# Bridgend County Borough Council

## Data Retention Schedule

## 2026

This Retention Schedule should be used as a point of reference in the day-today 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.

2026 edition

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# Adult Care Services

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Carers** | | | |
| Adult Case Files | Case files of adults | Destroy – **6 years** from last contact | Case files |
| Adult Case files – Learning Disability | Case files for adults with learning disabilities | Review – **20 years** from last contact | Case files |
| Adult Case files – Mental Health | All matters relating to the mental health and wellbeing of individuals | Destroy – **20 years** from last contact | Case Files |
| POVA (client deceased) | All matters relating to neglect and/or abuse of vulnerable adults (deceased clients) | Destroy – **6 years** from case closure | Case Files |
| POVA (client living) | All matters relating to adults who are the subject of a Protection Order due to neglect or abuse | Review – **75 years** from last entry | Case Files |
| Agency provided services | Information about services provided by outside agencies for adult care services | Destroy - **25 years** after end of employment | Essential information homecare provided by agencies |
| Financial support | Case files - carer | Destroy - **3 years** after end of financial year | |
| **Home care** | | | |
| | Information on clients who are cared for in their own homes | Destroy - **6 years** | Daily contact sheets, carers' notes. 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. | Destroy - **25 years** from closure | Activities, diary, roster sheet, licence, menu (1 year) |
| Operation of homes | Case files - residential homes | **Permanent** offer to archivist | Register |
| **Supporting Adults** | | | |
| Assessment | Case files - services user | Destroy - **6 years** after last contact | Care plan |
| Appointee and Receivership files | Information on clients who have either physical or mental disabilities and are unable to manage their own affairs | Destroy –**6 years** | Case notes |
| Finance and commissioning | Case files - services user | Destroy - **8 years** after provision of support ended | |
| Grants | Case files - services user | Destroy - **8 years** after provision of support ended | Application |
| Health | Case files - services user | Destroy - **8 years** after provision of support ended | |
| Legal | Case files - services user | Destroy - **3 years** after provision of support ended | Disabled parking permit |
| Mental health | Case files - services user | **10 years** | |
| Occupational therapy | Case files - services user | **10 years** | |
| Referral | Case files - services user | **10 years** | |
| Review | Case files - services user | **10 years** | |
| Supporting disabilities | Case files – service user | **10 years** | |

# Children and Families Services

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Adoption and Fostering** | | | |
| Adoption files | Case files - carer | Destroy - **100 years** from date of adoption*This applies to records held prior to the 2002 Act. | Essential information |
| Adoption Panel Business | | Destroy – **25 years** | Minutes from Adoption Panel Meetings and any other business relating to adoption cases |
| Assessment | Case files - carer | Destroy - **25 years** from closure | |
| Financial support | Case files - carer | Destroy - **3 years** after end of financial year | |
| Foster carer | Case files - carer | Destroy - **15 years** from provider status ceases, EXCEPT: Destroy - **75 years** for cancelled registrations, refusals applications and concerns | |
| **Child Protection** | | | |
| Child files | Case files concerning the protection of a child or children. | Destroy - **35 years** from closure | Case files |
| Registration | Consolidated list of children requiring protection | **Permanent** - retain for **70 years** then offer to archivist | Register |
| Schedule 1 offenders | Information on persons with convictions for sexual abuse towards children. | **Permanent** - retain for **70 years** then offer to archivist | Register/Notification of release from custody |
| **Children looked after** | | | |
| Child file | Documentation relating to children being looked after in residential homes and day care centres. | Destroy - **75 years** after DOB or **15 years** after death | Case files |
| COLA (Children from other local Authorities) | Case files - child | Destroy - **25 years** from last action | Records |
| Registration | Children's home registers | Archive - **25 years** after DOB or 5 after death | Register |
| **Communications** | | | |
| Complaints | | Destroy - **10 years** after complaint dealt with | |
| **Fostering** | | | |
| Carer files | Information relating to the carers of fostered children. | Destroy – **25 years** after carer has terminated | Case files |
| Child files | Case files about fostered children. Includes private fostering. | Destroy – **75 years** from DOB | Case files |
| **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 | Destroy - **40 years** from closure | Activities, diary, roster sheet, licence, menu (1 year) |
| Registration | Case files - residential homes | **Permanent** - offer to archivist **50 years** after closure | |
| **Social Issues** | | | |
| Substance misuse | Work to prevent and action to address substance misuse and related issues | Review - **10 years** | Documents retaliating to work to prevent and action to address substance misuse and related issues |
| **Training** | | | |
| Support training | | Destroy - **25 years** from termination | |
| **Youth Justice** | | | |
| Case management | Case files | Destroy **25 years** from DOB or **10 years** from last contact | |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Youth services** | | | |
| Youth service provision | | Destroy **25 years** from DOB or **10 years** from last contact | |

# Community Safety and Emergencies

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| Contingency planning advice | Advice relating to community safety in Bridgend | Destroy **2 years** after advice superseded | Contingency Plan |
| Antisocial behaviour | Documentation relating to antisocial behaviour such as ASBOs | Review – **2 years** | Anti-Social Behaviour Orders |
| Fire prevention/fire safety planning | Documentation relating to fire prevention and fire safety planning | Destroy **2 years** after advice superseded | |
| Community Engagement | Documentation relating to activities designed to reduce the fear of crime. | Destroy – **3 years** | |
| Community safety advice | Documentation relating to activities designed to promote community safety. | Destroy **2 years** after advice superseded | |
| CCTV surveillance | CCTV surveillance footage | Destroy **1 month** (unless legal proceedings) | |
| Crime reduction | Documentation relating to activities designed to reduce crime. | Destroy **3 years** after advice superseded | |
| **Emergency Planning** | | | |
| | Emergency/disaster plans (permanent), development | Review – **10 years** | Emergency Plan |
| Emergency agencies | List of public contacts for emergency agencies. Includes emergency services liaison | Destroy when superseded | |
| Emergency contacts | List of Council contacts for emergencies. | Destroy when superseded | |
| Emergency warnings | Weather, security, incident warnings, etc. made to the public. | Destroy – **current year plus 6** | |
| Training | Documentation relating to Emergency planning training exercises | Destroy – **10 years** | |
| **Fire prevention** | | | |
| Fire alarm certification | Fire alarm certificates and associated documentation | Destroy – **7 years** | Fire alarm certificates |
| Fire hydrants inspection | Documentation relating to fire hydrant inspection | Destroy - **7 years** from last action | |
| Fire safety | Documentation relating to fire safety advice, policy and protocol | Destroy - **2 years** after advice superseded | |
| Fire safety inspections | Documentation relating to fire safety inspections | Destroy - **7 years** from last action | |
| Incident monitoring | Documentation relating to fire incidents and inspection | **Permanent** - offer to archivist | Major incident |
| Incident monitoring | Documentation relating to fire incidents and inspection | Destroy - **7 years** from closure | Minor incident |

