



BCBC Corporate Retention Schedule

This Retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point in the life-cycle of any record at which to decide how long it should be retained, and for what reason, is when that record is created. When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.

This Retention Schedule is a 'living document' and will initially be subject to updating. It is therefore essential that everyone use the latest version of the schedule which is indicated at the bottom of each page.

In order to protect itself and minimise risk, the Council should not maintain records longer than they need to; nor should they destroy records sooner than is required.

When a record has reached the end of its specified retention period, a designated person within a service area needs to be responsible for the destruction process.

Contents

Adult Care Services.....	3
Children and Families Services	6
Community Safety and Emergencies	9
Consumer Affairs and Licensing	12

Council Assets	17
Crematoria and Cemeteries	22
Democracy.....	24
Economic Development.....	27
Education and Skills	29
Environmental Protection	34
Finance	36
Health and Safety.....	42
Housing	45
Information and Communication Technology.....	47
Information Management	50
Legal Services.....	52
Leisure and Culture	55
Management	57
Planning and Building Control	63
Procurement.....	66
Registration and Coroners	68
Risk Management and Insurance	69
Transport and Infrastructure	70
Waste Management.....	75
HR Retention Policy.....	77

Adult Care Services

Class		Series	Records	Retention Period	Rationale
1	2				
All matters relating to the help and support of individuals.					
. Carers					
	..Adult Case Files	Case files of adults	Case files	Destroy – 6 years from last contact	RMS/ Common Practice
	Adult Case files – Learning Disability	Case files for adults with learning disabilities	Case files	Review – 20 years from last contact	LA Practice
	Adult Case files – Mental Health	All matters relating to the mental health and wellbeing of individuals	Case Files	Destroy – 20 years from last contact	LA Practice
	POVA (client deceased)	All matters relating to neglect and/or abuse of vulnerable adults (deceased clients)	Case Files	Destroy – 6 years from case closure	LA Practice
	POVA (client living)	All matters relating to adults who are the subject of a Protection Order due to neglect or abuse	Case Files	Review – 75 years from last entry	LA Practice
	.. Agency provided services	Information about services provided by outside agencies for adult care services	Essential information homecare provided by agencies	Destroy - 25 years after end of employment	LA Practice
	.. Financial support	Case files - carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations
. Home care		Information on clients who are cared for in their own homes	Daily contact sheets, carers' notes.	Destroy - 6 years	LA Practice

			NB: individual client notes should go into client's file		
. Residential homes					
	.. Operation of homes	Documentation relating to the running of an adult residential home. Information about individual clients must go on the individual adult file.	Activities, diary, roster sheet, licence, menu (1 year)	Destroy - 25 years from closure	RGLA 3.25
	.. Operation of homes	Case files - residential homes	Register	Permanent offer to archivist	RGLA 3.24
. Supporting Adults					
	.. Assessment	Case files - services user	Care plan	Destroy - 6 years after last contact	RGLA3.18
	..Appointee and Receivership files	Information on clients who have either physical or mental disabilities and are unable to manage their own affairs	Case notes	Destroy –6 years	RGLA3.18
	.. Finance and commissioning	Case files - services user		Destroy - 8 years after provision of support ended	RGLA3.18
	.. Grants	Case files - services user	Application	Destroy - 8 years after provision of support ended	RGLA3.18
	.. Health	Case files - services user		Destroy - 8 years after provision of support ended	RGLA3.18
	.. Legal	Case files - services user	Disabled parking permit	Destroy - 3 years after provision of support	RGLA3.18

				ended	
	.. Mental health	Case files - services		10 years	RGLA3.18
	.. Occupational therapy	Case files - services user		10 years	RGLA3.18
	.. Referral	Case files - services		10 years	RGLA3.18
	.. Review	Case files - services		10 years	RGLA3.18
	. Supporting disabilities	Case files – service user		10 years	RGLA3.18

Children and Families Services

Class		Series	Records	Retention Period	Rationale
1	2				
All matters relating to the help and support of children, young people and their carers.					
. Adoption and Fostering		Information relating to adopted children in Bridgend.			
	.. Adoption files	Case files - carer	Essential information	Destroy - 100 years from date of adoption* <i>This applies to records held prior to the 2002 Act.</i>	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 RGLA 3.4 Accounts and Audit Regulations 1974; Limitations Act 1980 Foster Placement (Children) Regulations 1991 reg. 14
	.. Adoption Panel Business		Minutes from Adoption Panel Meetings and any other business relating to adoption cases	Destroy – 25 years	Adoption Agencies (Wales) Regulations 2005
	.. Assessment	Case files - carer		Destroy - 25 years from closure	Adoption and Children Act 2002
	.. Financial support	Case files - carer		Destroy - 3 years after end of financial year	Adoption and Children Act 2002
	.. Foster carer	Case files - carer		Destroy - 15 years from	RGLA 9.18

				provider status ceases, EXCEPT: Destroy - 75 years for cancelled registrations, refusals applications and concerns	
. Child Protection	Information on protecting children from harm.				
	.. Child files	Case files concerning the protection of a child or children.	Case files	Destroy - 35 years from closure	RGLA 3.8
	.. Registration	Consolidated list of children requiring protection	Register	Permanent - retain for 70 years then offer to archivist	RSLA 3.6
	.. Schedule 1 offenders	Information on persons with convictions for sexual abuse towards children.	Register/Notification of release from custody	Permanent - retain for 70 years then offer to archivist	RSLA 3.7
. Children looked after					
	.. Child file	Documentation relating to children being looked after in residential homes and day care centres.	Case files	Destroy - 75 years after DOB or 15 years after death	Arrangements for Placement of children (Wales) Regulations 2007, reg 10
	.. COLA (Children from	Case files - child	Records	Destroy - 25 years from last action	LA Practice

	other Local Authorities)				
	.. Registration	Children's home registers	Register	Archive - 25 years after DOB or 5 after death	Arrangements for Placement of Children (Wales) Regulations 2007, reg 10
. Communications					
	.. Complaints			Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General 1991
.Fostering	Information relating to fostered children and their carers				
	.Carer files	Information relating to the carers of fostered children.	Case files	Destroy – 25 years after carer has terminated	Foster Placement Regulations 1991 Reg. 14
	.Child files	Case files about fostered children. Includes private fostering.	Case files	Destroy – 75 years from DOB	The Placement of Children (Wales) Regulations 2007, reg 10, Department of Health guidance based on Looked after children. Childrens Act 1989.
.Residential Homes					
	.. Operation of homes	Documentation about the running of a children's residential home. Information about individual clients must go on the individual child file	Activities, diary, roster sheet, licence, menu (1 year)	Destroy - 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17
	.. Registration	Case files - residential homes		Permanent - offer to archivist 50	RGLA 3.1

				years after closure	
. Social Issues					
	.. Substance misuse	Work to prevent and action to address substance misuse and related issues	Documents retaliating to work to prevent and action to address substance misuse and related issues	Review - 10 years	LA Practice
. Training					
	.. Support training			Destroy - 25 years from termination	RGLA 6.3
. Youth Justice					
	.. Case management	Case files		Destroy 25 years from DOB or 10 years from last contact	RGLA 3.12
. Youth services					
	.. Youth service provision			Destroy 25 years from DOB or 10 years from last contact	RGLA 3.12

Community Safety and Emergencies

Class		Series	Records	Retention Period	Rationale
1	2				
Information about the management of emergency situations affecting Bridgend and community safety within the county. Includes anti-social behaviour.					

	.. Contingency planning advice	Advice relating to community safety in Bridgend	Contingency Plan	Destroy 2 years after advice superseded	LGCS v2.0 p.84
	.Antisocial behaviour	Documentation relating to antisocial behaviour such as ASBOs	Anti-Social Behaviour Orders	Review – 2 years	LA Practice
	.. Fire prevention/fire safety planning	Documentation relating to fire prevention and fire safety planning		Destroy 2 years after advice superseded	LA Practice
	.Community Engagement	Documentation relating to activities designed to reduce the fear of crime.		Destroy – 3 years	LA Practice
	. Community safety advice	Documentation relating to activities designed to promote community safety.		Destroy 2 years after advice superseded	LA Practice
	.. CCTV surveillance	CCTV surveillance footage		Destroy 1 month (unless legal proceedings)	LA Practice
	.. Crime reduction	Documentation relating to activities designed to reduce crime.		Destroy 3 years after advice superseded	LA Practice
. Emergency Planning	Emergency planning information for the local area.	Emergency/disaster plans (permanent), development	Emergency Plan	Review – 10 years	LA Practice
	.. Emergency agencies	List of public contacts for emergency agencies. Includes emergency services liaison		Destroy when superseded	LA Practice

	.. Emergency contacts	List of Council contacts for emergencies.		Destroy when superseded	LA Practice
	..Emergency warnings	Weather, security, incident warnings, etc. made to the public.		Destroy – current year plus 6	Limitation Act 1980
	..Training	Documentation relating to Emergency planning training exercises		Destroy – 10 years	RGLA 9.12
. Fire prevention	Fire prevention/fire safety				
	.. Fire alarm certification	Fire alarm certificates and associated documentation	Fire alarm certificates	Destroy – 7 years	The Regulatory Reform (Fire Safety) Order 2005
	.. Fire hydrants inspection	Documentation relating to fire hydrant inspection		Destroy - 7 years from last action	The Regulatory Reform (Fire Safety) Order 2005
	.. Fire safety	Documentation relating to fire safety advice, policy and protocol		Destroy - 2 years after advice superseded	LA Practice
	.. Fire safety inspections	Documentation relating to fire safety inspections		Destroy - 7 years from last action	RGLA 9.20
	.. Incident monitoring	Documentation relating to fire incidents and inspection	Major incident	Permanent - offer to archivist	RGLA 9.13
	.. Incident monitoring	Documentation relating to fire incidents and inspection	Minor incident	Destroy - 7 years from closure	RGLA 9.14

