

Central Bedfordshire Council’s Document Retention Schedule

Central Bedfordshire Council have an overarching retention period of Close Date + 6 years except for those records listed below.

Some of Central Bedfordshire Council’s records will be automatically transferred, or offered, to County Archives. This is done at varying stages dependent on the record type. Please see Appendix 1 for more detail provided by the County Archives Service.

In some instances it may be required for a record to be kept passed its retention period e.g. for current or future legal proceedings. If this becomes apparent a request must be submitted to Central Bedfordshire Councils Information Security Manager who will assess the individual case. There must be a valid and justifiable reason for retaining records passed the retention period. This is an exception not a rule. This schedule was created using current legislation and business requirement.

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Area	Record Series Description	Scope Notes	Retention Period
Adult Services	Adult Hospice Care	All records relating to the provision of information about hospices in the area for terminally ill people and their carers.	Close Date + 1 year
Adult Services	Adult Residential Care	Detention	Close Date + 3 years
Adult Services	Adult Residential Care	Duty Rosters	Close Date + 4 years
Adult Services	Adult Residential Care	Electrical Testing	Close Date + 3 years
Adult Services	Adult Residential Care	Final Annual Accounts	Close Date + 10 years
Adult Services	Adult Residential Care	Maintenance of Equipment	Close Date + 3 years
Adult Services	Adult Residential Care	Purchasing of medical devices and medical equipment	Close Date + 11 years
Adult Services	Adult Residential Care	Staff Employment	Close Date + 3 years (then transferred to corporate HR for + 3 years)
Adult Services	Adult Residential Care	Use of restraint or the deprivation of liberty	Close Date + 3 years
Adult Services	Adult Residential Care	Correspondence with the Coroner relating to deaths in adult residential homes	Close Date + 15 years
Adult Services	Adult Residential Care	Handover sheets used in adult residential homes	Close Date + 4 years
Adult Services	Adult Residential Care	Records relating to nurse call out system in Adult Residential Homes	Close Date + 4 years
Adult Services	Care Assessment Needs	All records relating to adults who do not fall into any other categories	Close date + 2 years

Area	Record Series Description	Scope Notes	Retention Period
Adult Services	Care Assessment Needs	All records relating to the integrated health and social care for clients known to the Mental Health teams	Close Date + 20 years
Adult Services	Carers Support Groups	A list of recognised groups and organisations that provide advice and support for those who are caring for adults or children with special needs.	Close Date + 3 years
Adult Services	Parking Permits	All records relating to the management of parking permits for disabled people	Close Date + 6 months
Assets	Asbestos Records & Register	All records relating to all Aspects of Asbestos management and Asbestos Register	Close Date + 40 years
Assets	Budget Spreadsheets	Budget Spreadsheets and Reconciliation Spreadsheets - Managers Copy	Creation Date + 1 year
Assets	CBC Property Files	All records relating to property files inc. electrical & mechanical reports, quantity surveys, condition surveys, all types of structural reports, sub-contractor files and general correspondence	Close Date + 12 years
Assets	Deeds of Council Properties	All records relating to property deeds where the property is owned by the Council	Until Ownership Ends, Copy To Be Kept For Duration Of Claw Back Period
Assets	Energy Consumption Meter Readings		Creation Date + 6 years
Assets	General administration	All documents & Reports prepared for CMT, OSC, Executive (various committees). Minutes, Agendas, Business and Service Plans, briefing notes, Status Reports, Newsletters, Asset Management Plan	Close Date + 4 years
Assets	Insurance Inspection Reports	All records relating to audit inspections against the Asset.	Until Audit is Complete
Assets	Project Finance Initiative Documents	All records relating to PFI Bids & Projects	Creation Date + 12 years
Assets	Property - Drawings	All drawings relating to sites and buildings	Until Ownership Ends Plus Any Continuing Liability
Assets	School Notifiable Project Files	Applications & Approvals to requests from schools to undertake capital projects	Close Date + 12 years

Area	Record Series Description	Scope Notes	Retention Period
Children's Services	Adoption and Fostering	All records relating to the adoption process and the provision of foster care places	Date of Birth + 100 years
Children's Services	Child Protection Case Files	Child Protection Case Files	Date of Birth + 100 years
Children's Services	Child Protection Orders	All records relating to the creation and management of Child Protection Orders	Date of Birth + 100 years
Children's Services	Child Protection Register	Child Protection Register	Permanent
Children's Services	Childminding	All records relating to the provision of information about registered childminders and day care facilities in the area for parents and carers of pre-school age children	Creation Date + 1 year
Children's Services	Children with Disabilities	All records relating to children with disabilities in residential care	Date of Birth + 100 years
Children's Services	Children with Disabilities	All records relating to the provision of respite care for children and young people (to be kept securely in the children's home so long as the child to whom it relates is accommodated there)	Date of Birth + 100 years
Children's Services	Children with Disabilities	All records relating to the administration of residential care for children and young people with disabilities and the register of admissions to local authority Children's Homes, including support and respite care	Close Date + 15 years
Children's Services	Children with Disabilities (died before age of 18)	All records relating to the provision of respite care for children and young people (to be kept securely in the children's home so long as the child to whom it relates is accommodated there)	Date of Death + 15 years
Children's Services	Early Intervention - Common Assessment Framework Process	All records relating to the administration of the Common Assessment Framework process and information	Date of Birth + 50 years
Children's Services	Education in Hospital	All records relating to the provision of educational support to children who are in hospital	Date of Birth + 25 years
Children's Services	Educational Support for Looked After Children	All records relating to the provision of educational support for looked after children	Date of Birth + 100 years
Children's Services	Educational Consultations	All records relating to education consultations	Close Date + 7 years

