

Business Unit	Core Activity	Information Asset	Format	Classification Official Sensitive	Retention Period	Contains Personal Data	GDPR Legal Basis for processing personal data
Administrative Services	Purchase Orders	Purchase Orders	Electronic	Official Sensitive	6 years	Y	contract
	Purchase Cards	Purchase Cards transaction details	Electronic	Official Sensitive	6 years	Y	contract
	Invoicing	Invoicing	Electronic	Official	6 years	Y	contract
	Energy Bills	Energy Bills	Electronic	Official	6 years	N	N/A
	Lyreco Stationery contract	Lyreco Stationery contract	Electronic	Official	6 years from termination	N	N/A
	stationery recharges	stationery recharges	Electronic	Official	6 years	N	N/A
	O2 Mobile Phone contract management	O2 Mobile Phone contract management	Electronic	Official	6 years from termination	Y	contract
	Room diary management (Meritec)	Room diary management	Electronic	Official	1 year	N	N/A
	External Printing orders (NCC spreadsheet)	External Printing orders (NCC spreadsheet)	Electronic	Official	6 years	N	N/A
	External printing contract (NCC)	External printing contract	Electronic	Official	6 years from termination	N	N/A
	Design services contract - (NCC)	Design services contract - NCC	Electronic	Official	6 years from termination	N	N/A
	MFD contract -	MFD contract -	Electronic	Official	6 years from termination	N	N/A
	Hybrid mail contract - NCC	Hybrid mail contract - NCC	Electronic	Official	6 years from termination	N	N/A
	Hospitality Register	Hospitality Register	Electronic	Official	2 years	Y	N/A
	Cheque Reconciliations	Cheque Reconciliations	Electronic	Official	6 years	N	N/A
	Recharging information	Recharging information	Electronic	Official	6 years	N	N/A
	SLT	SLT minutes		Official Sensitive	permanent	Y	public task
	Register of officer Interest (register is permanent)	Register of officer Interest (register is permanent)	Electronic	Official Sensitive	for the duration of the time that the officer is in post.	Y	public task
	Holistic print project	Holistic print project	Electronic	Official	6 years from termination	N	N/A
	Daisy Telephones	Daisy Telephone lines and services.	Electronic	Official	6 years	N	N/A

Administrative Services	Castle House Records (door entry,locker,car park pass)	electronic	Electronic	Official Sensitive	Ongoing	Y	Vital Interest
	Net2 (Door Entry system) for Castle House, Farrar Close, Brunel Drive and Beacon	electronic	Electronic	Official Sensitive	Ongoing	Y	Vital Interest
Asset Management and Car Parks	Managing the Income producing property assets of the Council	Property Files	Electronic	Official Sensitive	6 months termination where N dispute	Y	contract/ consent
	Acquisition & Disposal	Property Files	Electronic	Official Sensitive	12 years post acquisition or disposal as the transfer will be by deed.	Y	contract/consent
	Asset valuation	Register & background papers	Electronic	Official Sensitive	6 years maximum	Nne	n/a
	Property maintenance and facilities management	Works Orders & Contracts	Electronic	Official Sensitive	6 years	Y	contract
	Building services and caretaking operations	Work Orders & Contracts	Electronic	Official Sensitive	6 years	Y	contract
	Management of design and building contracts	Contracts & Background Papers	Electronic	Official Sensitive	life of the contracts plus the defects period, 12 years or 6 years as appropriate	Y	contract
	Major Capital projects	Contracts & Background Papers	Electronic	Official Sensitive	life of the contracts plus the defects period, 12 years or 6 years as appropriate.	Y	contract

Asset Management and Car Parks	CCTV	CCTV Footage	Electronic	Official Sensitive	30 days	Y	public task
	THE BEACON						
	CUSTOMERS	Licence agreement/contact	Electronic	Official Sensitive	6 years after termination of licence	Y	Contract
		Licence/experian check/hardcopy	Hardcopy	Official Sensitive	6 years after termination of licence	Y	Contract
		PivotX	Electronic	Official	1 year	Y	Contract
	PROSPECTS	Enquiry form	Electronic	Official	1 year	Y	Consent
	RESOURCE MANAGEMENT	Room booking print out	Electronic	Official	1 year	Y	Contract
		Spreadsheet	Electronic	Official	1 year	Y	Contract
		Wi-fi sheet	Electronic	Official	1 year	Y	Contract
		Financial -	Electronic	Official	6 years plus current	Y	Contract
		Business Hub -daily info.	Electronic	Official	1 year	Y	
	FACILITIES MANAGEMENT	Health and Safety	Hard copy	Official Sensitive	6 years	Y	Legal requirement
		Supplier files	Electronic	Official	6 years after last service	Y	Contract
		Supplier invoices-	Electronic	Official	6 years	Y	Contract
	Car Parks and Markets						
	Riverside Market	Completed NSDC - Casual Trader Registration Forms - April 2017 onwards	Hardcopy	Official Sensitive	1 year	Y	Contract
		Receipts from Market Trader markets on Riverside Arena Car Park - alongside the R Watkinson Auctions on a Wednesday - Pre April 2017	Hardcopy	Official Sensitive	Destroy 6 yrs after completion month	Y	Contract

Asset Management and Car Parks		Receipts from Market Trader markets on Riverside Arena Car Park - alongside the R Watkinson Auctions on a Wednesday - 2017 current	Hardcopy	Official Sensitive	Destroy 6 yrs after completion month	Y	Contract
		Completed - Riverside Arena Market Trader Update Personal Data Forms - April 2017	Hardcopy	Official Sensitive	1 year	Y	Contract
	Car Parks	Parking PCN court cases	Hardcopy	Official	6 years from last action	Y	public task
		Parking Penalty Charge Ntices and payment receipts	Hardcopy	Official	6 years	N	public task
		Daily takings sheets car Parks	Hardcopy	Official Sensitive	1 years	Y	N/a
		Season Ticket Receipts	Electronic	Official Sensitive	1 years	N	Consent
		Car Park Daily returns	Electronic	Official Sensitive	1 years	Y	N/A
		Lorry Park Daily Income sheets 2015 and associated receipts onwards	Electronic	Official	Destroy 6 yrs after completion month	N	Contract
		Lorry Park Daily returns 2015 and associated receipts onwards	Electronic	Official	Destroy 6 yrs after completion month	N	Contract
		Receipt book Lorry Park 2015 onwards	Hard copy scanned to computer	Official Sensitive	Destroy 6 yrs after completion month	Y	Contract
	Current Staff Time Sheets 2015- April 2017 onwards	Electronic	Official Sensitive	Destroy 2 yrs after completion month	Y	Contract	
Customer Services	Customer Services including Contact Centre	Customer Record		Offiical Sensitive	6 years from date of incident.	Y	public task
		Policies and procedures	Electronic	Official	Keep current and last previous version	N	N/A
		Workflow scripts	Electronic	Official		N	N/A
		Staff Rotas	Electronic	Official Sensitive	Current period only	Y	Contract
	Customer payments	Adjustment Reports	Electronic	Official Sensitive	1 year	N	N/A
		Paying in Book stubbs	Electronic	Official Sensitive	1 year	Y	Contract/Public Task

Customer Services	Customer Feedback	Comments and Complaints	Electronic	Official Sensitive	6 years from date of incident.	Y	public task
		Ombudsman Records	Electronic	Official Sensitive	Destroy after 1 year	Y	public task
EcoNmic Development	Think BIG (Loan Fund)	Loan Application and approval	Electronic	Official Sensitive	6 years	Y	public task
		Loan Documentation	Electronic	Official Sensitive	6 years	Y	public task
	Inward Investment	Investment and grant	Electronic	Official Sensitive	6 years	N	public task
	Key Account manangement	Summary records of confidential discussions	Electronic	Official Sensitive	6 years	Y	public task
Elections and Democratic Services	Registration and Elections	Election Results	Electronic	Official	Permanent	N	Public Task
		Nmination Papers	Hardcopy	Official	1 year from date of election	Y	Public Task
		Ballot Papers	Hardcopy	Official Sensitive	1 year from date of election	Y	Public Task
		Marked Copies of Registers	Hardcopy	Official Sensitive	1 year from date of election	Y	Public Task
		Candidate Election Expenses Forms	Hardcopy	Official	2 years (Nte: Parish 1 year)	Y	Public Task
		Corresponding Number Lists etc.	Hardcopy	Official	1 year from date of election	N	Public Task
		Absent Vote Election Paperwork (including security statements)	Hardcopy	Official Sensitive	1 year from date of election	Y	Public Task
		Previous Register of Electors	Electronic	Official	Retain each year	Y	Public Task
		Current Register of Electors (including updates)	Electronic	Official	1 year	Y	Public Task
		Current Annual Registration HEFs	Hardcopy	Official	Until change of registration at property	Y	Public Task
		Current Annual Registration ITRs	Hardcopy	Official Sensitive	Until change of individual at property	Y	Public Task
		Absent Voter Applications	Hardcopy	Official Sensitive	For period specified or up to 5 years	Y	Public Task
		Ntification as ERO to the Information Commissioner	Electronic	Official	1 year	N	Public Task

