

Directorate					
Services	Department	What is to be destroyed?	When should it be destroyed?	Why should it be destroyed?	Record of Destruction
Community Wellbeing Group					
	Leisure and Culture	Management and administration documents for the leisure operating contract: Reports, Contract documents, letters, minutes, emails, financial information Strategy documents and consultation responses	Contract - Signed - six years after agreement expired; Contract - Under Seal - twelve years after the agreement expired Six years from the date strategy is superseded	Limitation Act 1980 Limitation Act 1980	
	Foreshores	Records, correspondence, complaints Contracts	Six years after creation and resolution of issue Contract - Signed - six years after agreement expired; Contract - Under Seal - twelve years after the agreement expired	Limitation Act 1980 Limitation Act 1980	
	Wellbeing	Individual Client Information Management and administration of funding agreement: Business plans, Contracts, Correspondence, Reports	Three years after closure of case Six years after creation - Contracts 6 years after agreement expired	Limitation Act 1980 Limitation Act 1980	
	Safeguarding	Personal information, recorded incidents of concern	Seven years from a incident being recorded. If a further incident is received and recorded within the term the file is retained for a further seven years (i.e. the full file including all the recorded incidents is retained for seven years after the last reported and recorded incident).	To align with the West Sussex Safeguarding Board	
	Activities for the Elderly	Management and administration of the contract: Reports, Contract documents letters, minutes, emails, financial information	Contract - Signed - six years after agreement expired; Contract - Under Seal - twelve years after the agreement expired	Limitation Act 1980	
	Think Family	Family Profiles and Case Files	Six months after record closed	Limitation Act 1980	
	Telecare (Lifeline)	Contracts and equipment hire agreements	Six years after creation - Contracts 6 years after completion	Limitation Act 1980	
	Community Safety	Anti-Social Behaviour - Individual Profiles; Geographical HotSpot areas; Complaint file	Twelve months after complaint (unless a further complaint received within that period)	Limitation Act 1980	
Residential Services					
	Strategy & Enabling Registered providers and Social Landlords				
	Homelessness	Houses in Multiple Occupation - Public register Homelessness applications	Permanent Record Five years after application made	Housing Act 2004 s 232(1)(a) Business Need	
	Housing Revenue Account	Tenancy File Rent Payments - rent books, correspondence concerning payments, requests for payment Awards of tenancy in welfare housing	12 years after the expiry of the Tenancy Seven years after end of financial year in which it was created Contract - Signed - six years after agreement expired; Contract - Under Seal - 12 years after the agreement expired	Housing Act 1985 Limitation Act 1980 sections 5, 8 or 14B Housing Act 1985	
Neighbourhood Services					
	Outdoor Services	Information relating to permits (resident and off street) Information relating to vehicle and owner of Penalty Charge Notices	Six years after creation Six years after creation	Limitation Act 1980 s 2 Limitation Act 1980 s 2	
	Youth Council	Data on Membership	When no longer a member	Business Need	
	Parks	Contracts Personal information relating to those holding licences (ie metal detecting) Correspondence, complaints, general notices	Contract Under Seal - 12 Years after the agreement expired. On expiry of annual membership if not renewed. Six years after creation and resolution of issue	Limitation Act 1980 Business Need Limitation Act 1980 s 2	
	Cleansing	Contracts Correspondence, complaints, general notices	Contract Under Seal - 12 Years after the agreement expired. Six years after creation or resolution of issue	Limitation Act 1980 Limitation Act 1980 s 2	
	Cemeteries	Information relating to persons interned	Permanent Record	Business Need	
	Emergency Planning	Data relating to any incident which may require review or inquiry	Permanent Record	Business Need	
	Customer Services	Call recordings Operational management documents	Planning, Building Control, Environmental Health, Cleansing, Elections, Car Parks and General Enquiries - three months'; Benefits - 15 months'; and Council Tax - six years Five years	Business need; Limitation Act 1980 section 2 Business need	