Area	Record Series Description	Scope Notes	Retention Period
Children's Services	Educational Welfare Support	All records relating to the management of educational welfare support	Date of Birth + 25 years
Children's Services	Family Information Services	All records relating to the provision of family information services	Creation Date + 2 years
Children's Services	Foster Carer - Concerns over circumstances	Foster Carer Case Files	Close Date + 100 years
Children's Services	Foster Carer - No concerns	Foster Carer Case Files	Close Date + 50 years
Children's Services	Foster Carer - Refusal	Foster Carer Case Files	Close Date + 15 years
Children's Services	Home Schooling	All records relating to the management of pupils schooled at home	Date of Birth + 25 years
Children's Services	Local Schools	All records relating to the provision of information and school contact details	Close Date + 1 year
Children's Services	Looked After Children	All records relating to children with disabilities in residential care including administration and Register of Admissions	Date of Birth + 100 years
Children's Services	Looked After Children	All records relating to the provision of respite care for children and young people (to be kept securely in the children's home so long as the child to whom it relates is accommodated there)	Date of Birth + 100 years
Children's Services	Looked After Children (died before age of 18)	All records relating to the provision of respite care for children and young people (to be kept securely in the children's home so long as the child to whom it relates is accommodated there)	Date of Death + 15 years
Children's Services	Looked After Children or Children in Need Case Files (normally in client file)	Case files relating to Looked After Children (also known as Children in the Care of the Local Authority)	Date of Birth + 100 years
Children's Services	Looked After Children or Children in Need Case Files (normally in client file) (died before the age of 18)	Case files relating to Looked After Children (also known as Children in the Care of the Local Authority)	Date of Death + 15 years
Children's Services	Permitted Absence from School	All records relating to permitted absence from school	Close Date + 2 years

Area	Record Series Description	Scope Notes	Retention Period
Children's Services	Psychological, Psychiatric or social work services in schools	All records relating to psychological, psychiatric or social work services in schools	Date of Birth + 25 years
Children's Services	Register of Offenders	Register of Offenders who pose a risk to children who have been given a prison term of 30 years or more	Close Date + 100 years (right to appeal 15 years after leaving prison)
Children's Services	Register of Offenders	Register of Offenders who pose a risk to children who have been given a prison term of more than 6 months but less than 30 years	Close Date + 10 years
Children's Services	Register of Offenders	Register of Offenders who pose a risk to children who have been given a prison term of 6 months or less	Close Date + 7 years (3.5 years if offender is under 18)
Children's Services	Register of Offenders	Register of Offenders who pose a risk to children if offender has been cautioned	Close Date + 2 years (1 year if offender is under 18)
Children's Services	School Admission Appeals	All records relating to the administration of school appeals	Close Date + 2 years
Children's Services	School Admissions	All records relating to the administration of school admissions	Close Date + 7 years
Children's Services	School Assessment and Performance	All records relating to the development and implementation of school performance and assessment reports	Creation Date + 6 years
Children's Services	School Attendance, Truancy and Exclusions	All records relating to the management of school attendance, truancy and exclusions (fixed term or permanent)	Date of Birth + 25 years
Children's Services	School Behaviour Development	All records relating to the provision of educational psychology services	Date of Birth + 25 years
Children's Services	School Closures	All records relating to the provision of information relating to school closures	Creation Date + 1 year
Children's Services	School Inspections	All records relating to school inspection	While Current These Can Be Obtained From Ofsted
Children's Services	School Places	All records relating to the allocation of primary and secondary school places	Close Date + 1 year

Area	Record Series Description	Scope Notes	Retention Period
Children's Services	School Support for Children of Asylum Seekers	All records relating to support for the children of Asylum seekers	Date of Birth + 25 years
Children's Services	School Term and Holiday Dates	All records relating to the creation and publication of school term and holiday dates	Close Date + 1 year
Children's Services	School Transport	All records relating to the administration of school transport for SEN applications	Date of Birth + 25 years
Children's Services	Shared Care for Children and Young People (normally in client file)	All records relating to shared care for children and young people	Date of Birth + 100 years
Children's Services	Special Educational Needs Co-ordinated Support Plan (normally in child's file or SEN file)	All records relating to the development and implementation of special needs coordinated support plans	Date of Birth + 25 years
Children's Services	Support for Children in Care	Register of Children in the Care of the Local Authority	Date of Birth + 75 years
Children's Services	Support for Young People Leaving Care (normally in client file)	All records relating to the provision of support for young people leaving care	Date of Birth + 100 years
Children's Services	Supported Employment for Looked After Children (normally in client file)	All records relating to supported employment for looked after children	Date of Birth + 100 years
Children's Services	Traveller Children Support	All records relating to the provision of teaching support for traveller children	Date of Birth + 25 years
Children's Services	Youth Justice - Final Warning	All records relating to final warnings issued to young people aged between 10 to 17 years old where their offence is deemed by the police to be appropriate for such action if known to Social Care	Close Date + 3 years
Children's Services	Youth Justice - Implementation of Orders	All records relating to the supervision and implementation of orders imposed by the Youth Court on young people who have been convicted of a criminal offence	Close Date + 3 years
Children's Services	Youth Preventative Services	All records relating to the administration of pre-crime prevention schemes	Close Date + 1 year
Children's Services	Youth Referral and Rehabilitation Orders	All records relating to the implementation of Youth Referral Rehabilitation Orders	Close Date + 3 years