Elections and Democratic Services		Information on Party Nminating Officers	Hardcopy	Official	Retention for relevant period as indicated on forms	N	Public Task
		Local Government Boundary Commission Boundary Review Materials - including maps	Hardcopy	Official	Permanent - for exisiting electoral arrangements	N	Publiuc task
	Democracy	Signed Minutes (1972 to present)	Hardcopy and electronic	Official	Permanent	Y	Public Task
		Current Signed Minutes	Hardcopy and electronic	Official	For life of council (4 years)	Y	Public Task
		Minutes (1972 to 2001 paper)	Hardcopy	Official	Nne	Y	Public Task
		Minutes (2001 to present day)	Electronic	Official	Permanent	Y	Public Task
		Audio Recordings of Committee Meetings	Audio File	Official	Permanent as Nne deleted to date	Y	Public Task
		Clerks Ntes from Meeting	G:Drive or paper	Official	1 meeting cycle	Y	Public Task
		Agendas (1972 to 2001)	G:Drive or paper		Permanent	Y	Public Task
		Agendas (2001 to present day)	Electronic		Permanent	Y	Public Task
		Register of Interests (Parish)	Electronic		For life of parish council (4 years)	Y	Public Task
		Register of Interests (District)	Hardcopy and electronic		For life of district council (4 years)	Y	Public Task
		Acceptance of Office	Hardcopy		For life of district council (4 years)	N	Public Task
		Constitution	Hardcopy and electronic		Permanent	N	Public Task
		Gifts & Hospitality Register	Hardcopy		For life of district council (4 years)	N	Public Task
	Member Ntifications to the Information Commissioners Office	Electronic		1 year	N	Public Task	
	Business Continuity Paperwork	Electronic		Operational life plus previous policy	Y	N/A	
Environmental Services		ESB database	Electronic	Official		Y	Public Task
		Round database	Electronic	Official	Ongoing	Y	Public Task

Environmental Services

Vehicle check sheets	Electronic	Official	Paper destroyed after a fortnight. Scanned copy deleted after 2 years	N	Public Task	
Daily log	Electronic	Sensitive	2 years	Y	Contract	
Supervisor Checks	Electronic	Official	Electronic 12 months. Paper destroyed immediately	N	Public Task	
Tachograph data	Electronic	Official	Paper destroyed when scanned. Scanned copy deleted after 2 years	Y	Legal Obligation	
Round information sheet	Hardcopy	Official	Paper destroyed when items actions and completed.	N	Public Task	
Risk Assessments / Task Summaries	Electronic	Official	While current	N	Legal Obligation	
Memos to Crews	Electronic	Official	While relevant	N	Public Task	
CCTV Footage	Media files	Official	30 rolling days	N	Vital Interests	
Weight tickets	Hardcopy	Official	2 years	N	Legal Obligation	
Waste transfer Ntes	Electronic	Official	2 years	N	Legal obligation	
Accident Forms	Hardcopy	Sensitive	3 years	Y	Legal obligation	
The process of arranging the collection or transportation of garden waste	ESB database	Electronic	Official	3 years	Y	Contract
Clinical and medical waste						
	Hazardous Consignment Ntes	Hardcopy	Official Sensitive	2 years	N	N/A
Commercial waste	Contracts + Amendments	Hardcopy	Sensitive	6 years after terms expired	Y	Contract
	Waste Transfer Ntes	Hardcopy	Official	2 years	Y	Legal Obligation
	NASH Invoices	Hardcopy	Official	6 Years	N	Contract
	Webpay Receipts	Hardcopy	Official	6 years	Y	Legal Obligation

Environmental Services		Showground/Reflex/ Richfurnishing Invoices	Hardcopy	Official	6 years	Y	Contract	
	Abandoned vehicles	Photos/Job Sheets/Correspondance	Electronic	Official	2 years	Y	Public task	
		ABV Log	Hardcopy	Official	2 years	N	Public task	
	Fly tipping -Enforcement Actions							
		Case Files	Hardcopy	Sensitive	7 years	Y	Public task	
		Photos	Electronic	Official	2 Years if relevant	N	Public task	
		Correspondance/Complaints	Electronic	Sensitive	2 Years	Y	Public task	
		Asbestos job list	Electronic	Official	2 Years if relevant	N	Public task	
		Asbestos photos	Electronic	Official	2 Years if relevant	N	Public task	
		Interview Recordings/Tapes	Electronic	Sensitive	7 years	Y	Public task	
		Fixed Penalty forms	Hardcopy	Sensitive	7 years	Y	Public task	
		Legal Ntices and Cautions	Electronic	Sensitive	7 years	Y	Public task	
		Land Registry Checks	Electronic	Official	5 years	Y	Public task	
	Litter/ Dog Bins	Contracts	Hardcopy	Official	6 years after terms expired	N	Contract	
		Invoices	Hardcopy	Official	6 years	N	Contract	
	Street Cleaning	Street sweeping database	Electronic	Official	On going	N	Public task	
		Cleansing daily sheets	Electronic	Official	Once completed	N	Public task	
		Litter Bin Lists	Hardcopy	Official	Ongoing	N	Public task	
	Performance Monitoring	Performance Monitoring data	Electronic	Official	2 years	N	Legal	
		Waste Analysis Sheets	Electronic	Official	7 years	N	Legal	
		WasteDataFlow Info	Electronic	Official	7 years	N	Legal	
		Recycling Credits and Claims	Electronic	Official	6 Years	N	Contract	
		Veolia Weighbridge data	Electronic	Official	2 years	N	Legal	
	Personnel	Training Records	Hardcopy	Official	2 years (7 years for certificates)	Y	Contract	
		PPE Issued records	Hardcopy	Official	2 years	Y	Legal	
		Overtime sheets	Hardcopy	Sensitive	7 Years	Y	Contract	
		Recruitment Correspondance	Electronic	Sensitive	1 Year after recruitment	Y	Contract	
		Mileage receipts/ Forms	Hardcopy	Sensitive	7 Years	Y	Contract	
		EST Forms	Electronic	Sensitive	7 Years	Y	Contract	
		Fitness to Drive Forms	Hardcopy	Sensitive	75 years after DOB	Y	Contract	

Environmental Services	Personnel File	Hardcopy	Sensitive	Termination + 6 years	Y	Contract
	Staff Appraisals	Hardcopy	Sensitive	5 years after completed action	Y	Contract
	Job Evaluations	Hardcopy	Sensitive	Termination + 6 years	Y	Contract
	Driver Licence Checks - Driver Hire	Electronic	Sensitive		Y	Legal
Admin	Petty Cash Receipts	Hardcopy	Official	6 years	N	N/A
	Arco Invoices	Hardcopy	Official	6 years	N	N/A
	Staff Comments	Hardcopy	Official	2 years	N	N/A
	Stock Stationary	Hardcopy	Official	2 years	N	N/A
	Lyreco Records	Electronic	Official	6 years	N	N/A
	CanNn Records	Electronic	Official		N	N/A
	Mobile Phone Charges	Electronic	Official	6 years	Y	Contract
	Invoices for bins	Hardcopy	Official	6 years	Y	Contract
	Quotes for bins	Electronic	Official	1 Year	N	N/A
	Team Meeting Minutes	Hardcopy	Official	Permanent	Y	
	Invoices	Hardcopy	Official	6 years	Y	Contract
	Debtors	Hardcopy	Official	6 years	Y	Contract
	Creditors	Hardcopy	Official	6 years	Y	Contract
	Journals	Hardcopy	Official	6 years	N	Contract
	Ollerton Boughton Council Contracts	Hardcopy	Sensitive	6 years	N	Contract
	Edwinstowe Council Contracts	Hardcopy	Sensitive	6 years	N	Contract
Depot Management	Alarms	Hardcopy	Official	1 Year	N	Legal
	Legionella Checks	Hardcopy	Official	2 Years	N	Legal
	Depot Plans/ Certificates/ Installation Manuals	Hardcopy	Official	Life of property	N	
	CCTV Footage	Electronic	Official	30 days rolling	Y	Vital Interest
Fleet management						
The process of acquisition and disposal of vehicles through lease or	Leases/ Contracts/ Quotes/ Approvals/Fleet authorisation numbers	Hardcopy	Official	7 years after sale or disposal of vehicle	N	Contract
	Vehicle Usage Reports	Hardcopy	Official	3 years after sale or disposal of vehicle	N	Legal
	Vehicle Log book	Hardcopy	Official	7 years after closure	N	Legal

