

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 - Communications</b>									
<b>CS1.1</b>	<b>CS</b>	<b>Communications</b>	<b>Publications</b>						
CS1.1.1	CS	Communications	The process of designing information for publication		Destroy six months after publication has been distributed and all administrative use is concluded		RGLA 2.21	Official	Dispose
CS1.1.2	CS	Communications	Photographs	Photo consent forms Photos	2 years			Official - Sensitive	Secure
CS1.1.3	CS	Communications	The published work of the council	Newsletters Annual reports Strategy summaries	Five copies from initial print run to be archived as a permanent record.		RGLA 2.21	Not protectively marked	Dispose
<b>CS1.2</b>	<b>CS</b>	<b>Communications</b>	<b>Public consultation</b>						
CS1.2.1	CS	Communications	Consulting the public and staff in the development of significant policies of the council	Consultation and research surveys, staff surveys, satisfaction questionnaires, area forum research	5 years		RGLA 2.8	Official	Dispose
CS1.2.2	CS	Communications	Consulting the public and staff in the development of minor policies of the council	Draft reports, consultation documents	1 year from closure		RGLA 2.9	Official	Secure
<b>CS1.3</b>	<b>CS</b>	<b>Communications</b>	<b>Media relations</b>						
CS1.3.1	CS	Communications	Interaction with the media	Enquiries Releases Statements Briefing papers	All logged electronically on Newsflash		RGLA 2.21	Official	Secure
CS1.3.2	CS	Communications	Media publications concerning the council	Press cuttings Media reports	All logged electronically. Physical clippings retained for one year from date of publication.	Press cuttings	RGLA 2.21	Not protectively marked	Dispose
<b>CS1.4</b>	<b>CS</b>	<b>Communications</b>	<b>Marketing</b>						
CS1.4.1	CS	Communications	Developing and promotion of the council's campaigns and events		3 years		RGLA 2.21	Official	Secure
<b>CS1.5</b>	<b>CS</b>	<b>Communications</b>	<b>Civic and royal events</b>						
CS1.5.1	CS	Communications	Recording of ceremonial events and civic occasions	Visitors book Audio recordings Video recordings Photography	Permanent			Not protectively marked	Archive
<b>CS1.6</b>	<b>CS</b>	<b>Communications</b>	<b>Web development</b>						
CS6.1	CS	Communications	Archived web pages		Date pages archived + 3 years then review			Not protectively marked	Archive
<b>Section 2 - Customer Information Centre</b>									
<b>CS2.1</b>	<b>CS</b>	<b>CIC</b>	<b>Council Information Centre</b>						
CS2.1.1	CS	CIC	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Reports, returns, correspondence, area forum queries	5 years		RGLA 2.15, RGLA 2.16	Official	Secure
CS2.1.2	CS	CIC	The management of detailed and routine responses on council actions, policy or procedure e.g.council tax administration, housing benefit administration, council tax support, administration, non-domestic rates, choice based lettings	Reports, returns, correspondence, Ombudsman	1 month		RGLA 2.4, RGLA 2.7	Official	Secure
CS2.1.3	CS	CIC	Collection of data to establish if customers are eligible for homeless assistance	Forms, eforms, health and financial paperwork and emails	Housing Services retention schedule			Official - Sensitive	Secure
CS2.1.4	CS	CIC	Collection of data to provide services for older people, Careline alarms, keysafes and housing adaptations	Forms, eforms, health and financial paperwork and emails	IEG4 eforms and Careline and Care and Repair retention schedule			Official - Sensitive	Secure
CS2.1.5	CS	CIC	Collection of data for customers making requests for food and health and safety	Eforms and IDOX records	Food, Health and Safety retention schedule			Official - Sensitive	Secure
CS2.1.6	CS	CIC	Collection of data for customers making requests for service or complaining about a nuisance	Eforms and IDOX records	Community Safety retention schedule			Official - Sensitive	Secure
CS2.1.7	CS	CIC	Collection of data for customers applying for licenses	Eforms and IDOX records	Licensing retention schedule			Official - Sensitive	Secure
CS2.1.8	CS	CIC	Collection of data for customers complaining about rented properties or granting of licenses for HMOs or caravans	Eforms and IDOX records	Housing Standards retention schedule			Official - Sensitive	Secure
