriptions	Review	6	Superseded	Business		OFFICIAL	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	Copies held by service areas to be destroyed 6 years after superseded.
Job Evaluation		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. SCC business need.	
Leavers - Process	Starters and Leavers - Process, Leavers Checklists	Destroy	1	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after calendar year created. SCC business need.	Use only for recording of administrative procedures, e.g. checklists. Resignation letters, payroll forms etc to go on employee case file.
Pay and Remuneration Reports		Destroy	6	Financial year created	Business		OFFICIAL - Personal	No	No	Yes	Destroy 6 years after end of financial year created. SCC business need.	
Recruitment - Equality Forms		Destroy	1	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after calendar year created. SCC business need.	
Recruitment - Job Advertisements and Interview Questions	Recruitment - Resource Library	Destroy	0	Administrative use concluded	Business		OFFICIAL	No	No	No	Destroy immediately administrative use concluded. SCC business need.	
Recruitment - Unsuccessful Candidates		Destroy	1	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after calendar year created. SCC business need.	
Recruitment - Process	Starters and Leavers - Process	Destroy	1	Calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after calendar year created. SCC business need.	Use only for administrative processes associated with arranging interviews, room bookings, etc. Information on the successful candidate to go on employee case file.

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Human Resources - General --- continued												
Staff Consultations	Employee Relations, Staff Engagement	Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of project, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Structure Charts		Review	6	Superseded	Business		OFFICIAL	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	Copies held by service areas to be destroyed 6 years after superseded.
Training Materials - Concerning Children or Vulnerable Adults		Destroy	100	Calendar year created	Business		OFFICIAL	Yes	No	No	Destroy 100 years after calendar year created. SCC business need.	
Training Materials - Health and Safety		Destroy	84	Calendar year created	Business		OFFICIAL	No	No	No	Destroy 84 years after calendar year created. SCC business need.	
Training Materials - Not Concerning Children or Vulnerable Adults	Training Materials - Operational and Workforce Development, Training Materials, Training Resources, Resource Library - Training	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. SCC business need.	
TUPE / Transfer		Destroy	6	Case closed	Legal	Transfer of Undertakings (Protection of Employment) Regulations 2006	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Transfer of Undertakings (Protection of Employment) Regulations 2006	
Working Well Initiatives		Review	6	Calendar year created	Business		OFFICIAL	No	No	Yes	Review 1 year after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	
Workforce Planning and Reporting	Resource Management, Resource Planning, Resource Reporting, Workforce Planning, Workforce Reporting	Review	6	Calendar year created	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after calendar year created, then transfer to South West Heritage Trust for archival appraisal. SCC business need.	