Environmental Services	through lease or purchase	Vehicle Records	Hardcopy	Official	Life of vehicle + 12 months	N	Legal	
		Vehicle Tax Records	Hardcopy	Official	5 Years	N	Legal	
		Vehicle Disposal records	Hardcopy	Official		N	Legal	
		Service & Maintenance Sheets	Hardcopy	Official	15 months after disposal	N	Legal	
		Tyre Log	Hardcopy	Official		N	Legal	
	MOT/Transport							
		Drivers Licences	Hardcopy	Official	1 year	Y	Contract	
		Invoices	Hardcopy	Official	6 years	N	N/A	
		Receipt Books	Hardcopy	Official	6 years	N	N/A	
		MOT Emissions results	Hardcopy	Official	1 year	N	N/A	
		Taxi Forms	Hardcopy	Official		N	N/A	
		MOT Calibration Certificates	Hardcopy	Official		N	N/A	
		Inventory/Stock list	Hardcopy	Official	2 years	N	N/A	
		Waste Transfer Ntes- Garage	Hardcopy	Official	2 years	N	N/A	
		P-Card Receipts	Hardcopy	Official	6 years	N	N/A	
	Parks and Amenities							
		Correspondence - complaints, suggestions, praise, enquiries - routine matters	Letters, emails	Electronic and hard copy	Official sensitive	Destroy 2 years after administrative use is concluded	Y	Public task
		Correspondence - complaints, suggestions, praise, enquiries - detailed matters	Written correspondence, reports, Ntes, judgements	Electronic and hard copy	Official sensitive	Destroy 6 years after administrative use is concluded	Y	Public Task
		Financial records	Invoices, credit card statements, petty cash records, receipts, journals	Electronic and hard copy	Official	Destroy 6 years plus current after the conclusion of the financial transaction that the record supports	Y	Contract

Environmental Services	Project documentation	Plans, grant applications & correspondence, tender documents,	Electronic and hard copy	Official	2 years end of project grant applications - 6 years plus current, if tender awarded - contract then 12 years	N	N/A
	Partnership records	Minutes of meetings, agendas, documents establishing the committee		Official sensitive	Permanent - offer to archivist	Y	Public task
	Policies, procedures and strategies - development	Consultation details, draft documents, organisation charts, background information, plans, policies and strategies	Electronic and hard copy	Official	current plus last version for policies and procedures strategies to be offered to archivist.	N	N/A
	Policies, procedures and strategies - monitoring and review	Monitoring reports	Electronic and hard copy	Official	life of current plus last version	N	N/A
	Asset management - land, property and vehicles	Maintenance, servicing, inspections, inventories, usage surveys	Electronic and hard copy	Official	see Asset Management and Waste Litter and Recycling	N	N/A
	Play areas						
	Annual play inspection reports	Written reports	Electronic and hard copy	Official	Destroy 6 Years from destruction of the equipment	N	N/A
	Routine play inspection reports	Written reports	Electronic and hard copy	Official	Destroy 6 Years from destruction of the equipment	N	N/A
	Plans, schedules	Details of equipment			Life of play area	N	N/A
	Memorial safety inspection reports	Written reports	Electronic and hard copy	Official	Destroy 6 years	N	N/A
Sports pavilions, visitor centres & other buildings							

Environmental Services	Asset management records	Schedules, bills of quantity	Electronic and hard copy	Official	Destroy 7 years after last action	N	N/A
	Property records	Plans, installation manuals, project specifications	Electronic and hard copy	Official	Retain for life of building except where plant is replaced then current only	N	N/A
	Management documentation - grants	Application forms, contracts, grant returns	Electronic and hard copy	Official	Destroy 6 years after the conclusion of the financial transaction that the record supports	N	N/A
	Management documentation - scheduling	Local Nature Reserve designations	Electronic and hard copy	Official	Permanent - offer to archivist	N	N/A
	Asset management records	Schedules, bills of quantity	Electronic and hard copy	Official	Destroy 7 years after last action	N	N/A
	Property records	Plans, installation manuals, project specifications	Electronic and hard copy	Official	Retain for life of building	N	N/A
	Projects	Funding Bids	Electronic and hard copy	Official		N	N/A
Financial Services	Budget setting	Old budget books	Hard copy and electronic	Official	6 years online	N	N/A
	Budget Monitoring	Working papers, background papers, grant details supporting budget setting, Committee reports, timetables, memos to budget officers, budget strategies, preceptor requests, council tax setting working papers, emails,	Electronic	Official	6 years online	N	N/A
	Financial analysis and advice	Working papers/emails/reports	Electronic	Official	2 years after completion of project	N	N/A

Financial Services	Financial reporting	Working papers/emails/reports/Statement of Accounts/Government returns	Electronic	Nne	6 years plus current	N	N/A
	Treasury management including investment and borrowing	Working papers/emails/reports	Electronic	Official sensitive	6 years plus current	N	N/A
	Banking	Bank statements	Hard copy and Electronic	Official sensitive	6 years plus current	N	N/A
	Banking-Income Records	Income records -	Electronic	Official sensitive	6 years plus current	N	N/A
	Leasing	Lease documents	Hard copy (signed)and Electronic	Official sensitive	6 years from end of lease	N	N/A
	Insurance Certificates	Certificate document for insurance purposes	Electronic	Official	Indefinitely	N	N/A
	Insurance-Claims	Claim documentation	Hard copy and Electronic	Official Sensitive	6 years from settlement of claim	Y	Consent
	VAT	Vat returns	Electronic	Official sensitive	6 years plus current	N	N/A
	Payroll-Expenses and Deductions	Expense forms/Payroll giving schemes/deductions	Electronic	Official sensitive	6 years plus current	Y	Consent
	Payroll -HMRC reports	HMRC reports	Electronic	Official sensitive	6 years plus current	Y	Legal obligation
	Payroll- Tax code Notices	Tax code Notices	Electronic	Official sensitive	6 years plus current	Y	Legal obligation
	Payroll - pensions	Pension documents/Emails	Electronic	Official sensitive	Indefinitely	Y	Contract
	Construction Industry Scheme	CIS invoices/Reports	Electronic	Official	6 years plus current	N	N/A
	Creditors	Invoices/BACS reports	Electronic	Official	6 years plus current	N	N/A
	Council Tax and Rent setting	Working papers, background papers, emails,	Electronic	Official	12 months after year end	N	Public task
HRA Business Plan and Newark and Sherwood Homes	HRA Business Plan/NSH Management agreement monitoring	Electronic	Official	12 months after year end	N	N/A	

Financial Services	Mortgage Administration	Working papers/emails/correspondence with administrators	Electronic	Official Sensitive	6 years post closing of mortgage account	Y	Contract	
	Charity accounts	Accounting records	Electronic	Official	6 years plus current	N	N/A	
	Credit check on potential suppliers and partners	Credit check reports/emails	Electronic	Official Sensitive	1 year from decision on supplier	Y	Contract	
	Internal Audit plan	Annual audit plan progress reports	Electronic	Official	3 years	N	N/A	
	Annual Fraud Survey	Annual fraud survey	Electronic	Official	Until reported to Committee	N	N/A	
	Counter Fraud - Potential Frauds	Reports of potential frauds	Electronic	Official Sensitive	3 years from resolution	Possibly	Legal obligation	
	Procurement and contract management	Contract Register		Electronic	Official	Permanent	Y	Public Task
		Legislation and Policies		Electronic	Official	current plus last	N	N/A
		Guidance		Electronic	Official	current plus last	N	N/A
	Sundry debtors							
	Correspondence associated with the raising and recovery of sundry debtors	paper based files	Hardcopy		Official Sensitive	current	Y	Public task
	Sundry debtor personal record		Electronic	Electronic	Official Sensitive	6 years	Y	Public task
	Covid Grant					Permanent at present	Y	Public task
Heritage Culture and Visitors	Museum Collections	Museum Collection Info	Electronic	Official Sensitive	life of retention of object	Y	Consent	
	Theatre Programming	Contract data, company data	Electronic		6 years		Contract	
	Ticket Sales	Customer data, payment data, purchasing history	Electronic	Official Sensitive	10 years	Y	Consent	
	Room Hire / Corporate events	Personal data (individual client or company). Contract data	Electronic	Official Sensitive	Financial data - 6 years. Personal data 6 months	Y	Contract	
	Volunteer Management	Personal data	Electronic	Official Sensitive	Lifetime of active volunteer	Y	Consent	
	Marketing	Marketing material/Distribution schedules	Electronic			Y	Consent	

