

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

Chief Executive	Department	What is to be destroyed?	When should it be destroyed?	Why should it be destroyed?	Record of Destruction
Policy Group					
	Secretariat	Records, correspondence, complaints	Three years after creation	Business need	19.12.17 - all complaints and general correspondence dated prior to January 2016 deleted from email folders - in line with current retention arrangements as stated in Data Protection Audit. Principle 5 - retain personal data no longer than is necessary for the purpose you obtained it for.
	Corporate Policy	Records, correspondence, complaints Community Governance Reviews	Three years after creation Indefinitely whilst records of boundary review changes may be needed	Business need	
		Surveys/consultations	Six years after creation	Business need	
	Corporate Performance	Performance Monitoring against Corporate Plan and Service Delivery Plan Performance Indicators. Reports to CMT, Cabinet and OSC.	After 2 cycles to allow for historical comparisons and identifying trends.	Business need	
	PA to the Chairman	Correspondence, records (events etc)	Six years after creation	Local Government Act 1972; Part VA; section 100C	
		Financial records from events etc	Six years after creation	Limitation Act 1980 s5	
		Charity Account	Six years after creation	Limitation Act 1980 s5	
	Public Relations	Press releases and statements	Five years after creation	Business need	
	Communications/web	Content, film and photographic images and any other material used on the website, created specifically by the Webmaster and Communications which is not owned by another service.	Three years after creation	Business need	
	Scrutiny Support	Agendas of meetings and any reports relating to the meeting	Six years after meeting	Local Government Act 1972; Part VA; section 100C	
	Electoral Services	Provision of support for the electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses	Three years after creation	Representation of the People Act 1983 section 176	
		Documents from the administration of elections by the Returning/Counting Officer	One year	<ul style="list-style-type: none"> • UK Parliamentary elections - Rule 57 of the Parliamentary Election Rules (Schedule 1 to the Representation of the People Act 1983) • Local Government elections (Principal area and parishes) - Rule 54 of the Local Elections (Principal Areas) (England and Wales) Rules 2006 and rule 54 of the Local Elections (Parish and Communities) (England and Wales) Rules 2006 • European Parliamentary elections - Rule 66 of the European Parliamentary Elections Rules (Schedule 1 to the European Parliamentary Elections Regulations 2004) • Police & Crime Commissioner elections - Article 68 of the Police and Crime Commissioner Election Rules (Schedule 3 to the Police and Crime Commissioner Elections Order 2012) • Referendums - Regulation 58 of the European Union Referendum (Conduct) Regulations 2016; Rule 45 of the Local Government Act Referendums Rules (Schedule 3 to the Local Authorities (Conduct of Referendums) (England) Regulations 2012; Rule 45 of the Local Government Finance Act Referendums Rules (Schedule 3 to the Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012; rule 47 of the Neighbourhood Planning Referendums Rules (Schedule 3 to the Neighbourhood Planning (Referendums) Regulations 2012 	
		Parliamentary and local government candidate election expenses returns	Two years	Representation of the People Act 1983 Part II section 89	
		Parish election candidate expenses returns	One year	Representation of the People Act 1983, Rule 8, Schedule 4	
		Provision of support to Members including processing of member requests for information, advice and research, maintenance of member information	Six years after creation	Local Government Act 1972; Part VA; section 100C	
	National Partnerships	Nothing - not our record			
	Local Partner Liaison	Agendas of meeting and any report relating to the meeting	Six years after creation	Local Government Act 1972; Part VA; section 100C	
	Design	Design work for both internal and external customers	Five years after creation	Business Need	
	Print Unit, Post, Scanning	Not aware of anything as copies are not kept of material that is sent to the unit for printing/scanning			
Council Advice & Monitoring Role					
	Standards	Agendas of meetings and any reports relating to the meeting	Six years after meeting	Local Government Act 1972; Part VA; section 100C	
	Legal Advice to the Council	Records, correspondence, complaints	Two years after request resolution	Business Need	
	Monitoring Officer	Records, correspondence, complaints	Six years after complaint resolution	Limitation Act 1980 s 2	
		Register of Members Interests for Arun District Council and Parish Councils in Arun area	At the end of the Member's term of office	Business Need	
	Information Management	Freedom of Information - records and correspondence of requests made and responses given	Six years after response given	Limitation Act 1980 s 2	
		Subject Access Requests - records and correspondence of requests made and responses given	Two years after request resolution	Business Need	

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		Complaints - processing and investigation of, and response to complaints against ADC concerning decision making, service provision/staff, including statutory, ombudsman and non-statutory complaints process and legal defence case preparation	Up to and including Stage 1 complaints – retain for 3 years from complaint resolution Stage 2 complaint upwards (including relevant Ombudsman referral/investigation) – retain for 6 years from complaint resolution	Business Need	
		Road closure applications	Two years from application	Business Need	
	Committee Services	Signed Minutes of Full Council, Cabinet and Committee meetings	Kept indefinitely whilst Council in existence	Local Government Act 1972; Part VA; section 100C	
		Agenda of the meeting and any report relating to the meeting	Six years after meeting	Local Government Act 1972; Part VA; section 100C	
		Notices of Individual Cabinet Member decisions	Six years after meeting	Local Government Act 1972; Part VA; section 100C	
		Records, correspondence, complaints	Two years after request resolution	Business Need	
		Records of appointments to external bodies	1 year after the appointment ceases	Business Need	