# Consumer Affairs and Licensing

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Advice** | | | |
| | | Destroy - **7 years** after creation | Campaigns customer contacts |
| **Enforcement case files** | | | |
| | Case files relating to trading standards and environmental health about specific premises, businesses or individuals. | Destroy – **6 years** | |
| Prosecution of offences | Case files - organisation | Destroy - **7 years** from investigation complete | Dangerous and wild animals, health and safety at work, weights and measure |
| Prosecution of offences | Case files - organisation | Destroy – **7 years** from investigation complete | Inspections, weights and measures, equipment inspection records, food standards, nuisances, air pollution, animal health, food hygiene, food safety, food standards, hazardous substances, land pollution, river pollution, swimming pools, product safety, infectious diseases, |
| **Registration, certification and licensing** | | | |
| | Licences Permits if there has been a conviction files should be classed under prosecution | Destroy – **2 years** after licence/registration lapsed | |
| Licensing | Animal boarding licences | Destroy - **2 years** after registration lapses | |
| Licensing | Animal breeding licences | Destroy - **2 years** after registration lapses | |
| Licensing | Auction premises licences | Destroy - **2 years** after registration lapses | |
| Licensing | Building materials licences | Destroy - **2 years** after registration lapses | |
| Licensing | Butchers licences | Destroy - **2 years** after registration lapses | |
| Licensing | Caravan and camp site licences | Destroy - **2 years** after registration lapses | |
| Licensing | Cemetery licences | Destroy - **2 years** after registration lapses | |
| Licensing | Cooling towers | Destroy - **2 years** after registration lapses | |
| Licensing | Credit licensing | Destroy - **2 years** after registration lapses | |
| Licensing | Crematoria licences | Destroy - **2 years** after registration lapses | |
| Licensing | Dangerous wild animals licences | Destroy - **2 years** after registration lapses | |
| Licensing | Entertainment licences | Destroy - **2 years** after registration lapses | |
| Licensing | Food business licences | Destroy - **2 years** after registration lapses | |
| Licensing | Food licences | Destroy - **2 years** after registration lapses | |
| Licensing | Hackney licences | Destroy - **2 years** after registration lapses | |
| Licensing | Highway projection licences | Destroy - **2 years** after registration lapses | |
| Licensing | Hoarding licences | Destroy - **2 years** after registration lapses | |
| Licensing | Infectious diseases licensing and use | Destroy - **2 years** after registration lapses | |
| Licensing | Late hours catering licences | Destroy - **2 years** after registration lapses | |
| Licensing | Liquor licences | Destroy - **2 years** after registration lapses | |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| Licensing | Lottery registration | Destroy - **2 years** after registration lapses | |
| Licensing | Massage and special treatment licences | Destroy - **2 years** after registration lapses | |
| Licensing | Non medicinal poisons licences | Destroy –**2 years** after registration lapses | |
| Licensing | Nursing agencies licences | Destroy - **2 years** after registration lapses | |
| Licensing | Other hazardous substances | Destroy - **2 years** after registration lapses | |
| Licensing | Personal licences | Destroy - **2 years** after registration lapses | |
| Licensing | Pet shop licences | Destroy - **2 years** after registration lapses | |
| Licensing | Petroleum | **Permanent** - offer to archivist | |
| Licensing | Premises licences | Destroy - **2 years** after registration lapses | |
| Licensing | Premises licences | Destroy - **2 years** after registration lapses | Club premises certificates, temporary event notices |
| Licensing | Private hire licences | Destroy - **2 years** after registration lapses | |
| Licensing | Public entertainment licences | Destroy - **2 years** after registration lapses | |
| Licensing | Riding establishment licences | Destroy - **2 years** after registration lapses | |
| Licensing | Sale of explosives licences | Destroy - **2 years** after registration lapses | |
| Licensing | Scrap metal licences | Destroy - **2 years** after registration lapses | |
| Licensing | Sex establishments | Destroy - **2 years** after registration lapses | |
| Licensing | Shops | Destroy - **2 years** after registration lapses | |
| Licensing | Scaffold licences | Destroy - **2 years** after registration lapses | |
| Licensing | Skip licences | Destroy - **2 years** after registration lapses | |
| Licensing | Street collections and lotteries licences | Destroy - **2 years** after registration lapses | |
| Licensing | Street trading licences | Destroy - **2 years** after registration lapses | |
| Licensing | Zoo licences | Destroy - **2 years** after registration lapses | |

# Council Assets

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Maintenance of Council assets (property and land)** | | | |
| Asset Management | Documentation relating to Council owned assets | Maintain for the **life of the asset** | Files, Asset Register |
| Maintenance | | Destroy - **7 years** after last action | Instruction manuals |
| Planned maintenance | Case files - property | Destroy - **7 years** after last action | Tenders and contracts |
| Response maintenance | Case files - property | Destroy - **7 years** after conclusions of transaction | |
| **Property acquisition and disposal** | | | |
| Acquisitions | Case files - property | Destroy - **12 years** after all obligations/ entitlements concluded | Assets over £50,000 |
| Acquisitions | Case files - property | Destroy - **6 years** after all obligations/ entitlements concluded | Assets under £50,000 |
| Deeds | Case files - property | Destroy - **12 years** after all obligations/ entitlements concluded | Assets over £50,000 |
| Disposal | Case files - property | Destroy - **6 years** after all obligations/ entitlements concluded | Assets under £50,000 |
| Disposal | Case files - property | Destroy - **16 years** after all obligations/ entitlements concluded | Sale or write-off of property |
| **Property and land management** | | | |
| Accessibility | Information relating to the accessibility of property and land belonging to the Council. | Destroy - **7 years** from closure | Case files |
| Building surveys | Information relating to surveys of property and land belonging to the Council. Includes condition surveys | Destroy – **7 years** from closure | Surveys |
| Energy management | Documentation concerned with energy management and conservation within the Council's property. | Destroy – **7 years** from closure | Case files – property |
| Facilities management | The process involved in the management of Council facilities. Includes the management of office equipment and furniture | Destroy – **current year plus 6** | Room booking (1 year), surplus equipment records, CCTV siting and maintenance records |
| Farm management | The process involved in the management of farms. | Review – **50 years** | |
| Feasibility | Documentation relating to the feasibility of purchasing or converting property, etc. | Destroy – **25 years** | Feasibility studies |
| Fleet management | Documentation relating to the management of the Council's fleet of vehicles. | Destroy - **7 years** after disposal of the vehicle | Allocation and maintenance of vehicles Vehicle records, lease or purchase record of driver usage |
| Fleet management | | Destroy - **3 years** after disposal of the vehicle | Recording vehicle usage |
| Health and safety | Documents on health and safety relating to property and land belonging to the Council. See also Health and Safety. | Destroy - **1 year** after superseded | Swimming pool testing, play area inspections |
| Internal agreements | Case files - property | Destroy - **1 year** after process ceases or is superseded | |
| Inventory | Inventories relating to stock and equipment owned by the Council. | Retain until superseded | Stock-takes, inventories |
| Land and property history | Case files - property | Destroy - **12 years** from **life of property** | |
| Leasing | Information relating to the management of leased Council property | Destroy - **15 years** after ex transaction | Case files – property |
| Security | Documents on security relating to property and land belonging to or managed by the Council. | Review – **10 years** | Case files |
| Valuations | Valuations of property owned or managed by the Council. | Destroy - **current year plus 6** | Case files |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Property use and development** | | | |
| 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 | Destroy - **7 years** after completion | Case files and documentation |
| Design and construction | Documentation relating to the process of managing the development, design and construction of council property. | Destroy - **7 years** after completion | |

