

Ref No	Lead Department	Lead Service	Function Description	Examples of Records	Retention Periods (Authority) <i>Officer decision</i>	Retention Periods (Authority) <i>Legislation</i>	Legislation/Guidance	Indicative Protective Marking	Disposal method
<b>Section 1 - Corporate Business Plan</b>									
<b>CE1.1</b>	<b>CE</b>	<b>Corporate Business Plan</b>	<b>Corporate planning &amp; reporting</b>						
CE1.1.1	CE	Corporate Business Plan	All records relating to corporate planning and reporting activities for the council	Corporate plans, strategic plans, business, departmental and service plans, annual and quarterly reports	6 years		RGLA 2.4 Local Government Act 1972 s100c	Not protectively marked	Dispose
CE1.1.2	CE	Corporate Business Plan	All records relating to the council's corporate risk register	Risk register, update reports, administration	6 years		Limitation Act 1980	Official - Sensitive	Secure
<b>Section 2 - Performance and Efficiency</b>									
<b>CE2.1</b>	<b>CE</b>	<b>Performance &amp; Efficiency</b>	<b>Statutory returns</b>						
CE2.1.1	CE	Performance & Efficiency	All records relating to the process of preparing information to be passed on to central government as part of statutory requirements.	Reports to central government, National Indicators, transparency datasets	6 years		RGLA 2.5 Local Government Finance Act 1992	Official	Secure
<b>CE2.2</b>	<b>CE</b>	<b>Performance &amp; Efficiency</b>	<b>Quality and performance management</b>						
CE2.2.1	CE	Performance & Efficiency	Records assessing, monitoring or reviewing the quality, efficiency, or performance of a council service or unit	Reports to Management Team, scrutiny panels, audit and inspection reports, business cases, service reviews	6 years		RGLA 2.17, RGLA 2.18 Local Government Finance Act 1992	Official	Archive
<b>Section 3 - Legal</b>									
<b>CE3.1</b>	<b>CE</b>	<b>Legal</b>	<b>Data Protection Act</b>						
CE3.1.1	CE	Legal	Data subject access requests		3 years (6 years for Tribunal or ICO decision)		TNA Retention and Disposal Guidance	Official - Sensitive	Secure
CE3.1.2	CE	Legal	All paperwork relating to informal advice given about freedom of information and data protection matters		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.1.3	CE	Legal	System containing all information relating to the logging, tracking and monitoring of subject access requests made under the Data Protection Act 1998		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
<b>CE3.2</b>	<b>CE</b>	<b>Legal</b>	<b>Environmental Information Regulations</b>						
CE3.2.1	CE	Legal	Information requests and responses	All paperwork relating to responses to Environmental Information Regulations	3 years (6 years for Tribunal or ICO decision)		TNA Retention and Disposal Guidance	Official	Secure
<b>CE3.3</b>	<b>CE</b>	<b>Legal</b>	<b>Freedom of Information Act</b>						
CE3.3.1	CE	Legal	Publication Scheme		Dynamic document and each version will replace the next		TNA Retention and Disposal Guidance	Not protectively marked	Disposal
CE3.3.2	CE	Legal	Freedom of information requests		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.3.3	CE	Legal	All paperwork relating to responses to freedom of information requests		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.3.4	CE	Legal	All records relating to internal reviews of responses to requests for information made under the Freedom of Information Act 2000		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.3.5	CE	Legal	All records relating to complaints made about responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
<b>CE3.4</b>	<b>CE</b>	<b>Legal</b>	<b>General Data Protection Regulations</b>						
CE3.4.1	CE	Legal	Privacy Impact assessments		3 years (6 years for Tribunal or ICO decision)		The National Archives Retention and Disposal Guidance	Official	Secure
CE3.4.2	CE	Legal	Data Protection Impact Assessments		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.4.3	CE	Legal	Right to be forgotten requests		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
CE3.4.4	CE	Legal	Privacy notices		3 years (6 years for Tribunal or ICO decision)			Official	Secure
CE3.4.5	CE	Legal	Breach notifications		3 years (6 years for Tribunal or ICO decision)		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CE3.4.6	CE	Legal	Subject access requests		3 years (6 years for Tribunal or ICO decision)		The National Archives Retention and Disposal Guidance	Official - Sensitive	Secure
CE3.4.7	CE	Legal	Consent forms		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
CE3.4.8	CE	Legal	Record of Processing Activities under Article 30 of the GDPR		3 years (6 years for Tribunal or ICO decision)			Not protectively marked	Secure
<b>CE3.5</b>	<b>CE</b>	<b>Legal</b>	<b>Regulation of Investigatory Powers</b>						
CE3.5.1	CE	Legal	Records relating to the Regulation of Investigatory Powers	Photographs, Audio and video files, Observation logs, notes, reports, Noise monitoring records, Council Authorisations, Magistrates' Court approvals, Applications, renewals and cancellations for CHIS, Applications, renewals and cancellations for surveillance, Risk assessments, Appeals		5 years	Regulation of Investigatory Powers Act 2000	Official - Sensitive	Secure
<b>CE3.6</b>	<b>CE</b>	<b>Legal</b>	<b>All case and advice files</b>						
CE3.6.1	CE	Legal	Working files and papers.	Section 106 agreements, TPO's, Leases, licences and general matters.	6 years.		Limitation Act (1980) Section 4A (5)	Official	Secure
<b>CE3.7</b>	<b>CE</b>	<b>Legal</b>	<b>Litigation</b>						
CE3.7.1	CE	Legal	The process of managing, undertaking or defending for or against litigation on behalf of the council	Criminal case file Civil case file Correspondance	7 years after last action.		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Secure
CE3.7.2	CE	Legal	The process of providing legal advice on a point of law	Correspondance	7 years after last action			Official - Sensitive	Secure
<b>CE3.8</b>	<b>CE</b>	<b>Legal</b>	<b>Agreements</b>						
CE3.8.1	CE	Legal	Process of agreeing terms between organisations. Note: this does not include contractual agreements	Concordat	6 years after agreement expires or is terminated		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Secure
<b>CE3.9</b>	<b>CE</b>	<b>Legal</b>	<b>Conveyance - see also Property acquisition and disposal</b>						
CE3.9.1	CE	Legal	Deeds of Title	Deeds of Covenant	Permanent		Limitation Act (1980) Section 4A (5)	Official	Archive
CE3.9.2	CE	Legal	The process of changing ownership of land or property	Conveyancing files	12 years after closure			Official	Secure
<b>CE3.10</b>	<b>CE</b>	<b>Legal</b>	<b>Standards - investigation of complaints regarding conduct of district and parish councillors</b>						
CE3.10.1	CE	Legal	Process of investigating complaints	Paper and electronic files containing personal details, family details, financial details, personal appearance and behaviour, business activities, political affiliation, political opinions, offences, alleged offences	3 years			Official - Sensitive	Secure