



Corporate Retention Policy

One Council One Team

Author:	Governance Team
Owner:	Information Governance Board (IGB)
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Amendment Register

Revision Number	Revision Date	Revision Details	Approved By
1.5	November 2021	Information updated with regards to Adult Social Care	ASC Assistant Director
1.6	February 2022	Information updated with regards to Democratic Services	Democratic Services Manager
		Information updated with regards to Adult Social Care Hospital2Home	Operations Manager
		It was agreed by Cabinet on 23 rd February 2022 that historic emails held on the Council System that are older than 8 years should be deleted.	Cabinet
2.0	June / Sept 2023	<p>Full Review of Retention Schedule undertaken with all Directorates.</p> <p>Signed off by Cabinet 13th September 2023.</p>	<p>Information Governance Board</p> <p>Data Protection Officer</p> <p>SIRO</p> <p>Cabinet</p>

Revision Number	Revision Date	Revision Details	Approved By
2.1	May 2025	Welfare Rights ref HOUS 6.1 and 6.2 retention period updated from 3 to 5 years following Advice Services Review	Operations Manager Welfare Rights
	May 2025	Insurance ref FIN 6.3 updated with: Children's claims - 21 years and 4 months All other claims - 10 years Information Asset Owner updated	Audit Services Business Partner
		Refs 6.1 – 6.4 Information Asset Owner updated to Audit Services and Risk Management Manager	

Table of Contents

- 1.0 [Introduction](#)**
- 2.0 [Scope](#)**
- 3.0 [Responsibilities](#)**
- 4.0 [Legal Requirements](#)**
- 5.0 [Data Protection Legislation](#)**
- 6.0 [Exceptions](#)**
- 7.0 [UK Covid Inquiry](#)**
- 8.0 [Review and Update](#)**

Adult Social Care

[ASC 1.0 – Community Social Work Teams, Mental Health and Social Work Teams](#)
[ASC 2.0 – Enquiry Team](#)
[ASC 3.0 – Therapy and Sensory](#)
[ASC 4.0 – Enhancing Health in Care](#)
[ASC 5.0 – Commissioning](#)
[ASC 6.0 – Commissioning for Older People](#)
[ASC 7.0 – Quality Team](#)
[ASC 8.0 – Community Alarm Team](#)
[ASC 9.0 – Independent Living Team](#)
[ASC 10.0 – Residential Care Homes \(Fountain Court, The Granges\)](#)
[ASC 11.0 – Business Support – Therapy, Granges, Care Management and Prevention Stores](#)
[ASC 12.0 – Learning Disability Opportunities and Shared Lives](#)
[ASC 13.0 – Transport](#)
[ASC 14.0 – Meals on Wheels](#)
[ASC 15.0 – Better Care Fund](#)
[ASC 16.0 – Prevention Stores](#)
[ASC 17.0 – Hospital Team](#)
[ASC 18.0 – STAR](#)
[ASC 19.0 – Operational Adults Safeguarding](#)
[ASC 20.0 – Principal Social Work Team](#)
[ASC 21.0 – Sandwell Safeguarding Adult Board](#)

Borough Economy

[BE 1.0 – Highways – Asset Management – Statutory Regulatory Functions](#)
[BE 2.0 – Highways – Highways, Depot and Lighting](#)
[BE 3.0 – Highways – Road Safety and Parking](#)
[BE 4.0 – Development and Road Safety and LTP Programme](#)

[BE 5.0 – Libraries](#)
[BE 6.0 – Museums](#)
[BE 7.0 – Visitor Services and Events](#)
[BE 8.0 – Green Services and Green Spaces](#)
[BE 9.0 – Lightwoods House](#)
[BE 10.0 – Citizen and Consumer Protection – Environmental Health](#)
[BE 11 – Citizen and Consumer Protection – Trading Standards](#)
[BE 12 – Regulated Services – Environmental Protection and Enforcement](#)
[BE 13 – Regulated Services – Taxi Licensing](#)
[BE 14 – Regulated Services – General Licensing](#)
[BE 15 – Regulated Services – Domestic Abuse Team](#)
[BE 16 – Regulated Services – CCTV](#)
[BE 17 – Regulated Services – Prevention](#)
[BE 18 – Regulated Services – Community Safety](#)
[BE 19 – Regulated Services – Anti Social Behaviour](#)
[BE 20 – Regulated Services – Resilience Team](#)
[BE 21 – Environment and Fleet](#)

Business Strategy and Change

[BSC 1.0 – ICT – Desktop and Collaboration Team](#)
[BSC 2.0 – ICT – Cyber Security and Connectivity](#)
[BSC 3.0 – Service Improvement and Quality Team](#)
[BSC 4.0 – Customer Service Centre](#)
[BSC 5.0 – Health and Safety](#)
[BSC 6.0 – HR – Employee Records](#)
[BSC 7.0 – Systems Relationship Team](#)
[BSC 8.0 - Neighbourhood Engagement](#)
[BSC 9.0 – Performance and Analysis](#)
[BSC 10.0 – Transformation](#)
[BSC 11.0 – Adult Social Care Systems](#)
[BSC 12.0 – Regulated Services – Transformation](#)
[BSC 13.0 – Communications and Corporate Affairs](#)

Children and Education

[CE 1.0 – Education Skills and Employment](#)
[CE 2.0 – Young Peoples Services](#)

Finance

[FIN 1.0 – Procurement](#)
[FIN 2.0 – Accounts and Reporting](#)
[FIN 3.0 – Transactions Management](#)
[FIN 4.0 – European Structural Funding](#)
[FIN 5.0 – Invoice Management](#)
[FIN 6.0 – Insurance and Risk](#)
[FIN 7.0 – Audit and Fraud](#)
[FIN 8.0 – Revenues and Benefits](#)
[FIN 9.0 – Community Care Business Unit](#)
[FIN 10.0 – Appointeeship and Direct Payments](#)
[FIN 11.0 – Independent Sector Management](#)

Housing

[HOUS 1.0 – Asset Management and Maintenance](#)
[HOUS 2.0 – Sandwell Locals](#)
[HOUS 3.0 – Housing Solutions – Allocations](#)
[HOUS 4.0 – Housing Solutions – Homelessness](#)
[HOUS 5.0 – Income and Money Advice Services - Income Management](#)
[HOUS 6.0 - Income and Money Advice Services – Welfare Rights Service](#)
[HOUS 7.0 - Income and Money Advice Services – Home Ownership and Rent Accounting](#)
[HOUS 8.0 – Community Partnerships](#)
[HOUS 9.0 – Home Improvement](#)
[HOUS 10.0 – Floating Support](#)
[HOUS 11.0 – Citizen and Protection Accommodation Team](#)

Law and Governance

[LG 1.0 – Legal Services](#)
[LG 2.0 – Governance](#)
[LG 3.0 – Electoral Services](#)
[LG 4.0 – Registration and Elections](#)
[LG 5.0 – Bereavement Services](#)
[LG 6.0 – Register Office Services](#)
[LG 7.0 – Democratic Services](#)
[LG 8.0 – Member and Business Support](#)

Public Health

[PH 1.0 – Clinical Commissioning Group, NHS Trust, Sandwell West Birmingham Primary Care Network](#)
[PH 2.0 – Adult Health Improvement Team](#)
[PH 3.0 – Pollution Control \(Healthy Urban Development\)](#)
[PH 4.0 – Health Improvement Team](#)
[PH 5.0 – Health Protection Team](#)
[PH 6.0 – Learning for Public Health West Midlands](#)
[PH 7.0 – Communications](#)
[PH 8.0 – Lifestyle Health Improvement](#)
[PH 9.0 – Healthy Sandwell](#)
[PH 10.0 – Children’s Public Health](#)
[PH 11.0 – Addictive Behaviours Team Change](#)
[PH 12.0 – Research and Intelligence](#)