Heritage Culture and Visitors	Learning and Participation	School data, personal data, financial data	Electronic		Financial data - 6 years. Personal data 6 months	Y	Contract
	Financial Administration	Financial data, contractor data	Electronic		6 years	Y	Contract
	Staff Management	Staff rotas	Electronic	Official	12 months	N	N/A
		Staff appraisals and development plans	Electronic	official sensitive	12 months	Y	Contract
	Project Management	Project - Integration Project	Electronic	official	6 years	N	N/A
		Project - Old Magnus Buildings HLF project	Electronic	official	25 years	N	N/A
		Project - Stage 1 Museum Improvements	Electronic	official	6 years	N	N/a
	Management information - H&S	Electronic	official sensitive	1 year	Y	Contract	
Castle	Lettings including wedding/civil partnership venue. Visitor booking	Electronic and hardcopy	Official sensitive	Destroy 6 years after the conclusion of the financial transaction that the record supports	Y	Contract	
Housing Assets and Facilities Management		Property records					
		Repairs					
		Inspection Reports					
Housing Health and Community Relations	Advice and Guidance						
		General approach form/agreement	Electronic	Official sensitive	2 years + current year	Y	Public task
		Approach database	Electronic	Official sensitive	2 years + current year	Y	Public task
		Abritas	Electronic	Official sensitive	7 years	Y	Public task
		Approach e-mail	Electronic	Official sensitive	2 years + current year	Y	Public task
	PHP (Personal Housing Plan)						

Housing Health and Community Relations		PHP/agreement	Electronic	OS	- 2 years + current year, with the exception of financial transactions which should be retained for 7 years	Y	Public task
		Nminations Tracker	Electronic	OS	2 years + current year	Y	Public task
	Statutory Homelessness Duty			Official sensitive			
		Homelessness Reviews	Word/letters/Scan	Official sensitive	2 years + current year	Y	Public task
	Temporary Accommodation			Official sensitive			
		Historical tenant listings	Excel Database	Official sensitive	Permanent	Y	Public task
	Tenancy Support						
		Support Assessment	Electronic	Official sensitive	7 years	Y	Public Task
		Database	Electronic	Official sensitive	7 years	Y	Public Task
	Private Rented Sector (RealHome)			Official sensitive			
		RealHome Application	Electronic	Official sensitive		Y	Public Task
		RealHome/Rent Deposit database		Official sensitive	up to 7 years	Y	Public Task
		Rent Deposit Scheme application	Electronic	Official sensitive	up to 7 years	Y	Public Task
	Housing Support for Older People						
		Needs Assessment	Hard copy initially then scanned	Official sensitive	2 years + current year after end date	Y	Consent
		Data spreadsheet	Excel Database	Official sensitive		Y	Public Task
	Energy Advice						
	Warm Homes on Prescription Process	Electronic	Official sensitive	2 years + current year	Y	Consent	
Homeless Strategy and Policies							

Housing Health and Community Relations		Severe Weather Emergency Shelter volunteer application forms	Hard copy	Official sensitive	Duration of volunteering role	Y	Contract
		Homeless Strategy and Action Plan	Hard copy		5 years	N	Statutory
	Safeguarding	Safeguarding database	Electronic	Official sensitive	Permanent	Y	Public Task
	Safeguarding	Safeguarding casefiles	Electronic	Official sensitive	Permanent	Y	Public Task
	Activity description	Record types	Format (Media)	Classification (Official / Official sensitive)	Retention period	Contains personal data	Legal basis for processing
	Arts activity	Budget	Electronic	Official	6 years plus current	N	N/A
		Valuations	Electronic	Sensitive	Life of scheme	N	N/A
		Service Level Agreements	Electronic	Sensitive	3 years after end of agreement	N	N/A
		Images	Electronic	Sensitive	3 years after end of agreement	Y	Consent
		Equipment for Loan	Electronic	Official	Until equipment disposed of	N	N/A
		Projects	Electronic	Official	Life of project	N	N/A
		Grants	Electronic	Sensitive	6 years plus current	N	N/A
	Community Centres and Village Halls	Minutes	Electronic	Sensitive	Copies- destroy after 3 years Originals - permanent	Y	public task
		Budgets	Electronic	Official	6 years plus current	N	N/A
		Centre working papers	Electronic	Sensitive	3 years	Y	public task
		Constitutions	Electronic	Sensitive	3 years after end of agreement	N	N/A
	Communities	Studies	Electronic	Sensitive	Life of scheme	N	N/A
		Plans/Applications - Copies	Electronic	Sensitive	Life of scheme	N	N/A
		Service Level agreements	Electronic	Sensitive	3 years after end of agreement	N	N/A
		S106 Copies	Electronic	Sensitive	Once complete	N	N/A
Projects		Electronic	Official	Life of project	N	N/A	
Grants		Electronic	Sensitive	6 years plus current	Y	contract	

Housing Health and Community Relations	General Management	Performance	Electronic	Official	2 Years	N	N/A
		Staffing	Electronic	Sensitive	refer to HR tab	Y	contract
		Policies/Guidance/Procedures	Electronic	Official	Until replaced/updated	N	N/A
		Budget	Electronic	Sensitive	6 years plus current	N	N/A
	Sport and Physical Activity	Health Referral	N/A	Sensitive	6 years	Y	public task
		Outreach Inclusion	N/A	Sensitive	6 years	Y	public task
	Covid 19/HART	Record Types	Format (Media)	Classification (Official / Official sensitive)	Retention period	Contains personal data	Legal basis for processing
		HART Requests for help	Electronic	Official sensitive	2 years + current year after end date	Y	public task
		Hart e-mail	Electronic	Official sensitive		Y	public task
Housing Management	Tenancy Management	Tenants Record	Electronic	Official sensitive	Lifetime of tenancy.	Y	Consent / Contract / Legal Obligation
		Former Tenants	Electronic	Official sensitive	Lifetime of former tenancy unless requested to be erased. Only data elements required to be held to support claim and RTB application process.	Y	Consent / Legal Obligation / Public Task
		Careline	Electronic	Official sensitive	Lifetime of agreement.	Y	Consent / Contract / Vital Interests
		ASB	Electronic	Official sensitive	Lifetime of tenancy.	Y	Public Task
		Income Recovery	Electronic	Official sensitive	Lifetime of tenancy or until historical debts are recovered.	Y	Public Task
		Repairs	Electronic	Official sensitive	Ongoing	Y	Public Task

Housing Management	Housing Register	Applications	Electronic	Official sensitive	Lifetime of application	Y	Public Task
	Events		Electronic	Official sensitive		Y	Consent
	Right to Buy	Tenants / Joint Buyers	Electronic	Official sensitive	Permanent	Y	Public Task /Contract
		Leaseholders - Right to Buy	Electronic	Official sensitive	For lifetime of leasehold.	Y	Public Task /Contract
		Leaseholders - Open Market sale	Electronic	Official sensitive	For lifetime of leasehold.	Y	Public Task /Contract
Former Leaseholders		Electronic	Official sensitive	For lifetime of property, subject to a request for erasure.	Y	Public Task /Contract	
Housing Strategy and Development	1. Housing Need Assessments	District Wide Housing Needs Study (2014) (statutory requirement) and ongoing programme of Parish Housing Need Studies (good practice states these are valid for 5 years.)	Electronic	Official	10 years	Y	Public Task
	6. Regeneration	Undertaking Neighbourhood Studies looking at the 'People' and 'Place' Studies completed for the Bridge Ward (2012), Hawtonville (2016) and Ollerton & Boughton (2019)	Electronic	Official	10 Years from completion	Y	Public Task
	Yorke Drive Regeneration Scheme - can we discuss further	Residents Survey/Project Plan/Planning Application/Communications plan/Technical studies	Electronic	Official	6 years after completion	Y	Public Task
	HRA	Document related to HRA are: Annual Delivery Plan, Annual Investment Programme, Asset Management Strategy, 30 year HRA Self Financing Business Plan , Rent Setting.	Electronic	Official	30 years	N	Public Task
	Statutory Returns a) LAHS return	Local Authority Housing Statistics (LAHS) annual returns required to MHCLG.	Electronic	Official	Government Return	N personal details	Public Task