CS2.1.9	CS	CIC	Collection of data from customers paying council bills or invoices	Eforms	7 years			Official - Sensitive	Secure
CS2.1.10	CS	CIC	Registration of citizens on the electoral roll	Eform	Electoral Services retention schedule			Official - Sensitive	Secure
CS2.1.11	CS	CIC	Setting up customer payment plans for accounts receivable	Eform	Financial Services retention schedule			Official - Sensitive	Secure
CS2.1.12	CS	CIC	Customers supplying or requesting information/service	Emails	1 month			Official - Sensitive	Secure
<b>Section 3 - Corporate Policy</b>									
<b>CS3.1</b>	<b>CS</b>	<b>Corporate Policy</b>	<b>Policy development, procedures, strategy and structure</b>						
CS3.1.1	CS	Corporate Policy	All records relating to the process that develops policies, procedures, strategies and structures for the council	Policy, procedure, precedent, instructions, organisation charts, departmental information, policy framework, policy register, key policies	6 years		RGLA 2.1, RGLA 2.6	Official	Secure

CS3.1.2	CS	Corporate Policy	All records that relate to the monitoring and reviewing strategic plans, policies or procedure.	Performance management framework, quarterly and annual performance reports	6 years		RGLA 2.17	Official	Dispose
CS3.1.3	CS	Corporate Policy	All records that to the management of detailed responses on Council actions, policy or procedure.	Reports, returns, correspondence, Ombudsman	6 years		RGLA 2.4	Official	Secure
<b>Section 4 - Democratic Services</b>									
<b>CS4.1</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Electoral Registration</b>						
CS4.1.1	CS	Democratic Services	Electoral Registration has a separate policy. This should be referred to for retention of documents relating the Electoral Register, election results and ballot papers.						
CS4.1.2	CS	Democratic Services	Records relating to Election staffing lists	Names, addresses, passport, National Insurance numbers, telephone numbers	Under review			Official - Sensitive	Secure
<b>CS4.2</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Declarations</b>						
CS4.2.1	CS	Democratic Services	Member Acceptance of Office	Bound register	Permanent	Permanent	LGCS	Not protectively marked	Archive
CS4.2.0	CS	Democratic Services	Members Registration of Interest	Declarations of all current members retained.	In the event of a Members' resignation/retirement/ non election declarations are required to be retained for a period of 18 months.	Date of next election + 6 years	Local Government Act 1972 Section 94 (1)	Not protectively marked	Dispose
CS4.2.1	CS	Democratic Services	Members Allowances	Travel and subsistence claim forms	Current year + 6.	Date of next election + 6 years		Not protectively marked	Dispose
CS4.2.2	CS	Democratic Services	Parish Clerk registers of interests	Contact details and disclosure details	Under review			Official - Sensitive	Secure
<b>CS4.3</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Council and committee meetings</b>						
CS4.3.1	CS	Democratic Services	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.	Minute Books and Indexes.	Permanent Transfer to Place of Deposit after 6 years	Permanent. Consider for Historic Records	RGLA 1.4 Local Government Act 1972 Section 100C	Not protectively marked	Archive
CS4.3.2	CS	Democratic Services	Agenda and non confidential reports considered by each Council, Cabinet, Committee and Panel meetings		Council year + 5 years	Permanent. Consider for Historic Records	RGLA 1.4 Local Government Act 1972 Section 100C	Not protectively marked	Dispose
CS4.3.3	CS	Democratic Services	Background Papers		Council Year + 4 years		Local Government Act 1972 Section 100D	Not protectively marked	Dispose
CS4.3.4	CS	Democratic Services	Constitution		Permanent			Not protectively marked	Dispose
CS4.3.5	CS	Democratic Services	Notice of meetings			Date of meeting + 1 year	Public Bodies (Admission to Meetings) Act 1960	Not protectively marked	Dispose
CS4.3.6	CS	Democratic Services	Audio/Video Tapes of meetings			Date of meeting + 2 years	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Not protectively marked	Dispose