Regeneration and Growth

[RG 1.0 - Development Planning and Building Control](#)
[RG 2.0 – Strategic Planning and Transportation](#)
[RG 3.0 – Planning and Growth – Regeneration](#)
[RG 4.0 - Planning and Growth – Housing and Partnerships](#)
[RG 5.0 – Strategic Assets and Land – Facilities Management](#)
[RG 6.0 - Strategic Assets and Land – Commercial Property](#)
[RG 7.0 - Strategic Assets and Land – Markets](#)
[RG 8.0 - Strategic Assets and Land – Urban Design and Building Services](#)

1. Introduction

- 1.1 Sandwell Council is committed to the efficient management of the personal information it holds for the effective delivery of our services, to document our decisions and actions transparently and to comply with our legal responsibilities. This Retention Schedule sets out the periods for which the personal data held by Sandwell Council should be retained. It also specifies what should be done with this personal information once retention periods are reached.
- 1.2 The purpose of this Retention Schedule is to:
- Provide consistency, with regards to how long information should be retained
 - Provide clarity about the scope and reach of this schedule
 - Catalogue the corporate retention schedule
 - Define and provide direction for record management activity
 - Set the standard for how records should be disposed of at the end of record life
 - Bring the Council into alignment with data protection law.
 - Provide assurance to stakeholders about the use and treatment of the personal information the Council controls
- 1.3 Application of this schedule will give employees and customers confidence that the Council is managing the personal information it holds in compliance with:
- Legal requirements
 - Best practice
 - Business needs
- 1.4 Using the Retention Schedule to identify and dispose of personal information on a routine and timely basis ensures compliance with data protection legislation and other relevant legislation, reduces costs and helps us to manage the personal information we hold effectively.
- 1.5 This schedule gives details of the item containing the personal information, the criteria triggering the start of the retention period, the retention period, the disposal action, the authority (e.g. legislation, codes of practice or guidance) forming the basis for keeping the personal information and the senior person responsible for ensuring the retention period for each item is imposed.

- 1.6 Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, pending or actual legal action, investigation or inquiry, change of legislation or regulations or to support legitimate business need.

2. Scope

- 2.1 This Retention Schedule applies to all personal information processed by the Council for which it is the data controller.
- 2.2 The retention requirements stated within this Retention Schedule applies to all personal information held regardless of media, format or systems in which it is held.

3. Responsibilities

- 3.1 The **Senior manager** responsible for the personal information held is listed within the schedule. These managers are responsible for:
- Ensuring retention periods are adhered to in line with this schedule
 - Ensuring officers are aware of their responsibilities with regards to retention periods
 - Ensuring relevant personal information is routinely identified and reviewed to ensure it is no longer required
 - Ensuring that personal information is appropriately stored and protected against unauthorised access
 - Ensuring this Retention Schedule is updated with any new records containing personal data as required

4. Legal Requirements

- 4.1 The Council is obliged to meet the legal requirements for the retention and disposal of personal information. Each entry in the Retention Schedule references the specific legislation or guidance that stipulates or recommends how long information must be kept before being disposed of. Where no such legislation or guidance exists, retention periods are based on common best practice and business need.
- 4.2 Systematic and timely records disposal in line with this schedule is fundamental to the Council's compliance with information access legislation.

4.3 There are various pieces of legislation which outline retention requirements. These include, but are not limited to:

- Freedom of Information Act 2000 – including the Code of Practice Section 46
- The UK General Data Protection Regulations (the UK GDPR)
- Data Protection Act 2018
- Public Records Act 1958
- Limitation Act 1980
- Inquiries Act 2005

5. Data Protection Legislation

5.1 The Council complies with the principles relating to the processing of personal data set out in the UK General Data Protection Regulation ('UK GDPR') and the Data Protection Act 2018 ('DPA 2018'). All retention periods meet the requirements of the UK-GDPR under Article 5 (1) (e) which stipulates that personal data shall be:

'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed'

As such the Council does not retain personal information for any longer than is needed for the purpose in which it was collected and in accordance with this Retention Schedule.

6. Exceptions

6.1 Occasionally records will need to be held for longer than the stipulated retention period. Circumstances that may trigger variations to the retention period include but are not limited to:

- Tribunal proceedings
- Investigations carried out by the ICO
- Ongoing litigation
- Public Inquiry
- Internal Investigations
- System failure

7. UK Covid-19 Inquiry

- 7.1 The UK Covid-19 Inquiry has been set up to examine the UK's response to, and impact of, the Covid-19 pandemic and learn lessons for the future. The Inquiry will examine, consider and report on preparations and the response up to and including the Inquiry's formal setting-up date of 28 June 2022. Bodies exercising public functions, including local authorities (which includes Sandwell Council), are required to comply with the Inquiry. They must:

“ensure that a full and clear record of their part in events exists, is accessible, and that they apply a precautionary principle by retaining all material that could be relevant”

- 7.2 Under section 35 of the Inquiries Act 2005 it is an offence to alter, destroy or prevent relevant documents from being provided to the Inquiry. Documents that may be relevant to the Inquiry, considering the [Inquiry's Terms of Reference](#), must be securely retained and kept accessible in case they need to be disclosed to the Inquiry.

As such some of the personal information we hold will need to be kept longer than the stipulated retention periods set out in this retention schedule.

- 7.3 Once the Inquiry has been completed and authorisation has been given by the Inquiry, records will be deleted in line with the retention periods stipulated within this schedule.

8. Review and Update

- 8.1 This document will be reviewed on an annual basis with formal sign off received from the Councils Information Governance Board, Data Protection Officer (DPO) and Senior Information Risk Owner (SIRO)
- 8.2 This document will be available on the Councils intranet site.

Adult Social Care - Retention Schedule

ASC 1.0 - Community Social Work Teams, Mental Health and Social Work Teams (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 1.1	Care and Support Plans	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director Area Manager Operations Manager
ASC 1.2	Registration Forms	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director Area Manager Operations Manager

ASC 1.0 - Community Social Work Teams, Mental Health and Social Work Teams – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 1.3	Assessment Records	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director Area Manager Operations Manager
ASC 1.4	Placements	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director Area Manager Operations Manager
ASC 1.5	Deprivation of Liberty Safeguarding applications	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director Principal Social Worker Operational Head Safeguarding and Dols Operations Manager

ASC 2.0 - Enquiry Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 2.1	Blue Badge Application Records	Submission	6 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Operations Manager Social Care Team Leader
ASC 2.2	Weekly Performance Reports, Meeting Minutes, Minor Adaption Orders	Date of Record	6 Years + Current	Destroy	Business Need	Assistant Director Operations Manager Social Care Team Leader

ASC 3.0 - Therapy and Sensory (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 3.1	Requests for Minor and Major adaptations, letters from service users	After Service ends	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 – Mental	Operations Manager Social Care Team Manager

ASC 4.0 - Enhancing Health in Care (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 4.1	Enhancing Health in Care Records	End of Contract	6 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Quality & Safety Lead
ASC 4.2	MDT physical mental and other health records.	Date of Last Action	6 Years	Destroy	Business Need	Assistant Director Adult Social Care Quality & Safety Lead

ASC 5.0 – Commissioning (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 5.1	Service / Safeguarding Records Referral date, meetings data, Budget Reports, Assessment and Review of needs, Complaints Consultation Data	End of Service	11 years 20 years if Mental Health Issues	Destroy	Business Need	Assistant Director Operations Manager

ASC 6.0 - Commissioning for Older People (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 6.1	Performance monitoring, payments and capacity monitoring DARP records, Appraisals, 1-1 supervisions	Expiry of contract subject to extension for legal action	6 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Operations Manager Commissioning Manager

ASC 7.0 - Quality Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 7.1	Training registers, outcome records spreadsheet, Name of Provider staff and service users	Date of Last Action	6 Years	Destroy	Service Need	Assistant Director Quality & Safety Lead Quality Team Manager