Housing Strategy and Development	b) Bi-annual gypsy count-department local Government	Bi-annual Gypsy and Traveller Count and return provided to DCLG.	Electronic	Official	Government Return	N personal details	Public Task
Human Resources and Training	RECRUITMENT	Application forms, shortlisting and interview assesments interview and candidate administration, pre-employment checks, etc	Electronic	Official Sensitive	Unsuccessful applications: 6 month Successful applications: 6 years after date of termination	Y	Consent
	DISCIINARY AND GRIEVANCE PRECEDURES ADMINISTRATIONS	Case Files relating to Disciplinary matters	Electronic	Official Sensitive	6 years	Y	Contract
		Casework: Disciplinary where the case results in dismissal	Electronic	Official Sensitive	6 years	Y	Contract
		Caswork: Disciplinary where the case results in N case to answer	Electronic	Official Sensitive	Nil	Y	Contract
		Registration of concern/Verbal Warning	Electronic	Official Sensitive	6 months	Y	Contract
		Written Warning	Electronic	Official Sensitive	1 year	Y	Contract
		Final Written Warning	Electronic	Official Sensitive	2 years	Y	Contract
	EMPLOYEE CONTRACTS MANAGEMENT	Employee terms and conditioins, job descriptions & specifications, changes to individual employment contracts etc.	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
	DISCLOSURE AND BARRING CHECKING	DBS application Form	Electronic	Official Sensitive	Until application complete	Y	Contract
		Record of routine DBS checks as quired by nature of job role, Personal risk assessments relating to individual working with children/vulnerable adults	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
	EMPLOYEE AND INDUSTRIAL RELATIIONS	All records relating to the management of staff consultation and feedback	Electronic	Official Sensitive	10 years after date created or agreement N longer effective	Y	Contract
		All records relating to employment tribunal, including case files,	Electronic	Official Sensitive	6 years from date record created	Y	Contract

Human Resources and Training	PROCESS OF MONITORING STAFF LEAVE AND ATTENDANCE	All absence types including sickness, annual leave, flexi leave etc	Electronic	Official Sensitive	6 years after date of termination (Reality is they remain on Selima)	Y	Contract
		Fit Ntes	Electronic	Official Sensitive	6 years after date of termination (Reality is they remain on Selima)	Y	Contract
	TRAINING AND DEVELOPMENT	Training and development records for individual employees	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
		Documents relating to development and provision of training, records of completion and attendance (excluding individual training records)	Electronic	Official Sensitive	6 years after date of termination Course content and material until superseded or N longer provided	Y	Contract
	EMPLOYEE MONITORING AND PERFORMANCE	Documents relating to Health surveillance and management referrals	Electronic	Official Sensitive	Keep indefinitely	Y	Contract
		probation reports/Performance plans	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
	EQUAL OPPORTUNITIES MONITORING	Candidate and employee equality data information	Electronic	Official Sensitive	Successful - 6 years after date of termination	Y	Contract
	HEALTH SURVEILLANCE	Occupational health reports and other health surveillance records relating to individual employees	Electronic	Official Sensitive	Until employee age is 75	Y	Contract
	JOB EVALUATION	All records relating to the development and implementation of job descriptions & Person specificatins,	Electronic	Official Sensitive	Until JD & Person Spec superseded or post deleted	N	Contract
		All records relating to the evaluation of jobs	Electronic	Official Sensitive	Until post deleted	N	Contract

Human Resources and Training	APPRENTICESHIIPS	All recrodsrelating to the management of staff apprenticeships	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
	APPOINTMENT OF STATUTORY OFFICERS	All documentation associated with appointment of a statutory officer	Electronic	Official Sensitive	6 months after recruitment campaign	Y	Public Task
	TERMINATION OF EMPLOYMENT	All documentation associated with the process of termination of staff trthrough resignation, redundancy, dismissal and retirement	Electronic	Official Sensitive	6 years after date of termination	Y	Contract
ICT and Digital Services	Service Delivery - Data network, E-mail,Internet access, telephony,web infrastructure plans	Technical Diagrams Active Directory Protocols Standards Contractural information Project Documentation	Electronic	Official Sensitive	Current plus most recent	Y	Contract
	ICT Security management	Protocols Standards Technical Documents Diagrams	Electronic	Official Sensitive	Current plus most recent	N	N/A
	Cyber security	Logs Active Directory	Electronic	Official Sensitive	14 months	Y	Vital Intyerest
	Telephony	Logs Call Reports	Electronic	Official Sensitive	12 months	Y	vital Interest Contract
	ICT Service desk support	Emails Standards Protocols Backup tapes	Electronic	Official Sensitive	current plus most recent backup tapes - daily tapes - monthly cycle Monthyl tapes - 12 months annual tapes - 6 years plus current	Y -back up tapes	Vital Interest

ICT and Digital Services	ICT service delivery	Protocols Standards Emails	Electronic	Official Sensitive	Current plus most recent	N	N/A
Law and Information Governance	Litigation						
	The process of managing, undertaking or defending for or against litigation on behalf of the Council	Criminal case files/Civil Case files/Correspondance		Official Sensitive	Destroy 7 years after last action . Major litigation offer to Archivist for review	Y	Legal Obligation
	Advice						
	The process of managing, undertaking or defending for or against litigation on behalf of the Council			Official Sensitive	Destroy 6 years after last action - unless a major precedent then offer to Archivist		
	Agreements						
	Process of agreeing terms between organisations (Nte this does Nt include contractual agreements)			Official Sensitive	Destroy 6 years after agreement expires or is terminated		
	Conveyance						
	The process of changing ownership of land or property	Conveyancing Files			Destroy 12 years after closure		
	RIPA			Official Sensitive			
	ICO Ntifications (NSDC and Elections only - Members Ntifications held in Democratic Services)		Electronic	Official	Current year plus previous year	N	N/A
	Subject Access Requests and responses		Electronic	Official Sensitive	4 Years + current	Y	Legal Obligation DPA2018/GDPR 2016

Law and Information Governance	Data Protection	Data Sharing Register and Individual agreements	Electronic	Official	Permanent (Register) Agreements 1 year after expiry	Y	Contract
		Data Breach Register and individual incident reports	Electronic	Official Sensitive	Permanent (Register) Reports 3 years	Y	Legal Obligation DPA2018/GDPR 2016
		Policies	Electronic	Official	Keep current and last previous version	N	N/A
		Training Material and guidance Ntes	Electronic	Official	Life of current version	N	N/A
	Freedom of Information and EIR	FOIA,EIR and RPSI requests and responses	Electronic	Official	4 Years + current	Y	Legal Obligation FOI 2000/EIT 2004
		Performance and statistical information	Electronic	Official	5 Years	N	N/A
		Training Material and guidance Ntes	Electronic	Official	Life of current version	N	N/A
		Publication Scheme (Scheme Nt content)*	Electronic	Official	Life of current version	N	N/A
		Transparency Code -(Format Nt content)*	Electronic	Official	Data from 01/2015	N	N/A
		Open Data Licence	Electronic	Official	Current licence	N	N/A
	Information Management Framework	Policies	Electronic	Official	Keep current and last previous version	N	N/A
		Training Material and guidance Ntes	Electronic	Official	Life of current version	N	N/A
		Information Asset Register	Electronic	Official	Life of current version	N	N/A
		Retention and Disposal Policy and Schedule	Electronic	Official	Keep current and last previous version	N	N/A
		Schedule of Information Assets transferred to Archives	Electronic	Official	Permanent	N	N/A
		Disposal Certificates	Electronic	Official	Destroy 12 years after last action	N	N/A

Planning Policy	Local Development Framework - DPDs/Local Plans	Documents & Plans	Hard Copy and Electronic	Official	Plans forming Statutory Development Plan should be archived once superseded to ensure that understanding/rec ord of past policy exists	N	N/A
	LDF Supporting Documents for Examination	Documents and Reports	Hard Copy and Electronic	Official	While the plan is live the supporting documents should be retained to allow an understanding of how policies were considered as part of the Examination	Y	Public task
	LDF Evidence Base Documents	Documents and Reports	Hard Copy and Electronic	Official	Evidence Base Documents help inform and justify decision making	N	N/A
	Local Development Framework - SPDs	SPD, evidence base and supporting documents	Hard Copy and Electronic	Official	While the SPD is live the documents should be retained to allow an understanding of how the SPD was produced	Y	Public task