Consumer Affairs and Licensing

Class		Series	Records	Retention Period	Rationale
1	2				
Documentation created as part of the trading standards, environmental health and Licensing Services					
. Advice	Documentation relating to advice given to and from consumer affairs. Includes campaigns such as Energy Conservation.		Campaigns customer contacts	Destroy - 7 years after creation	LA Practice
.Enforcement case files	Documentation relating to enforcement action.	Case files relating to trading standards and environmental health about specific premises, businesses or individuals.		Destroy – 6 years	LA Practice
	.. Prosecution of offences	Case files - organisation	Dangerous and wild animals, health and safety at work, weights and measure	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act 1984
	.. Prosecution of offences	Case files - organisation	Inspections, weights and measures, equipment inspection records, food standards, nuisances, air pollution, animal health, food hygiene, food safety, food standards, hazardous	Destroy – 7 years from investigation complete	Police and Criminal Evidence Act 1984

			substances, land pollution, river pollution, swimming pools, product safety, infectious diseases,		
. Registration, certification and licensing	Documentation relating to businesses and services requiring a licence or other certification. Includes disabled parking permits for organisations.	Licences Permits if there has been a conviction files should be classed under prosecution		Destroy – 2 years after licence/registration lapsed	LA Practice
	.. Licensing	Animal boarding licences		Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963, RGLA 9.16
	.. Licensing	Animal breeding licences		Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999, RGLA 9.16
	.. Licensing	Auction premises licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Building materials licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960, RGLA 9.16
	.. Licensing	Cemetery licences		Destroy - 2 years after registration lapses	RGLA 9.16

	.. Licensing	Cooling towers		Destroy - 2 years after registration lapses	Notification of Cooling Towers and Evaporative Condensers Regulations 1992, RGLA 9.16
	.. Licensing	Credit licensing		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Crematoria licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Dangerous wild animals licences		Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976, RGLA 9.16
	.. Licensing	Entertainment licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Food business licences		Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations, RGLA 9.16
	.. Licensing	Food licences		Destroy - 2 years after registration lapses	Food Safety Act 1990, RGLA 9.16
	.. Licensing	Hackney licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1976,
	.. Licensing	Highway projection licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Hoarding licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Infectious diseases licensing and use		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Late hours catering licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Liquor licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Lottery registration		Destroy - 2 years after registration lapses	RGLA 9.16

	.. Licensing	Massage and special treatment licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Non medicinal poisons licences		Destroy –2 years after registration lapses	RGLA 9.16
	.. Licensing	Nursing agencies licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Other hazardous substances		Destroy - 2 years after registration lapses	RGLA 9.17
	.. Licensing	Personal licences		Destroy - 2 years after registration lapses	Licensing Act 2003, RGLA 9.16
	.. Licensing	Pet shop licences		Destroy - 2 years after registration lapses	Pet Animal Act 1951 (as amended in 1983), RGLA 9.16
	.. Licensing	Petroleum		Permanent - offer to archivist	Licensing Act 2003, RGLA 9.16
	.. Licensing	Premises licences		Destroy - 2 years after registration lapses	Licensing Act 2003
	.. Licensing	Premises licences	Club premises certificates, temporary event notices	Destroy - 2 years after registration lapses	Licensing Act 2003
	.. Licensing	Private hire licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1976,
	.. Licensing	Public entertainment licences		Destroy - 2 years after registration lapses	Licensing Act 2003
	.. Licensing	Riding establishment licences		Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970, RGLA 9.16
	.. Licensing	Sale of explosives licences		Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005, RGLA 9.16
	.. Licensing	Scrap metal licences		Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964, RGLA 9.16

	.. Licensing	Sex establishments		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Shops		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Scaffold licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Skip licences		Destroy - 2 years after registration lapses	RGLA 9.16
	.. Licensing	Street collections and lotteries licences		Destroy - 2 years after registration lapses	House to House Collections Act 1939, Lotteries and Amusements Act 2005
	.. Licensing	Street trading licences		Destroy - 2 years after registration lapses	Local Government Miscellaneous Provisions Act 1982
	.. Licensing	Zoo licences		Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981, RGLA 9.16

Council Assets

Class		Series	Records	Retention Period	Rationale
1	2				
. Maintenance of Council assets (property and land)					
	..Asset Management	Documentation relating to Council owned assets	Files, Asset Register	Maintain for the life of the asset	RGLA 7.27
	.. Maintenance		Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
	.. Planned maintenance	Case files - property	Tenders and contracts	Destroy - 7 years after last action	RGLA 7.27
	.. Response maintenance	Case files - property		Destroy - 7 years after conclusions of transaction	RGLA 8.7
. Property acquisition and disposal					
	.. Acquisitions	Case files - property	Assets over £50,000	Destroy - 12 years after all obligations/ entitlements concluded	Limitations Act 1980, RGLA 7.29
	.. Acquisitions	Case files - property	Assets under £50,000	Destroy - 6 years after all obligations/ entitlements concluded	Limitations Act 1980, RGLA 7.29
	.. Deeds	Case files - property	Assets over £50,000	Destroy - 12 years after all obligations/ entitlements concluded	Limitations Act 1980, RGLA 7.29
	.. Disposal	Case files - property	Assets under £50,000	Destroy - 6 years after all obligations/ entitlements concluded	Limitations Act 1980, RGLA 7.29
	.. Disposal	Case files - property	Sale or write-off of property	Destroy - 16 years after all obligations/ entitlements concluded	RGLA 8.3
.					

.Property and land management					
	.. Accessibility	Information relating to the accessibility of property and land belonging to the Council.	Case files	Destroy - 7 years from closure	Local authority practice, LGCS 2.0 p.91
	.. Building surveys	Information relating to surveys of property and land belonging to the Council. Includes condition surveys	Surveys	Destroy – 7 years from closure	LA Practice
	.. Energy management	Documentation concerned with energy management and conservation within the Council's property.	Case files – property	Destroy – 7 years from closure	LA Practice
	.. Facilities management	The process involved in the management of Council facilities. Includes the management of office equipment and furniture	Room booking (1 year), surplus equipment records, CCTV siting and maintenance records	Destroy – current year plus 6	Limitation Act 1980
	.. Farm management	The process involved in the		Review – 50 years	LA Practice

		management of farms.			
	.. Feasibility	Documentation relating to the feasibility of purchasing or converting property, etc.	Feasibility studies	Destroy – 25 years	LA Practice
	.. Fleet management	Documentation relating to the management of the Council's fleet of vehicles.	Allocation and maintenance of vehicles Vehicle records, lease or purchase record of driver usage	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
	.. Fleet management		Recording vehicle	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
	.. Health and safety	Documents on health and safety relating to property and land belonging to the Council. See also Health and Safety.	Swimming pool testing, play area inspections	Destroy - 1 year after superseded	LA Practice/ RGLA 9.6
	.. Internal agreements	Case files - property		Destroy - 1 year after process ceases or is superseded	LA Practice
	..Inventory	Inventories relating to stock and equipment owned by the Council.	Stock-takes, inventories	Retain until superseded	LA Practice
	.. Land and property history	Case files - property		Destroy - 12 years from life of property	RGLA 8.2

	.. Leasing	Information relating to the management of leased Council property	Case files – property	Destroy - 15 years after ex transaction	LA Practice/ RGLA 8.8
	.. Security	Documents on security relating to property and land belonging to or managed by the Council.	Case files	Review – 10 years	RGLA 8.1
	.. Valuations	Valuations of property owned or managed by the Council.	Case files	Destroy - current year plus 6	LGCS v2.0 p.93
. Property use and development	Information on how the property was developed and how it is being used.				
	.. Car parking	Any documentation regarding the process of managing and undertaking renovations and development specific to car parks attached to property. For other car parking see Transport and Infrastructure	Case files and documentation	Destroy - 7 after completion	LA Practice

	.. Design and construction	Documentation relating to the process of managing the development, design and construction of council property.		Destroy- 7 years after completion	LA Practice
--	----------------------------	---	--	-----------------------------------	-------------