Area	Record Series Description	Scope Notes	Retention Period
Committee Services	CBC Constitution	All records relating to the creation of management of the authority's constitution	Permanent
Committee Services	Committee Documents	Background papers to reports	Close Date + 4 years
Committee Services	Committee Meetings Signed Minutes	All committee minutes, agendas and reports relating to decisions taken and recommendations made	Permanent
Communications	Census Information	All records relating to the publication of information from a national census or other surveys relating to the local area.	Close Date + 3 years
Communications	Consultation - Budget Spending Plans	All records relating to the publication of spending plans inc. arrangements of public meetings or other means by which citizens can be consulted on budget plans	Creation Date + 6 years
Communications	Content Development, Layout and Design	Development of publication content Layout and design. Excluding: Documents resulting directly from other activities that require publication	Until Superseded + 2 years
Communications	Corporate Branding	Development of corporate branding inc. the administration of distribution	Until Superseded
Communications	Editorial Content Production	Development of advertising content and administration of advertising process exc. financial transactions relating to purchase of advertising space	Close Date + 3 years
Communications	Email Correspondence	CBC updates. Correspondence may include email correspondence which relates specifically to an individual officers work	Creation Date + 1 year
Communications	Feedback and Suggestions	All records relating to feedback and suggestions made by local residents	Close Date + 3 years
Communications	Media and Publicity Protocols	Retain from date policy/protocol expires for 3 years	Close date + 3 years
Communications	Media Monitoring	Monitoring of media for reference to CBC, partner organisations, supported organisations and their services	Close Date + 2 years
Communications	Media Relations Management	Management of CBC relationship with the media	Creation date + 6 years

Area	Record Series Description	Scope Notes	Retention Period
Communications	Mosaic Household Directory for Central Bedfordshire		Creation Date + 5 years
Communications	News and Information Releases	All records relating to the publication of the latest news and public information relevant to the local area.	Close Date + 3 years
Communications	Open Data Publication	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	Creation Date + 6 years
Communications	Residents and Staff Satisfaction Surveys	All records relating to the creation and analysis of customer satisfaction surveys	Creation Date + 6 years
Communications	Social Media	Social Media comments from the Public not required for council processes	Creation Date + 1 year
Communications	Staff Central Newsletter	All records relating to the publication of the latest news and public information relevant to the local area	Creation Date + 3 years
Communications	Staff Communications	All records relating to responses made by councils to external consultations	Creation Date + 3 years
Communications	Translation and Interpreting	All records relating to the provision of interpreting and translation services	Creation Date + 6 years
Communications	Web Casts	Web Casts associated with the principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Permanent
Community Safety	Council Car Parks	A list of car parks owned and run by the council including locations & tariffs	Close Date + 1 year
Community Safety	Criminal Justice	All records relating to creation and implementation of anti-social behaviour orders and injunctions	Close Date + 10 years
Community Safety	Home Safety Advice	All records relating to the provision of advice and information about safety in the home including accident prevention, what to do in the event of an accident, risks in the home etc.	Close Date + 3 years
Community Safety	Key holder Registration	All records relating to the registration of key holder details with the council	Close Date + 2 years

Area	Record Series Description	Scope Notes	Retention Period
Community Safety / Public Protection	Pollution Complaints	All records relating to pollution complaints (Light, Smoke, Noise, and Odour) - statutory notice served	Close Date + 10 years
Community Safety	Public space CCTV - Not released as evidence	All records relating to the general management of Town Centre CCTV	Close Date + 21 days
Customer Services	Call Coaching/Monitoring	Records created by Team Managers from 1:1 sessions with staff. These will remain 'open' for as long as the manager feels pertinent.	Close Date + 3 years
Customer Services	Children's Social Service Complaints	All records relating to statutory complaints relating to Children's Social Services.	Close Date + 100 years
Customer Services	Compliments	Customer compliments	Close Date + 3 years
Customer Services	Customer Records	All systems used by Customer Services on behalf of individual service areas	Close Date + 3 years
Customer Services	Customer Complaints Referred to the Ombudsman	All records relating to complaints referred to the Local Government Ombudsman.	Close Date + 10 years
Customer Services	General Correspondence	Examples may include e-mails and faxes correspondence which relates specifically to an individual officers work. All correspondence relating to the work of the CS team should be filed in the appropriate filing system	Close Date + 3 years
Customer Services	Knowgain	Messages sent between Contact Centre and Adult Social Care Teams	Close Date + 3 years
Customer Services	Lagan CRM System	Recording of all Highways and Byways general enquiries Interaction, Care Act 2014 and Renewal Forms	Close Date + 3 years
Democratic Services	CBC Constitution	All records relating to the creation of management of the authority's constitution	Permanent
Democratic Services	Civic Buildings	Information about the location and opening hours of council offices, may also include information about public meetings and the availability of civic officials for queries	Creation Date + 1 year
Democratic Services	Civic Events	All records relating to the recording of ceremonial events and civic occasions - Visitors book, Photographs, Weekly engagement list	Permanent

Area	Record Series Description	Scope Notes	Retention Period
Democratic Services	Civic Events	All records relating to the process of organising a ceremonial event or civic occasion	Permanent
Democratic Services	Civic Events	All records relating to the management of civic events	Creation Date + 6 years
Democratic Services	Civic Recognition and Awards	All records relating to the management if civic recognition and awards	Creation Date + 10 years
Democratic Services	Community Assemblies and Committees	All records relating to the publication of details of local assemblies and committee and the dates and venues of forthcoming meetings	Creation Date + 2 years
Democratic Services	Councillors Surgeries	All records relating to councillor advice surgeries	Close Date + 2 years
Democratic Services	Declaration of Interest	All records relating to Councillors declaration of interest	Close Date + 2 years
Democratic Services	Election Results	All records related to the creation and publication of election results	Date of Election + 4 years
Democratic Services	Electoral Nominations	All records relating to the process of administering nominations for elections	Date of Election + 1 year
Democratic Services	Electoral Register	The full version of the electoral register should be retained permanently for historical purposes	Permanent
Democratic Services	Honours Submissions	All records relating to preparation of Honours Submissions	Creation Date + 2 years
Democratic Services	Lord Lieutenancy	All records relating to the appointment and management of the Lord Lieutenancy	Close Date + 2 years
Democratic Services	Members of Parliament - MPs and MEPs	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives are	Date of Election + 5 years
Democratic Services	Postal Voting	All records relating to the administration of postal voting	Close Date + 5 years