Planning Policy	Neighbourhood Planning	Neighbourhood Plan, evidence base and supporting documents	Hard Copy and Electronic	Official	Plans forming Statutory Development Plan should be archived once superseded to ensure that understanding/record of past policy exists	Y	Public task
	Assets of Community Value	Nomination forms, decision Notices, correspondence and list.	Electronic	Official	Kept whilst the asset is Nominated	Y	Public task
Planning Development	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Application form (both original and redacted)	Electronic, Hardcopy and microfiche	Official (possibly sensitive)	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Ownership Certificates	Electronic, Hardcopy and microfiche	Sensitive	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Planning Performance Agreements	Electronic	Sensitive	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Extension of Time correspondence	Electronic	Sensitive	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Fee receipt	Electronic	N	6 years	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Approved or Refused Plans	Electronic, Hardcopy and microfiche	Official	Permanent	Unlikely	Public task

Planning Development	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Superseded Plans	Electronic, Hardcopy and microfiche	Official	12 months after final decision made (NSDC, appeal, JR...)	Unlikely	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Design & Access Statement	Electronic, Hardcopy and microfiche	Official	Permanent	Unlikely	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Supporting Statements / Reports (Ecological, EcoNmic, Nise, Social, Transport Assessments)	Electronic, Hardcopy and microfiche	Official (possibly sensitive)	Permanent	Potentially as well as details regarding protective species etc	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Officer/Committee reports	Electronic, Hardcopy and microfiche	Official	Permanent	Potentially as well as details regarding protective species etc	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Decision Notices	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Neighbour responses and petitions of objection/support	Electronic, Hardcopy and microfiche	Official Sensitive	12 months after final decision made (NSDC, appeal, JR...)	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Consultee comments.	Electronic, Hardcopy and microfiche	Official Sensitive	4 years after final decision made (NSDC, appeal, JR) taking account of relationship between applications e.g. outline/RMAM; PIPs	Y	Public task

Planning Development	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Email correspondence with Agent/Applicant	Electronic, Hardcopy and microfiche	Official Sensitive	Only retain if material to decision	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Email exchanges with neighbours	Electronic, Hardcopy and microfiche	Official Sensitive	12 months after final decision made (NSDC, appeal, JR...) query re exchanges post decision	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Email exchanges with consultees	Electronic, Hardcopy and microfiche	Official Sensitive	4 years after final decision made (NSDC, appeal, JR) taking account of relationship between applications e.g. outline/RMAM; PIPs query re exchanges post decision	Y	Public task
	Planning Applications	Planning Obligation or S278 agreement entered into in connection with the decision or taken into account when making the decision	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications	Particulars of any modification or discharge of any planning obligation or s278 agreement	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications	Particulars of any Direction	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications	Any decision relating to article 10 - plans and decision	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task

Planning Development	GIS Map data	Spatial data regarding areas of interest and attributes held against such data	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent or unless requestor informs N longer owner of land	Y	Public task
		Complaint responses	Electronic, Hardcopy and microfiche	Official Sensitive		Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Councillor Referrals	Electronic, Hardcopy and microfiche	Official Sensitive	Permanet	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Officer Photographs	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications (including NMA and DISCON, TWCA, TPO etc), Business Unit performance and appeal information	Agendas, reports and powerpoint presentations	Electronic and hardcopy	Official	Permanent	N - details of individuals will form part of planning register	Public task
	Nt designated	Legal Opinions	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications (and related applications) and Enforcement Ntice Appeals	Appeal decision/ any decision by Secretary of State or under s293A or s88 of the Town and Country Planning Act 1990	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Planning Applications (and related applications) and Enforcement Ntice Appeals	Statement of Case - Appellant / Council	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task

Planning Development	Planning Applications (and related applications) and Enforcement Notice Appeals	Planning Inspectorate Correspondence - start letter,	Electronic, Hardcopy and microfiche	Official Sensitive	6years after final appeal route has passed	Y	Public task
	Invalid Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Form					
	Invalid Planning Applications (including NMA and DISCON, TWCA, TPO etc)	Drawings					
	Invalid Planning Applications (including NMA and DISCON, TWCA, TPO etc)	statements etc					
	Breach of Planning (Enforcement)	Enforcement Notice including plan (incl Enforcement Notice, BCN, LBEN, Stop Notice,others?)	Electronic, Hardcopy and microfiche	Official Sensitive	Planning enforcement order - Not being rescinded or the enforcement year for the order expiring without enforcement action being taken. Details shall be removed from the website within 1 month. Documents shall be deleted within 12 months of any final decision (legal challenge).	Y	Public task
	Breach of Planning (Enforcement)	Photographs	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task

Planning Development	Breach of Planning (Enforcement)	Complainant details - correspondence and site inspection Ntes,	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Correspondence - consultee response, land registry searches,	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Legal advice	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Community Protection Warnings	Electronic, Hardcopy and microfiche	Official Sensitive	12 months?	N	Public task
	Breach of Planning (Enforcement)	Planning Contravention Ntices	Electronic, Hardcopy and microfiche	Official Sensitive	(a) issued - 12 months after issuing (b) completed - 11 years following receipt	Y	Public task
	Breach of Planning (Enforcement)	Temporary Stop Ntice	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Section 215 Ntice	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Land registry searches	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Breach of Planning (Enforcement)	Officer reports	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Enforcement investigations - breach	Service request forms (web, email, letter), plans, supporting information and decisions.	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task
	Enforcement investigations - N breach	Service request forms (web, email, letter), plans, supporting information and decisions.	Electronic, Hardcopy and microfiche	Official Sensitive	Permanent	Y	Public task

Planning Development	Conservation Area Information (including designated conservation areas, historic reference material, appraisals, imagery etc)	Paper, plans/maps, photographs etc	Electronic, Hardcopy and microfiche	Official	Permanent	N	Public task
	Information regarding Listed Buildings (historic reference material, imagery etc)	Paper, plans/maps, photographs etc	Electronic, Hardcopy and microfiche	Official	Permanent	N	Public task
	Community Infrastructure Levy	Forms, Notices and payments	Electronic and Hardcopy	Official Sensitive	Until liability has been paid in full or exemption clawback expired and entry removed from land charges register.	Y	Public task
	Community Infrastructure Levy (e.g.: Reg 65 Notice etc)	Fee receipt	Electronic	Official Sensitive	6 years	Y	Public task
	Statistical Information	Spreadsheets/PDF/WORD documents??	Electronic	Official	Permanent	N	Internal and external requirements
	Procurement information	Tender documents	Electronic	Sensitive	Refer All BUs Contract retention tab	Y	Contract
	TPO Orders	Tree Preservation Orders Confirmed- Paper and electronic file containing order and plan.	Electronic and Hardcopy	Official Sensitive	Permanent	Y	Public task
	TPO Orders	TPO Orders - supporting information including comments, correspondence and Reg 5 Notice	Electronic and Hardcopy	Official Sensitive	Permanent	Y	Public task
	TPO Order	Officer reports	Electronic and Hardcopy	Official Sensitive	Permanent	Y	Public task

Planning Development	Planning application plotting sheets (Ordnance Survey)	10k x 20k Ordnance Survey plans with NSDC information on - held as scanned images.	Electronic	Official	Permanent	N	Public task
	Householder and Commercial - Do I require planning permission? Enquiries	Application forms, plans, supporting information, payment receipts, decision Notices etc. Historic records held on microfiche.	Electronic	Official	5 years after advice given	Y	Public task
	Land Charges - Land Charges LLC1 register	Registrations - held electronically in TLC	Electronic and hardcopy	Official	Permanent (or duration of registration)	Y	Public task
	Land Charges - Con29 Data	Registrations - held electronically in TLC	Electronic and hardcopy	Official	Permanent (or duration of registration)	Y	Public task
	Land Charges - Request for search - including form, receipt and plan	Search request forms, plans, support information	Electronic	Official	6 years -	Y	Public task
	Land Charges - Request for search - including form, receipt and plan	Fee receipt	Electronic	Official	6 years	Y	Public task
	Street naming - Request for changes to an address - including form, receipt and plan	Address request for change forms/emails, plans, support information (e.g.: payment receipt) and letter of confirmation (held in DMS)	Electronic and hardcopy	Official	Destroy 2 years after last action	Y	Public task
	Street naming - Street name and numbering schemes including approved scheme and correspondence	Fee receipt	Electronic	Official	6 years	Y	Public task
	Street naming - Street name and numbering schemes including approved scheme and correspondence	Approved name and numbering scheme, plans, support information, consultee correspondence and letter/email of confirmation (held in DMS)	Electronic and hardcopy	Official	Destroy 2 years after last action	Y	Public task
	Pre-application advice	Application form	Electronic and hardcopy	Official Sensitive	Permanent	Y	Public task