CS4.3.7	CS	Democratic Services	External user contact details for sending agendas and minutes	Records relating to external users of the Mod Gov system	Under review			Official - Sensitive	Secure
CS4.3.8	CS	Democratic Services	Records relating to Licensing hearings	Contact details for Licence holders, objectors, convictions, medical history, decision notices and related personal data	Under review			Official - Sensitive	Secure
<b>CS4.4</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Partnership, agency and external meetings</b>						
CS4.4.1	CS	Democratic Services	Preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, <u>where the council legally owns the record.</u>	Documents establishing the committee Agendas and Minutes Reports Recommendations Supporting docs- such as briefing and discussion papers	6 years after the end of the financial year in which the records were created	Permanent. Consider for Historic Records	RGLA 1.6	Not protectively marked	Dispose
CS4.4.2	CS	Democratic Services	Preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, <u>where the council does not own the record</u>	Documents establishing the committee reports Recommendations Supporting documents such as briefing and discussion papers	7 years after last action	Destroy 3 years after last action	RGLA 1.6	Not protectively marked	Dispose
<b>CS4.5</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Honours and submissions</b>						
CS4.5.1	CS	Democratic Services	Preparing of honours submission	Honours nomination form Covering documentation Letters of support Referral for comment from Lord Lieutenant	5 years after last action	Destroy 5 years after last action	RGLA 1.8	Official	Secure

<b>CS4.6</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Political party papers</b>						
CS4.6.1	CS	Democratic Services	Undertaking representation of the local authority – council representatives	Leader of opposition papers Leader of council papers Party Political Group filing system and leaders records	3 years after last action	Destroy 3 years after last action	RGLA 1.9	Official	Secure
<b>CS4.7</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Contact details</b>						
CS4.7.1	CS	Democratic Services	Records relating to contacts for the council's governance framework	Register of Members addresses Honorary Aldermen Members of Parliament and European Parliament Self-registered users of Mod Gov Parish Clerks Outside Bodies List Records of former councillors Records relating to distribution lists for meetings	Date of next election + 2 years		Local Government Act 1972 Section 94 (1)	Official	Secure
<b>CS4.8</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Independent Remuneration Panel</b>						
CS4.8.1	CS	Democratic Services	Records created by the Independent Remuneration Panel		Date of meeting + 6 years			Official	Secure
<b>CS4.9</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Members code of conduct</b>						
CS4.9.1	CS	Democratic Services	Records relating to the creation and maintenance of the Members Code of Conduct		Date code of conduct superseded + 6 years [one reference copy of each version of the code of conduct should be retained]			Not protectively marked	Dispose
<b>CS4.10</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Member training</b>						
CS4.10.1	CS	Democratic Services	Records relating to the creation and management of Member induction and Member training		Current year + 6 years			Official	Secure
<b>CS4.11</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Delegation</b>						
CS4.11.1	CS	Democratic Services	Records relating to the allocation and delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions)(England) Direction 2000			Date delegation ends + 7 years	Local Government Act 2000 (Constitutions)(England) Direction 2000	Not protectively marked	Dispose
<b>CS4.12</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Forward plan</b>						
CS4.12.1	CS	Democratic Services	Records relating to the management and publication of the Forward Plan of Key Decisions		Permanent			Not protectively marked	Archive