Area	Record Series Description	Scope Notes	Retention Period
Democratic Services	Proxy Voting	All records relating to the administration of proxy voting schemes	Close Date + 1 year
Democratic Services	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.	Creation Date + 1 year
Democratic Services	Voting	All records relating to the administration of the voting process for individual elections including ballot papers	Date of Election + 1 year
Democratic Services	Wards and Boundaries	All records relating to the creation and management of electoral boundaries	Permanent
European Funding	European Programmes (ERDF & ESF)	All documentation relating to European Funded Programmes	Final Payment from European Commission + 3 years
Finance	Funding	Funding Bids	Close Date + 12 years
General	Email Data	All general emails that do not contain information that needs to be kept for business use	Receive/Sent Date + 6 months
General	Meetings	All minutes and agendas where no corporate decisions are made	Creation Date + 1 year
General	Service Delivery	All records relating to service delivery	Creation Date + 6 years
General	SMS and MMS	All SMS (short messaging service) and MMS (multimedia messaging service)	Receive/Sent Date + 6 months
Health and Safety	Accident Reporting - over 18's	All records relating to the reporting of accidents where the person concerned is over 18	Creation Date + 4 years
Health and Safety	Accident Reporting - under 18's	All records relating to the reporting of accidents where the person concerned is under 18	Date of Birth + 22 years
Health and Safety	Equipment Testing	All records relating to the process of inspecting equipment	Creation Date + 6 years

Area	Record Series Description	Scope Notes	Retention Period
Health and Safety	Health and Safety Campaigns	All records relating to health and safety campaigns carried out by local authorities	Close Date + 3 years
Health and Safety	Health and Safety Meetings	All records relating to Health & Safety team meetings and working groups	Creation Date + 3 years
Health and Safety	Health Surveillance Documents		Close Date + 40 years
Health and Safety	Incident Records - Youth and Community involving a minor	All records relating to the reporting of incidents involving Youths and Community	Date of Birth + 22 years
Health and Safety	Incident Records - Youth and Community not involving a minor	All records relating to the reporting of incidents involving Youths and Community	Creation Date + 4 years
Health and Safety	Investigations into Health & Safety Incidents involving a minor	Incidents which may lead to Health & Safety Executive involvement	Date of Birth + 22 years
Health and Safety	Investigations into Health & Safety Incidents not involving a Minor	Incidents which may lead to Health & Safety Executive involvement	Creation Date + 4 years
Health and Safety	Records relating to the reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR)	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Creation Date + 3 years
Health and Safety	Risk Assessment - Display Screen Equipment	All records relating to DSE checks	Creation Date + 4 years
Health and Safety	Risk Assessments - Electricity Exposure	Live equipment including the Record of Competent Persons	Creation date + 40 years
Health and Safety	Risk Assessments - Equipment	Process of inspecting equipment	Creation date + 6 years
Health and Safety	Risk Assessments - Fire	Regulatory Reform (Fire Safety) Order 2005	Close Date + 4 years
Health and Safety	Risk Assessments - Hazardous Substances	Risk Assessments relating to hazardous substances	Close Date + 40 years

Area	Record Series Description	Scope Notes	Retention Period
Health and Safety	Risk Assessments - Involving activities under the age of 18	Risk Assessment involving persons under the age of 18	Date of Birth of Youngest Participant + 22 years
Health and Safety	Risk Assessments - Return to Work	Personnel Risk Assessments relating to individuals returning to work	Close Date + 4 years
Highways and Transport	Departures from Standards	All records relating to Highways Departures from Standards until the Highway ceases to exist	Close Date + 12 years
Highways and Transport	Enforcement - RoW & Road	All records relating to protection of public rights on the road & footpaths and rights of way enforcement	Close Date + 12 years
Highways and Transport	Gritting & Spillages - incident	All records relating to road gritting and spillages where an incident did involve a minor	Date of Birth + 22 years
Highways and Transport	Pavements - Personal Injury	All records relating to road gritting and spillages where an incident did involve a minor	Date of Birth + 22 years
Highways and Transport	Public Rights of Way	All records relating to the creation, dedication, diversion, change or extinguishment of public rights of way	Permanent
Highways and Transport	Public Transport - Tickets, passes & timetables	All records relating to provision & sales of public transport and timetables inc. trains, buses, metro/underground, tram and any other forms of public transport	Creation Date + 1 year
Highways and Transport	Rights of Way - Common Land & Village Greens	All records relating to applications to register land as village green	Permanent
Highways and Transport	Rights of Way - Common Land & Village Greens	Common Land and Village Green searches	Close Date + 3 years
Highways and Transport	Rights of Way - Common Land & Village Greens	Register of Common Land and Village Greens	Permanent
Highways and Transport	Road Adoption	All records relating to the adoption of roads	Date of Adoption + 6 years
Highways and Transport	Road Safety - Driver Training	All records relating to driver education programmes (exc. National Driver Improvement and RIDE Schemes)	Close Date + 3 years