# Crematoria and Cemeteries

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Burial ground management** | | | |
| Planned maintenance | Documentation relating to maintenance of burial grounds/cemeteries | Review - **21 years** after maintenance completed | |
| Redundant Churchyards | Documentation relating to maintenance of redundant churchyards | Review - **21 years** after maintenance completed | |
| Responsive Maintenance | Documentation relating to responsive maintenance of burial grounds/cemeteries | Review - **21 years** after maintenance completed | |
| **Burial identity and location** | | | |
| Burials | Information relating to the location of burials and identity of deceased individuals. Includes memorial management. | **Permanent** - offer to archivist | Burial register, plan of plot ownership and occupation, commemoration register, plan of headstones/shrubs and ownership |
| Registration | Registration documents | **Permanent** - offer to archivist | Summary management systems, registers |
| Bookings | Documentation related to bookings made for a cremation, interment or monument erection | Destroy - **5 years** after last action | Bookings, permits, applications, orders |
| Exhumations | The process relating to the exhumation of an individual | **Permanent** - offer to archivist | All associated documents |
| Internment Service | The process relating to the burial or cremation of an individual. Includes assisted and home burials. | Destroy - **5 years** after last action | Regulation of burials and cremations |
| Memorial management | Documentation relating to management of memorials | Destroy – **5 years** after last action | |
| Permits | Documentation relating to burial permits | Destroy - **5 years** after last action | Permits |

# Democracy

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| Constitution | All information relating to the Council's Constitution. | **Permanent**- archive | Constitution, Scheme of Delegation |
| Council and Committee Meetings | All information relating to council and committee meetings. Includes board, member panels and scrutiny panels. | **Permanent** - offer to archivist | Minutes, agendas, indexes, registers of delegations to Special Committees, notice papers, proceedings |
| Council and Committee Meetings | Notes by committee clerks | Destroy after date of confirmation of the minutes | Committee Clerks Notebooks |
| Council and Committee Meetings | Recordings of meetings that are broadcast online | Destroy **- six years** | Public meeting recordings |
| **Executive** | | | |
| Statutory appointments | | **Permanent** - offer to archivist | Appointment files |
| Statutory appointments | | Destroy - **2 years** after date of appointment | Vacancy files |
| **Honours and awards** | | | |
| Honours submissions | The submissions and details of individuals considered for honours. | Destroy - **5 years** after last action | Honours nominations, letters of support, referral for comment from Lord Lieutenant |
| High sheriff | Information relating to activities carried out by the High Sheriff. | **Permanent** – archive | |
| Lord Lieutenancy | Documentation relating to the Lord Lieutenant: the Queen's representative. | **Permanent** | |
| **Magistrates** | | | |
| | Applications, recommendations | Destroy – **4 years** from retirement | |
| **Member support** | | | |
| Allowances | Information relating to members' allowances. | Destroy –**7 years (6 years plus current financial year)** | |
| Contact details | Members contact details | Destroy – **18 months** after member leaves office | |
| Correspondence | Correspondence relating to members. | Destroy – **6 years** | |
| Gifts and hospitality | Officers' and Members' disclosure of any gifts or hospitality. | Destroy - **18 months** after member leaves office | Register |
| 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. | Destroy – **3 years** | Minutes, agendas, notes, membership details |
| Register of interests | Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members | Destroy – **1 year** after declaration has been incorporated into the minute and approved | Register |
| Declarations of Interest | Member declarations (personal or prejudicial) made at public meetings relating to items and decisions being discussed | Destroy – **1 year** after declaration has been incorporated into the minute and approved | Forms |
| **Representation** | | | |
| Elections | Information about local elections. (National election material to Westminster, European election material to Welsh Assembly.) | Destroy – **12 months** from close of poll | Ballot papers, consolidated returns of votes received |
| Elections | | Destroy **– 1 year** | Summary certification of those eligible to vote |
| Elections | Electoral Register | **Permanent** – offer to archivist | |
| Nominations | | Destroy – **12 months after elections** | |
| Political parties' papers | | Destroy - **3 years** after last action | Leader of the council papers, leader of opposition papers. Includes correspondence with members of parliament. |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| Ward names, numbers and boundaries. | Ward names, numbers, boundaries | **Permanent** – archive | |

# Economic Development

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Business Intelligence** | | | |
| Business listing | | Destroy – **6 years** | Business directory. |
| Business Awards | | Destroy – **7 years** after completion | Documentation relating to business awards and grants. |
| European development | | Destroy - **20 years** after collected | Documentation relating to European funding. |
| **Promotion** | | | |
| Business awards | Documentation relating to business awards and grants | Destroy - **7 years** after scheme to which grant relates to completed | Grants |
| Business development | | Destroy – **2 years** | Promotional activities designed to develop and encourage business development in the area. |
| **Regeneration** | | | |
| Community development | | Destroy – **7 years** | Documentation relating to Community Projects |
| Projects | | Destroy -**7 years** | Awards and grants |
| Regional development | | Destroy – **7 years** | Documentation relating to all aspects of regional development projects |
| Rural development | | Destroy – **7 years** | Documentation relating to all aspects of rural development projects |
| Strategy | | Destroy – **7 years** | Strategy documents |
| Town centre management | | Destroy – **7 years** | Documents relating to town centre management strategy |
| **Sustainability** | | | |
| Sustainable development | | Destroy - **current year +12** | Information and documentation relating to sustainable development |
| **Tourism** | | | |
| Tourism development | | Destroy – **7 years** | Information and documentation relating to promoting tourism in the BCBC area |

# Education and Skills

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Advice** | | | |
| Advisory services | Documentation on advice provided regarding education and skills. | Destroy - **6 years** | Careers guidance, advisory services details |
| **Curriculum development** | | | |
| | Information relating to local curriculum development | Destroy – **6 years** | |
| Out of schools projects | Documentation relating to projects and visits conducted outside school | Destroy - **6 years** | |
| **Early Years** | | | |
| | Documents relating to pre- school education. Includes day and school nurseries | Destroy – **25 years** | Estyn reports |
| **Education Welfare** | | | |
| Attendance and truancy | Information and Data collected on attendance and absence | Destroy - **10 years** | |
| Admission Appeals | Statutory Appeal Process | Destroy – **25 years** from last action | |
| 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 | |
| Educational Welfare | Information relating to the educational welfare of a specific pupil. | Destroy - DOB plus **21 years** | |
| **Employment skills** | | | |
| Careers advice | | Destroy - **5 years** | |
| Workplace training | | Destroy - **5 years** | |
| **Life long learning** | | | |
| Adult and community services | Learning for all ages including non-school establishments, colleges and universities | Destroy - **6 years** | Talks, events, village hall and community centre records |
| Basic skills development | Information relating to provisions for the development of basic skills and competencies | Destroy - **6 years** | Course details, course directory education establishment details |
| **Management of pupils** | | | |
| Achievements | The educational achievement history of individual pupils. | Destroy - DOB plus **21 years** | Certificates, examinations results, merits |
| Advice | Advice and information to pupils, parents and guardians regarding the educational needs of an individual pupil. | Destroy -**12 years** | |
| 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 | |
| Essential Information | Basic information relating to a specific pupil | Destroy – **25 years** from DOB | Name, date of birth, contact details of parents |
| Exclusions | Documentation relating to the exclusion of an individual pupil from a school. | Destroy – **25 years** | |
| Financial Support | General information about financial support provided to specific pupils. (Accounting information should be filed under 'Finance'.) | Destroy – **7 years** | |
| Hospital and Home Tuition | Tuition for sick children and pregnant schoolgirls in the home or a hospital environment. | Destroy – DOB plus **25 years** | |
| 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 | |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| 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. | Destroy – DOB plus **35 years** | Statements and other records |
| Work Experience | Documentation relating to work experience placements for pupils. | Destroy – **18 years** | |
| **Management of schools** | | | |
| Admissions | Documentation on admission process of individual pupils | Destroy - **25 years** from last action | |
| Appeals | Documentation relating to the appeals process | Destroy **25 years** from last action | |
| Emergency contacts | Details of emergency contact information for schools | Destroy - **25 years** from last action | |
| General information | Term times, holiday dates, training dates | Destroy - **25 years** from last action | |
| Governing bodies | Documentation relating to the governing bodies of education institutions. Includes minutes from meetings of boards of school governors and instruments of government. | **Permanent** – offer to archivist | Governor minutes |
| Governor contacts | Contact details for school governors | Destroy - **5 years** after Governor leaves post | |
| Inspections | Documents relating to school inspections | **Permanent** – offer to archivist | |
| 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 | |
| Music Services | Music tuition provided for individuals or groups within schools or music centres. | Destroy – **7 years** | |
| Plans and policies | Plans and Policies of schools. | Retain while policy operational then offer to archivist | |
| **Teaching** | | | |
| Teacher development | Documentation relating to teacher development | Retain **7 years** | |

