

ARUN DISTRICT COUNCIL
INFORMATION SECURITY POLICY
RECORDS RETENTION AND DISPOSAL POLICY (Approved 130917)

Directorate					
Place	Department	What is to be destroyed?	When should it be destroyed?	Why should it be destroyed?	Record of Destruction
Planning Group	Secretariat	Records, correspondence (including emails), complaints	Three years after creation	Business need	
	Local Plan & Policy				
		Consultation in respect of Local Plans and Local Development Framework	Five years after local plan adopted or until local plan review completed	Business need	
	Development Control & Technical Admin				
		Developer contribution and obligation negotiation	Permenant record forms part of planning history		
		Planning Application Processing	Permenant record forms part of planning history		
		Planning Consultation Processing - processing, co-ordination and submission of planning application consultation responses	Permenant record forms part of planning history		
		Pre-planning Advice	Permenant record forms part of planning history		
Technical Services Group	Street Name & Numbering				
	Local Land Charges				
		Production of official search result	Permanent Record	Local Land Charges Act 1975 s 3	
		Land and Property Enquiry Processing - processing of land and property search enquiries	Seven years' after creation	Local Land Charges Act 1975 s 10(7) and insurance requirement	
	Engineering				
		Submissions and objections relating to planning schemes and amendments	Six years after decision (unless controversial/high profile when should be offered to Archivist)	Limitation Act 1980 s 5	
		Planning, designing and programming of construction works	Permanent Record	N/A	
	Property & Estates				
		Land Access Agreement and Licensing - land and premises access right giving and taking	Six years after expiry of the agreement/licence	Limitation Act 1980 s 5	
		Land and Premises Acquisition and Disposal	15 years after ADC cease to own or lease site or premises	Limitation Act 1980 s 14B	
		Land Management - management of access land, open spaces and common land including maintenance and improvement, pest and invasive species control, animal management, plant and wild animal disease control excluding premises sites and management of environmental protection and improvement schemes	12 years after ADC no longer responsible for site	Limitation Act 1980 s 15	
		Land reclamation scheme management - identification of potential sites suitable for reclamation to create economic and/or environmental sites, management of land reclamation schemes excluding procurement, funding acquisition , outcome monitoring and reporting and tenancies management	15 years after ADC no longer responsible for site	Limitation Act 1980 s 14B	
		Premises Design and Construction Supervision - building, site and fixed plant and systems design and construction including large scale/high value planned maintenance excluding procurement	15 years after completion	Limitation Act 1980 s 14B	
	Accommodation Strategy				
	Facilities Management				
		Equipment	Six years after disposal of equipment or system	Limitation Act 1980 ss 5 and 14A	
		Facilities - Visitor book etc. venue and resources booking etc.	One year after creation	Business need	
	Transport Maintenance - vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing excluding financial transactions e.g. vehicle purchase and sales, contacts and leasing	Six years after vehicle disposal	Limitation Act 1980 ss 5, 14A		
Environmental Health					
	Action under the Food Safet Act 1990	Three years from commission of offence	Food Safety Act 1990 s 34		
	Provision of environmental management, protection and improvement advice	Six years after creation	Limitation Act 1980 section 14A		
	Accident and Incident Reporting and Investigations (Adults) - reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults	Three years after end of investigation	Social Security (Claims and Payments) Regulations 1979, SI 1979/628, reg 25(3)(b); and Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013, SI 2013/1471, reg 12		
	Provision of health and safety advice and support	Six years after created	Limitation Act 1980 s 14A		
	Hazardous Substances Control - surveying, testing, identification, monitoring, risk assessment, management plans; records of control measures plans of work; licenses; notification of works and remediation or demolition works including work operations and processes involving hazardous substances (excludes individual health surveillance and exposure monitoring)		Where the record is representative of the personal exposures of identifiable employees, for at least 40 years (in any other case, for a least five years from the date of the least entry made in it) Control of Substances Hazardous to Health Regulations 2002 reg 10(5). Destroy records 100 years after created (or transfer to new owner at disposal) - Limitation Act 1980 section 14A;; Control of Work Regulations 2002 reg 10; Control of Asbestos 2012 reg 22; and Ionising Radiation Regulations 1999, SI 1999/3232, reg 24.		
	Health and exposure monitoring of employees (identifiable individuals) working with or exposed with or exposed to substances hazardous to health	To be destroyed after 75 th birthday or 40 years after last medical assessment or exposure monitoring period (50 years if working with or exposed to ionising radiation)	Control of Substances Hazardous to Health Regulations 2002, SI 2002/2677, reg 10(5); Control of Lead at Work Regulations 2002, SI 2002/2676, reg 10; Control of Asbestos Regulations 2012, SI 2012/632, reg 22; and Ionising Radiations Regulations 1999, SI 1999/3232, reg 24		
	Health Assessment	Six years after last assessment	Limitation Act 1980 s 14A		