ASC 8.0 - Community Alarm Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 8.1	Community Alarm Service User Records <ul style="list-style-type: none"> Physical / mental health Records Other health records Photographs, Next of Kin records 	Contract End	18 Months	Destroy	Business Need	Assistant Director: Joint Prevention Stores & Community Alarms Manager

ASC 9.0 - Independent Living Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 9.1	Covid-19 Pandemic Services: <ul style="list-style-type: none"> Winter Grant Vulnerable People Support Self Isolation 	Last Action	2 Years	Destroy	Business Need	Operations Manager

ASC 10.0 - Residential Care Homes (Fountain Court, The Granges) ([Index](#))

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 10.1	<ul style="list-style-type: none"> Residents Case File Care Plans Physical / mental health Records Other health records 	End of Service	11 years 20 years if Mental Health Issues	Destroy	Health and Social Care Act 2008 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS) Care Act 2014	Assistant Director Operations Manager Homes Manager: Walker Grange Fountain Court Willow Grange Harvest View

ASC 11.0 - Business Support – Therapy, Granges, Care Management and Prevention Stores (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 11.1	<ul style="list-style-type: none"> SAC9 Contracts Financial Records for Residential Homes 	Date of Last Action	11 years 20 years if Mental Health Issues	Destroy	Business Need	Assistant Director Operations Manager Homes Manager: Walker Grange Fountain Court Willow Grange Harvest View

ASC 12.0 Learning Disability Day Opportunities and Shared Lives (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 12.1	Service user records: <ul style="list-style-type: none"> Physical / mental health Records Other health records service user's Information Application for Hydrotherapy Photographs 	End of Service	11 years 20 years if Mental Health Issues	Destroy	Health and Social Care Act 2008 (Regulated Activities) 2010	Assistant Director Operations Manager Service Development Manager (LD&MOW)

ASC 13.0 – Transport [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 13.1	Service users respite records <ul style="list-style-type: none"> • Information files • Medication transfer records • Respite requests • Vehicle accident records • Passport to travel • Photographs • Next of Kin details 	End of Service	12 Months	Destroy	Business Need	Assistant Director Operations Manager Transport Manager
ASC 13.2	<ul style="list-style-type: none"> • Vehicle Records • Photographs • Reports, AP59, AP62, AP19 • Vehicle damage sheets 	Date of Last Action	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Operations Manager Transport Manager

ASC 14.0 - Meals on Wheels (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 14.1	Service User Records	End of Service	Files are Archived on the system when no longer in use - cannot delete	Destroy	Under investigation with M2P	Assistant Director Operations Manager Transport Manager

ASC 15.0 - Better Care Fund (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 15.1	<ul style="list-style-type: none"> Referral to supported housing or Extra Care Application for supported housing 	Date of Last Action	6 Years	Destroy	Business Need	Assistant Director Operations Manager Lead
ASC 15.2	<ul style="list-style-type: none"> Better Care Fund Programme Information Reports / plans 	End of BCF Scheme	6 Years	Destroy	Business Need	Assistant Director BCF Integrated Commissioning and PMO Lead

ASC 16.0 - Prevention Stores (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 16.1	Application for access to ELMs	Inactivity	12 Months	Destroy	Business Need	Assistant Director Joint Prevention Stores & Community Alarms Manager
ASC 16.2	Service User records <ul style="list-style-type: none"> Physical / mental health Records Other health records Service users Information Letters 	Return of Equipment	6 Months	Destroy	Business Need	Assistant Director Joint Prevention Stores & Community Alarms Manager

ASC 17.0 – Hospital Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 17.1	Service User case file records <ul style="list-style-type: none"> Care and support plans Registration forms Assessment records, Placements Grant Payments Financial information 	End of Service	11 years 20 years if Mental Health Issues	Destroy	Business Need	Assistant Director Operations Manager

ASC 18.0 – STAR (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 18.1	<ul style="list-style-type: none"> Care Visit user records Schedule of care visits Client Records of visit, 	End of Service	11 years 20 years if Mental Health Issues	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Operations Manager Social Care Team Manager

ASC 19.0 Operational Adults Safeguarding [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 19.1	<ul style="list-style-type: none"> Case Files, Safeguarding Referrals and investigation reports, Support and supervision needs, Investigative records 	End of Service	11 years 20 years if Mental Health Issues	Destroy	Section 42 of the Care Act 2014 requires that each local authority must make enquiries (or cause others to do so) if it believes an adult is experiencing, or is at risk of, abuse or neglect. When an allegation about abuse or neglect has been made, an enquiry is undertaken to find out what, if anything, has happened	Assistant Director Principal Social Worker-Operational Head Safeguarding and Dols Operations Manager

ASC 20.0 Principal Social Work Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 20.1	<ul style="list-style-type: none"> Development Programme for Newly Qualified Social work staff, Staff information Safeguarding information on RARS System 		As per HR Policy, ASC Manage retention of the items.	Destroy	Business Need	Assistant Director Principal Social Worker-Operational Head Safeguarding and Dols
ASC 20.2	Wednesbury Drive, Financial documents information		As Per HR Policy	Destroy	Business Need	Assistant Director Principal Social Worker-Operational Head Safeguarding and Dols

ASC 21.0 Sandwell Safeguarding Adult Board [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
ASC 21.1	<ul style="list-style-type: none"> Meeting reviews with families Spreadsheet for identifying vulnerable adults 	Annual Review of the database	Maximum 20/25 years if mental health	Destroy	Safeguarding Adults Care Act 2014	Assistant Director Operations Manager
ASC 21.2	<ul style="list-style-type: none"> Meeting Records Evidence Members of the board details Staff contact details Safeguarding Reports 	Change of board members information	Maximum 5 Years	Destroy	Safeguarding Adults Care Act 2014	Assistant Director Operations Manager
21.3	Registration for board training course	Training Completion	4 Weeks	Destroy	Business Need	Assistant Director Operations Manager
21.4	<ul style="list-style-type: none"> Statutory Board information, Stakeholder membership, Minutes of meetings, Photos and registration details for events 	Change of Statutory board membership/ updates	6 Years	Destroy	Safeguarding Adults Care Act 2014	Assistant Director Operations Manager

Borough Economy - Retention Schedule

BE 1.0 - Highways - Asset Management - Statutory and Regulatory Functions (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 1.1	Consent for Land Drainage Works form	Date of Document	7 Years	Destroy	Land Drainage Act	Assistant Director - Highways
BE 1.2	Land Drainage Enforcement Investigations	Date of Document	7 Years	Destroy	Land Drainage Act	Assistant Director - Highways
BE 1.3	Enquiries and Questionnaire	Date of Document	7 Years	Destroy	Land Drainage Act	Assistant Director - Highways
BE 1.4	Dropped Kerb Application Form	Completion of Works	18 months	Destroy	Warranty Period	Assistant Director - Highways
BE 1.5	Dropped kerb authorisation forms (During maintenance Works)	Completion of Works	18 months	Destroy	Warranty Period	Assistant Director - Highways
BE 1.6	Street name and numbering requests, Letter, emails	Completion	12 months	Destroy	Business Need	Assistant Director - Highways

BE 2.0 - Highways – Highways, Depot and Lighting (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 2.1	System held Contact Information	Collection	2 years	Destroy	Business Need	Assistant Director - Highways