# Environmental Protection

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Advice** | | | |
| Biodiversity | Advice and campaigns specifically concerning environmental protection | **Permanent**, offer to archivist. | |
| Campaigns | The Local Biodiversity Action Plan and any information relating to biodiversity which is not part of a funding project. | **Permanent**, offer to archivist. | |
| **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 or becoming the owners thereof by virtue of the Commons Registration Act 1965. | **Permanent**, offer to archivist. | |
| Countryside conservation | Documentation relating to the management of land for conservation. Includes environmental designations | **Permanent**, offer to archivist. | Countryside conservation, woodland/forest management, nature and urban conservation |
| Flooding | Documentation relating to flooding, monitoring and prevention of flooding | **Permanent**, offer to archivist. | |
| Forest management | Documentation relating to forest management | **Permanent**, offer to archivist. | |
| Heritage conservation | Documentation relating to heritage conservation | **Permanent**, offer to archivist. | |
| Nature conservation | Documentation relating to nature conservation | **Permanent**, offer to archivist. | |
| Rights of Way | Documentation relating to the process of creating and maintaining rights of way. | **Permanent**, offer to archivist. | Definitive Map, enquiries, amendments, objections |
| Urban conservation | Documentation relating to urban conservation | **Permanent**, offer to archivist. | |
| Woodland management | Documentation relating to woodland management | **Permanent**, offer to archivist. | |
| **Monitoring** | | | |
| Coastal erosion | Documentation relating to coastal erosion | **Permanent**, offer to archivist after | |
| Environmental impact assessment | Documentation relating to the monitoring of land for conservation, including designated areas. | **Permanent**, offer to archivist after | Environmentally sensitive areas, environmental impact assessment |

# Finance

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Accounts and audit** | | | |
| Internal auditing | Information relating to internal auditing and reporting of accounts and transactions. | Destroy - **7 years** | |
| External auditing | Information relating to external auditing and reporting of accounts and transactions. | Destroy - **7 years** | |
| Reporting | Activities relating to the consolidation of financial transactions and the production of financial statements. Annual reports to be kept permanently | **12 years** - review | Ledgers, statements, monthly management accounts, periodic financial reports (monthly and quarterly reports to be destroyed when administrative use is concluded) |
| **Financial provisions management** | | | |
| Borrowing | Activities relating to the borrowing of money by the authority. | Destroy - **7 years** after the loan has been repaid | Loans files |
| Borrowing | Activities relating to the borrowing of money by the authority. | **Permanent** - offer to archivist | Loan register |
| Budget | Activities involved in planning and monitoring the Authority's annual budget. Includes allocation of budget to administrative units within the authority. | Destroy – **current year plus 2** | Annual budget (permanent), draft budgets, departmental budgets, draft estimates |
| Credit union management | | Destroy - **7 years** | Documentation relating to Credit Unions; volunteer-led savings and loans cooperatives, which keep money in the local economy. |
| Debt management | | Destroy - **6 years** | Activities involved in managing the debts owed to the Council. |
| Donations and trusts | | Destroy - **6 years** | Activities involved in the administration of donations to the authority. Includes trusts. For administration of grant funding, see Funding bids. |
| 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 | **Current year plus 12** once project is completed | Applications for grant funding |
| Strategy and planning | | Destroy – **6 years** | Documentation relating to financial planning and strategy |
| **Financial transactions management** | | | |
| Accounts | Documentation relating to the closure of accounts | Review - **6 years** | |
| Authorisation | | Review - **6 years** | List of authorised signatories |
| Expenditure | Activities involved in the payment for goods and services by the authority. Delivery notes should be attached to the invoice. | Destroy – **current year plus 6** | Invoices for goods and services purchased by the Authority |
| Fraud | Activities relating to the detection, prevention and prosecution of financial irregularity. | Review - **6 years** after investigation completed (**10 years** for major fraud) | |
| 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. | Review - **Current year plus 12** after the project has finished | Grant claims, funding applications to the Council |
| Income | Sundry Debtors | Destroy - **7 years** | Activities involved in the billing and collection of money owed to the council. |
| Internal recharging | Documentation relating to the mechanism for recharging costs within the Council. Includes work orders | Destroy - **7 years** | Work orders |
| Investments | Activities relating to the investment of the authority's funds. | Destroy - **2 years** after investments have liquidated or matured | |
| Reconciliation | Activities involved in the reconciliation of accounts | Destroy - **2 years** after administrative use is concluded | Balance and reconcile financial accounts |
| Refunds | Documentation about refunds to and from the Council. | Destroy - **7 years** | |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Local Taxation** | | | |
| Council Tax | Local taxation documentation and activities involved in managing the payment of taxes by the authority. | Destroy - **current year plus 6 unless there is a outstanding balance on account if so keep until debt is clear.** | Notices, objections, applications, correspondence, appeals |
| 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 unless there is a outstanding balance on account if so keep until debt is clear.** | |
| Property valuation | | Destroy - **10 years** after valuation was made | Other valuation information |
| Property valuation | | **Permanent** - offer to archivist | Rateable property information |
| **Benefits and Financial Assessments** | | | |
| Housing Benefits and Council Tax Reduction | Activities involved in the administration of benefits payments and subsidies | For as long as eligible for Housing Benefits and/or Council Tax Reduction plus **7 years** from:<br>• The end of the financial year that eligibility ceases; or<br>• where there is an overpayment to be recovered, the end of the year following the recovery of that overpayment | All |
| Fraud | | All records: **6 years + 1** | All |
| Housing Grants | | All records: **6 years + 1** | All |
| Finance Deputyship and Appointeeship Finance Financial Assessment | | As long as financial assessments are being undertaken for charging purposes and for **7 years** from the:<br>• end of the year where charging has ceased; or<br>• date of death of client; or<br>• in the case of property or outstanding debt, **7 years** from the date that charging is finalised. | 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. |
| Finance, Special Guardianship Orders and Adoption Assessments | | Destroy: **7 years** after last action | Financial information on Special Guardianship Orders and Adoption Assessments |
| **National taxation** | | | |
| Tax payments | | Destroy - **7 years** after last action | Tax correspondence |
| Tax payments | | Destroy - **5 years** after the end of the financial year | Taxation records |
| **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** | |
| Expenses and travel claims | Travel expenses, subsistence claims, subscriptions training fees, disturbance, telephone claims | Destroy - **7 years** | |
| Members | Documentation relating to Member Allowances | Destroy - **7 years** | |
| National insurance numbers | Notification and input records | Destroy - **2 years** after the employee ceases employment | |
| Timesheets | Documentation relating to hours worked by staff and other agencies working for the Council. | Destroy - **7 years** | |
| Pay | Activities involved in the administration of pay for employees | Destroy – **7 years** after employee leaves service | |
| Pensions | Activities involved in the administration of pension schemes for current and former employees. | Destroy - **6 years** from last pension payment | |