Crematoria and Cemeteries

Class		Series	Records	Retention Period	Rationale
1	2				
Documentation relating to the management and maintenance of crematoria and cemeteries including interment procedures.					
. Burial ground management					
	.. Planned maintenance	Documentation relating to maintenance of burial grounds/cemeteries		Review - 21 years after maintenance completed	Case Law, LGCS v2.0 p.94
	.. Redundant Churchyards	Documentation relating to maintenance of redundant churchyards		Review - 21 years after maintenance completed	Case Law, LGCS v2.0 p.94
	.. Responsive Maintenance	Documentation relating to responsive maintenance of burial grounds/cemeteries		Review - 21 years after maintenance completed	Case Law, LGCS v2.0 p.94
. Burial identity and location					
	.. Burials	Information relating to the location of burials and identity of deceased individuals. Includes memorial management.	Burial register, plan of plot ownership and occupation, commemoration register, plan of headstones/shrubs and ownership	Permanent - offer to archivist	RGLA 9.24
	.. Registration	Registration documents	Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
	.. Bookings	Documentation related to bookings	Bookings, permits, applications, orders	Destroy - 5 years after last action	LA Practice RMS p.71

		made for a cremation, interment or monument erection			
	.. Exhumations	The process relating to the exhumation of an individual	All associated documents	Permanent - offer to archivist	RGLA 9.24
	.. Internment Service	The process relating to the burial or cremation of an individual. Includes assisted and home burials.	Regulation of burials and cremations	Destroy - 5 years after last action	LA Practice RGLA 9.25
	.. Memorial management	Documentation relating to management of memorials		Destroy – 5 years after last action	LA Practice RGLA 9.25
	.. Permits	Documentation relating to burial permits	Permits	Destroy - 5 years after last action	RGLA 9.25

Democracy

Class		Series	Records	Retention Period	Rationale
1	2				
The management of democratic activities including elections and committee meetings.					
	..Constitution	All information relating to the Council's Constitution.	Constitution, Scheme of Delegation	Permanent- archive	LA Practice/ Local Government Act 1972
	.. Council and Committee Meetings	All information relating to council and committee meetings. Includes board, member panels and scrutiny panels.	Minutes, agendas, indexes, registers of delegations to Special Committees, notice papers, proceedings	Permanent - offer to archivist	RGLA 1.4
	.. Council and Committee Meetings	Notes by committee clerks	Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
. Executive					
	.. Statutory appointments		Appointment files	Permanent - offer to archivist	6.24
	.. Statutory appointments		Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Honours and awards					
	.. Honours submissions	The submissions and details of individuals considered for honours.	Honours nominations, letters of support, referral for comment from Lord Lieutenant	Destroy - 5 years after last action	LA Practice/RGLA 1.8

	..High sheriff	Information relating to activities carried out by the High Sheriff.		Permanent – archive	LA Practice, RMS p.47
	..Lord Lieutenancy	Documentation relating to the Lord Lieutenant: the Queen’s representative.		Permanent	LA Practice, RMS p.47
. Magistrates	Documentation relating to magistrates and justices of the peace.	Applications, recommendations		Destroy – 4 years from retirement	LA Practice
. Member support	Information relating to members.			Destroy – 4 years	LA Practice
	..Allowances	Information relating to members’ allowances.		Destroy –4 years	LA Practice
	..Contact details	Members contact details		Destroy – 6 months after member leaves office	LA Practice
	..Correspondence	Correspondence relating to members.		Destroy – 4 years	LA Practice
	.. Gifts and hospitality	Officers’ and Members’ disclosure of any gifts or hospitality.	Register	Destroy - 18 months after member leaves office	LA Practice
	..Outside bodies	Documentation relating to members and others representing the Council on external bodies and official delegations to represent the Council’s interests. Includes membership of other bodies.	Minutes, agendas, notes, membership details	Destroy – 3 years	LA Practice
	.. Register of interests	Members' disclosure of any involvement in organisations and income received from	Register	Destroy – 18 months after member leaves office	LA Practice

		other bodies, which may affect their actions as council members			
. Representation					
	.. Elections	Information about local elections. (National election material to Westminster, European election material to Welsh Assembly.)	Ballot papers, consolidated returns of votes received	Destroy – 6 months from close of poll	Representation of the Peoples Act 1983, RMS p.14
	.. Elections		Summary certification of those eligible to vote	Permanent – offer to archivist	Representation of the People Regulations 2001
	.. Elections	Electoral Register		Permanent – offer to archivist	Representation of the People Regulations 2001
	.. Nominations			Destroy – 3 years after last action	LA Practice
	.. Political parties' papers		Leader of the council papers, leader of opposition papers. Includes correspondence with members of parliament.	Destroy - 3 years after last action	RGLA 1.9
	.. Ward names, numbers and boundaries.	Ward names, numbers, boundaries		Permanent – archive	LA Practice

Economic Development

Class		Series	Records	Retention Period	Rationale
1	2				
. Business Intelligence					
	.. Business listing		Business directory.	Destroy – 6 years	LA Practice
	.. Business Awards		Documentation relating to business awards and grants.	Destroy – 7 years after completion	LA Practice
	.. European development		Documentation relating to European funding.	Destroy - 20 years after collected	LA Practice
. Promotion					
	.. Business awards	Documentation relating to business awards and grants	Grants	Destroy - 7 years after scheme to which grant relates to completed	LGCS v2.0 p.97
	.. Business development		Promotional activities designed to develop and encourage business development in the area.	Destroy – 2 years	LA Practice
. Regeneration					
	.. Community development		Documentation relating to Community Projects	Destroy – 7 years	LA Practice
	.. Projects		Awards and grants	Destroy -7 years	LA Practice
	.. Regional development		Documentation relating to all aspects of regional development projects	Destroy – 7 years	LA Practice
	.. Rural development		Documentation relating to all aspects of rural development projects	Destroy – 7 years	LA Practice
	.. Strategy		Strategy documents	Destroy – 7 years	LA Practice
	.. Town centre management		Documents relating to town centre management strategy	Destroy – 7 years	LA Practice

. Sustainability					
	.. Sustainable development		Information and documentation relating to sustainable development	Destroy - current year +12	LA Practice
. Tourism					
	.. Tourism development		Information and documentation relating to promoting tourism in the BCBC area	Destroy – 7 years	LA Practice

Education and Skills

Class		Series	Records	Retention Period	Rationale
1	2				
Activities relating to the provision and support for education and learning in BCBC. Includes pupil and school files					
. Advice					
	.. Advisory services	Documentation on advice provided regarding education and skills.	Careers guidance, advisory services details	Destroy - 6 years	LA Practice
. Curriculum development		Information relating to local curriculum development		Destroy – 6 years	LA Practice
	.. Out of schools projects	Documentation relating to projects and visits conducted outside school		Destroy - 6 years	LA Practice
. Early Years		Documents relating to pre-school education. Includes day and school nurseries	Estyn reports	Destroy – 25 years	LA Practice
. Education Welfare					
	.. Attendance and truancy	Information and Data collected on attendance and absence		Destroy - 10 years	LA Practice
	..Admission Appeals	Statutory Appeal Process		Destroy – 25 years from last action	Education (Wales) Act 1996
	..Educational Psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident		Destroy – 35 years from closure	Education (Wales) Act 1996
	.. Educational Welfare	Information relating to the educational welfare of a specific pupil.		Destroy - DOB plus 21 years	LA Practice
. Employment skills					

	.. Careers advice			Destroy - 5 years	LA Practice
	.. Workplace training			Destroy - 5 years	LA Practice
. Life long learning					
	..Adult and community services	Learning for all ages including non-school establishments, colleges and universities	Talks, events, village hall and community centre records	Destroy - 6 years	LA Practice
	..Basic skills development	Information relating to provisions for the development of basic skills and competencies	Course details, course directory education establishment details	Destroy - 6 years	LA Practice
. Management of pupils					
Information relating to children in education in BCBC, including special educational needs					
	..Achievements	The educational achievement history of individual pupils.	Certificates, examinations results, merits	Destroy - DOB plus 21 years	Education (Wales) Act 1996
	..Advice	Advice and information to pupils, parents and guardians regarding the educational needs of an individual pupil.		Destroy -12 years	Education (Wales) Act 1996

	..Educational psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident.		35 years from closure	Education (Wales) Act 1996
	..Essential Information	Basic information relating to a specific pupil	Name, date of birth, contact details of parents	Destroy – 25 years from DOB	Education (Wales) Act 1996
	..Exclusions	Documentation relating to the exclusion of an individual pupil from a school.		Destroy – 25 years	Education (Wales) Act 1996
	..Financial Support	General information about financial support provided to specific pupils. (Accounting information should be filed under 'Finance'.)		Destroy – 7 years	Education (Wales) Act 1996
	..Hospital and Home Tuition	Tuition for sick children and pregnant schoolgirls in the home or a hospital environment.		Destroy – DOB plus 25 years	Education (Wales) Act 1996

	..Licensing	Details of any licences for a child to take part in performing arts, sports or modelling activities, work or similar.		2 years after registration lapses	LGCS/LA Practice
	..Special Educational Needs	Educational arrangements for those with learning difficulties, and support for other special cases e.g. talented or gifted children, or those disadvantaged by language.	Statements and other records	Destroy – DOB plus 35 years	Education (Wales) Act 1996
	..Work Experience	Documentation relating to work experience placements for pupils.		Destroy – 18 years	RMS Schools 6.11
. Management of schools		General information and data held about individual schools			
	.. Admissions	Documentation on admission process of individual pupils		Destroy - 25 years from last action	RGLA 3.19
	.. Appeals	Documentation relating to the appeals process		Destroy 25 years from last action	LA Practice
	.. Emergency contacts	Details of emergency contact information for schools		Destroy - 25 years from last action	LA Practice