BE 3.0 - Highways - Road Safety and Parking (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 3.1	Traffic Regulation Order Review Requests	Completion of Scheme	2 Years	Destroy	Business Need	Assistant Director - Highways
BE 3.2	Traffic Regulation Order Objections	Completion of Scheme	2 Years	Destroy	Business Need	Assistant Director - Highways
BE 3.3	Petitions and Questionnaires	Completion of Scheme	2 Years	Destroy	Business Need	Assistant Director - Highways
BE 3.4	Information gathered to issue Parking Penalty Charge	Date of Penalty Charge	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.5	Appeals	Date of Decision	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.7	Informal Challenge Form	Date of Decision	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.8	Consent Form – To enforce obstructed dropped kerb access	Date of enforcement	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.9	Application form – To gain consent to enforcement of vehicles parking on footway crossing	Date of enforcement	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.10	Customer Information Records	Date of Decision	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways
BE 3.11	Applications	Date of Decision	7 Years	Destroy	Traffic Management Act	Assistant Director - Highways

BE 4.0 - Highways – Development and Road Safety and LTP Programme (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 4.1	Road Safety Scheme enquiry records	Approval of Scheme	Until Approval of scheme	Destroy	Business Need	Assistant Director - Highways
BE 4.2	Information gathering / Enquiry Records	Date of Record	2 years	Destroy	Business Need	Assistant Director - Highways
BE 4.3	Delivery of Capital Schemes - Contract and Financial Information	Delivery Date	Financial 6 Years Sealed Contract - 12 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director - Highways

BE 5.0 - Libraries (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 5.1	Library Membership Details	Cancellation of Membership	3 years	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 5.2	Library CCTV	Date of Footage	2 weeks	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 5.3	Library Room Bookings	Booking Date	Immediately	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 5.4	Event Bookings	Event Date	Immediately	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 5.5	Library Volunteer registration form	End of Volunteer Period	6 months	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services

BE 6.0 – Museums (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 6.1	Marketing Records	Date of Consent	2 years	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 6.2	Museum Volunteer registration form	End of Volunteer Period	6 months	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services
BE 6.3	Museum Room Bookings	Booking Date	Immediately	Destroy	Business Need	Assistant Director - Libraries, Archives, Information Services

BE 7.0 - Visitor Services and Events (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 7.1	Horse Grazing Form	Horse Leaving Site	Immediately	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 7.2	Sandwell Valley Room bookings	Booking Date	12 Months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 7.3	Events Planning Applications	Date of Event	7 years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director- Green Spaces, Green Services, Events
BE 7.4	Sandwell Valley CCTV	Date of Footage	1 Month	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events

BE 8.0 – Green Services and Green Spaces [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 8.1	Management of Japanese Knotweed	Date of Last Observation	5 years	Redaction of Management Plan	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 8.2	Tree Works Information	Completion of Works	2 Years	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 8.3	Administration / booking of Sports Pitches <ul style="list-style-type: none"> Application / booking forms 	Date of Booking	12 Months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 8.4	Allotments Waiting List	Date of Request	Till Offer Date	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 8.5	Allotments Register	Date of Lease	End of Lease	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events

BE 9.0 - Lightwoods House (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 9.1	Lightwoods House Events Booking	Date of Booking	12 Months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 9.2	Tenant Lease Agreements	Date of Signing	7 Years	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 9.3	Tenancy Management Information	End of Lease	Term of Lease	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 9.4	Lightwoods House Volunteer registration form	End of Volunteer Period	6 months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 9.5	Exhibitors Booking Form	End of Event	12 Months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events
BE 9.6	Lightwoods House CCTV	Date of Footage	2 months	Destroy	Business Need	Assistant Director- Green Spaces, Green Services, Events

BE 10.0 - Citizen and Consumer Protection - Environmental Health (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 10.1	Food business registrations and approvals	Closure of Business	6 years	Destroy	Food Safety Legislation	Operations Manager - Public Protection and Community Safety
BE 10.2	Animal Licence Applications	Closure	6 Years	Destroy	Animal Welfare Legislation	Operations Manager - Public Protection and Community Safety
BE 10.3	Eat Out Eat Well Award Scheme Documentation	Date of Award	2 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 10.4	Infectious Diseases Notification	Date of Notification	2 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 10.5	Outbreak investigations	Date of Notification	Dependant on if children involved Yes -25 Years No – 8 Years	Destroy	Record Management Code of Practice 2021	Operations Manager - Public Protection and Community Safety
BE 10.6	Citizens Advice and Consumer Service Request	Date of Report	6 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 10.7	Special treatment registration including tattooing, skin piercing and electrolysis	Closure of Business	6 years	Destroy	Local Government Act Legislation	Operations Manager - Public Protection and Community Safety

BE 11.0 - Citizen and Consumer Protection – Trading Standards (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 11.1	Citizen and Advice Consumer Services – Intelligence Database	Last Contact	6 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 11.2	Inspections and Investigations	Closure of case	6 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 11.4	Scams Hub Referral	Date of Referral	6 Years	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 11.5	Underage Sales documentation	Date of Visit	Until child is 18	Destroy	Business Need	Operations Manager - Public Protection and Community Safety
BE 11.6	RIPA 2000/IPA 2016 documentation	Date of Authorisation	3 years maximum, unless prosecution evidence	Destroy	RIPA 2000/IPA 2016	Operations Manager - Public Protection and Community Safety

BE 12.0 - Regulated Services - Environmental Protection and Enforcement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 12.1	Investigation of service, Provision of Service / advice, Inspections, and enforcement of statutory duties	Closure of case	6 Years	Destroy	Environmental Protection Act 1990	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing
BE 12.2	Fixed Penalty Notice (FPN)	Receipt of Payment	2 Years	Destroy	Business Need	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing
BE 12.3	Vehicle information / records	Receipt of Payment	2 Years	Destroy	Business Need	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing
BE 12.4	Intelligence Information	Last Contact	6 Years	Destroy	Business Need	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing

BE 12.0 - Regulated Services - Environmental Protection and Enforcement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 12.5	RIPA 2000/IPA 2016 documentation	Date of Authorisation	3 years maximum, unless prosecution evidence	Destroy	RIPA 2000/IPA 2016	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing

BE 13.0 - Regulated Services - Taxi Licensing [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 13.1	Applications and Renewals	Last Action	7 Years	Destroy	Business Need, each LA sets it own retention periods	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing
BE 13.2	CCTV	Date of Footage	45 days without Incident 12 months or in the Case of an Appeal Until the courts have reached final decision	Destroy	Business Need	Operations Manager – Environmental Protection and Enforcement / Taxi Licensing

BE 14.0 - Regulated Services - General Licensing (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 14.	Premises – Sale of Alcohol etc Premises Licence Personal Licence Temporary event licence	Relevance of Licence	6 years	Destroy	Licensing Act Legislation	Operations Manager - Public Protection and Community Safety
BE 14.	Scrap metal dealer/Site Licence	Relevance of Licence	6 years	Destroy	Scrap Metal Dealers Act Legislation	Operations Manager - Public Protection and Community Safety
BE 14.	Licensing Hearings	Notice of Hearing	6 Years	Destroy	Licensing Act 2003 (Hearings)	Operations Manager - Public Protection and Community Safety

BE 15.0 - Regulated Services - Domestic Abuse Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 15.1	MARAC paperwork	Date	20 Years	Destroy	Best Practice	Domestic Abuse Team Manager
BE 15.2	Domestic Homicide Reviews	Date	20 Years	Destroy	Best Practice	Domestic Abuse Team Manager

BE 16.0 - Regulated Services – CCTV (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 16.1	Synergy System records	Date of Footage	Collated Incidents 12 Months General Footage 1 Month	Destroy	Industry Good Practice	CCTV Control Room Manager

BE 17.0 - Regulated Services – Prevention (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 17.1	Counter Terrorism records	Date of Records	Indefinite	Destroy	Business Need / In line with CTU Guidance / Best Practice	Strategic Prevent Coordinator and Team Manager

BE 18.0 - Regulated Services - Community Safety (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 18.1	CS Team Shared File	Date of Records	Indefinite	Destroy	Best Practice / Business Need	Business Manager – Community Safety and Resilience
BE 18.2	Staff Budget Records	Date of Records	7 Years	Destroy	Limitation Act 1980	Business Manager – Community Safety and Resilience