# Health and Safety

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| Campaigns | | Review - **1 year** | Campaigns to promote health and safety awareness and compliance with Health and Safety policies |
| **Compliance** | | | |
| Strategy and planning | | Destroy - **1 year** after process ceases or is superseded | Health and Safety Policy |
| Health and Safety Training | | **5 years** after being superseded | Documentation relating to manual/object/people handling files; working at height, asbestos etc. |
| **Emergency Planning** | | | |
| Emergency Plan | | Review – **10 years** | The Council's Emergency Plan |
| Emergency Agencies | List of public contacts for emergency agencies. Includes emergency services liaison. | Review – **1 year** | Contacts List |
| Emergency Contacts | List of Council contacts for emergencies | Review – **1 year** | Contacts list |
| Emergency warnings | Weather, security, incident warnings, etc. made to the public. | Destroy - **current year plus 6** | |
| **Monitoring** | | | |
| Accidents and incident reporting | | Destroy - **4 years** from closure | Information about the reporting of individual accidents and actions resulting from them |
| Accidents and incident reporting | | Destroy - **25 years** from closure | Information about the reporting of individual accidents involving children and actions resulting from them. |
| Asbestos inspections | | Destroy -**50 years** from last action or age **75 years** (whichever is greater) | 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. |
| Equipment Inspections | | Destroy - **6 years** after equipment is decommissioned | Documentation relating to the testing of equipment to ensure it is safe to use. |
| Fire Prevention | | Review – **3 years** | Documentation relating to the prevention of fires, including documentation relating to grass and forest fires and arson. |
| Hazardous substances | | **Permanent** - offer to archivist | Documentation relating to the controlling the use of and monitoring areas where employees and persons are likely to have come into contact with substances hazardous to health. Includes exposure to radiation. |
| Occupational health | | Destroy - **40 years** from last action | Documentation relating to the process of checking and ensuring the health of staff includes health questionnaires, medical clearance, adjustment to work place, restrictions, recommendations |
| Radiation | | Destroy - **40 years** from last action | Radon Monitoring |
| **Risk Management** | | | |
| Risk assessments | | Destroy - **5 years** after last assessment | Risk assessments and associated documentation |

# Housing

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Housing provision** | | | |
| Allocations | Information relating to the process of allocating property (homes and garages) to applicants on the waiting list | Destroy - **10 years** | Applications/Enquiries |
| Assessment - housing needs | | Destroy – **10 years** | Information relating to housing needs assessment |
| Common Housing Register | | Destroy – **10 years** | Applicants to common housing register |
| Homelessness | | Destroy - **10 years** | Assessment forms and other homelessness prevention documentation. |
| Hostel and refuge providers | | Destroy - **10 years** | Documentation relating to hostel and refuge accommodation. |
| Housing applications | | Destroy - **10 years** | Current and unsuccessful applications |
| Housing applications | | Destroy - **7 years** from closure | Unsuccessful applications |
| Temporary Accommodation | | Destroy – **7 years** after closure | Documentation relating to temporary accommodation for people seeking housing in Bridgend Borough. Includes bed and breakfast accommodation |

# Information and Communication Technology

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **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 | |
| Fault reporting | The reporting of faults associated with ICT hardware or software | Destroy - **1 year** | |
| Licenses | Software licences and related information | Destroy – **7 years** | |
| Help Desk Support | Information to assist staff in using ICT equipment | Destroy - **1 year** | |
| Information security | Documentation relating to Information Security | Review - **7 years** | |
| Network maintenance | Documentation relating to Network Maintenance | Destroy - **7 years** | |
| Server maintenance | Documentation relating to Server Maintenance | Destroy - **7 years** | |
| Spatial data management | Documentation relating to spatial data management | Destroy – **7 years** | |
| Storage | Documentation relating to storage | Destroy – **7 years** | |
| Strategy | Documentation relating to ICT Strategy | Destroy – **7 years** | |
| Telephony | Documentation relating to telephony systems | Destroy - once superseded | |
| User profile | | Destroy - length of employment | |
| Web development | Documentation relating to the development of the Council's website. | Review - **3 years** | |
| **System support** | | | |
| Change Control | | Destroy - **2 years** after system no longer used | Documentation relating to planned changes to a specific system. |
| Configuration management | | Destroy - **2 years** after system no longer used | Documentation relating to the configuration of the system. |
| Data management | | Destroy - **2 years** after system no longer used | Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces |
| Design and construction | | Destroy - **2 years** after system no longer used | Documentation relating to the design and construction of systems. |
| Development | | Destroy - **2 years** after system no longer used | Documentation relating to the development of systems and software. Includes programming. |
| Implementation | | Destroy - **2 years** after system no longer used | Documentation relating to the implementation of systems and software. |
| Integration and interfaces | | Destroy - **2 years** after system no longer used | Documentation in relation to data conversion, data matching, data mapping and system interfacing. |
| Maintenance | | Destroy - **2 years** after system no longer used | Documentation relating to the maintenance and support of software and systems. Includes website. |
| Manuals | | Destroy - **2 years** after system no longer used | Manuals and information relating to specific systems and software. |
| Security | | Retain for **life of system** | Data security information and documentation relating to a specific system. |

# Information Management

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Access to information** | | | |
| Data protection information requests | The process around requests for personal data held by the Council under the Data Protection Act 2018 | File - **1 month** Log – **3 years** | Subject Access Requests |
| Data Protection notification | Information Commissioner Notification/fee renewal | Destroy - **3 years** after previous notification | BCBC's notification with the ico |
| Data Retention Schedule | Information on retention periods for BCBC's records | Destroy – **3 years** | Data Retention Schedule |
| Freedom of Information | Documentation associated with requests for information held by the Council under the Freedom of Information Act 2000. | Destroy – **3 years** | Request log, requests, responses, released information, publication scheme |
| Information Sharing | Documentation on information sharing requests from other organisations, e.g. the police, health service | Destroy – **3 years** | Requests under Data Protection Act |
| Publication Scheme | Publication Scheme | Destroy - **1 year** after new version published | Statutory Publication Scheme |
| Regulation of Investigatory Powers | RIPA applications and documentation | Destroy – **5 years** | RIPA applications |
| Statutory registers | | **Permanent** - offer to archivist unless specific legislation requires otherwise | |
| Tracking | Information regarding tracking/tracing the movement of records to the Glamorgan Archives. | Destroy – **6 years** | |