	.. General information	Term times, holiday dates, training dates		Destroy - 25 years from last action	LA Practice
	.. Governing bodies	Documentation relating to the governing bodies of education institutions. Includes minutes from meetings of boards of school governors and instruments of government.	Governor minutes	Permanent – offer to archivist	Common Practice
	.. Governor contacts	Contact details for school governors		Destroy - 5 years after Governor leaves post	Common Practice
	.. Inspections	Documents relating to school inspections		Permanent – offer to archivist	Common Practice
	.. Performance	Documentation relating to the performance of schools based on the results of pupils in tests and examinations.		Review every 7 years and then offer to archivist	Common Practice
	..Music Services	Music tuition provided for individuals or groups within schools or music centres.		Destroy – 7 years	LA Practice
	.. Plans and policies	Plans and Policies of schools.		Retain while policy operational then offer to archivist	LA Practice
. Teaching					
	.. Teacher development	Documentation relating to teacher development		Retain 7 years	LA Practice

Environmental Protection

Class		Series	Records
1	2		
Information about the protection of the local environment in Bridgend.			
. Advice			
	.. Biodiversity	Advice and campaigns specifically	
	.. Campaigns	The Local Biodiversity Action Plan and any information relating	
. Conservation			
	..Commons Registration	Documentation relating to land which is common land, or a town or village green, rights of common over such land, persons claiming to be or found to be owners of such land	
	.. Countryside conservation	Documentation relating to the management of land for conservation.	Countryside conservation, woodland/forest management, nature and urban conservation
	..Flooding	Documentation relating to flooding, monitoring and prevention of flooding	
	.. Forest manageme	Documentatio n relating to	

	.. Heritage conservation	Documentation relating to heritage conservation		Permanent, offer to archivist.	LA Practice
	.. Nature conservation	Documentation relating to nature conservation		Permanent, offer to archivist.	LA Practice
	..Rights of Way	Documentation relating to the process of creating and maintaining rights of way.	Definitive Map, enquiries, amendments, objections	Permanent, offer to archivist.	LA Practice
	.. Urban conservation	Documentation relating to urban conservation		Permanent, offer to archivist.	LA Practice
	.. Woodland management	Documentation relating to woodland management		Permanent, offer to archivist.	LA Practice
. Monitoring					
	.. Coastal erosion	Documentation relating to coastal erosion		Permanent, offer to archivist after	LA Practice
	.. Environmental impact assessment	Documentation relating to the monitoring of land for conservation, including designated areas.	Environmentally sensitive areas, environmental impact assessment	Permanent, offer to archivist after	LA Practice

Finance

Class		Series	Records
1	2		
The management of financial resources by the Council.			
. Accounts and audit			
	.. Internal auditing	Information relating to internal auditing and reporting of	
	..External auditing	Information relating to external auditing and reporting of	
	.. Reporting	Activities relating to the consolidation of financial transactions and the production of financial statements. Annual reports to be kept permanently	Ledgers, statements, monthly management accounts, periodic financial reports (monthly and quarterly reports to b
. Financial provisions management			
	.. Borrowing	Activities relating to the borrowing of	Loans files
	.. Borrowing	Activities relating to the borrowing of	Loan register
	.. Budget	Activities involved in planning and monitoring the	Annual budget (permanent), draft

		allocation of budget to administrative units within the authority.	budgets, departmental budgets, draft estimates		
	.. Credit union management		Documentation relating to Credit Unions; volunteer-led savings and loans cooperatives, which keep money in the local economy.	Destroy - 7 years	Limitation Act 1980
	.. Debt management		Activities involved in managing the debts owed to the Council.	Destroy - 6 years	National Archives p23
	.. Donations and trusts		Activities involved in the administration of donations to the authority. Includes trusts. For administration of grant funding, see Funding bids.	Destroy - 6 years	Limitation Act 1980
	.. Funding bids	Activities relating to applications by the authority for grant funding to external bodies. For applications to the authority for funding, see Funding applications	Applications for grant funding	Current year plus 12 once project is completed	Limitation Act 1980
	.. Strategy and planning		Documentation relating to financial planning and strategy	Destroy – 6 years	Limitation Act 1980
. Financial transactions management					
	.. Accounts	Documentation relating to the closure of accounts		Review - 6 years	Limitation Act 1980

	.. Authorisation		List of authorised signatories	Review - 6 years	LA Practice
	.. Expenditure	Activities involved in the payment for goods and services by the authority. Delivery notes should be attached to the invoice.	Invoices for goods and services purchased by the Authority	Destroy – current year plus 6	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970 reduced by agreement with HMRC
	.. Fraud	Activities relating to the detection, prevention and prosecution of financial irregularity.		Review - 6 years after investigation completed (10 years for major fraud)	National Archives (Central Expenditure) p.8
	.. Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.	Grant claims, funding applications to the Council	Review - Current year plus 12 after the project has finished	Limitation Act 1980
	.. Income	Sundry Debtors	Activities involved in the billing and collection of money owed to the council.	Destroy - 7 years	Limitation Act 1980
	.. Internal recharging	Documentation relating to the mechanism for recharging costs within the Council. Includes work orders	Work orders	Destroy - 7 years	LA Practice
	.. Investments	Activities relating to the investment of the authority's funds.		Destroy - 2 years after investments have liquidated or matured	National Archives (Central Expenditure) p.8
	.. Reconciliation	Activities involved in the reconciliation of accounts	Balance and reconcile financial accounts	Destroy - 2 years after administrative use is concluded	Common Practice, LGCS v2.0 p.101

	.. Refunds	Documentation about refunds to and from the Council.		Destroy - 7 years	LA Practice
. Local Taxation					
	..Council Tax	Local taxation documentation and activities involved in managing the payment of taxes by the authority.	Notices, objections, applications, correspondence, appeals	Destroy - current year plus 6	Limitation Act 1980
	.. National Non-Domestic Rates	Documentation relating to the billing and collection of business rates and other correspondence on rateable values, etc.		Destroy – current year plus 6	Limitation Act 1980
	.. Property valuation		Other valuation information	Destroy - 10 years after valuation was made	Limitation Act 1980
	.. Property valuation		Rateable property information	Permanent - offer to archivist	Limitation Act 1980
. Benefits and Financial Assessments					
	.. Housing Benefits and Council Tax Reduction	Activities involved in the administration of benefits payments and subsidies	All	For as long as eligible for Housing Benefits and/or Council Tax Reduction plus 7 years from: <ul style="list-style-type: none"> • The end of the financial year that eligibility ceases; or • where there is an overpayment to be recovered, the end of the year following the recovery of that overpayment 	Legal and auditing requirements. Records retained for subsidy audit purposes.

	.. Fraud		All	All records: 6 years + 1	LA Practice
	.. Housing Grants		All	All records: 6 years + 1	LA Practice
	.. Finance Deputyship and Appointeeship Finance Financial Assessment		Financial information on clients who have either physical or mental disabilities and are unable to manage their own affairs. Clients which the LA has Deputyship for.	As long as financial assessments are being undertaken for charging purposes and for 7 years from the: <ul style="list-style-type: none"> • end of the year where charging has ceased; or • date of death of client; or • in the case of property or outstanding debt, 7 years from the date that charging is finalised. 	LA Practice
	..Finance, Special Guardianship Orders and Adoption Assessments		Financial information on Special Guardianship Orders and Adoption Assessments	Destroy: 7 years after last action	LA Practice
. National taxation					
	.. Tax payments		Tax correspondence	Destroy - 7 years after last action	RGLA 7.22
	.. Tax payments		Taxation records	Destroy - 5 years after the end of the financial year	Limitation Act 1980, VAT Act 1994

. Payroll and pensions					
	.. Claims		Documentation relating to claims made to the Council for overtime, and by staff who are not on the payroll	Destroy - 7 years	Taxes Management Act, 1970, Local Authority practice and RMS p.50
	.. Expenses and travel claims		Travel expenses, subsistence claims, subscriptions training fees, disturbance, telephone claims	Destroy - 7 years	LA Practice
	.. Members		Documentation relating to Member Allowances	Destroy - 7 years	LA Practice
	.. National insurance numbers		Notification and input records	Destroy - 2 years after the employee ceases employment	Common Practice, RMS p.50
	.. Timesheets		Documentation relating to hours worked by staff and other agencies working for the Council.	Destroy - 7 years	LA Practice
	.. Pay		Activities involved in the administration of pay for employees	Destroy – 7 years after employee leaves service	LA Practice
	.. Pensions		Activities involved in the administration of pension schemes for current and former employees.	Destroy - 6 years from last pension payment	LA Practice