BE 19.0 - Regulated Services - Anti Social Behaviour (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 19.1	Enterprise EDMS - Case Management and Core Team	Date	3 Years after end of Tenancy	Destroy	Business Need	ASB Team Manager
BE 19.2	Anti-Social Behaviour Records	Date of Records	5 Years after end of Tenancy	Destroy	Best Practice / Business Need	ASB Team Manager

BE 20.0 - Regulated Services – Resilience Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 20.1	Incident and Duty Log Books	Date of Records	5 Years	Destroy	Business Need	Emergency Planning Manager
BE 20.2	Alert Cascade System	Annual Review	Removed at Annual Review	Destroy	Business Need	Emergency Planning Manager

BE 21.0 - Environment and Fleet (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 21.1	Assisted Collection Documentation <ul style="list-style-type: none"> Assisted collection form 	Date of Form	3 Years	Destroy	Business Need	Assistant Director
BE 21.2	Dog Related Requests	Date of Request	12 Months	Destroy	Business Need	Assistant Director
BE 21.3	Drain Requests and Graffiti	Date of Request	12 Months	Destroy	Business Need	Assistant Director

Business Strategy and Change - Retention Schedule

BSC 1.0 – ICT – Desktop and Collaboration Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 1.1	Mailbox retention for Staff Leavers	Last Day of Employment	12 Months 8 Years Members, Directors, Directors PA's, Officers with specific business case	Destroy	Cabinet	Assistant Director - ICT
BSC 1.2	Emails of current employees	Date of email	8 years	Destroy	Cabinet	Assistant Director - ICT

BSC 2.0 - ICT - Cyber Security and Connectivity (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 2.1	Avaya telephone call logs	Date of Log	12 Months	Destroy	Business Need	Assistant Director - ICT
BSC 2.2	Contact Centre Recordings	Date of Recording	12 Months	Destroy	Business Need	Assistant Director - ICT
BSC 2.3	Employee mobile phone reporting	Date of Records	12 Months	Destroy	Business Need	Assistant Director - ICT

BSC 3.0 - Service Improvement and Quality Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 3.1	Employee mobile phone reporting	Date of Records	12 Months	Destroy	Business Need	Strategic Lead – Service Improvement
BSC 3.2	Strategic Planning, Service Transformation and Project Management	Completion of Project	5 years	Destroy	Business Need	Strategic Lead – Service Improvement
BSC 3.3	Sandwell Learn – Partnership Staff	Date of Record	5 years	Destroy	Business Need	Strategic Lead – Service Improvement
BSC 3.4	Voluntary Sector Support records	Date of Record	7 Years	Destroy	Limitation Act 1980	Strategic Lead – Service Improvement

BSC 4.0 - Customer Service Centre (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 4.1	Customer Contact Centre Recordings	Date of Recording	12 Months	Destroy	Business Need	Business Manager – Customer Services Centre
BSC 4.2	Housing and Corporate Complaints Documentation	Date of Complaint	3 Years	Destroy	Business Need	Business Manager – Customer Services Centre
BSC 4.3	Children’s, ASC, Health and Well Being Complaints Documentation	Date of Complaint	7 Years	Destroy	Business Need	Customer Insight Lead
BSC 4.4	Ombudsman Complaint documentation	Date of Complaint	3 Years	Destroy	Business Need	Business Manager – Customer Services Centre
BSC 4.5	Compliment documents	Date of Compliment	3 Years	Destroy	Business Need	Business Manager – Customer Services Centre
BSC 4.6	MP and Councillor Enquiries documentation	Date of Enquiry	3 Years	Destroy	Business Need	Business Manager – Customer Services Centre
BSC 4.7	General Enquiries documentation	Date of Enquiry	2 Years plus Current	Destroy	Business Need	Business Manager – Customer Services Centre

BSC 5.0 - Health and Safety (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 5.1	Employee Accident Records	Date of Incident	4 Years	Destroy	Business Need	Health and Safety Manager
BSC 5.2	Non - Employee Accident Records	Date of Incident	4 Years Children - Until they reach 21	Destroy	Business Need	Health and Safety Manager
BSC 5.3	Work related employee ill health records	Date of Record	40 Years	Destroy	Health and Safety Act 1974 / RIDDOR	Health and Safety Manager
BSC 5.4	RIDDOR Incidents	Date of Incident	5 Years	Destroy	Industry Best Practice	Health and Safety Manager
BSC 5.5	Risk Assessments	Date of Incident	4 or 40 Years dependent on above	Destroy	MHSWR / RIDDOR	Health and Safety Manager
BSC 5.6	H&S Training Records	Date of Training	4 or 40 Years dependent on above	Destroy	Health and Safety Act 1974	Health and Safety Manager

BSC 6.0 - Human Resources – Employee Records (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 6.1	Employee Management Records	Date Employee Leaves the Council	6 Years plus current	Destroy	Business Need	Head of Human Resources
BSC 6.2	Management Records – Employees working with Children and Vulnerable Adults	Date Employee Leaves the Council	25 Years	Destroy	Business Need	Head of Human Resources
BSC 6.3	Information Relating to disclosure checks	Date Employee Leaves the Council	6 Years plus current	Destroy	Business Need	Head of Human Resources
BSC 6.4	Recruitment Records / eligibility to work – Successful Applicants	Date Employee Leaves the Council	6 Years	Destroy	Business Need	Head of Human Resources
BSC 6.5	Recruitment Records / eligibility to work – Unsuccessful Applicants	Date of document	6 Months	Destroy	Business Need	Head of Human Resources
BSC 6.6	Sandwell Learn – Employee Records	Date of Record	5 years	Destroy	Business Need	Head of Human Resources
BSC 6.7	Sickness Absence Management Records	Last Action	6 Years	Destroy	Business Need	Head of Human Resources
BSC 6.8	Leave and Attendance Records	Last Action	6 Years	Destroy	Business Need	Head of Human Resources

BSC 6.0 - Human Resources – Employee Records – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 6.8	Upheld or substantiated disciplinary and grievance records	Date of Record	6 Months Oral Warning 1 Year Final Warning 6 Years plus current Termination 6 Years Warning Involving Children	Destroy	Business Need Statutory Guidance – Keeping Children Safe in Education 2022	Head of Human Resources
BSC 6.9	Unfounded, dismissed and unsubstantiated disciplinary and grievance records	Date of Allegation	10 Years	Destroy	Statutory Guidance – Keeping Children Safe in Education 2022	Head of Human Resources
BSC 6.10	Payroll records (evidence of what has been paid and deducted from an employee)	Tax year	6 Years plus current	Destroy	Statutory Requirement (HMRC)	Head of Human Resources
BSC 6.11	Pension records (employee pension benefit calculations requires 13 years of details)	Date Employee Leaves the Council	5 years	Destroy	Statutory Requirement	Head of Human Resources
BSC 6.12	Pension information	Date Employee Leaves the Council	40 years	Destroy	Business Need	Head of Human Resources

BSC 7.0 - Systems Relationship Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 7.1	Open Housing System Records	Termination of Tenancy	3 Years	Destroy	Business Need	Assistant Director Housing Management Business Change Manager

BSC 8.0 – Neighbourhood Engagement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 8.1	Grants documentation <ul style="list-style-type: none"> • Town Grant Application Form • Town Grant Appraisal Form • Non-Grant Application Form • Monitoring and Evaluation Form 	Date of Grant Payment	7 Years	Destroy	Limitation Act 1980 (Section 2)	Neighbourhood Engagement Manager

BSC 9.0 – Performance and Analysis (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 9.1	Statutory Returns	Date of Return	6 Years	Destroy	Audit Requirements and Business Need	Performance Analysis and Information Manager
BSC 9.2	Surveys	Date of Surveys	1 Year User Survey 2 Years Carers Survey	Destroy	Business Need	Performance Analysis and Information Manager