# Legal Services

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Advice** | | | |
| | The provision of legally privileged advice to clients or services relating to all aspects of the legal system | Review – **current year plus 6** | |
| **Byelaws** | | | |
| Enactment | Documentation relating to the making and administering of local laws | **Permanent** - offer to archivist | Master set of byelaws, submissions, correspondence |
| **Land registration** | | | |
| Searches, title investigations, registers | Documentation relating to land searches and title investigations. | Destroy – **6 years** | |
| **Litigation** | | | |
| Child protection | Documentation relating to legal cases involving children. | DOB +**25 years** | Case files |
| 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. | Destroy - **7 years** after last action, major litigation offer to archivist | Case files, care and supervision orders |
| Commercial | Documentation relating to the breach of, or disputes over, commercial contracts | Destroy – **7 years** after last action, major litigation offer to archivist for review | Case files |
| Criminal | Documentation relating to criminal litigation involving the authority | Destroy - **6 years** after last action, major litigation offer to archivist for review | Case files |
| Debt recovery | Documentation related to the recovery of debts owed to BCBC. | Destroy – **7 years** after last action, major litigation offer to archivist for review | Case files |
| **Management of legal activities** | | | |
| Agreements | Documentation relating to the process of agreeing terms between the Council and other organisations. Does not include contracts. | Destroy – **12 years** after agreement ends | Agreements, Section 38 agreements, concordat |
| Conveyancing | Documentation relating to the process of changing ownership of land or property. | Destroy - **12 years** after closure | Conveyancing Files |
| Easements | Information relating to rights, such as private rights of way, affording persons to make limited use of another's real property | **30 years** | Easements, wayleaves |
| Copyright | Documentation relating to who owns information used by the Council in order to ensure there are no breaches of copyright. | **50 years** | Intellectual Property Rights, Copyright |
| 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 | |
| Tenancy Agreements | Documentation relating to the rental agreements of Council owned buildings, allotments, garages, commercial properties, wayleaves and land | **6 years** after terms of agreement have expired (12 if under seal) | Signed tenancy agreements |
| Trusts | Documentation relating to trusts the Council is involved with. | **20 years** | |
| Certificate of Lawful Use or Development | | **Permanent** - offer to archivist | Certificate |
| Certificate of Lawful Use or Development | | Destroy - **12 years** from date of agreement | Other documentation |
| Section 106 agreements | Section 106 Agreement | **Permanent** - offer to archivist | Section 106 Agreement |
| Section 106 agreements | | Destroy - **12 years** from date of agreement | Section 106 - associated documentation |

# Leisure and Culture

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Allotments** | | | |
| Allotments | Documentation relating to Council owned allotments | **6 years** | Allotment Waiting Lists |
| **Arts** | | | |
| Arts development | Documentation relating to the development of art, dance and theatre in Bridgend | **6 years** | |
| Clubs and societies | Documentation relating to clubs and societies in Bridgend. | **6 years** | |
| Leisure promotion | Information about campaigns relating to leisure and culture promotional activities. | **6 years** | Promotional material |
| Events | Documentation relating to events happening in Bridgend such as fairs, festivals, circuses and markets. | **6 years** | Programmes and events |
| Parks and Open spaces | Documentation relating to the management of council run recreation areas, children's playgrounds, parks | **21 years** | Safety inspections, condition reports, management, refurbishment |
| Play schemes | Documentation relating to play schemes such as holiday groups, after- school clubs and church- run groups. | Destroy – **2 years** | Details of play schemes, holiday and after school clubs |
| **Libraries** | | | |
| Library Service | Documentation relating to the operation of the Library Services | Destroy – **7 years** | |
| Museums | Documents relating to the management of museums | Destroy – **6 years** | |
| **Sports Development** | | | |
| Sports facilities | Information relating to the operation of sports facilities | Destroy – **6 years** | |
| Sports projects | Information relating to planned or current sports projects | Destroy – **6 years** | |

# Management

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Ceremonial** | | | |
| Civic and royal events | Documentation relating to civic functions or visits by royalty to the local area. | Destroy -**7 years** | Planning and organisation of events/visits, photographs, visitor books |
| Corporate gifts | Documentation relating to the provision of corporate gifts. | Destroy – **10 years** | |
| **Corporate Communication** | | | |
| Corporate branding | Documentation relating to the process of creating and the use of a corporate image. | Destroy – **3 years** | |
| Graphic design | Documentation relating to the use of graphic elements and text to communicate an idea or concept. | Destroy - **3 years** from last action | Designing setting information |
| Marketing | Documentation relating to the marketing of the Council or a specific function or service | Destroy – **2 years** | Marketing planning and campaigns |
| Media releases | Information released to the media | **Permanent** – offer to archivist | Press releases |
| Public relations | Information relating to the act of communicating to the public what the Council does and gaining feedback from the public. | Destroy – **2 years** | Surveys, questionnaires |
| Public relations | Guides, books and any material that the Council makes available to the public. | Destroy – **2 years** | Books, leaflets, guides |
| **Enquiries and Complaints** | | | |
| Corporate Complaints | Formal complaints received and responses to the complaint. Includes the FOI, EIR and Data Protection complaints process. | Destroy – **6 years** | Complaint file |
| Adults and Childrens Complaints | Formal complaints received and responses to complaints relating to Adult and Children's services addressed under the statutory complaints process | Destroy – **6 years** | Complaint file |
| Complaints to Ombudsman | Documentation relating to complaints that have progressed to the PSOW | Destroy – **6 years** | Complaint files |
| Compliments | Positive or constructive comments about the Council. | Destroy – **1 years** | |
| **External audits** | | | |
| Audits | Documentation relating to audit activity | Destroy – **7 years** | |
| **Preparing business** | | | |
| Meetings | Documentation relating to internal meetings within the Council. | Destroy – **3 years** | Team and departmental minutes, agendas, notes |
| Officer representation On external agencies | Documentation relating to officers representing the Council on external agencies, e.g. the Development Board for Rural Wales files. | Destroy – **3 years** | Minutes, agendas, notes |
| Partnership and agency working | Documentation relating to any external agencies working in partnership with the Council (e.g. nursing agencies, social care agencies, CCW). | Destroy – **7 years** | Business for partnership and agencies where LA does not own the record |
| **Project Management** | | | |
| Projects | Documentation relating to corporate initiatives and projects, e.g. Access to Services. | Destroy – **5 years** | Project files |
| Quality and performance | Information relating to specific quality initiatives such as ISO 9000. | Destroy – **5 years** | |
| Assessments | Documentation relating to quality and performance assessments. | Destroy – **2 years** | Assessment Forms |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| 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. | Destroy – **5 years** | Best value reviews |
| Project Files | Documentation associated with running a project | Destroy – **5 years** from closure | |
| Inspections | Documentation relating to the external inspections received by the Council in relation to corporate or service-specific performance management. | Destroy – **6 years** | |
| Process mapping | Documentation relating to the mapping of processes, material or information flow in a diagrammatic form; defining key process input and outputs. | Destroy – **5 years** | Process maps |
| **Statistics** | | | |
| | Statistical data | Destroy – **6 years** | |
| **Statutory Returns** | | | |
| | Statutory returns to central government | Destroy – **7 years** from closure | |
| **Strategic Planning** | | | |
| Business cases | Information identifying the need or requirement for the commitment of resources to a project or service. | Destroy – **6 years** | |
| Corporate initiatives | Documentation relating to corporate policies and procedures affecting the whole Council | **Permanent** | |
| Organisational structure | Documentation relating to the structural organisation of the Council. | **Permanent** | |
| Policies and procedures | Documentation relating to policies and procedures of the Council, including guidance and guidelines. | **Permanent** - offer to archivist | |
| Public consultation | The process of the Council's consultation with the public. | Destroy – **5 years** | |
| Service level agreements | Information relating to agreements made between separate internal units or teams within the Council, on a contractual basis. | Destroy – **2 years** | |