		Petition processing - records, correspondence and signed petitions	Records, correspondence - Six years after petition dealt with Signed petition - immediately after the petition has gone through the decision making process	Local Government Act 1972 section 100C; The Local Authorities (Referendums) (Petitions) (England) Regulations 2011, SI 2011/2914, regulation 12 and Limitations Act 1980	
		Webcasts of Committee meetings	Retain for 6 months following date of meeting	In accordance with Filming & Photographic Policy (as agreed at Full Council May 2018)	
Corporate Support		Public Question Time requests	1 year from response	Business Need	
	Finance	Accounting and reporting - statutory, corporate and management accounts, abstracts, ledgers, budgetary control records	Six years after creation	Companies Act 2006 section 388; Value Added Tax Act 1994 section 6 and Finance Act 1998 Sch 18 Pt 3	
		Banking Admin - bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation	Six years after the end of the financial year after creation	Companies Act 2006 section 388; Value Added Tax Act 1994 section 6; and Finance Act 1998 Sch 18 Pt 3	
		Budgets Management - management of capital and revenue budgets	Six years after the end of the financial year in which records created	Companies Act 2006 section 388; Value Added Tax Act 1994 section 6; and Finance Act 1998 Sch 18 Pt 3	
		Financial Planning - strategic medium and long term financial planning	Six years after the end of the planning period or strategy is superseded	Companies Act 2006 section 388; Value Added Tax Act 1994 section 6; and Finance Act 1998 Sch 18 Pt 3	
		Grant Funding - processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting	Six years after end of funding or monitoring period or period specified by funding body	Funding body requirements	
		Income Processing - processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls	Six years after the end of the financial year in which records created	Companies Act 2006 section 388; Value Added Tax 1994 section 6; and Finance Act 1998 Sch 18 Pt 3	
		Assessment to income tax, capital gains tax or to tax chargeable under the Income Tax (Earnings and Pensions Act) 2003 section 394(2)	Four years after the end of the financial year in which records created	Taxes Management Act 1970 section 34	
		Procurement - Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence	Unsuccessful - one year after contract awarded; Successful - six years (signed contracts); 12 years (under seal); or 15 years (conveyancing) after end of contract, substantial completion or end of overage or clawback period as applicable	Business need; Limitation Act 1980 sections 5, 8 or 14B	
		Purchasing and Payment Processing - orders, credit notes, creditor invoices, delivery notes, payment records, records of advances	Six years after the end of the financial year in which records created	Companies Act 2006 section 388; Value Added Tax Act 1994 section 6; and Finance Act 1998 Sch 18 Pt 3	
		Audit - financial management, administration, systems, transactions	Six years after audit, involving long-term contracts; six years after legal proceedings have been completed in respect of fraud investigations; three years in respect of other audits	National Archives	
		Insurance Claims Admin - admin of liability and non-liability	Six years after settlement or repudiation (unless child when needs to be kept until age of 24) (Retain subsidence claims 100 years)	Limitation Act 1980 s 14A	
		Payroll Records	Three years after end of financial year in which record created	Income Tax (PAYE) Regulations 2003, SI 2003/2682, reg 97	
	Human Resources	Attendance and Time Recording	Two years after created	Working Times Regulations 1998, SI 1998/1833, regulation 9	
		Employment Contracts Management - employees' terms and conditions of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts	Six years after employment ceases	Limitation Act 1980 s 5	
		Disciplinary and Grievance Procedures Admin	Six years after employment ceases	Limitation Act 1980 s 5	
		Disclosure and Barring Service Checking - record of routine Disclosure and Barring Service checks made during employment where required for job role	Report - six months after receipt; Record of checking - six years after employment ceases	Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information	
		Industrial Relations Management - management of relationship between ADC, trade unions or employee representative organisations	10 years after date created or agreement ceases to be effective	CIPD Recommendations	
		Performance Monitoring and Review - individual target setting to meet business plan requirements, mid-year and end of year review of performance against targets	Six years after date created	Limitation Act 1980 s 5	
	Human Resources	Recruitment and Termination Administration - recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes (excludes transactional HR payments administration)	Unsuccessful applicants - one year after decision; Successful applicants (employees) - six years after end of employment	National Archives	
		Sickness Absence Management - formal sickness absence management processes including sickness absence records, self-certification, fit notes, occupational health referrals and reports, return to work documentation, formal absence process records	Six years after employment ceases	Limitation Act 1980 s 5	
		Leave Administration - Maternity and paternity leave and non-statutory leave	Three years after end of financial year in which record created	Statutory Sick Pay (General) Regulations 1982 reg 13; Statutory Maternity Pay (General) Regulations 1986 reg 26; and Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg 9	

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	Legal Services	Contracts (under seal)	The length of the contract plus twelve years commencing on the date of execution of the contract.	Limitation Act 1980 s8	
		Contracts (signed), Agreements and Other Arrangements	The length of the contract plus six years commencing on the date of execution of the contract.	Limitation Act 1980 s5	
		Property and commercial transactions	Twelve years after closure of file	Limitation Act 1980 s15	
		Debt collection, county court litigation, crime, projects and advice	Six years after closure of file	Limitation Act 1980 s2	
		Permits, Licences, certificates	Specific provisions will apply, depending on the nature of the document. Kept as long as valid and thereafter for a period sufficient to protect the Council's legitimate interests in the event of any potential liability claim or litigation.	Business need.	