BSC 10.0 – Transformation (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 10.1	Projects and Compliance Information	Completion of Project	6 Years	Destroy	Business Need	Corporate Transformation Manager

BSC 11.0 - Adult Social Care Systems [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BSC 11.1	Data / Information Storage	End of Service	11 Years 20 Years If Mental Health Issues	Destroy	<ul style="list-style-type: none"> • NHS Records Management Code of Practice 2021 • The Mental Health Act 1983 • Care Act 2014 • Health and Social Care Act • Mental Capacity Act 2005 	Director of Adult Social Care
BSC 11.2	Decommissioned data on ASC Systems	End of Service	11 Years 20 Years If Mental Health Issues	Destroy	<ul style="list-style-type: none"> • NHS Records Management Code of Practice 2021 • The Mental Health Act 1983 • Care Act 2014 • Health and Social Care Act • Mental Capacity Act 2005 	Director of Adult Social Care

BSC 12.0 - Regulated Services – Transformation (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 12.1	Projects and compliance Records	Date of Records	7 Years	Destroy	Limitation Act 1980	Assistant Director - Public Protection and Community Safety

BSC 13.0 - Communications and Corporate Affairs (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
BE 13.1	VUELIO System – Log of SMBC media enquiries	Date of Enquiry	5 Years	Destroy	Business Need	Communications and Corporate Affairs Manager
BE 13.2	Granicus / GOV Delivery – Newsletter Distribution Subscriber lists	Customer Unsubscribes / Review Period	In line with subscription	Destroy	Business Need	Communications and Corporate Affairs Manager
BE 13.3	Permissions to use photographs consent form and photographs	Date of Form	12 Months	Destroy	Business Need	Communications and Corporate Affairs Manager

Children and Education - Retention Schedule

CE 1.0 – Education Skills and Employment (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.1	Any education records of children 'looked after' by Sandwell Council if they died after the age of 18. Includes the Education Management Information system	Date of Birth	75 Years	Destroy	The Care Planning, Placement and Case Review (England) regulations 2010 S. 50	Assistant Director Education Support Services
CE 1.2	Any education records of children 'looked after' by Sandwell Council if they died before the age of 18 Includes the Education Management Information system	Date of Death	15 Years	Destroy	The Care Planning, Placement and Case Review (England) regulations 2010 S. 50	Assistant Director Education Support Services
CE 1.3	Any education records held by Sandwell Council in relation to a child subject to a child protection plan.	Date of Birth	35 Years	Destroy	Childrens Act 1989 and Revision 2006	Assistant Director Education Support Services

CE 1.0 - Education Skills and Employment – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.4	All records relating to individual children as held by Sandwell Council which form part of the main pupil record (see exceptions statement)	Date of Birth	25 Years	Destroy	Limitation Act 1980	Assistant Director Education Support Services
CE 1.5	Any education records held by Sandwell Council in relation to those identified as children in need.	Date Provision Ends	25 Years (or 15 years from date of death if they die before 18)	Destroy	Children Act 1989 and Revision 2006	Assistant Director Education Support Services
CE 1.6	<p>Process involved in assessing and providing individual support for children who have need of special education support.</p> <ul style="list-style-type: none"> • SEND Records • EHCPs • Tribunal Records 	Date of Birth	35 Years	Destroy	Good Practice / Business Need	Assistant Director: Inclusive Learning Services

CE 1.0 - Education Skills and Employment - Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.7	Documents relating to the process that assesses risks for home to school transport of pupils with Special Educational Needs and Disability. <ul style="list-style-type: none"> • Application Forms • Routes • Correspondence 	Date of Birth	35 Years	Destroy	Good Practice / Business Need	Assistant Director: Inclusive Learning Services
CE 1.8	Records used for the process of assessing and providing individual support for children. Including: <ul style="list-style-type: none"> • Educational Psychology • Inclusion Support Files • HI/VI 	Date of Birth	35 Years	Destroy	Good Practice / Business Need	Assistant Director: Inclusive Learning Services
CE 1.9	Records used for the process involving individual case management in the provision of support by the local authority to children young people and families. Including: <ul style="list-style-type: none"> • Attendance and Prosecution Services • EHE, CME, CMFE • Penalty Notices • Attendance Referrals 	Date of Birth	30 Years 35 Years if case went to Court	Destroy	Good Practice / Business Need	Assistant Director Education Support Services

CE 1.0 - Education Skills and Employment - Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.10	Records relating to permanent or fixed term exclusion from school	Date of Birth	35 Years	Destroy	Good Practice / Business Need	Assistant Director of Inclusion Services
CE 1.11	Data about children that is not required to form part of the main pupil record or for a statutory purpose	Academic Year	Current academic year plus 6 years	Destroy	Business Need	Assistant Director Education Support Services
CE 1.12	Child Employment and Performance records.	Last Date of Contact	2 years (paper) 25 years (Synergy)	Destroy	Business Need	Assistant Director Education Support Services
CE 1.13	Sandwell Guarantee or financial records.	Payment Date	7 Years	Destroy	Statute of Limitations	Assistant Director – Children’s Commissioning, Partnerships and Improvement
CE 1.14	Records held prior to 2019 relating to Adult Education. <ul style="list-style-type: none">EFSA Paperwork	Date of Record	7 Years	Destroy	Apprenticeships, Skills, Children and Learning Act 2009	Assistant Director – Children’s Commissioning, Partnerships and Improvement
CE 1.15	Records held 2019 onwards relating to Adult Education. <ul style="list-style-type: none">EFSA Paperwork	Date of Record	7 Years	Destroy	Apprenticeships, Skills, Children and Learning Act 2009	Assistant Director – Children’s Commissioning, Partnerships and Improvement

CE 1.0 - Education Skills and Employment – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.16	Records for Career Advice.	Academic Year	<p>End of academic year 16</p> <p>Where the child is known to SCT or SEN end of academic year 23</p>	Destroy	<p>Section 68 of the ESA 2008)</p> <p>Raising of the Participation Age (RPA). This is under sections 18 and 68(4) of the 2008 Education and Skills Act (ESA 2008) in relation to sections 10, 12 and 68 of that Act.</p>	<p>Assistant Director – Children’s Commissioning, Partnerships and Improvement</p>

CE 1.0 - Education Skills and Employment – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.17	Records relating to the performance of schools as held by Sandwell LA	Academic Year	6 Years	Destroy	Business Need	Assistant Director Education Services
CE 1.18	Records relating to the monitoring of standards and support provided to schools.	Academic Year	5 Years	Destroy	Business Need/Standards & Testing Agency Guidance	Assistant Director Education Services
CE 1.19	Records and visit notes relating to the support provided to childminders and Early Years Providers	Date of Records	3 Years	Destroy	Business Need	Assistant Director Education Services
CE 1.20	Financial records relating to Early Years	Date of Record	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Education Services
CE 1.21	All records relating to local child safeguarding practice reviews including final report. Previously known as serious case reviews / independent management reviews	Date of Birth	100 Years	Destroy	Limitation Act 1980	Assistant Director Education Services
CE 1.22	Financial records relating to Education benefits <ul style="list-style-type: none"> Application Form 	Date Of Record	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director Education Services
CE 1.23	Financial records relating to Education benefits <ul style="list-style-type: none"> Electronic Records (Held as part of the pupil record) 	Date Of Birth	25 Years	Destroy	Good Practice / Business Need	Assistant Director Education Services

CE 1.0 - Education Skills and Employment – Continued ([Index](#))