<b>CS4.13</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Wards and boundaries</b>						
CS4.13.1	CS	Democratic Services	Records created by the process of managing wards and boundaries			Permanent	Electoral Registration and Administration Act 2013	Official	Secure
<b>CS4.14</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Internal meetings</b>						
CS4.14.1	CS	Democratic Services	Records for preparing business for strategic consideration and making the record of discussion, debate and resolutions	Management Team Extended Management Team Councillor Meetings	Indefinitely		RGLA 2.4	Official	Secure
CS4.14.2	CS	Democratic Services	Records for preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Corporate Cross Cutting Groups Departmental Coordinators Minutes	5 years		RGLA 2.4	Official	Secure
<b>CS4.15</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Corporate complaints</b>						
CS4.15.1	CS	Democratic Services	Records relating to corporate complaints	Complaint form, contact information, responses and correspondance	Under review			Official - Sensitive	Secure
<b>CS4.16</b>	<b>CS</b>	<b>Democratic Services</b>	<b>MP enquiries</b>						
CS4.16.1	CS	Democratic Services	Records relating to MP enquiries	Names, addresses, contact details ,details of enquiry, responses	Under review			Official - Sensitive	Secure
<b>CS4.17</b>	<b>CS</b>	<b>Democratic Services</b>	<b>Ombudsman enquiries</b>						
CS4.17	CS	Democratic Services	Records relating to Ombudsman enquiries	Names, addresses, contact details ,details of enquiry, responses	Under review			Official - Sensitive	Secure

Section 5 - Personnel									
CS5.1	CS	Personnel	Core personnel information						
CS5.1.1	CS	Personnel	All records relating to Personnel and Payroll for employees of the Council, Alive Management Limited and joint employees of Alive Management Limited and Alive Leisure	Personnel file, job application form, equal opportunities monitoring form, rehabilitation of offenders form, pre-employment medical questionnaire, references, qualification certificates, bank account details, health and medical information, employment history, emergency contacts and next of kin, ID photo, eligibility to work in the UK, contract detail, commencement form, termination of employment, retirement gifts/ long service awards, BUPA, apprenticeships	Under review	6 years	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records) Limitation Act (1980)	Official - Sensitive	Secure
CS5.1.2	CS	Personnel	Records relating to staff working with children and vulnerable adults and the Disclosure and Barring Service	Confidential file used to hold completed DBS checks	6 months - originals of checks 3 years - umbrella body			Official - Sensitive	Archive
	CS	Personnel		HR system	A record that a CRB check has been undertaken is retained indefinitely	Termination + 6 years	Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
CS5.1.3	CS	Personnel	All records relating to general correspondence with employees/former employees	Personal data, correspondence	Under review			Official - Sensitive	Secure
CS5.2	CS	Personnel	Employee relations records						
CS5.2.1	CS	Personnel	Records of consultation and/ negotiation with recognised trade unions relating to employee relation matters	Minutes from Senior Management/Trade Union meetings Evidence of consultation for specific projects Minutes from Joint Employee Committee meetings Minutes/notes from meetings to discuss specific projects/incidents Local Agreements (contained within Employee Handbook)	Indefinite	Routine - Destroy 2 years after use is concluded Strategy - Permanent	RGLA 6.6 RGLA 6.5	Official	Archive
CS5.2.2	CS	Personnel	Records of disciplinary, grievances and harassment investigations	Correspondence relating to investigation Investigating Officers report and supporting documentation (including witness statements where applicable) Records of meetings/hearings undertaken as part of an investigation Record of the outcome of any hearing (including if the case is unfounded) Records of any appeal processes	Records of investigations held permanently on personal file Warnings to be disregarded in relation to disciplinary procedures after the timescale agreed in the decision of the hearing panel chair			Official - Sensitive	Archive