		Deeds	Held in perpetuity or until ownership changes hands	Business need.	
		Paper Files	Destroyed when matters are closed, save for any sealed Court Order which shall be retained for a period sufficient to protect the Council's legitimate interests in the event of any potential litigation	Business need.	
		Electronic Files	Destroyed in accordance with the matter type; save any identification details shall be held on the Files Destroyed List for reference only in accordance with corporate time scales	Business need.	
	Housing Benenfit / Revenues	Fraud Recording	Permanent Record	Regulation of Investigatory Powers Act 2000	
		Benefit Fraud Investigation	No Fraud - One year after closure of file; Sanctions - Three years after closure of file; Prosecutions - Seven years after closure of file	Regulation of Investigatory Powers Act 2000	
Improvement Programme					
	Transformation	Project documentation, including PIDs and Business Case	Keep until superseded by new project	Business need and future project planning	
	ICT	Ascend - ID Token	On leaving ADC employment	End of business need	
		Assuria - Log manager (log of system access)	6 months rolling cycle	End of business need	
		CCTV recording- recordings from ADC owned, operated or commissioned cameras or surveillance equipment	Max 30 days; unless requested to secure longer for an investigation	Home Office Guidance	
		Certero - Password management (reset questions)	On leaving ADC employment; user can change / delete data on demand	End of business need	
		System contracts and agreements	When the system has been decommissioned	End of business need & contractual obligations discharged	
		DataAnywhere - Secure FTP	On leaving ADC employment	End of business need	
		DataTrack (phone call logging)	On leaving ADC employment + 1 month	End of business need	
		EDRMS	Based on user-defined retention polices	End of business need & legal requirement	
		Egress - File Transfers	On leaving ADC employment account is cleared down; users can revoke access to sent packages	To protect security of systems / data	
		Exchange email	User controlled deletion (recoverable 1 month); Journal Log kept for 13 months from data sent/received	End of business need	
		Mitel (messaging) IM - Logs	End-users can delete local copies of chat, ICT retain a secure copy (restricted access) indefinitely as the system does not allow removal	3rd party system restriction - technical measures in place to protect it	
		MobileIron - mobile device management - Account	On leaving ADC employment	End of business need	
		MobileIron - mobile device management - Log	On leaving ADC employment	End of business need	
		MTI - Websence	12 month rolling cycle	End of business need	
		Net2 - Access Control - Log	18 months rolling cycle	End of business need	
		Project documentation, including PIDs and Business Case	Keep until superseded by new project	End of business need (future project planning)	
		Richmond - Support desk calls	6 years after close of call	End of business need, pattern matching and statistics	
		TopLev - E-forms - temporary data	Most forms 90 days. Exceptions are: Declaration of Interest - 18 months (as information now stored in HR service on EDRMS) Event form data - 12 months Fly Tipping stats - 6 months Staff training needs - lifetime of employment Compliance information - deleted after the financial year it relates to has been closed by finance Civic Centre Visitors - delete after date of visit has passed	Data passed to back-office services (with own retention schedules). Where data retained for longer than 90 days this is so that secondary processing can be undertaken to meet business needs e.g. events held 12 months so any future event within the 12 months can be reviewed against this data.	
		Vodafone - Mobile Users and Usage Sheets	1 year rolling cycle	End of business need	
		Desk Phone - Voice Call Recording	On leaving ADC employment;; manual deletion by end-users	End of business need	
Notes:-					
04.10.17		Transferred 'Accommodation Strategy' to 'Place' directorate			
04.10.17		Updated ICT details in line with Service Head's instructions.			
04.10.17		Added details for Corporate Performance			
26.02.18		Updated details for Corporate Policy			
16.05.18		Updated details for Corporate Policy and Council Advice & Monitoring to reflect further restructure			
31.05.18		Added details for Info Management (Road Closures) and Committees (PQT)			
08.08.18		Clarified distinction between Stage 1 & Stage 2 Complaints			
23.10.18		Updated ICT entries			
12.12.18		Added entry re webcasts			