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 1.24	Records relating to visits to Sandwell Residential Education Centres – No Incident	Date of Record	No Incident 5 Years	Destroy	Business Need	Assistant Director – Children’s Commissioning, Partnerships and Improvement
CE 1.25	Records relating to visits to Sandwell Residential Education Centres – Incident	Date of Incident	25 Years	Destroy	Good Practice / Business Need	Assistant Director – Children’s Commissioning, Partnerships and Improvement
CE 1.26	Records relating to the marketing, booking and administration of a residential centre visit.	Consent	Until no longer relevant or permission withdrawn	Destroy	Business Need	Assistant Director – Children’s Commissioning, Partnerships and Improvement
CE 1.27	Sensitive Business Management Information (Not HR or Finance records or personal data)	Date of Record	6 Years	Destroy	Business Need	Assistant Director Education Support Services
CE 1.28	Non-Sensitive operational information	Date of Record	2 Years	Destroy	Business Need	Assistant Director Education Support Services
CE 1.29	Records relating to the administration of training courses and events, including attendance registers	Date of Record	3 Years	Destroy	Business Need	Assistant Director Education Support Services
CE 1.30	Records relating to the completion of capital works to the school estate	Destruction of School / building	NA	Destroy	Business Need	Assistant Director Education Support Services

CE 2.0 - Young Peoples Services (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
CE 2.1	Records relating to Sandwell Young People's Services. Including: <ul style="list-style-type: none"> Registration Form Parental Consent Form Enhanced Youth Referral Form 	Date of Birth	25 Years	Destroy	Good Practice / Business Need	Assistant Director – Children's Commissioning, Partnerships and Improvement
CE 2.2	Booking Form for Hire of Facilities and Football Pitches	Date of Booking	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director – Children's Commissioning, Partnerships and Improvement
CE 2.3	CCTV	Date of Footage	General 1 Month Incident 12 Months	Destroy	Business Need	Assistant Director – Children's Commissioning, Partnerships and Improvement

Finance - Retention Schedule

1.0 Finance – Procurement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 1.1	Expressions of Interest Process documents	Date of Contract Let or not	2 Years	Destroy	Business Need	Procurement Manager
FIN 1.2	Procurement – Specification & Contract Development documents – Ordinary Contracts	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.3	Procurement – Specification & Contract Development documents – Contracts Under Seal	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.4	Tender Issuing and Return Documents	Start of Contract	2 Years	Destroy	Business Need	Procurement Manager
FIN 1.5	Evaluation of Tender Documents – Ordinary Contracts	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.6	Evaluation of Tender Documents – Contracts Under Seal	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980 (Section 14B)	Procurement Manager
FIN 1.7	Successful Tender Documents. Including: <ul style="list-style-type: none"> Tender Documents Tender Registration Forms Quotations Ordinary Contracts up to £100k	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980	Procurement Manager

1.0 Finance – Procurement – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 1.8	Successful Tender Documents. Including: <ul style="list-style-type: none"> • Tender Documents • Tender Registration Forms • Quotations Contracts Under Seal over £100k	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.9	Unsuccessful Tender Documents	Start of Contract	12 Months	Destroy	Business Need	Procurement Manager
FIN 1.10	Post Tender Clarification Documents - Ordinary Contracts up to £100k	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980 (Section 5)	Procurement Manager
FIN 1.11	Post Tender Clarification Documents - Contracts Under Seal over £100k	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.12	Award of Contract Documents, signed Contracts - Ordinary Contracts	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980 (Section 5)	Procurement Manager
FIN 1.13	Award of Contract Documents, signed Contracts - Contracts Under Seal	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.14	Contract Management Documents including monitoring	Terms of Contract Expiry	2 Years	Destroy	Business Need	Procurement Manager

1.0 Finance - Procurement – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 1.15	Management and amendment of contract records - Ordinary Contracts	Terms of Contract Expiry	7 Years	Destroy	Limitation Act 1980 (Section 5)	Procurement Manager
FIN 1.16	Management and amendment of contract records - Contracts Under Seal	Terms of Contract Expiry	13 Years	Destroy	Limitation Act 1980	Procurement Manager
FIN 1.17	Standing Contract Data. <ul style="list-style-type: none"> Contracts register Contact Forms Final accounts 	Instruction from Legal	Instruction from Legal	Destroy	Business Need	Procurement Manager

2.0 Finance – Accounts and Reporting (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 2.3	The process of reporting which examines the budget in relation to actual. Including: <ul style="list-style-type: none"> Monthly budget monitoring reports FSG reports 	End of the Financial year to which they were created	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director - Finance

3.0 Finance - Transactions Management (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 3.8	General Income Records Car loans <ul style="list-style-type: none"> • General income records • Payment by instalments (including car loans, public health acts etc.) • Debtor assessment files • Departmental income returns • Income assessment files • Supplementary / general income records 	Admin Use Concludes	1 Years	Destroy	Business Need	Assistant Director - Finance

4.0 Finance – European Structural Funding [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 4.1	<p>European Regional Development Fund 2007 - 2013</p> <p>European Social Fund 2007 – 2013</p> <ul style="list-style-type: none"> • Application • Grant offer letters • Significant changes • Financial and transaction records • Beneficiary records • Publicity • Claims for payment • Procurement Records • Reports • Evidence of outputs, results, impact and evaluation 	NA	Until 2025 / Until Notification from GOWM	Offer to Archivist	<p>Government Office for the West Midlands</p> <p>Legal obligation to retain documents.</p> <p>No Documents should be destroyed until official notification is received from DCLG (ERDF) or DWP (ESF)</p>	Assistant Director - Finance

4.0 Finance – European Structural Funding – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 4.2	<p>European Regional Development Fund 2014 – 2020</p> <p>European Social Fund 2014 - 2020</p> <p>NOTE: Delivering funding until 2023</p> <ul style="list-style-type: none"> • Application • Grant offer letters • Significant changes • Financial and transaction records • Beneficiary records • Publicity • Claims for payment • Procurement Records • Reports • Evidence of outputs, results, impact and evaluation 	NA	Until 2033	Offer to Archivist	<p>Government Office for the West Midlands</p> <p>Legal obligation to retain documents.</p> <p>No Documents should be destroyed until official notification is received from DCLG (ERDF) or DWP (ESF)</p>	Assistant Director - Finance
FIN 4.3	ERDF support for capital project records		10 and 25 Year Rules	Destroy	ERDF Guidance on Document Retention	Assistant Director - Finance

5.0 Finance - Invoice Management [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 5.1	Invoices	Document Date	6 + Current	Destroy	HMRC – Financial Regs	Assistant Director - Finance
FIN 5.1	VAT Receipts	Document Date	6 + Current	Destroy	HMRC	Assistant Director - Finance
FIN 5.3	Payment Run Documentation	Document Date	3 + Current	Destroy	Audit Requirement	Assistant Director - Finance

6.0 Finance – Insurance and Risk [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 6.1	<ul style="list-style-type: none"> Insurance Policies and Schedules Emails relating to clarification of insurance cover 	Document Date	100 Years	Destroy	Audit Requirements Employers Liability (compulsory insurance) regulations 1998	Audit Services and Risk Management Manager
FIN 6.2	Document relating to the process of evaluating the tender quotes received and the brokers tender evaluation	Document Date	100 Years	Destroy	Audit Requirements Employers Liability (compulsory insurance) regulations 1998	Audit Services and Risk Management Manager
FIN 6.3	Insurance claims made against the local authority or local authority officers <ul style="list-style-type: none"> Claims file, records and forms Correspondence Reports Evidence 	<ul style="list-style-type: none"> Statements Court documents 				
	Children's Claims	From Settlement of Claim	21 years 4 months	Destroy	Aggregate Stop Loss (ASL) Audit requirements	Audit Services and Risk Management Manager
	All other Claims	From Settlement of Claim	10 Years	Destroy	Aggregate Stop Loss (ASL) Audit requirements	Audit Services and Risk Management Manager
FIN 6.4	Risk Registers	Date Register is Superseded	6 Years	Destroy	Business Need	Audit Services and Risk Management Manager