CS5.2.3	CS	Personnel	All records relating to employee relations cases	Contact details, case files, administration	Under review			Official - Sensitive	Secure
CS5.3	CS	Personnel	Equal opportunities monitoring						
CS5.3.1	CS	Personnel	As per 5.1	Equal Opportunities Monitoring form	As per 5.1			Official - Sensitive	Archive
CS5.4	CS	Personnel	Occupational health						
CS5.4.1	CS	Personnel	Records of specific activities undertaken to check or ensure the health of an employee	Pre-employment medical questionnaire Occupational health referral forms and associated medical reports Records of adjustment to work place Records of pre-employment meetings Records of meetings to discuss specific issues	Permanent Details retained on Employee Personal File	Cause of Action + 3 years	Limitation Act 1980 (c. 58). Section 11(4): Special time limit for actions in respect of personal injuries	Official - Sensitive	Archive
CS5.5	CS	Personnel	Recruitment						

CS5.5.1	CS	Personnel	The selection of successful candidates to vacancies within the organisation	Job application form Equal opportunities monitoring form Rehabilitation of Offenders disclosure form Copies of qualification certificates Confirmation of eligibility to work in the UK References Medical Enquiry Form Interview notes	Permanent - successful applicant Details retained on Employee Personal File and key records also held on HR system	6 years minimum requirement	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
CS5.5.2	CS	Personnel	Records of unsuccessful job applicants for vacancies within the organisation	Job application form Equal opportunities monitoring form Rehabilitation of Offenders disclosure form Interview notes (if selected for interview) Copies of qualification certificates Confirmation of eligibility to work in the UK References	6 months	Destroy 1 year after recruitment finalised	RGLA 6.11	Official - Sensitive	Secure
<b>CS5.6</b>	<b>CS</b>	<b>Personnel</b>	<b>Staff monitoring (general)</b>						
CS5.6.1	CS	Personnel	Performance	Correspondence/reports relating to probationary periods Performance/improvement plans (where applicable) Records of performance as assessed via annual appraisal process	Permanent Details retained on Employee Personal File Records of performance ratings also held on HR system	6 years minimum requirement	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records) Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
CS5.6.2	CS	Personnel	Leave/attendance records	Sickness absence records (absence information, fit to work notes, occupational health correspondence and reports, review meetings) Special leave requests Jury/Study Leave Records of return to work discussions Annual leave requests Records of maternity, paternity, parental and adoption leave Record of KIT days	Permanent Details retained on Employee Personal File Records also held on CIPHR and Etarmis		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
CS5.6.3	CS	Personnel	Stress risk assessments	Completed forms referred to Personnel/Safety and Welfare	Permanent. Details retained on Employee Personal File.			Official - Sensitive	Archive
CS5.6.4	CS	Personnel	All records relating to flexible working requests	Submissions from employee, assessments, correspondence	Under review			Official - Sensitive	Secure
CS5.6.5	CS	Personnel	All records relating to professional memberships	Personal data, membership requirements and evidence	Under review			Official - Sensitive	Secure
CS5.6.6	CS	Personnel	All records relating to building security	Personal data, photograph	Under review			Official - Sensitive	Secure
CS5.6.7	CS	Personnel	All records relating to audits	Personal data, union membership, pension information	Under review			Official - Sensitive	Secure
CS5.6.8	CS	Personnel	All records relating to service reviews	Personal data, structure plans, correspondence, business cases	Under review			Official - Sensitive	Secure
CS5.6.9	CS	Personnel	All records related to establishment	Personal data, salaries, grades, allowances, post filling forms, change of post forms, budgets	Under review			Official - Sensitive	Secure