Area	Record Series Description	Scope Notes	Retention Period
Highways and Transport	Road Safety - Driver Training	All records relating to National Driver Improvement and RIDE Schemes	Close Date + 6 months
Highways and Transport	Snow Clearance - Accident	All records relating to the clearance of snow and ice from pavements where an accident to a minor has occurred	Date of Birth + 22 years
Housing	Assistance	All records relating to Affordable Warmth Assistance, Home Loan Support Assistance and Relocation Assistance	Close Date + 11 years
Housing	Empty Homes	All records relating to empty homes including enquires and complaints. Also includes all legal notices, cautions and convictions	Close Date + 7 years
Housing	Funerals	All records relating to Public Health Funerals	Close Date + 15 years
Housing	Grants - Discretionary	All records relating to discretionary disabled facilities grants (DFG's)	Close Date + 31 years
Housing	Grants - Emergency/General	All records relating to emergency repair grants and any enquires relating to grants or loans	Close Date + 7 years
Housing	Grants - Mandatory	All records relating to mandatory disabled facilities grants (DFG's)	Close Date + 11 years
Housing	Harassment and Illegal Evictions	All records relating to complaints involving harassment and illegal evictions including legal notices, cautions and convictions	Close Date + 7 years
Housing	Homelessness	All records relating to homeless investigation, application and any decisions made	Close Date + 3 years
Housing	Housing Standards and Licensing	All records relating to housing standards & licensing inc. enquires complaints & inspections (by local authority, home office in relation to immigration and Let's Rent, over crowding, property accreditation and energy performance certificates. This includes multi occupation (licensed & non-licensed) and caravan & mobile home sites	Close Date + 7 years
Housing	Loans	All records relating to Home Improvement and Empty Home Loan Assistance	Close Date + 31 years

Area	Record Series Description	Scope Notes	Retention Period
Housing	Modernisation, Repairs and Schemes	FENSA certificates - window installation certificates	Date Issued Until Ownership Ceases
Housing	Modernisation, Repairs and Schemes	All records relating to asbestos management	Close Date + 40 years
Housing	MP Enquiries	All records relating to councillors provision of advise surgeries	As long as required
Housing	Notices and Prosecutions	All records relating to notices, cautions and conviction for all housing solutions inc. housing conditions, houses in multiple occupancy, caravan & mobile home sites, public health and nuisance	Close Date + 15 years
Housing	Public Health	All records relating to enquires and complaints relating to public health e.g. accumulations, infestations, drainage etc. including all legal notices, cautions and convictions	Close Date + 7 years
Housing	Prevention and Relief	All records of enquires made and advise given regarding preventing and relieving homelessness	Close Date + 3 years
Housing	Works in Default	All records relating to works in default for all housing solutions inc. housing conditions, houses in multiple occupancy, caravan & mobile home sites, public health and nuisance	Close Date + 7 years
Human Resources	Casework	Disciplinary which results in no case to answer	Until Investigation Ends
Human Resources	DBS Copy Documentation	All documentation taken for DBS check purposes - no offences	Close Date + 3 months
Human Resources	DBS Copy Documentation	All documentation taken for DBS check purposes - offences	Close Date + 3 years
Human Resources	Employee Absence	All records relating to the monitoring of employee absence including statistics	Close Date + 5 years
Human Resources	Equal Opportunities	All records relating to the creation, implementation and monitoring of authority's Equal Opportunities Policy including any advice or publications	Close Date + 5 years
Human Resources	Final Warning	Final warning - Issued by Managing Director, or delegated manager	Creation Date + 18 months (may be extended in some circumstances)

Area	Record Series Description	Scope Notes	Retention Period
Human Resources	First Warning	First warning - Issued by line manager/senior manager	Creation Date + 6 months (may be extended in some circumstances)
Human Resources	Insurance and National Health Insurance Returns	All records relating to Income Tax and National Health Insurance returns	Close Date + 3 years
Human Resources	Parental Leave	All records relating to the administration of parental leave where the child is disabled (DOB of Child)	Date of Birth + 18 years
Human Resources	Parental Leave	All records relating to the administration of parental leave where the child is not disabled (DOB of Child)	Date of Birth + 6 years
Human Resources	Personnel Records -Social Workers & Care Staff	All records relating to individuals personnel records inc. risk assessments	Close Date + 40 years
Human Resources	Recruitment - Selection Process	The selection of an individual for an established position	Close Date + 1 year
Human Resources	Recruitment - Unsuccessful	Recruitment and Selection - records relating to the process concerning unsuccessful candidates	Creation Date + 6 months
Human Resources	Relocation Claims	All records relating to relocation claims	Close Date + 3 years
Human Resources	Second Warning	Second warning - Issued by line manger/senior manager	Creation Date + 12 months (may be extended in some circumstances)
Human Resources	Statutory Payments	All records relating to the administration of Statutory Maternity Pay and Statutory Sick Pay	Close Date + 3 years
Human Resources	Trade Union	All records relating to Trade Union Liaison	Close Date + 3 years
Human Resources	Training	All records relating to the development, implementation and monitoring of training plans & statistics, training material, packages and notes inc. employee inductions	Close Date + 5 years
Information Technology	Access To Information - FOI, EIR & DP	All records relating to Freedom of Information, Environmental Information Regulations and Data Protection inc. responses	Close Date + 2 years