Health and Safety

Class		Series	Records	Retention Period	Rationale
1	2				
Community Safety and Emergency Planning					
	.. Campaigns		Campaigns to promote health and safety awareness and compliance with Health and Safety policies	Review - 1 year	LA Practice
. Compliance					
	.. Strategy and planning		Health and Safety Policy	Destroy - 1 year after process ceases or is superseded	LA Practice
	.. Health and Safety Training		Documentation relating to manual/object/people handling files; working at height, asbestos etc.	5 years after being superseded	LA Practice
. Emergency Planning		Emergency planning information for the local area.			
	..Emergency Plan		The Council's Emergency Plan	Review – 10 years	LA Practice
	..Emergency Agencies	List of public contacts for emergency agencies. Includes emergency services liaison.	Contacts List	Review – 1 year	LA Practice
	..Emergency Contacts	List of Council contacts for emergencies	Contacts list	Review – 1 year	LA Practice
	..Emergency warnings	Weather, security, incident warnings, etc. made to the public.		Destroy - current year plus 6	Limitation Act 1980
. Monitoring					
	.. Accidents and incident reporting		Information about the reporting of individual	Destroy - 4 years from closure	Reporting of Injuries, Diseases and

			accidents and actions resulting from them		Dangerous Occurrences Regulations 1995 RGLA 9.9
	.. Accidents and incident reporting		Information about the reporting of individual accidents involving children and actions resulting from them.	Destroy - 25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RGLA 9.10
	.. Asbestos inspections		Documentation relating to the condition of known asbestos products within buildings and the monitoring of areas where employees and persons are likely to have come into contact with asbestos.	Destroy -50 years from last action or age 75 years (whichever is greater)	Control of Asbestos at Work Regulations 1987 RGLA 9.4
	.. Equipment Inspections		Documentation relating to the testing of equipment to ensure it is safe to use.	Destroy - 6 years after equipment is decommissioned	LGCS v2.0 p.104
	..Fire Prevention		Documentation relating to the prevention of fires, including documentation relating to grass and forest fires and arson.	Review – 3 years	LA Practice
	.. Hazardous substances		Documentation relating to the controlling the use of and monitoring	Permanent - offer to archivist	Control of Substances

			areas where employees and persons are likely to have come into contact with substances hazardous to health. Includes exposure to radiation.		Hazardous to Health Regulations 2002
	.. Occupational health		Documentation relating to the process of checking and ensuring the health of staff includes health questionnaires, medical clearance, adjustment to work place, restrictions, recommendations	Destroy - 40 years from last action	Common Practice, RMS p.43
	.. Radiation		Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations regulations 1985 RGLA 9.5
. Risk Management					
	.. Risk assessments		Risk assessments and associated documentation	Destroy - 5 years after last assessment	Management of Health and Safety at Work Regulations 1999

Housing

Class		Series	Records	Retention Period	Rationale
1	2				
Documentation relating to the Council's statutory responsibility for housing.					
. Housing provision					
	.. Allocations	Information relating to the process of allocating property (homes and garages) to applicants on the waiting list	Applications/Enquiries	Destroy - 10 years	LA Practice
	.. Assessment - housing needs		Information relating to housing needs assessment	Destroy – 10 years	LA Practice
	..Common Housing Register		Applicants to common housing register	Destroy – 10 years	LA Practice
	.. Homelessness		Assessment forms and other homelessness prevention documentation.	Destroy - 10 years	LA Practice
	.. Hostel and refuge providers		Documentation relating to hostel and refuge accommodation.	Destroy - 10 years	LA Practice
	.. Housing applications		Current and unsuccessful applications	Destroy - 10 years	Common practice, RMS p.31
	.. Housing applications		Unsuccessful applications	Destroy - 7 years from closure	RGLA 3.27
	..Temporary Accommodation		Documentation relating to temporary accommodation for people seeking housing in Bridgend Borough.	Destroy – 7 years after closure	LA Practice

			Includes bed and breakfast accommodation		
--	--	--	--	--	--

Information and Communication Technology

Class		Series	Records	Retention Period	Rationale
1	2				
.Infrastructure: Documents relating to information and communication technology infrastructure					
	.. Disposal	Documentation relating to the process of disposal of hardware and software belonging to the Council		Destroy - 7 years after all obligations/entitlements concluded	LA Practice
	.. Fault reporting	The reporting of faults associated with ICT hardware or software		Destroy - 1 year	LA Practice
	.. Licenses	Software licences and related information		Destroy – 7 years	LA Practice
	.. Help Desk Support	Information to assist staff in using ICT equipment		Destroy - 1 year	LA Practice
	.. Information security	Documentation relating to Information Security		Review - 7 years	LA Practice
	.. Network maintenance	Documentation relating to Network Maintenance		Destroy - 7 years	LA Practice
	.. Server maintenance	Documentation relating to Server Maintenance		Destroy - 7 years	LA Practice
	.. Spatial data management	Documentation relating to spatial data management		Destroy – 7 years	LA Practice
	.. Storage	Documentation relating to storage		Destroy – 7 years	LA Practice
	.. Strategy	Documentation relating to ICT Strategy		Destroy – 7 years	LA Practice
	.. Telephony	Documentation relating to telephony systems		Destroy - once superseded	LA Practice
	.. User profile			Destroy - length of employment	LA Practice

	.. Web development	Documentation relating to the development of the Council's website.		Review - 3 years	LA Practice
. System support	Documents relating to specific information and communication technology systems and applications in use by the Council.				
	.. Change Control		Documentation relating to planned changes to a specific system.	Destroy - 2 years after system no longer used	LA Practice
	.. Configuration management		Documentation relating to the configuration of the system.	Destroy - 2 years after system no longer used	LA Practice
	.. Data management		Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces	Destroy - 2 years after system no longer used	LA Practice
	.. Design and construction		Documentation relating to the design and construction of systems.	Destroy - 2 years after system no longer used	LA Practice
	.. Development		Documentation relating to the development of systems and software. Includes programming.	Destroy - 2 years after system no longer used	LA Practice
	.. Implementation		Documentation relating to the implementation of systems and software.	Destroy - 2 years after system no longer used	LA Practice

	.. Integration and interfaces		Documentation in relation to data conversion, data matching, data mapping and system interfacing.	Destroy - 2 years after system no longer used	LA Practice
	.. Maintenance		Documentation relating to the maintenance and support of software and systems. Includes website.	Destroy - 2 years after system no longer used	LA Practice
	.. Manuals		Manuals and information relating to specific systems and software.	Destroy - 2 years after system no longer used	LA Practice
	.. Security		Data security information and documentation relating to a specific system.	Retain for life of system	LA Practice

Information Management

Class		Series	Records	Retention Period	Rationale
1	2				
. Access to information					
	.. Data protection information requests	The process around requests for personal data held by the Council under the Data Protection Act 2018	Subject Access Requests	File - 1 month Log – 3 years	LA Practice
	.. Data Protection notification	Information Commissioner Notification/fee renewal	BCBC's notification with the ico	Destroy - 3 years after previous notification	LA Practice
	..Data Retention Schedule	Information on retention periods for BCBC's records	Data Retention Schedule	Destroy – 3 years	LA Practice
	.. Freedom of Information	Documentation associated with requests for information held by the Council under the Freedom of Information Act 2000.	Request log, requests, responses, released information, publication scheme	Destroy – 3 years	LA Practice
	..Information Sharing	Documentation on information sharing requests from other organisations, e.g. the police, health service	Requests under Data Protection Act	Destroy – 3 years	LA Practice
	.. Publication Scheme	Publication Scheme	Statutory Publication Scheme	Destroy - 1 year after new version published	LA Practice
	..Regulation of Investigatory Powers	RIPA applications and documentation	RIPA applications	Destroy – 5 years	Regulation of Investigatory Powers Act 2000
	..Statutory registers			Permanent - offer to archivist unless specific legislation requires otherwise	LA Practice

	..Tracking	Information regarding tracking/tracing the movement of records to the Glamorgan Archives.		Destroy – 6 years	Limitations Act 1980
--	------------	---	--	-------------------	----------------------

Legal Services

Class		Series	Records	Retention Period	Rationale
1	2				
Management of legal activities on behalf of the council as a corporate body.					
. Advice		The provision of legally privileged advice to clients or services relating to all aspects of the legal system		Review – current year plus 6	Limitation Act 1980
. Byelaws					
	.. Enactment	Documentation relating to the making and administering of local laws	Master set of byelaws, submissions, correspondence	Permanent - offer to archivist	RGLA 9.22
.Land registration					
	..Searches, title investigations, registers	Documentation relating to land searches and title investigations.		Destroy – 6 years	LA Practice
. Litigation					
	.. Child protection	Documentation relating to legal cases involving children.	Case files	DOB +25 years	Limitation Act 1980
	.. Civil	Documentation relating to lawsuits that can be undertaken by individuals or companies, seeking to reclaim what is owed to them. Also includes cases involving children.	Case files, care and supervision orders	Destroy - 7 years after last action, major litigation offer to archivist	Limitation Act 1980
	.. Commercial	Documentation relating to the breach of, or disputes over, commercial contracts	Case files	Destroy – 7 years after last action, major	Limitation Act 1980

				litigation offer to archivist for review	
	.. Criminal	Documentation relating to criminal litigation involving the authority	Case files	Destroy - 6 years after last action, major litigation offer to archivist for review	Limitation Act 1980
	.. Debt recovery	Documentation related to the recovery of debts owed to BCBC.	Case files	Destroy – 7 years after last action, major litigation offer to archivist for review	Limitation Act 1980
. Management of legal activities	Management of legal activities such as conveyancing, leasing and agreements.				
	.. Agreements	Documentation relating to the process of agreeing terms between the Council and other organisations. Does not include contracts.	Agreements, Section 38 agreements, concordat	Destroy - 6 years after agreement ends	LA Practice
	.. Conveyancing	Documentation relating to the process of changing ownership of land or property.	Conveyancing Files	Destroy - 12 years after closure	Limitations Act 1980, LA Practice
	.. Easements	Information relating to rights, such as private rights of way, affording persons to make limited use of another's real property	Easements, wayleaves	30 years	LA Practice
	.. Copyright	Documentation relating to who owns information used by the Council in order to ensure there are no breaches of copyright.	Intellectual Property Rights, Copyright	50 years	Limitation Act 1980