CS5.6.10	CS	Personnel	All records relating to gender pay gap	Name, gender, salary, payroll related information	Under review			Official - Sensitive	Secure
CS5.6.11	CS	Personnel	All records relating to employment monitoring	Personal data, job title, grade, salary, allowances	Under review			Official - Sensitive	Secure
<b>CS5.7</b>	<b>CS</b>	<b>Personnel</b>	<b>Termination of employment</b>						

CS5.7.1	CS	Personnel	Records relating to the termination of employment of an employee	Correspondence to/from employee regarding arrangements for termination Redundancy payment calculations (if applicable) Pension estimates (if applicable) Correspondence/records of any meetings leading to a dismissal (if applicable)	Permanent Details retained on Employee Personal File Record of leaving date and leaving reason held on HR system		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
<b>CS5.8</b>	<b>CS</b>	<b>Personnel</b>	<b>Training and development</b>						
CS5.8.1	CS	Personnel	Records relating to training/development activities undertaken by employees	Record of date(s), course title and costs	CPD – Permanently recorded on CIPHR. Administration paperwork retained (1 full previous year and 1 rolling year). In House – Permanently recorded on CIPHR. Administration paperwork retained (2 full previous years and 1 rolling year)		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
	CS	Personnel						Official - Sensitive	Archive
CS5.8.2	CS	Personnel	Records relating to qualification training undertaken by employees	Post entry training scheme application form Records of costs incurred Correspondence with employee/qualification provider Evidence of progress/ completion of qualification	Permanently recorded on CIPHR and completed paperwork is retained in Employee Personal File. Post Entry paperwork is kept in A4 files in locked cupboard until the employee has passed the qualification, then it is finalised and filed away.			Official - Sensitive	Archive
<b>CS5.9</b>	<b>CS</b>	<b>Personnel</b>	<b>Appointments of statutory officers</b>						
CS5.9.1	CS	Personnel	Appointment of an individual for a statutory position	As per 5.1	As per 5.1			Official - Sensitive	Archive
<b>CS5.10</b>	<b>CS</b>	<b>Personnel</b>	<b>Miscellaneous employment records</b>						
CS5.10.1	CS	Personnel	Death in Service beneficiaries	Completed form	Details retained on personal file – kept until superseded by updated form		Pensions Act 2008. Section 60	Official - Sensitive	Archive
CS5.10.2	CS	Personnel	Eye Tests	Record of test dates	Permanent – held on HR system			Official - Sensitive	Archive
CS5.10.3	CS	Personnel	Bank/Building society references	Correspondence to/from external organisation	Permanent – held on personal file			Official - Sensitive	Archive
CS5.10.4	CS	Personnel	All records relating to TUPE case files	Personal data, case files and correspondence	Under review			Official - Sensitive	Secure
CS5.10.5	CS	Personnel	All records relating to queries from statutory agencies	Personal data, correspondence		6 years plus current tax year		Official - Sensitive	Secure
CS5.10.6	CS	Personnel	All records relating to job evaluation appeals	Personal data, job descriptions, proposals, appeal case files	Under review			Official - Sensitive	Secure
<b>CS5.11</b>	<b>CS</b>	<b>Personnel</b>	<b>Pay, payroll and pension records</b>						
CS5.11.1	CS	Personnel	Starters, Leavers and Transfers	As per 5.1	As per 5.1		Taxes Management Act (1970). Section 12 B	Official - Sensitive	Archive
CS5.11.2	CS	Personnel	Change of personal details (including bank account, address, name, tax circumstances, voluntary/statutory deductions)	Change form, letter, copy of marriage certificate, copy of decree absolute, P45, P46, deduction authorisation forms. Personal data, earning details, student loans, sickness absence, attachment of earnings orders. Held on Personnel file as per 5.1	As per 5.1		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
	CS	Personnel		Age exception certificate	Original returned to employee on termination of employment. Copy retained on Personnel file as per 5.1.1.			Official - Sensitive	Archive