Area	Record Series Description	Scope Notes	Retention Period
Information Technology	Data Protection Notification	All records relating to the Data Controllers Registration with the ICO	Close Date + 1 year
Information Technology	Information Security - PSN	Public Service Network (PSN) PSC, CoCo, Certificate	Close Date + 1 year
Information Technology	Internet Service Provider Data	All data relating to the councils internet service providers	Close Date + 6 months
Information Technology	Investigations	All records relating to the investigation of inappropriate use of IT Systems	Until Investigation Ends
Information Technology	Public Service Network Submission	Code template, Annex B, ITHC and remedial action plans	Close Date + 1 year
Information Technology	Records Management	All records relating to the creation of a retention schedule for the authority	Close Date + 10 years
Information Technology	Security and Service	All records relating to the identification of vulnerabilities in IT systems and mitigation of the vulnerabilities	Until Superseded
Information Technology	Telephony Data		Close Date + 1 year
Knowledge & Insight	Commercial Lettings	All records relating to information held about properties or land currently available to let within the area	Close Date + 1 year
Knowledge & Insight	Population	All records relating to the Population Forecasts	Close Date + 20 years
Land Charges	Land Charge Register	Land Charges Register	Permanent
Land Charges	Land Charges Registry Searches	All records relating to land charge searches	Creation Date + 1 year
Leisure and Social Activity	Community Physical Activity - Activity For Health	Anonymised statistical data relating to Activity for Health	Creation Date + 2 years

Area	Record Series Description	Scope Notes	Retention Period
Leisure and Social Activity	Information and Advice	All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people.	Creation Date + 1 year
Leisure and Social Activity	Joining a Library	All records relating to applications for membership and the storage of membership information	Until Membership Expires
Leisure and Social Activity	Leisure Facilities	All records relating to information about leisure facilities	Close Date + 1 year
Leisure and Social Activity	Leisure Coaching	All records relating to the provision of courses and schools to assist local people in becoming qualified coaches in a range of sports and activities. This may also include associated courses such as first-aid, child protection etc.	Close Date + 3 years
Leisure and Social Activity	Leisure Strategy & Policy	All records relating to the development of a leisure strategy for the community	Close Date + 4 years
Leisure and Social Activity	Library and theatre data	All records relating to statistical and performance data such as footfalls', issues, use of Internet, ticket sales etc.	Creation Date + 6 years
Leisure and Social Activity	Library Catalogues	All records relating to books that are owned by the library	Until Ownership Expires
Leisure and Social Activity	Library Collections	All records relating to the management of library collections	Until Ownership Expires
Leisure and Social Activity	Library Computers and the Internet	All records relating to booking of access to the internet	Creation Date + 1 year
Leisure and Social Activity	Library Facilities	All records relating to the development and maintenance of library stock plan	Creation Date + 3 years
Leisure and Social Activity	Library Facilities	All records relating to the provision of information about libraries and library services	Creation Date + 1 year
Leisure and Social Activity	Library Facilities	Information about customers banned from using the Library	Until Ban Expires
Leisure and Social Activity	Library Facilities	Process of applying for and arranging bookings which do not require a hire fee to be paid including booking diaries	Creation Date + 1 year

Area	Record Series Description	Scope Notes	Retention Period
Leisure and Social Activity	Library Information Services	All records relating to enquiries dealt with by library information services	Creation Date + 1 year
Leisure and Social Activity	Library Loan Renewals	All records relating to the renewal or extension of library loans	Until Loan Expires
Leisure and Social Activity	Library Reservations	All records relating to the reservation of books	Close Date + 2 years
Leisure and Social Activity	Online Library Resources	All records relating to the management of online library resources	Creation Date + 3 years
Leisure and Social Activity	Sports Club Directory	All records relating to the creation and publication of a directory of local sports clubs and organisations which provide sporting facilities	Creation Date + 1 year
Leisure and Social Activity	Open Access Land	All records relating to the management of open access land	Permanent
Overview and Scrutiny	CBC Constitution	All records relating to the creation of management of the authority's constitution	Transferred to Archives Once Superseded
Planning and Building Control	Albion Archaeology	All records that relate to Albion Archaeology inc. photographs, excavation, artefacts, ecofacts and bone documents (animal and human), grey literature and database drawings (GIS)	Permanent
Planning and Building Control	Appeals	All records relating to the management of planning appeals documentation	Permanent
Planning and Building Control	Dangerous Structures and Demolition	All records relating to Section 77/78 and Section 80/81 notices, plans, method statements and management	Close Date + 15 years
Planning and Building Control	Development Management Applications	All record relating to planning applications and pre-application services including planning performance agreements (inc. gypsy and traveler sites)	Permanent
Planning and Building Control	Building Control Applications	All record relating to planning applications and pre-application services	Close Date + 15 years
Planning and Building Control	Drainage	All records relating to works carried out to reduce the likelihood of flooding in high risk or previously flooded areas	Permanent

Area	Record Series Description	Scope Notes	Retention Period
Planning and Building Control	Enforcement Notice Register	All records relating to Enforcement Notices served	Permanent
Planning and Building Control	Enforcements	All records relating to actions taken to enforce the planning decision conditions	Close Date + 10 years
Planning and Building Control	Flood Schemes	All records relating to historical construction schemes i.e. diverting ditches, new pipework	Permanent
Planning and Building Control	General Records	All records relating to archaeology case file & plans, digital images, aerial, slides & negative photographs, project records, shared resource information, conservation area documentation and HBSMR & HER records	Permanent
Planning and Building Control	Minerals and Waste - Application & Planning Process	All records relating to the management and monitoring of planning applications and minerals & waste planning permissions	Permanent
Planning and Building Control	Neighbourhood Development Plan	All records relating to the development and implementation of neighbourhood development plans	Permanent
Planning and Building Control	Planning Consultation	All records relating to the management of public inquiries related to planning issues	Permanent
Planning and Building Control	Planning Consultations and General Enquires	All records relating to the planning application consultation process and management of public enquiries related to planning issues	Permanent
Planning and Building Control	Planning Law Encyclopedias and Reference Books		Permanent
Planning and Building Control	Planning Policy Consultation	All records relating to the planning policy consultation process	Close Date + 15 years
Planning and Building Control	Public Inquires	All records relating to the management of public Inquiries related to planning & building control issues	Permanent
Planning and Building Control	Regeneration Projects	All records relating to the management of regeneration projects	Close Date + 12 years
Planning and Building Control	Street Naming and Numbering	All records relating to the naming and number of streets and houses	Permanent