	.. Leasing	Documentation relating to leases involving the Council, where one party conveys the use of an asset to another party for a specific period of time at a predetermined rate.		15 years after lease expiry	LA Practice
	..Tenancy Agreements	Documentation relating to the rental agreements of Council owned buildings, allotments, garages, commercial properties, wayleaves and land	Signed tenancy agreements	6 years after terms of agreement have expired (12 if under seal)	Common Practice
	.. Trusts	Documentation relating to trusts the Council is involved with.		20 years	LA Practice
	.. Certificate of Lawful Use or Development		Certificate	Permanent - offer to archivist	Town and Country Planning Act 1990, Limitations Act 1980
	.. Certificate of Lawful Use or Development		Other documentation	Destroy - 12 years from date of agreement	Town and Country Planning Act 1990, Limitations Act 1980
	.. Section 106 agreements	Section 106 Agreement	Section 106 Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990, Limitations Act 1980
	.. Section 106 agreements		Section 106 - associated documentation	Destroy - 12 years from date of agreement	Town and Country Planning Act 1990, Limitations Act 1980

Leisure and Culture

Class		Series	Records	Retention Period	Rationale
1	2				
Leisure and cultural services provided or supported by the Council for the community					
. Allotments					
	.. Allotments	Documentation relating to Council owned allotments	Allotment Waiting Lists	6 years	LA Practice
. Arts					
	.. Arts development	Documentation relating to the development of art, dance and theatre in Bridgend		6 years	LA Practice
	.. Clubs and societies	Documentation relating to clubs and societies in Bridgend.		6 years	LA Practice
	. Leisure promotion	Information about campaigns relating to leisure and culture promotional activities.	Promotional material	6 years	LA Practice
	.. Events	Documentation relating to events happening in Bridgend such as fairs, festivals, circuses and markets.	Programmes and events	6 years	LA Practice
	.. Parks and Open spaces	Documentation relating to the management of council run recreation areas, children's playgrounds, parks	Safety inspections, condition reports, management, refurbishment	21 years	Limitations Act 1980

	.. Play schemes	Documentation relating to play schemes such as holiday groups, after-school clubs and church-run groups.	Details of play schemes, holiday and after school clubs	Destroy – 2 years	LA Practice
.Libraries	Documentation relating to libraries, which is not related to a specific branch, membership or the schools library service.				
	.. Library Service	Documentation relating to the operation of the Library Services		Destroy – 7 years	LA Practice
	.. Museums	Documents relating to the management of museums		Destroy – 6 years	LA Practice
. Sports Development	Information relating to the development of sport in Bridgend CB including advice on sports grants, coaching courses and details of current projects.				
	..Sports facilities	Information relating to the operation of sports facilities		Destroy – 6 years	LA Practice
	..Sports projects	Information relating to planned or current sports projects		Destroy – 6 years	LA Practice

Management

Class		Series	Records	Retention Period	Rationale
1	2				
Documentation relating to the management of corporate activities. Includes policies, procedures, strategies and plans.					
. Ceremonial	Documentation relating to ceremonial events and corporate gifts				
	.. Civic and royal events	Documentation relating to civic functions or visits by royalty to the local area.	Planning and organisation of events/visits, photographs, visitor books	Destroy -7 years	LA Practice
	.. Corporate gifts	Documentation relating to the provision of corporate gifts.		Destroy – 10 years	LA Practice
.Corporate Communication	Documentation relating to public relations and the marketing of the council or a specific function or service				
	.. Corporate branding	Documentation relating to the process of creating and the use of a corporate image.		Destroy – 3 years	LA Practice
	.. Graphic design	Documentation relating to the use of graphic elements and text to communicate an idea or concept.	Designing setting information	Destroy - 3 years from last action	LA Practice

	.. Marketing	Documentation relating to the marketing of the Council or a specific function or service	Marketing planning and campaigns	Destroy – 2 years	LA Practice
	.. Media releases	Information released to the media	Press releases	Permanent – offer to archivist	LA Practice
	.. Public relations	Information relating to the act of communicating to the public what the Council does and gaining feedback from the public.	Surveys, questionnaires	Destroy – 2 years	LA Practice
	.. Public relations	Guides, books and any material that the Council makes available to the public.	Books, leaflets, guides	Destroy – 2 years	LA Practice
. Enquiries and Complaints					
	.. Corporate Complaints	Formal complaints received and responses to the complaint. Includes the FOI, EIR and Data Protection complaints process.	Complaint file	Destroy – 6 years	Limitation Act 1980
	.. Adults and Childrens Complaints	Formal complaints received and responses to complaints relating to Adult and Children's services addressed under the statutory complaints process	Complaint file	Destroy – 6 years	The Social Services Complaints Procedure (Wales) Regulations 2014
	.. Complaints to Ombudsman	Documentation relating to complaints that have progressed to the PSOW	Complaint files	Destroy – 6 years	Public Services Ombudsman (Wales) Act 2019

	.. Compliments	Positive or constructive comments about the Council.		Destroy – 1 years	LA Practice
. External audits	The activities associated with officially checking quality assurance and operational records to ensure that they have been kept and maintained in accordance with agreed or legislated standards, and correctly record the events, processes and business of the Council in a specified period				
	.. Audits	Documentation relating to audit activity		Destroy – 7 years	Public Audit Wales Act 2013
.Preparing business	Documentation relating to the preparation of the Council's business				
	.. Meetings	Documentation relating to internal meetings within the Council.	Team and departmental minutes, agendas, notes	Destroy – 3 years	LA Practice
	.. Officer representation On external agencies	Documentation relating to officers representing the Council on external agencies, e.g. the	Minutes, agendas, notes	Destroy – 3 years	LA Practice

		Development Board for Rural Wales files.			
	.. Partnership and agency working	Documentation relating to any external agencies working in partnership with the Council (e.g. nursing agencies, social care agencies, CCW).	Business for partnership and agencies where LA does not own the record	Destroy – 7 years	LA Practice
. Project Management					
	.Projects	Documentation relating to corporate initiatives and projects, e.g. Access to Services.	Project files	Destroy – 5 years	LA Practice
	..Quality and performance	Information relating to specific quality initiatives such as ISO 9000.		Destroy – 5 years	LA Practice
	..Assessments	Documentation relating to quality and performance assessments.	Assessment Forms	Destroy – 2 years	LA Practice
	..Best Value Reviews	Information relating to the legal duty for Councils to review services to make sure they are efficient, effective and giving value for money.	Best value reviews	Destroy – 5 years	LA Practice
	..Project Files	Documentation associated with running a project		Destroy – 5 years from closure	LA Practice
	.. Inspections	Documentation relating to the external inspections received by		Destroy – 6 years	LA Practice

		the Council in relation to corporate or service-specific performance management.			
	.. Process mapping	Documentation relating to the mapping of processes, material or information flow in a diagrammatic form; defining key process input and outputs.	Process maps	Destroy – 5 years	LA Practice
.Statistics	Statistical information held by the Council (not demographic data or statutory returns).	Statistical data		Destroy – 6 years	LA Practice
.Statutory Returns	Statistical information compiled by the Council and sent to central government.	Statutory returns to central government		Destroy – 7 years from closure	LA Practice
. Strategic Planning					
	.. Business cases	Information identifying the need or requirement for the commitment of resources to a project or service.		Destroy – 6 years	LA Practice
	.. Corporate initiatives	Documentation relating to corporate policies and procedures affecting the whole Council		Permanent	LA Practice
	.. Organisational structure	Documentation relating to the structural		Permanent	LA Practice

		organisation of the Council.			
	.. Policies and procedures	Documentation relating to policies and procedures of the Council, including guidance and guidelines.		Permanent - offer to archivist	RGLA 2.6
	.. Public consultation	The process of the Council's consultation with the public.		Destroy – 5 years	RGLA 2.9
	.. Service level agreements	Information relating to agreements made between separate internal units or teams within the Council, on a contractual basis.		Destroy – 2 years	Common Practice

Planning and Building Control

Class		Series	Records	Retention Period	Rationale
1	2				
Planning information and documentation relating to settlements, buildings, structures, housing developments and land in Bridgend.					
. Building control	Documentation relating to the processes of regulating the planned use of land or buildings and inspecting building work for the purpose of ensuring compliance.				
	.. Application processing	Documentation relating to the processing of building control applications.	Application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports, contravention notices	Destroy after 3 year if rescinded otherwise permanent - offer to archivist	Building Act 1984
	.. Registration	Building Control Register	Register sheets	Permanent - offer to archivist	RGLA 10.8
	.. Unauthorised works	Documentation relating to unauthorised works.		Permanent - offer to archivist	LA Practice
.Covenant control	Documentation relating to a clause in a deed that limits the use of a property				
	.. Policies	Policy documents		Permanent -offer to archivist	LA Practice

	.. Covenant controls	Covenant control files		Permanent -offer to archivist	Limitations Act 1980
. Development control		Documentation relating to the process of controlling development of areas through applications for planning permission			
	.. Application processing	Documentation relating to the processing of development control applications.	Application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs, s.106 agreements, appeals, decisions	Permanent – online archive	LA Practice
	.. Enforcement	Documentation relating to the process of enforcing planning regulations.	Enforcement notices	Destroy - 3 years compliance with enforcement notice	RGLA 10.13
	..Listed Buildings and Conservation Areas	Documentation relating to listed buildings, trees under preservation orders, etc.	Tree Preservation Orders etc.	Permanent – offer to archivist	LA Practice
	.. Registration	Documentation relating to planning registration	Planning register	Permanent - offer to archivist	RGLA 10.6
	..Street naming and numbering	Documentation relating to street naming, development naming and property naming or numbering.	Naming of streets, numbering of houses	Destroy – 7 years	LA Practice
.Planning Policy					