CS5.11.3	CS	Personnel	Statutory Payments. Records of SMP, SSP, SPP, SAP payments made and leave taken	Correspondence to/from employee Statutory forms Mat B1, SC3 etc held on Personnel file as per 5.1 Records of payments made and calculations held by outsourced payroll provider	As per 5.1			Official - Sensitive	Archive
CS5.11.4	CS	Personnel	Overpayment documentation	Correspondence to/from employee held on Personnel file as per 5.1	As per 5.1		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive

CS5.11.5	CS	Personnel	All records relating to Real Time Information submissions to HMRC and personal payroll history. Record of pay history, performance related pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave. Tax and NI deductions, payroll reconciliation	Timesheets and other input documentation. Fit notes and other sickness forms Details relevant to personnel are recorded on CIPHR Electronic records held on payroll system by outsourced payroll provider.	Held on site for current year then sent to storage for a further 6 years.			Official - Sensitive	Archive
CS5.11.6	CS	Personnel	All records relating to pensions and pension estimates	Employee & employer forms held on Personnel file as per 5.1 Bandings information held on CIPHR Contributions records held on payroll system by outsourced payroll provider.	As per 5.1			Official - Sensitive	Archive
CS5.11.7	CS	Personnel	Travel & Subsistence claims	Claims held by outsourced payroll provider Personal data, receipts, vehicle information and mileage, driving licence, insurance, MOT				Official - Sensitive	Archive
CS5.11.8	CS	Personnel	Year end processes and statement of accounts	Collated information on individual taxable benefits, PSA calculations, Dispensation & PSA documentation, payment records.  Pension returns, P11D, P9D, P14 P35, P60 etc stored electronically by outsourced payroll provider.	Held on site for current year and then stored off site for a further 6 years.			Official - Sensitive	Archive
	CS	Personnel						Taxes Management Act (1970). Section 12 B	Official - Sensitive
<b>CS5.12</b>	<b>CS</b>	<b>Personnel</b>	<b>Safeguarding policy and referrals</b>						
CS5.12.1	CS	Personnel	Records relating to the development, implementation and monitoring of the council's safeguarding policy and action plan	Policy, strategy, action plan, monitoring reports, research, staff surveys	Awaiting clarification from Legal Services		6 years Limitation Act 1980	Official - Sensitive	Secure
CS5.12.2	CS	Personnel	Records relating to the administration and coordination of the council's Safeguarding Group	Agendas, minutes, reports			6 years Limitation Act 1980	Official - Sensitive	Secure
CS5.12.3	CS	Personnel	Records relating to safeguarding referrals	Paper files, spreadsheet, NSAB forms, NCSB forms, VTR forms, HSB referrals			75 years Limitation Act 1980	Official - Sensitive	Secure
<b>CS5.13</b>	<b>CS</b>	<b>Personnel</b>	<b>Employee welfare and wellbeing</b>						
CS5.13.1	CS	Personnel	Health referrals, including medical reports from doctors or consultants, corres with the appointed medical advisor to the PCSPS currently BMI Health Services, the Civil Service Occupational Health Service or the Medical Advisory Service MAS	Letters	All kept on personal files.		Limitation Act 1980 (Section 2)	Official - Sensitive	Archive
CS5.13.2	CS	Personnel		Correspondence				Official - Sensitive	Archive
CS5.13.3	CS	Personnel	Papers relating to any injury on duty	Incident Reporting Form	3 years			Official - Sensitive	Secure
CS5.13.4	CS	Personnel		2 <sup>nd</sup> Party Claims				Official - Sensitive	Secure
CS5.13.5	CS	Personnel	Medical/Self Certificates – unrelated to industrial injury		3 years			Official - Sensitive	Secure
CS5.13.6	CS	Personnel	Driving At Work Forms - Driving risk assessments		Current year + 2 years			Official	Secure
CS5.13.7	CS	Personnel	Display Screen Equipment Reports			Life of assessment + 4 years	Limitation Act 1980 (Section 11)	Official	Secure
CS5.13.8	CS	Personnel	New and Expectant Mother Risk Assessments			Life of assessment + 4 years		Official	Secure
CS5.13.9	CS	Personnel	Stress Assessments (individual or teams)			Life of assessment + 4 years	Official	Secure	