# Planning and Building Control

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Building control** | | | |
| Application processing | Documentation relating to the processing of building control applications. | Destroy after **3 year** if rescinded otherwise **permanent** - offer to archivist | Application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports, contravention notices |
| Registration | Building Control Register | **Permanent** - offer to archivist | Register sheets |
| Unauthorised works | Documentation relating to unauthorised works. | **Permanent** - offer to archivist | |
| **Covenant control** | | | |
| Policies | Policy documents | **Permanent** -offer to archivist | |
| Covenant controls | Covenant control files | **Permanent** -offer to archivist | |
| **Development control** | | | |
| Application processing | Documentation relating to the processing of development control applications. | **Permanent** – online archive | Application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs, s.106 agreements, appeals, decisions |
| Enforcement | Documentation relating to the process of enforcing planning regulations. | Destroy - **3 years** compliance with enforcement notice | Enforcement notices |
| Listed Buildings and Conservation Areas | Documentation relating to listed buildings, trees under preservation orders, etc. | **Permanent** – offer to archivist | Tree Preservation Orders etc. |
| Registration | Documentation relating to planning registration | **Permanent** - offer to archivist | Planning register |
| Street naming and numbering | Documentation relating to street naming, development naming and property naming or numbering. | Destroy – **7 years** | Naming of streets, numbering of houses |
| **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 | |

# Procurement

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Contracting** | | | |
| Contract awards | Records relating to the process of arranging, tendering and managing contracts for the authority | Destroy – **Contract Expiry Date plus 6** | Contract files, tenders, negotiation |
| Contract awards under seal | Records relating to the process of arranging, tendering and managing contracts under seal for the authority | Destroy – **Contract Expiry Date plus 12** | Contracts under seal |
| Contract management | Documentation relating to the monitoring of contracts | Destroy – **Contract Expiry Date plus 6 for simple contracts and plus 12 years where executed under seal.** | Contract monitoring including post tender negotiation Service level agreements, compliance reports, performance reports |
| Requisition | Documentation on non- tendered contracts such as purchase orders | Destroy - **7 years** after the end of the financial year | Purchase orders |
| **Market information** | | | |
| | Documentation relating to products with a view to purchase at a later stage | Destroy – **1 year** | Register of recommended contractors, correspondence relating to contractors |
| **Tendering** | | | |
| Tenders | Tender files | Destroy - **1 year** after start of contract | Opening notice, tender envelope |
| Tenders | Tender files | Destroy - **6 years** after the term of the contract has expired | Ordinary tender |
| Tenders | Tender files | Destroy - **2 years** after contract let or not proceeded with | Pre-tender advice |
| Tenders | Tender files | Destroy - **12 years** after the term of the contract has expired | Tender for contract under seal |
| Tenders | Tender files | Destroy - **1 year** after start of contract | Unsuccessful tenders |
| Tendering policies | Tender policies | **Permanent** | Policies relating to BCBC tendering |

# Registration and Coroners

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Inquiries into deaths** | | | |
| Coroners inquests | Documentation produced by the coroner in relation to the investigation of the circumstances of sudden, unnatural or uncertified deaths | **Permanent –** offer to archivist<br>**Non inquest investigations – destroy 15 years** | Case Files |
| **Registration** | | | |
| | Registers | **Permanent** - offer to archivist | Reported deaths register |
| Certification | The issuing of certificates for life events, and records of applications for copies of certificates. | Destroy – **3 years** | Birth certificates, death certificates, marriage certificates |
| Notification | Documentation relating to marriage notices | Destroy – **5 years** | Marriage notices, wedding banns, notice book |
| **Treasure Trove** | | | |
| | | Destroy – **5 years** | Inquests |

# Risk Management and Insurance

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Insurance Claims** | | | |
| Insurance claims processing | Documentation relating to insurance claims made against the Council or Council Officers | Destroy – **7 years** | Insurance Claims |
| Insurance policy | The process of insuring officers, property, vehicles and equipment against negligence, loss or damage. | **Permanent** | Insurance policies, renewals |
| **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** | |
| Business continuity planning | Documentation relating to business continuity in the event of a disaster or unforeseen event. | Destroy – **7 years** | Disaster recovery, business resilience plans. |
| 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. | Destroy – **7 years** | Campaigns |

# Transport and Infrastructure

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Design and construction** | | | |
| | Design and construction of highways and all schemes which are not maintenance e.g. bridges, highways, flood defence. | **Permanent** – offer to archive | Project/scheme files, feasibility studies |
| **Highway Development control** | | | |
| | Documentation associated with the approval of planning applications for transport and infrastructure and the development of transport and infrastructure within Bridgend. | **Permanent** –Archive | Highway planning applications |
| Highway adoption | Documentation relating to the adopting of roads and highways in Bridgend | **Permanent** - Archive | Road adoption records |
| Highway extent queries | Documentation relating to the handling of highways extents enquiries from solicitors, developers, districts, etc | **Permanent** - offer to archivist | Highway extent queries |
| Highway extinguishment | Documentation relating to the freeing of highways from Highway Authority control, reverting it back to the freehold or leasehold owner. | Destroy - **7 years** after extinguishment. Offer Order to archivist | Highway extinguishment |
| Notification | Documentation relating to notification of maintenance, changes in status of roads, etc, to the public. | Destroy – **2 years** after matter concluded | Public notices of maintenance, status changes, etc |
| Road classification | Documentation relating to road classification | **Permanent** – archive | Consolidated list of classified roads |
| 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 | **Permanent** – archive | Stopping up orders |
| **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 | |
| Advertising Hoardings | Documentation relating to advertising hoardings | Destroy – **3 years** | |
| **Infrastructure Management** | | | |
| Hazard removal | Documentation relating to the removal of hazards on the road such as dead animals, mud, oil spills, etc. | Destroy – **7 years** | |
| Inspections | Documentation relating to the condition of roads and associated infrastructure. | Destroy – **current year plus 6** | Skidding and resistance tests, laboratory inspections |
| 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** | |
| 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** | |
| Grounds Maintenance | Documentation relating to the maintenance of grounds relating to transport and infrastructure. | Destroy – **7 years** | |
| Winter Maintenance | Documentation relating to the monitoring and maintenance of roads and associated infrastructure during winter | Destroy – **22 years** | Winter maintenance plan |
| **Street Works** | | | |
| | Plans, applications to dig up pavements, signs, lighting | Destroy – **7 years** | |
| Surveys | Survey data relating to transport and infrastructure | Destroy – **7 years** | Surveys |