Area	Record Series Description	Scope Notes	Retention Period
Procurement	All Corporate Project Management	All records relating to Project Management Documentation which ends with a contract under seal including Exec / CMT Reports Business Cases / PIDS / DM	Close Date + 12 years
Procurement	Contracts and Tenders - Under Seal	All records relating to contracts & tenders under seal including all pre-questionnaires, responses and invitations	Close Date + 12 years
Procurement	Contracts and Tenders - Unsuccessful	All records relating to unsuccessful contract and tender applications	Close Date + 6 months
Procurement	Contracts Register	List of CBC contractors	Permanent
Public Health	Children & Young People	All records relating to provision of family support services	Until Superseded
Public Health	Emergency Situations - Health	All records relating to the provision of information on what to do / who to contact in the event of an ongoing emergency e.g. Flu Outbreak	Creation Date + 1 year
Public Health	Health & Wellbeing	All records relating to the creation, implementation & management of health & wellbeing board and strategies	Creation Date + 6 years
Public Health	Performance & Activity	All records relating to provision and management of sustainable development & plans	Creation Date + 6 years
Public Health	Performance & Activity - trend analysis	All records relating to Performance, weight management & suicide statistics	Creation Date + 3 years
Public Health	Stop Smoking Service - over 18's	All records relating to Stop Smoking Service	Close Date + 2 years
Public Health	Stop Smoking Service - under 18's	All records relating to Stop Smoking Service	Date of 18th Birthday + 2 years (increased to 7 years where potential adverse effect recorded)
Public Protection	Accident Reporting	All records relating to the reporting of accidents	Close Date + 3 years
Public Protection	Campaigns & Schemes	All records relating to the provision of education about trading standards, the administration of trader approval and fair trade schemes	Creation Date + 6 years

Area	Record Series Description	Scope Notes	Retention Period
Public Protection	Environment	All records relating to maintenance of a register of contaminated land, provision of geotechnology services and storage & transport of radioactive material	Permanent
Public Protection	Licensing and Registration	All records relating to the licensing and registration for delivery & storage of fuel, petroleum storage, solvent emissions* and dry cleaning premises* * = where contaminated land is involved	Permanent
Public Protection	Monitoring	All records relating to the monitoring of hazardous substances	Creation Date + 40 years
Waste	Commercial Waste	All records relating to publications, collections and disposals	Close Date + 3 years

If you have any queries regarding this retention schedule, or would like more information on the retention of a specific record, please contact Central Bedfordshire Council's Records and Risk Officer

Overview from County Archives

In general we are looking to record decisions made and the process that lead to that decision. We seek to show development, strategy and policy for dealing with issues, people and places. Much of this material is nowadays made available on a council's website, however, capturing that information for the future is still in its infancy and difficult to ensure. We therefore believe the archives service still has a part to play in ensuring that this information continues to be available for people to use in the same way that they are able to use similar records from earlier times. The following list is an indication only, if anyone is in doubt they should contact the archives and ask for advice. All records should be transferred or offered in hard copy or digital PDF format.

Type of record	Transfer or Offer	Why	When	Notes
Electoral registers	Transfer	Very useful for proof of address at a particular time	Full register after superseded or edited register on publication	Edited register will only be kept for 15 years and only if it is the only copy, if CBC retains a copy then we are really only interested in the full register, which will be accessed only under the conditions prescribed by law
Council Yearbooks	Transfer	Useful for tracing councillors and council structure	On publication	If these are still produced as these may now be part of the website only
Council minutes	Transfer	Official record of work of the council	Signed minutes when administrative use concluded. Unsigned minutes as soon as available	Member services should take control of sending to archives on a regular basis, you can send one year's worth at the start of the next financial year.
Council agenda and papers	Transfer	Official record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	Member services should take control of sending to archives on a regular basis, you can send one year's worth at the start of the next financial year.
Committee minutes	Transfer	Official record of work of the council	Signed minutes when administrative use concluded. Unsigned minutes as soon as available	Member services should take control of sending to archives on a regular basis, you can send one year's worth at the start of the next financial year.
Committee agendas and papers	Transfer	Official record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	Member services should take control of sending to archives on a regular basis, you can send one year's worth at the start of the next financial year.
Ad hoc and partnership committee papers, minutes & reports	Offer	Record of work of the council	As issued to meeting as soon as possible, material not for publication to be clearly identified	If archives received copies from more than one partner a decision will be taken as the most appropriate copy to keep some material may not be considered of long term value and will be weeded
Corporate plans, Strategy Plans, Business Plans, Annual reports	Transfer	Record of priorities and requirements of the council and it's constituents	Preferably as published, but otherwise after administrative use is concluded	These can be very useful and their value should not be underestimated
Strategic Management team minutes	Offer	Background to the final corporate plans etc.	Regular intervals	These have not always come to Archives but we would encourage this even though they may be considered sensitive and would be subject to FOI