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		Risk Assessment - identification, assessment of, and planning to mitigate risk including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits (excluding hazardous substances)	Six years after assessment has been superseded	Limitation Act 1980 s 14A	
	Building Control	Hackney Carriage and Private Hire Vehicles - administration, registration and certification	Five years' after registration/entitlement lapses	Local Government (Miscellaneous Provisions) Act 1976	
		Issuing of Building Regulation decisions (with the exception of works commissioned by the Council)	Permanent Record	Building Act 1984 s 56	
		Completion certificates, building inspection records, competent persons register, contravention notices	Permanent Record	Building Act 1984 s 56	
	Registered providers and Social Landlords				
		Home Improvement Grants and Loans - application and allocation	Five years after certified date	Housing Grants, Construction and Regeneration Act 1996 section 44(3)	
		Disabled Facilities Grants - application and allocation	No Land Charge - six years after certified date; Land Charge - six years from certified date after land charge removed or 10 years from certified date if not repaid	Housing Grants, Construction and Regeneration Act 1996	
Economy Group					
	Economic Policy				
		Consultation feedback (including personal details)	Information retained indefinitely	N/A	
		Personal names and contact details on bids where people use their personal details when representing an organisation - retained for audit trail.	Information deleted on request	N/A	
		General emails from members of the public/members using personal emails etc.	Information retained indefinitely	N/A	
		Copies of letters to members of the public in response to MP letters etc.	Information retained indefinitely	N/A	
		Historic records that do not exist electronically (stripped personal data)	Information retained indefinitely	N/A	
		Purchasing records - for all competitive purchasing	Five Years minimum		
	Town Centres				
		Spreadsheet data for Long Bench Project	Two Years	N/A	
		Database of Trader contacts which includes business name, address, email address, contact name and contact number.	Information deleted on request	N/A	
		Electronic Busking applications from WSCC	One year	N/A	
	Business development				
		Details of anyone looking for business premises	Three years	N/A	
		Name, telephone / email of people requesting business support	Two years	N/A	
		Name, address, email/telephone number of ticket requests and awards nomination details	Two years	N/A	
	Economic Partnerships				
		LEAP applications	Seven years	N/A	
	Tourism				
		Requests for the visitor guide	Three years	N/A	
		Customer emails as requests for tourism information	Three years	N/A	
		Tourism business contact details for information, news and marketing opportunities mailing lists. Stored on MS Outlook, Advertising Income and research excel records on secure N and G drives and (contact details only) on the secure Content Management database designed to feed information to the tourism website, where appropriate.	Permanent Record but regularly reviewed, updated and archived / deleted where necessary.		
		Tourism Business details inc address, contact details and description, images, facilities etc for publication and promotion on the tourism website and annual visitor guide. Information in the public domain and permissions / advertising contracts provided for and by businesses. Some other information records stored on secure Content Management System but not necessarily published to the website.	Permanent Record but regularly reviewed, updated and archived / deleted where necessary.		
Notes:-					
04.10.17	Added 'Accommodation Strategy (transferred from 'Transformation' Directorate				
16.05.18	Updated rows 8, 9, 10, 11 columns D and E				
28.9.18	Added Secretariat (row 4)				