Planning Development	Pre-application advice	Drawings/Plans/Maps/Site Location Plan	Electronic and hardcopy	Official Sensitive	Permamnent	Y	Public task
	Pre-application advice	Photographs and/or sketch of the site and surroundings	Electronic and hardcopy	Official Sensitive	Permanent	Y	Public task
	Pre-application advice	Fee receipt	Electronic	Official Sensitive	6 years	Y	Public task
	Pre-application advice	Written statement	Electronic and hardcopy	Official Sensitive	Permanent	Y	Public task
	Pre-application advice	Correspondence (including emails)	Electronic	Official Sensitive	Permanent	Y	Public task
	Pre-application advice	Officers response (decision)	Electronic	Official Sensitive	Permanent	Y	Public task
	Pre-application advice	Consultee responses	Electronic and hardcopy	Official Sensitive	Permanent	Y	Public task
Public Protection	Administration of the Bassetlaw and Newark Community Safety Partnership (BNCSP)	Financial records of external funding and projects	Hardcopy / electronic	Official	Required for 6 years + the current year	N	n/a
		Minutes of BNCSP meetings	Hardcopy / electronic	Official Sensitive	Required for 6 years + the current year	Y	Public task
		Minutes of LMAPS meetings (vulnerable people cases)	Hardcopy / electronic	Official Sensitive	3 years after the closure of a case	Y	Public task
	Investigation of Anti Social Behaviour (ASB) cases	Investigation files (letters, photos, video footage, emails, statements etc.)	Hardcopy / electronic	Official Sensitive	3 years after the closure of an investigation.	Y	Public task
		Case files where legal process has taken place	Hardcopy / electronic	Official Sensitive	6 years from date of last action	Y	Public task
		Cases involving safeguarding issues	Hardcopy / electronic	Official Sensitive	Permanent	Y	Public task
	Emergency Planning	Incident data (predominantly flooding records)	Electronic	Official	Indefinitely	Y	Public task
		Emergency Plans and associated documentation	Hardcopy / electronic	Official Sensitive	Plans lifetime plus the last plan	Y	Public task
	Business Continuity	Business Continuity Plans	Hardcopy / electronic	Official Sensitive	Plans lifetime plus the last plan	Y	Public task
	Domestic Abuse Co-	Documents associated with the administration of the Sanctuary Scheme	Hardcopy / electronic	Official Sensitive	6 years after completion of the works	Y	Public task

Public Protection	Ordination	Multi Agency Risk Assessment Conference (MARAC) records and minutes	Hardcopy / electronic	Official Sensitive	2 years	Y	Public task	
		Domestic Homicide Review	Hardcopy / electronic	Official Sensitive	6 years	Y	Public task	
	CCTV		CCTV footage	Digital images	Official Sensitive	28 days	Y	Public task
			RIPA authorisations to view live CCTV	Electronic	Official Sensitive	3 years	Y	Public task
			Redeployable Camera Installations	Electronic	Official	2 years	Y	Public task
			Incident Logs	Electronic	Official	Indefinitely	Y	Public task
	Food Safety and Hygiene		Service request complaint & investigation files	Electronic	official sensitive	5 years	Y	Public task
			Application / Registration Forms	Electronic	official sensitive	7years	Y	Public task
			Food Hygiene Rating certificate	Hardcopy	Official	7years	N	Public task
			Food premises inspection files	Electronic	official sensitive	last two inspection records	Y	Public task
			Third party reports or sampling records	Electronic	official sensitive	3 years	Y	Public task
			Food Hygiene Training Files	Hardcopy	Official	5 years under review from awarding body	Y	Public task
	Beauty and Special Treatments Licencing functions		licence applications	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
			granted licenses	Electronic	Official		N	
			Service request complaints and investigation files	Electronic	official sensitive	5 years	Y	Public task
	Animal Welfare & Licencing		Applications	Electronic	Official	10 years	Y	Public Task
			Granted Licenses	Electronic	Official	life of business	Y	Public Task
			Risk rating	Electronic	Official	life of business	N	Public Task
			Inspection Reports	Electronic	Offiical	life of business	Y	Public Task
			Vet or 3rd party reports	Electronic	Official Sensitive	life of business	Y	Public Task
			Service request complaint records	Electronic	Official Sensitive	life of business	Y	Public Task

Public Protection	Industrial Premises permitting	Applications	Electronic	Offiical	10years	N	Public task
		Granted Permits	Electronic	Offiical	Public Document life of business	N	Public task
		Inspection Reports	Electronic	Offiical	life of business	N	Public task
		Monitoring & Sampling reports	Electronic	Offiical	life of business	N	Public task
		Service request complaint records	Electronic	Official Sensitive	7 years	Y	Public task
	HMO and Park Home Licnencing	Enforcement Ntices	Electronic	Official	10 years	N	Public task
		Evidence	Electronic	Official	life of business	N	Public task
		Mobile Homes Licenses	Electronic	Official	life of business	N	Public task
		HMO Licenses	Electronic	Official	life of business	Y	Public task
		Service Requests and complaints	Electronic	Official Sensitive	7 years	Y	Public task
	Disabled Facilities Grants Files	Referral and Medical Report	Electronic	Official Sensitive	10 years	Y	Public task
		Application & Means Test of Resources	Electronic	Official Sensitive	10 years	Y	Public task
		Tender Documents	Electronic	Official	10 years	Y	Public task
		Approval Files	Electronic	official sensitive	10 years	Y	Public task
	MiNr Works Grants	Referral and Housing assessment	Electronic	Official Sensitive	10 years	Y	Public task
		Application & Test of resources	Electronic	Official Sensitive	10 years	Y	Public task
		Design & Tender Docs	Electronic	official sensitive	10 years	Y	Public task
	Contaminated Land Reports & Assessments	Uniform case record including e-mails, letters etc S14 register, planning applications	Electronic	official sensitive	until development	Y	Public task
	Private Water Supplies	premises files, sampling results	Electronic	official sensitive	5 years	Y	Public task
	Pollution Control	air quality results	Electronic	official sensitive	20 years	N	Public task
	Nise Investigations	service request records	Electronic	Official Sensitive	5 years	Y	Public task
		Investigation File	Electronic	Official Sensitive	10 years under review with legal	Y	Public task
		Nise recordings and Nise diary	Hardcopy and Electronic	Official Sensitive	5 years	Y	Public task
	Nuisance investigations	service request records	Electronic	official sensitive	10 years under review with legal	Y	Public task
		Investigation File	Electronic	Official Sensitive	10 years under review with legal	Y	Public task
	Accident investigations	service request records	Electronic	official sensitive	5 years	Y	Public task
		Investigation File	Electronic and Hardcopy	Official Sensitive	10 years under review with legal	Y	Public task

Public Protection	Prosecution file	Investigation file	Electronic	official sensitive	20 years under review with legal	Y	Public task
		Enforcement Notices	Electronic	official sensitive	20 years under review with legal	Y	Public task
		Court Bundle	Electronic	official sensitive	20 years under review with legal	Y	Public task
		Evidence	Electronic	official sensitive	20 years under review with legal	Y	Public task
	Destitute Deaths	Bank Statements	Electronic and hardcopy	Official Sensitive	under review with legal	Y	Public task
		Personal belongings and correspondence	Various	Official Sensitive	under review with legal	Y	Public task
	Infectious Disease Control	Public Health England Reports & GP records	Electronic	official sensitive	10 years	Y	Public task
		Investigation Records	Electronic	official sensitive	10 years	Y	Public task
		Sample Results	Electronic	official sensitive	10 years	Y	Public task
	Dog Control	Lost Dog Service Request	Electronic	official sensitive	5 year	Y	Public task
		Microchipping records	Electronic	official sensitive	life of dog	Y	Public task
		Kennelling Records	Electronic	official sensitive	5 year	Y	Public task
		Invoicing	Electronic	official sensitive	5 year	Y	Public task
		Enforcement FPN	Electronic	official sensitive	under review with legal	N	Public task
	Community Protection	Service request/Records/Statements/FP issued/BWV images	Electronic	Official sensitive	5 years (BWV images 30 days)	Y	Public Task
		complaints about premises or individuals	Electronic	official sensitive	5 years	Y	Public task
	Hackney Carriage/Private Hire: Drivers, Vehicle, Operators	Electronic	official sensitive	Min of 2 years after registration or entitlement lapses for vehicles and operators. Min of 7 years after registration or entitlement lapses for drivers (inline with DVLA requirements) *	Y	Public task	