Type of record	Transfer or Offer	Why	When	Notes
Corporate and departmental policy, procedure, instructions	Offer	Can be important evidence, Health & Safety policy and procedures are particularly important	Preferably as published, but otherwise after administrative use is concluded	
Organisation charts	Offer	Useful in tracking changes in responsibilities and therefore tracking down relevant documents	When major restructuring of departments or council structure has occurred.	
Departmental plans and records of development and implementation	Offer	Useful for tracing major changes in attitudes and strategies	After administrative use is concluded	Not all will be kept depends on scale, impact and other factors
Management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Offer	Record of policy development and reaction to local constituents	After administrative use is concluded	This requires some judgement and background knowledge so earlier transfer to archives recommended
Publications	Transfer	One copy from initial print run or digital issue	On publication	Suggest only for new editions not where minor alterations to an existing edition have been made
Press releases and press cuttings	Transfer	Idea of work of the council and how it was explained to the public	Probably annually but could be on release	
Marketing of particular projects and strategies	Offer	e.g. where campaigns have been run to raise support or resistance e.g. Nirex	After administrative use is concluded	
Programmes, photographs and planning of civic and royal events	Offer	Really only need the set up if it was a major and unusual event, programmes and photos will record the event.	After administrative use is concluded	Beds & Luton archives do not take analogue sound or vision recordings but will take digital WAV files of sound and will transfer moving image to the East Anglian Film Archive
Summary systems for looked after children and adults e.g. children's home registers, admission registers, discharge registers	Transfer	They will be closed if DPA applies but will be available under the appropriate exemptions	After administrative use is concluded	

Type of record	Transfer or Offer	Why	When	Notes
Social Services case files (adults and children)	Offer	Although looked after children's files may be destroyed 75 years from the 18th birthday we feel that this may be too short a time given the amount of use early case papers are put to e.g. Poor Law Union records 1834-1930	After administrative use is concluded	Would expect paper files to be subject to weeding after retention period and for subject to request destruction.
Child protection registers	Offer		After administrative use is concluded	
Residential homes diaries, rotas, daily logs	Offer	Although may be destroyed 25 years from closure of file we would recommend they be considered for archives as we know the value of older records of this type, however the bulk could be a problem and some sampling may be needed	After administrative use is concluded	
Coroners - summary registration and case files of inquests	Offer	Procedures are already in place which should continue	After administrative use is concluded	After 15 years retention in RM the files are offered to Archives and we weed out those not of long term interest and catalogue the rest. Inquest case files remain closed for 75 years.
Industrial relations major negotiations and disputes	Offer	Potential for future historical research	After administrative use is concluded	
Appointment files for Shrievalty, Magistrates, Lord Lieutenants	Offer	We have agreed procedures with the Coroner's office and would like these to continue.	After administrative use is concluded	This already tends to happen - the office is very good at sending us things.
Consolidated annual accounts and reports	Transfer		After administrative use is concluded	
Final version of annual budget	Transfer		After administrative use is concluded	
Registers of rateable properties and rate books	Offer	When useful as a source for property history	After administrative use is concluded	We realise that these probably exist as a database these days so we would have to consider whether it is possible to get a snap shot of the data every so often.

Type of record	Transfer or Offer	Why	When	Notes
Housing - social housing provision, traveller sites, sustainable infrastructure	Offer	When useful as a source for property or social history	After administrative use is concluded	This is probably more of a planning issue than necessarily administrative but probably worth mentioning separately.
Property files including plans, specifications, that relate to the development, redevelopment or other aspects of buildings and estates	Offer	When useful as a source for property history and also if potentially useful in tracing building materials e.g. asbestos	After administrative use is concluded	This includes council owned property as well as private development. Of course we currently run the deeds registry for CBC and so working property deeds are already with us.
Major Incident plans and process of developing them	Offer	Can be important evidence of environmental issues	After administrative use is concluded or if superseded	
Major incident reports	Offer	can be important evidence and be of continuing interest	After administrative use is concluded	
Licenses for sites holding hazardous substances	Offer	Can be important evidence of environmental issues	After administrative use is concluded	
Bye-laws	Offer	Can be important evidence of social history	master set of bye-laws could be lodged with archives immediately	
Cemetery registers and plans	Offer	Really very important but we realise that they tend to remain in administrative use for very long periods	If surrogate for everyday use becomes available or site has closed	Generally this is probably a PC or TC responsibility rather than CBC.
Waste sites management records	Offer	Can be important evidence of environmental issues	after administrative use is concluded	
Local structure plans, local plans, development plans	Transfer	Useful for tracing major changes in attitudes and strategies	On publication	
Historic Environment Record material	Offer	We work closely with the HER and this could be developed		
Planning schemes, applications	Offer	Important for property history and environmental and social history	After administrative use is concluded	Depends on whether this is already permanently provided by the local authority under legislation, we would weed following our past practice.

Type of record	Transfer or Offer	Why	When	Notes
Country side access records	Offer	Important for property history and environmental and social history	After administrative use is concluded	Should follow our established practice but include records of development of open spaces.
Rights of Way definitive maps and orders	Offer	Important for property history and environmental history	On publication	Should follow our established practice
Building control and listed building consent	Offer	We realise that building control tend to deal with this themselves but if that breaks down they should be offered to us.		
Strategic and large scale development including highways and transport links	Offer	Important for property history and environmental and social history	After administrative use is concluded	
Education records e.g. log books and admission records	Offer	Traditionally useful for social history and for proof of education and residence.	After administrative use is concluded	We appreciate that many schools are no longer under the LEA, that the admission records have been electronic since the 1990s and that log books are no longer regularly kept, but if they do exist it would be useful to have them.