	Documentation relating to the framework for the development and use of land, taking full account of economic, social and environmental issues.	Unitary Development Plan (UDP), Local Development Plan (LDP) minerals local plan, wind farm development, residential design guide, regional plans, heritage listing, sustainable development, urban planning, economic regeneration		Permanent – archive	LA Practice
--	--	---	--	---------------------	-------------

Procurement

Class		Series	Records	Retention Period	Rationale
1	2				
The management of processes involved in arranging, tendering, managing contracts and other purchasing of the Council.					
. Contracting					
	.. Contract awards	Records relating to the process of arranging, tendering and managing contracts for the authority	Contract files, tenders, negotiation	Destroy – current year plus 6	Limitation Act 1980
	.. Contract awards under seal	Records relating to the process of arranging, tendering and managing contracts under seal for the authority	Contracts under seal	Destroy – current year plus 12	Limitations Act 1980, RGLA 4.6
	.. Contract management	Documentation relating to the monitoring of contracts	Contract monitoring including post tender negotiation Service level agreements, compliance reports, performance reports	Destroy – current year plus 6	Limitation Act 1980
	.. Requisition	Documentation on non-tendered contracts such as purchase orders	Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
. Market information		Documentation relating to products with a view to purchase at a later stage	Register of recommended contractors, correspondence relating to contractors	Destroy – 1 year	LA Practice

. Tendering	Documentation relating to the Council's purchase of services or goods through the tendering process.				
	.. Tenders	Tender files	Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7
	.. Tenders	Tender files	Ordinary tender	Destroy - 6 years after the term of the contract has expired	RGLA 4.7
	.. Tenders	Tender files	Pre-tender advice	Destroy - 2 years after contract let or not proceeded with	RGLA 4 .5
	.. Tenders	Tender files	Tender for contract under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980, RGLA 4.8
	.. Tenders	Tender files	Unsuccessful tenders	Destroy - 1 year after start of contract	RGLA 4.10
	.. Tendering policies	Tender policies	Policies relating to BCBC tendering	Permanent	LA Practice

Registration and Coroners

Class		Series	Records	Retention Period	Rationale
1	2				
The registration of births, deaths and marriages. Also includes the functions of the coroner.					
. Inquiries into deaths					
	.. Coroners inquests	Documentation produced by the coroner in relation to the investigation of the circumstances of sudden, unnatural or uncertified deaths	Case Files	Permanent (material not leading to an inquest is 15 years)	National Archives RMS p.38
.Registration	Registers relating to births, deaths, citizenship, marriages and civil ceremonies	Registers	Reported deaths register	Permanent - offer to archivist	National Archives RMS p. 38
	..Certification	The issuing of certificates for life events, and records of applications for copies of certificates.	Birth certificates, death certificates, marriage certificates	Destroy – 7 years	LA Practice
	..Notification	Documentation relating to marriage notices	Marriage notices, wedding banns, notice book	Destroy – 2 years	LA Practice
. Treasure Trove	Treasure trove is gold, silver, gems, money, jewellery, etc. found hidden under ground or in buildings, etc., where the owner of		Inquests	Destroy – 2 years	National Archives, RMS p.38

the treasure is not known.				
----------------------------	--	--	--	--

Risk Management and Insurance

Class		Series	Records	Retention Period	Rationale
1	2				
Information about the Council's management of risk within the organisation, and details of insurance policies in place					
. Insurance Claims					
	.. Insurance claims processing	Documentation relating to insurance claims made against the Council or Council Officers	Insurance Claims	Destroy – 7 years	Limitation Act 1980
	.. Insurance policy	The process of insuring officers, property, vehicles and equipment against negligence, loss or damage.	Insurance policies, renewals	Permanent	LA Practice
. Risk Management		Documentation relating to the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress.		Destroy – 7 years	LA Practice
	.. Business continuity planning	Documentation relating to business continuity in the event of a disaster or unforeseen event.	Disaster recovery, business resilience plans.	Destroy – 7 years	LA Practice
	..Impact assessment	Documentation relating to the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress.	Campaigns	Destroy – 7 years	LA Practice

Transport and Infrastructure

Class		Series	Records	Retention Period	Rationale
1	2				
The design, construction and maintenance of roads and associated infrastructure, street furniture and drainage. Includes public transport and traffic management.					
. Design and construction		Design and construction of highways and all schemes which are not maintenance e.g. bridges, highways, flood defence.	Project/scheme files, feasibility studies	Permanent – offer to archive	LA Practice
. Highway Development control		Documentation associated with the approval of planning applications for transport and infrastructure and the development of transport and infrastructure within Bridgend.	Highway planning applications	Permanent –Archive	LA Practice
	.. Highway adoption	Documentation relating to the adopting of roads and highways in Bridgend	Road adoption records	Permanent - Archive	LA Practice
	.. Highway extent queries	Documentation relating to the handling of highways extents enquiries from solicitors, developers, districts, etc	Highway extent queries	Permanent - offer to archivist	RGLA 11.2
	.. Highway extinguishment	Documentation relating to the freeing of highways from Highway Authority control, reverting it back to the freehold or leasehold owner.	Highway extinguishment	Destroy - 7 years after extinguishment. Offer Order to archivist	LGCS v2.0 p.128
	.. Notification	Documentation relating to notification of maintenance, changes in status of roads, etc, to the public.	Public notices of maintenance, status changes, etc	Destroy – 2 years after matter concluded	LA Practice
	.. Road classification	Documentation relating to road classification	Consolidated list of classified roads	Permanent – archive	LA Practice
	..Stopping up	Documentation relating to the stopping up of a carriageway and/or footway for development purposes, where it ceases to be public highway and may be built upon	Stopping up orders	Permanent – archive	LA Practice

. Highway Enforcement					
	Documentation relating to the enforcement of the proper use and maintenance of transport and highways.	Enforcement notices, road reinstatements		Destroy - 50 years after enforcement notice or 3 years after compliance	LA Practice
	..Advertising Hoardings	Documentation relating to advertising hoardings		Destroy – 3 years	LA Practice
.Infrastructure Management					
	Documentation on managing transport infrastructure.				
	..Hazard removal	Documentation relating to the removal of hazards on the road such as dead animals, mud, oil spills, etc.		Destroy – 7 years	LA Practice
	..Inspections	Documentation relating to the condition of roads and associated infrastructure.	Skidding and resistance tests, laboratory inspections	Destroy – current year plus 6	Limitation Act 1980
	..Maintenance and Emergency Maintenance	Documentation relating to the maintenance of bridges, cattle grids, roads and associated infrastructure. Includes milestones and ancient monuments on the highway.		Destroy – 12 years	LA Practice
	..Drainage and Sewerage	Documentation relating to the maintenance of the drainage and sewerage system. Includes any flood defence documentation not related to a design and construction scheme.		Destroy – 35 years	LA Practice

	..Grounds Maintenance	Documentation relating to the maintenance of grounds relating to transport and infrastructure.		Destroy – 7 years	LA Practice
	..Winter Maintenance	Documentation relating to the monitoring and maintenance of roads and associated infrastructure during winter	Winter maintenance plan	Destroy – 22 years	Limitations Act 1980
. Street Works	Documentation relating to street works. Includes street furniture, signage and lighting, and works carried out by public utilities (i.e. laying cables, etc).	Plans, applications to dig up pavements, signs, lighting		Destroy – 7 years	LA Practice
	..Surveys	Survey data relating to transport and infrastructure	Surveys	Destroy – 7 years	LA Practice
.Infringements	Documentation relating to parking infringements both on and off site.	Parking Tickets		Destroy – 2 years after last action	LA Practice
.Public transport	Documentation about public transport planning such as the location of bus stops and taxi ranks	Plans, information about public transport routes, timetables		Destroy – 7 years after superseded	LA Practice

	..Concessions	Documentation relating to the provision and issue of travel concessions.	Travel passes	Destroy – 6 years	LA Practice
.Road Safety		Documentation relating to all aspects of road safety.		Destroy – 7 years	LA Practice
	..Accident investigations	Investigations into road traffic accidents for the purposes of improving road safety.	Investigations, reports	Destroy – 7 years	LA Practice
	..Road safety education, training and publicity (ETP)	Documentation relating to road safety education, training and publicity.		Destroy – 7 years	LA Practice
	..Safety audits	Documentation relating to audits / inspections of highways from a road safety perspective.		Destroy – 7 years	LGCS v.2.0 p.129 LA Practice
	..School crossing patrols	Documentation relating to school crossing patrols.	Crossing locations, patrol times	Destroy – 7 years	LA Practice
	..Speed cameras	Documentation relating to speed cameras including information on the reason for the siting of the camera, any settings, etc.		Destroy – 7 years	LA Practice
.School Transport		Documentation relating to school transport services.		Destroy – 7 years	LA Practice
.Traffic management		Documentation about the management of traffic such as bus lanes, traffic lights, roundabouts and pedestrian crossings. Includes the monitoring of highway, transport and traffic use.		Destroy – 7 years	LA Practice
	..Monitoring	Documentation relating to the monitoring of highway, transport and traffic use. Includes abnormal loads.	Abnormal load notification	Destroy - 7 years	LA Practice
	..Parking	Documentation relating to on- road parking areas and car parks which are not Council property.		Destroy – 7 years	LA Practice