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Infringements** | | | |
| | Parking Tickets | Destroy – **2 years** after last action | |
| **Public transport** | | | |
| | Plans, information about public transport routes, timetables | Destroy – **7 years** after superseded | |
| Concessions | Documentation relating to the provision and issue of travel concessions. | Destroy – **6 years** | Travel passes |
| **Road Safety** | | | |
| | Documentation relating to all aspects of road safety. | Destroy – **7 years** | |
| Accident investigations | Investigations into road traffic accidents for the purposes of improving road safety. | Destroy – **7 years** | Investigations, reports |
| Road safety education, training and publicity (ETP) | Documentation relating to road safety education, training and publicity. | Destroy – **7 years** | |
| Safety audits | Documentation relating to audits / inspections of highways from a road safety perspective. | Destroy – **7 years** | |
| School crossing patrols | Documentation relating to school crossing patrols. | Destroy – **7 years** | Crossing locations, patrol times |
| Speed cameras | Documentation relating to speed cameras including information on the reason for the siting of the camera, any settings, etc. | Destroy – **7 years** | |
| **School Transport** | | | |
| | Documentation relating to school transport services. | Destroy – **7 years** | |
| **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** | |
| Monitoring | Documentation relating to the monitoring of highway, transport and traffic use. Includes abnormal loads. | Destroy - **7 years** | Abnormal load notification |
| Parking | Documentation relating to on- road parking areas and car parks which are not Council property. | Destroy – **7 years** | |
| School routes | The activity of planning, and programming the continued safety of school routes. | Destroy – **7 years** | School routes |
| Traffic calming | The management and control of traffic calming measures. | Destroy – **7 years** | Crossings |
| 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. | **Permanent until suspended** | Traffic orders approval, implementation |
| Traffic reduction | The activity of planning, and programming the continued flow, diversion or reduction of traffic. | Destroy – **7 years** | |
| Street lighting | Programme and planning of street lighting | Destroy – **7 years** | |
| Weather forecasting | Information relating to short and long term weather forecasts. Weather data should be kept under Winter maintenance. | Destroy – **1 year** | Short and long term weather forecasts |
| **Transport planning** | | | |
| | Documentation relating to strategic planning regarding transport and infrastructure. | **Permanent** – Archive | Local transport plan (LTP), modelling |
| Travel Plans | Employer travel plans, school travel plans | Destroy – **7 years** after last use | Travel plans |
| Strategy and planning | Local Transport Plan and associated documentation | **Permanent** – archive | Local Transport Plan |
| Transport modelling | Traffic counts and associated documentation | Destroy – **2 years** after last use | Traffic counts |

# Waste Management

| Record Type | Description | Retention Period | Example of Records/Format |
|---|---|---|---|
| **Fly tipping** | | | |
| | Documentation relating to dumped rubbish, including domestic, farm and construction waste. | Destroy – **6 years** | |
| **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** | |
| 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 | |
| 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 | |
| Controlled | Documentation relating to the disposal of hazardous waste, as defined in the Hazardous Waste Directive 2005. | Destroy - **6 years** after last action | |
| Domestic | Documentation relating to the disposal of domestic waste, including recycling. | Destroy - **2 years** after last action | |
| Trade | Documentation relating to the collection and disposal of trade waste, including recycling. | Destroy - **2 years** after last action | |
| **Waste disposal** | | | |
| Landfill sites | Information about the disposal of collected waste at landfill sites. | **Permanent** - offer to archivist | Management of sites |
| Waste transfer sites | Information about the transfer of waste for treatment. | **10 years** from site closure | Management of sites |
| Waste and recycling centres | Documentation relating to recycling centres. | **Permanent** - offer to archivist | Waste site plans |
| **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** | |
| Recycling | Documentation relating to the establishment of public recycling receptacles, including sites and recycling schemes | Destroy - **5 years** after use | |

# HR Retention Policy

| Reference | Document Type | Retention Period | Example |
|---|---|---|---|
| **HR administration** | | | |
| 1.1 | Personal Record - Summary Information | **Permanent** | Personal Ref<br>Name<br>NI number<br>Date of Birth<br>Employment history (dates)<br>Reckonable Service |
| 1.2 | Personal File | Destroy **6 years** after termination Destroy **25 years** if working with Children | I@W file |
| 1.3 | Employee declarations | Destroy **6 years** after termination | WSOP acceptance |
| 1.4 | Employment conditions | Destroy **6 years** after termination | WSOP<br>Offer Letters<br>Secondment Letters Transactional docs |
| 1.5 | Induction, Probation and Appraisal | Destroy **5 years** after action completed Destroy **6 years** after termination | Induction records<br>Probation notes<br>Appraisal form<br>Probation letters |
| 1.6 | Disclosure and barring service | **6 months** from check. (Note: application form is held on e-bulk system). Destroy once 'conviction/ caution' spent | Application form<br>Copy of disclosure<br>Positive disclosure meeting records |
| 1.7 | Job Evaluation/Equal Pay | Destroy **6 years** after termination | Employee Correspondence |
| 1.8 | Termination records | Destroy **6 years** after termination If a pension is paid then records should be destroyed **6 years** after last pension payment | PAF<br>Resignation Letter<br>Transactional docs |
| **Employee Relations** | | | |
| 2.1 | Disciplinary / Grievance investigation documentation (excluding investigations related to Children) | Destroy after process determination (inclusive of appeal/ET claim period) | Investigation pack (including; witness notes, evidence) |
| 2.2 | Disciplinary warnings (excluding investigations related to Children) | Destroy once period is 'spent'; Unfounded – Destroy immediately 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' | Outcome letters |
| 2.3 | Disciplinary / Grievance investigation documentation (related to Children) (includes investigation documentation and outcome) | Remains on file **permanently** | All documentation related to investigation and outcome |
| 2.4 | Discipline and Grievance record | Destroy **7 years** from closure | Summary management information on investigation and outcome |
| 2.5 | Corporate and departmental consultations | **7 years** from closure | Notes<br>Reports<br>Negotiations |
| 2.6 | Trade Union negotiation | **10 years after the agreement ceases to be active**– with option to offer to the archivist | Records of;<br>Negotiations<br>Collective agreements |
| 2.7 | Trade Union relation management | Destroy **2 years** after administrative use is concluded | Minutes<br>Emails |
| **Pay, remuneration and staff benefits** | | | |
| 3.1 | Pay records | Destroy **6 years** after conclusion of financial transaction period | Timesheets<br>Overtime claim forms<br>Expenses/Mileage claims |

| Reference | Document Type | Retention Period | Example |
|---|---|---|---|
| 3.2 | Pension records | Destroy **6 years** from payment of last employer contribution | NI2<br>AVC forms<br>IHR documentation<br>Opt out application |
| **Recruitment and Job Evaluation** | | | |
| 4.1 | Recruitment authorisation | Destroy **5 years** after recruitment finalised | VMF/AMF |
| 4.2 | Recruitment documentation | Destroy **2 years** after superseded | Advert<br>Job Description |
| 4.3 | Recruitment process documents | Destroy **1 year** after recruitment has been finalised For successful applicants, application and pre-emp docs follow 'Personal File' | Applications<br>Shortlisting/interview docs References |
| **Staff health and attendance** | | | |
| 5.1 | Leave and attendance | Destroy **2 years** after period | Flexi<br>Annual Leave<br>Special Leave<br>Working time directive |
| 5.2 | Absence management documentation | Destroy **2 years** after termination | Contact forms<br>Welfare records<br>ARMs/Formals<br>RTW |
| 5.3 | Absence monitoring records | Destroy **6 years** after termination | Summary absence information; |
| 5.4 | Absence outcome | 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' | Outcome letters |
| 5.5 | Absence reporting | Destroy **2 years** after action completed | Management information on absences |
| 5.6 | Occupational health records | Destroy **75 years** after DOB Note: Patient records are held with external provider. Management reports received will be retained per RGLA6.10 | Health questionnaires<br>Medical clearance Workplace adjustments Risk Assessments<br>Occupational Health recommendations |
| **Training Records** | | | |
| 6.1 | Staff training documentation | Destroy **2 years** after activity Destroy after **25 years** where training relates to Children Destroy after **50 years** where related to Occ Health or H&S | Attendance sheets<br>Course Evaluations |
| 6.2 | Training certificates | Destroy **7 years** after activity | Certificates<br>Awards<br>Results |

## 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.