Public Protection**Licensing functions**

Scrap: Dealers and collectors	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
licence applications Nt pursued	Electronic	official sensitive	6 months after the application is determined as Nt pursued	Y	Public task
licence applications and determinations	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
Gambling Act: Lotteries, gaming permits, machine Ntifications etc.	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
Street Collections and House to House Collections	Electronic	official sensitive	3 years after registration or entitlement lapses	Y	Public task
Licensing Act: Personal licence	Electronic	official sensitive	Indefinitely or 2 years after entitlement lapses	Y	Public task
Licensing Act: Premise licence including surrendered	Electronic	official sensitive	2 years after entitlement lapses	Y	Public task
Licensing Act: Premise licence suspended	Electronic	official sensitive	Indefinitely	Y	Public task
Massage & Special Treatments	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
Tatooning, comestic piecing, electrolysis, acupunture and semi-permanent make up	Electronic	official sensitive	Indefinitely or 2 years after entitlement lapses	Y	Public task

Public Protection	Animals and Zoos	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
	Sex Establishment	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
	licence applications and determinations Not specifically covered above	Electronic	official sensitive	2 years after registration or entitlement lapses	Y	Public task
Hoarding	Investigation file	Electronic	Official Sensitive		Y	Public task
Risk Management	Risk Registers (strategic and operational)	Electronic	Official	2 years after last action	N	n/a
	Evidence supporting entry onto the Risk Register	Electronic and Hardcopy	Official Sensitive	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Y	Vital interests
	Individual entries on the Violent Persons Risk Register	Electronic	Official Sensitive	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Y	Vital interests

Public Protection		Minutes and actions from the Corporate Risk Management Group	Electronic	Official Sensitive	5 years unless linked to a legal case in which it will be retained for the duration of the case plus 1 year.	Y	n/a
	Safeguarding	Safeguarding database	Electronic	Official Sensitive	Permanent	Y	Public Task
		Safeguarding casefiles	Electronic	Official Sensitive	Permanent	Y	Public Task
		Risk Assessments - General, fire, legionella etc.	Paper / electronic	Official Sensitive	Retain until they are replaced/reviewed. Once replaced they should be archived and retained for 20 years.	Y	Public task
		Asbestos management documentation - Register, inspection records, asbestos works docs, etc.	Paper / electronic	Official Sensitive	Retain for life of building. On disposal of building docs should be archived and retained for 40 yrs.	Y	Public task
		Asbestos - Personal exposure/medical records	Paper / electronic	Official Sensitive	40 years	Y	Public task

Public Protection	Corporate Health and Safety	Accident and incident investigations	Paper / electronic	Official Sensitive	5 years after reporting unless report is for a 'miNr' in which case it will be retained for 21yrs after the date of birth of the injured person. Reports may also be kept if required to defend legal claims. These will be retained until the case has closed plus 1 year.	Y	Public task
		Health and Safety Policies and Procedures	Electronic	Official	Plans lifetime plus the last plan unless legal case pending in which case it will be retained for the period of the case.	N	n/a
Transformation and Communications	Projects	Business Case	Electronic	Official sensitive	Capital Projects at least 25 years from completion	N	N/A
		PID	Electronic				
		Project Plan	Electronic				
		Project Risk Register	Electronic				
		Minutes	Electronic				
		Reports	Electronic				
		Lessons Learned	Electronic				
		Project Close	Electronic				
	Contracts	PQQ	Electronic	Official sensitive	6 or 12 years from termination	N	N/A
		ITT	Electronic	Official sensitive			
		Contract (incl supplier info)	Electronic	Official sensitive			
		Contract Review	Electronic	Official sensitive			
Contract Register		Electronic	Official				

Transformation and Communications

	Financial information	Electronic	Official sensitive		Y	Contract
Consultation/Surveys	Survey Material	Electronic	Official sensitive	3 years from completion	Y	Consent
	Details of survey respondents	Electronic				
	Survey Report	Electronic				
	Analysis of Survey Findings	Electronic				
Policy/Data	Research of alternative forms of service provision, Ntable practice, legislative requirements, etc	Electronic	Official	3 years from completion	N	N/A
Performance	Pentana	Electronic	Official	for the lifetime of the PI	N	N/A
	Performance data and comments (indicators, actions, risks)	Electronic				
Press releases and media requests	External host: press enquiries and press releases sent out kept on external server	Electronic	Official	Enquiries wiped from server after 3 years, releases kept for reference	Y	Consent
Proactive publicity	Posters, leaflets	Electronic	Official	Deleted after 3 years	Y	Consent
Managing and updating website	Emails from colleagues requesting updates	Electronic	Official	Deleted after 12 mo	N	N/A
Maintaining Social Media	Emails from colleagues requesting updates	Electronic	Official	Archived on social media	Y	Consent
Developing resident magazine	Magazine	Electronic	Official	Deleted after 3 years	Y	Consent
Video work	Proactive, promotional videos	Electronic	Official	Archived on YouTube, Social Media etc	Y	Consent
Research and Statistics eg customer insight reports, staff survey, development control satisfaction survey	Survey data	Electronic		Destroy 1 year from closure	Y	
	Working papers	Electronic		Destroy 3 years from closure	Y	
	Survey findings report	Electronic		Destroy 3 year from closure	N	
		Electronic				
	Data assurance forms	Electronic	Official	3 years	N	N/A

Transformation and Communications		Performance data and comments (indicators, actions, risks)	Electronic	Official	7 years	N	N/A
	Press/media requests	External host: press enquiries and press releases sent out kept on external server	Electronic	Official	Enquiries wiped from server after 3 years, release kept for reference	N	N/A
	Proactive publicity	Press releases(external server), posters, leaflets etc., social media posts	Electronic	Official	Archived. If Nt destr	Y	Consent
	Promotional material	Posters, leaflets, social media campaigns, press releases	Electronic	Official	Archived. If Nt destr	N	N/A
	Managing and updating website	Emails from colleagues requesting updates	Electronic	Official	Deleted after 12 mo	N	N/A
	Maintaining Social Media	Emails from colleagues requesting updates	Electronic	Official	Deleted after 12 mo	N	N/A
Revenues and Benefits	Business Rates						
	Valuation of business properties for the purpose of charging business rates	Valuation list	Electronic	Official	Current and preceeding valustion list	N	Public task
	Maintaining changes to rateable values/deletion/new assesments	Valuation schedules	Electronic	Official	For two valuation periods	N	Public task
	Inspection records	Paper files	Hardcopy	Official Sensitive	6 years	Y	Public task
	Discretionary relief reviews	Paper files	Hardcopy	Official Sensitive	6 years	Y	Public task
	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property.	correspondence/paper files/e mails	Electronic	Official Sensitive	Permanent at present	Y	Public task
	Rating system record	Electronic	Electronic		Permanent at present	Y	Public task

Revenues and Benefits	NDR Government returns	Electronic	Electronic	Official	6 years	N	Public task
	Covid Grant	Electronic	Electronic	Official Sensitive	6 years	Y	Public Task
	Council Tax						
	Maintaining changes to council tax bands/deletion/new assessments	Banding schedules	Electronic	Official	For two valuation periods	N	Public task
	Inspection records	Paper files	Hardcopy	Official Sensitive	6 years	Y	Public task
	Long term empty homes review	Electronic	Electronic				
	The recording of information for council tax records including identifying the person or company rated, including details of the value of the property.	correspondence/paper files/e mails	Electronic	Official Sensitive	Permanent at present	Y	Public task
	Council Tax personal and property record	Electronic	Electronic	Official Sensitive	Permanent at present	Y	Public task
	Council Tax Government returns	Electronic	Electronic	Official Sensitive	6 years	N	Public task
	Recovery / enforcement action						
	Action of applying for liability orders against defaulters (council tax and business rates)	Authorised/signed approval by magistrate	Electronic	Official Sensitive	6 years	Y	Public task
	Bankruptcy proceedings	proof of debt and associated coorespondence/paper based record	Electronic	Official Sensitive	whilst case is open	Y	Public task
	Process of raising new year bills	system reports/test proofs of bills	Electronic	Official Sensitive	6 years	Y	Public task
	Housing Benefits / Council Tax Support						

Revenues and Benefits	The recording and processing of information for benefit records including creating the benefit claim personal record at the appropriate residence and details of personal and financial information that has been collected in support of the claim -	correspondence/completed application forms/emails/dwp download/blank benefit application forms	Electronic	Official Sensitive	Permanent at present	Y	Public task
	Benefit personal record		Electronic	Official Sensitive	Permanent at present	Y	Public task
Tourism	Tourism Action Group	Organisation details	Electronic	Official Sensitive	Current	Y	Consent
		AnNnymised visitor market research	Electronic	Official	Current	N	Consent