	..School routes	The activity of planning, and programming the continued safety of school routes.	School routes	Destroy – 7 years	LA Practice
	..Traffic calming	The management and control of traffic calming measures.	Crossings	Destroy – 7 years	LA Practice
	..Traffic orders	Documentation relating to written legal agreements to enforce various regulations including: speed limits, on-street parking, one way streets and other restrictions. Includes temporary, experimental and permanent orders.	Traffic orders approval, implementation	Destroy – 7 years after completed	LA Practice
	..Traffic reduction	The activity of planning, and programming the continued flow, diversion or reduction of traffic.		Destroy – 7 years	LA Practice
	..Street lighting	Programme and planning of street lighting		Destroy – 7 years	LA Practice
	..Weather forecasting	Information relating to short and long term weather forecasts. Weather data should be kept under Winter maintenance.	Short and long term weather forecasts	Destroy – 1 year	LA Practice
.Transport planning		Documentation relating to strategic planning regarding transport and infrastructure.	Local transport plan (LTP), modelling	Permanent – Archive	LA Practice
	..Travel Plans	Employer travel plans, school travel plans	Travel plans	Destroy – 7 years after last use	LA Practice
	..Strategy and planning	Local Transport Plan and associated documentation	Local Transport Plan	Permanent – archive	LA Practice
	..Transport modelling	Traffic counts and associated documentation	Traffic counts	Destroy – 2 years after last use	LA Practice

Waste Management

Class		Series	Records	Retention Period	Rationale
1	2				
The management of waste including collections, recycling and waste sites.					
. Fly tipping		Documentation relating to dumped rubbish, including domestic, farm and construction waste.		Destroy – 6 years	LA Practice
. Street cleaning		Documentation relating to street cleaning such as litter picking, mechanical sweeping and removal of dog fouling. Includes the removal of graffiti.		Destroy – 6 years	LA Practice
	.. Abandoned vehicles	Documentation relating to the collection and disposal of vehicles which are deemed to have been abandoned by their owner, as defined in the Refuse Disposal Amenity Act 1978 and the Clean Neighbourhoods Act 2005.		Destroy - 2 years after last action	LA Practice/RGLA 9.26
	.. Bulk waste	Documentation relating to the disposal of commercial and bulk waste, as defined in the Environmental Protection Act 1990		Destroy - 2 years after last action	RGLA 9.26
	.. Controlled	Documentation relating to the disposal of hazardous waste, as defined in the Hazardous Waste Directive 2005.		Destroy - 6 years after last action	LA Practice/ RGLA 9.27
	.. Domestic	Documentation relating to the disposal of domestic waste, including recycling.		Destroy - 2 years after last action	RGLA 9.26
	.. Trade	Documentation relating to the collection and disposal of trade waste, including recycling.		Destroy - 2 years after last action	RGLA 9.26

. Waste disposal		Documentation relating to the disposal of collected wastes.			
	.. Landfill sites	Information about the disposal of collected waste at landfill sites.	Management of sites	Permanent - offer to archivist	RGLA 9.28
	..Waste transfer sites	Information about the transfer of waste for treatment.	Management of sites	10 years from site closure	LA Practice/ RMS p.71
	.. Waste and recycling centres	Documentation relating to recycling centres.	Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction					
	.. Composting	Documentation relating to the collection and treatment of biodegradable waste to produce a product that can be used as either compost or a soil improver.		Destroy – 5 years	LGCS v2.0 p.131
	.. Recycling	Documentation relating to the establishment of public recycling receptacles, including sites and recycling schemes		Destroy - 5 years after use	LGCS v2.0 p.131

HR Retention Policy

The following is the Bridgend County Borough Council Retention Policy for Human Resources

Bridgend County Borough Council must access and process a large amount of data about its employees to fulfil its obligations as an employer.

Personal data held by the Authority should only be retained for as long as necessary. Retention periods will differ based on the type of data being processed, the purpose of the processing or other factors (including legal and regulatory requirements).

This document sets out how Human Resources will manage the records and information it holds on employees and provides a rationale for the retention period identified. Where appropriate, common example documentation has been identified – please note, this list is not exhaustive.

Reference	Document Type	Example	Retention Period	Rationale
HR administration				
1.1	Personal Record - Summary Information	Personal Ref Name NI number Date of Birth Employment history (dates) Reckonable Service	Permanent	RGLA 6.1
1.2	Personal File	I@W file	Destroy 6 years after termination Destroy 25 years if working with Children	RGLA 6.4 RGLA 6.3
1.3	Employee declarations	WSOP acceptance	Destroy 6 years after termination	RGLA 6.4
1.4	Employment conditions	WSOP Offer Letters Secondment Letters Transactional docs	Destroy 6 years after termination	RGLA 6.4
1.5	Induction, Probation and Appraisal	Induction records Probation notes Appraisal form Probation letters	Destroy 5 years after action completed	RGLA 6.12 RGLA 6.4

Reference	Document Type	Example	Retention Period	Rationale
			Destroy 6 years after termination	
1.6	Disclosure and barring service	Application form Copy of disclosure Positive disclosure meeting records	6 months from check. (Note: application form is held on e-bulk system). Destroy once 'conviction/caution' spent	DBS code of practice RGLA 6.4
1.7	Job Evaluation/Equal Pay	Employee Correspondence	Destroy 6 years after termination	RGLA 6.4
1.8	Termination records	PAF Resignation Letter Transactional docs	Destroy 6 years after termination If a pension is paid then records should be destroyed 6 years after last pension payment	RGLA 6.16
Employee Relations				
2.1	Disciplinary / Grievance investigation documentation (excluding investigations related to Children)	Investigation pack (including; witness notes, evidence)	Destroy after process determination (inclusive of appeal/ET claim period)	RGLA 6.8
2.2	Disciplinary warnings (excluding investigations related to Children)	Outcome letters	Destroy once period is 'spent'; Unfounded – Destroy immediately First written warning - 6 months Second written warning - 12 months	RGLA 6.7

Reference	Document Type	Example	Retention Period	Rationale
			Dismissal – Held on file and destroyed in line with 'Personal File'	RGLA 6.4
2.3	Disciplinary / Grievance investigation documentation (related to Children) (includes investigation documentation and outcome)	All documentation related to investigation and outcome	Remains on file permanently	RGLA 29.1.4
2.4	Discipline and Grievance record	Summary management information on investigation and outcome	Destroy 7 years from closure	RGLA 6.4
2.5	Corporate and departmental consultations	Notes Reports Negotiations	7 years from closure	
2.6	Trade Union negotiation	Records of; Negotiations Collective agreements	Permanent – Offer to archivist	RGLA 6.5
2.7	Trade Union relation management	Minutes Emails	Destroy 2 years after administrative use is concluded	RGLA6.6
Pay, remuneration and staff benefits				
3.1	Pay records	Timesheets Overtime claim forms Expenses/Mileage claims	Destroy 6 years after conclusion of financial transaction period	RGLA7.9 Taxes Management Act 1970.
3.2	Pension records	NI2 AVC forms IHR documentation Opt out application	Destroy 6 years from payment of last employer contribution	RGLA6.3
Recruitment and Job Evaluation				
4.1	Recruitment authorisation	VMF/AMF	Destroy 5 years after recruitment finalised	LGCS v2.03

Reference	Document Type	Example	Retention Period	Rationale
4.2	Recruitment documentation	Advert Job Description	Destroy 2 years after superseded	LGCS v2.03
4.3	Recruitment process documents	Applications Shortlisting/interview docs References	Destroy 1 year after recruitment has been finalised For successful applicants, application and pre-emp docs follow 'Personal File'	RGLA6.11 RGLA6.4 or RGLA 6.3 as appropriate
Staff health and attendance				
5.1	Leave and attendance	Flexi Annual Leave Special Leave Working time directive	Destroy 2 years after period	RGLA6.13
5.2	Absence management documentation	Contact forms Welfare records ARMs/Formals RTW	Destroy 2 years after termination	RGLA 6.13
5.3	Absence monitoring records	Summary absence information;	Destroy 6 years after termination	RGLA6.4
5.4	Absence outcome	Outcome letters	Destroy once period is 'spent'; First written warning - 6 months Second written warning - 12 months Final warning - 18 months Dismissal – Held on file and destroyed in line with 'Personal File'	RGLA 6.7
5.5	Absence reporting	Management information on absences	Destroy 2 years after action completed	LGCS v2.03 RGLA6.13
5.6	Occupational health records	Health questionnaires	Destroy 75 years after DOB	RGLA6.10

Ref	Document Type	Example	Retention	
		Medical clearance Workpla	Note: Patient records are held with external	
Training Records				
6.1	Staff training documentation	Attendance sheets Course Evaluations	Destroy 2 years after activity Destroy after 25 years where	RGLA6.17 RGLA 6.18
6.2	Training certificates	Certificates Awards	Destroy 7 years after activity	

Please note:

In line with our statutory obligations as an employer, we are expected to record specific Health and Safety documentation on personal files. The Corporate Health and Safety unit remain responsible for this documentation and maintain their own Retention Schedule. For further information please contact Health&Safety@bridgend.gov.uk.