7.0 Finance - Audit and Fraud [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 7.1	Audit reports (including interim), where these have included the examination of long- term contracts	Date of Report	6 Years plus current	Destroy	Audit Requirements	Audit Services and Risk Management Manager
FIN 7.2	Fraud Reports	Completion of Legal Proceedings	6 Years plus current	Destroy	Audit Requirements	Audit Services and Risk Management Manager
FIN 7.3	Audit contingencies and investigations (including working papers)	Date of Document	6 Years plus current	Destroy	Audit Requirements	Audit Services and Risk Management Manager
FIN 7.4	<ul style="list-style-type: none"> Report papers used in the course of a fraud investigation Fraud cases Report Papers 	Date Investigation Ends	6 Years following Conviction or 6 Years following prison release (and must as a minimum meet the CPS Casework Retention Schedule - which differs dependent upon the type of offence)	Destroy	Audit Requirements	Audit Services and Risk Management Manager

7.0 Finance - Audit and Fraud – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 7.5	Audit Plans	Last date of Plan	6 Years plus current	Destroy	Business Need	Audit Services and Risk Management Manager
FIN 7.6	<ul style="list-style-type: none"> Terms of Reference Correspondence Working papers Annual reports to Accounting Officers Other audit reports (including interim reports) 	Date of Documents	3 Years	Destroy	Business Need	Audit Services and Risk Management Manager
FIN 7.7	<ul style="list-style-type: none"> Internal audit guides Manual guides relating to departmental procedures Local auditing standards 	Document Superseded	Until Superseded	Destroy	Business Need	Audit Services and Risk Management Manager
FIN 7.8	<ul style="list-style-type: none"> RIPA 2000/IPA 2016 documentation 	Date of Authorisation	3 years maximum, unless prosecution evidence	Destroy	RIPA 2000/IPA 2016	Audit Services and Risk Management Manager

8.0 Finance - Revenues and Benefits [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 8.1	National Non-Domestic Rates Documents	Date of Document	7 Years	Destroy	Part 3, Local Government Finance Act 1988 Limitations act 1980	Assistant Director – Revenues and Benefits
FIN 8.2	<ul style="list-style-type: none"> Benefit Records Application Forms 	Date of Document	7 Years	Destroy	The Housing Benefit Regulations 2006 and Council Tax benefit Regulations 2006 Sandwell Local Council Tax reduction policy (2022/23) as instructed by the Local Government Finance Act 2012 Limitations act 1980	Assistant Director – Revenues and Benefits
FIN 8.3	Council Tax Records	Date of Document	7 Years	Destroy	Local government finance act 1992 (as amended) Limitations act 1980	Assistant Director – Revenues and Benefits

9.0 Finance - Community Care Business Unit [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 9.1	<ul style="list-style-type: none"> Application for Funding Assessment form Invoices 	Death of Customer	6 Years	Destroy	In line with good practice, the default standard retention period for HMRC records is 6 years plus current	Assistant Director – Business Management
FIN 9.2	Records of deferred payment arrangement and debt accrued	Death of Customer	6 Years	Destroy	In line with good practice, the default standard retention period for HMRC records is 6 years plus current	Assistant Director – Business Management
FIN 9.3	Client specific correspondence records <ul style="list-style-type: none"> Records within the ContrOCC ICT System Examples Record of deferred payment arrangement and debt accrued Financial Assessments Customer notes / letters/emails DRE Calculations 	Service Ends Date	11 Years Mental Health Issues 20 Years	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director – Business Management

10.0 Finance - Appointeeship and Direct Payments [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 10.1	Direct Payment Records	Service Ends Date	11 Years Mental Health Issues 20 Years	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director – Business Management

11.0 Finance - Independent Sector Management [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 11.1	Tier 4 Records - Physical, Mental and Other Health Records	Expiry of Contract	6 Years	Destroy	The Limitation Act 1980 sets deadlines within which claims must be started. The statutory limitation period for a breach of contract claim is 6 years from the breach (12 years if signed as a deed).	Assistant Director – Business Management

11.0 Finance - Independent Sector Management – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 11.2	Contracts and Tenders – Performance Records, invoices, original contracts	Expiry of Contract	6 Years Subject to legal action	Destroy	The Limitation Act 1980 sets deadlines within which claims must be started. The statutory limitation period for a breach of contract claim is 6 years from the breach (12 years if signed as a deed).	Assistant Director – Business Management
FIN 11.3	ASC Systems, LAS, Controcc, Liquid Logic <ul style="list-style-type: none"> • Client information, • Records, Support Plan, • Assessments, • Funding Regime costs relating to Care/Services, • Financial Assessments, • Provider Payments 	End of Service	11 Years Mental Health Issues 20 Years	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director – Business Management

11.0 Finance - Independent Sector Management – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
FIN 11.4	Schedule of Care Visits <ul style="list-style-type: none"> • Client Information / • Records Names, Address, • Next of Kin, Date, Time 	End of Service	11 Years Mental Health Issues 20 Years	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Assistant Director – Business Management

Housing - Retention Schedule

HOUS 1.0 - Housing - Asset Management and Maintenance (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 1.1	Electronic J M Workhub system <ul style="list-style-type: none"> Person and Property details Repairs Information 	Termination of Tenancy	3 Years	Redact	Business Need	Assistant Director
HOUS 1.2	Property Allowance Scheme documents <ul style="list-style-type: none"> Property Allowance Form 	Date of Document	6 years plus current	Destroy	Companies Act 2006 Section 388 (4)(b)	Assistant Director
HOUS 1.3	Rechargeable Repairs documents <ul style="list-style-type: none"> Rechargeable repairs form 	Date of Document	6 years plus current	Destroy	Companies Act 2006 Section 388 (4)(b)	Assistant Director
HOUS 1.4	Shared Cost works documents	Date of Document	6 years plus current	Destroy	Companies Act 2006 Section 388 (4)(b)	Assistant Director

HOUS 2.0 - Housing - Sandwell Locals [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 2.1	Tenancy File - Housing Management Documentation <ul style="list-style-type: none"> • Tenancy Agreement • Home Check Form • Getting to Know You Form • Income and Expenditure Form • New Tenant Details Form • Welfare Forms • Risk and Support • Needs Form • Notice of Seeking Possession • ASB related Documents • Diary Sheets • Social Services Documents • Housing related forms where tenants signature is required 	Termination of Tenancy	3 Years	Destroy	Business Need	Business Manager - Tenancy and Estate Management
HOUS 2.2	Garage Management documents <ul style="list-style-type: none"> • Garage Application • Garage Termination Form 	Termination of Garage Tenancy	3 Years	Destroy	Business Need	Business Manager - Tenancy and Estate Management
HOUS 2.3	CCTV	Date of Footage	General 1 Month Incident 12 Months	Destroy	Business Need	Business Manager - Tenancy and Estate Management

HOUS 2.0 - Housing - Housing - Sandwell Locals – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 2.4	Red Warning Flag Process	Date of Incident	Physical 2 Years All Others 12 Months	Destroy / Delete	Business Need	Business Manager - Tenancy and Estate Management

HOUS 3.0 - Housing - Housing Solutions – Allocations (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 3.1	Housing Allocation Process documents <ul style="list-style-type: none"> Housing Application Form Supporting documentation Change of Circumstances Form Housing Choice Triage Form Tenant Assistant Scheme Registration Form Housing decision review request form 	Rehoused Applicants - Tenancy Termination	3 Years	Destroy	Business Need	Head of Housing Solutions
		Cancelled Application - Cancellation Date	3 Years			
		No Tenancy Granted - Cancellation Date	3 Years			

HOUS 4.0 - Housing - Housing Solutions – Homelessness [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 4.1	<p>Documentation relating to homelessness assessment and support:</p> <ul style="list-style-type: none"> • Homelessness Assessment • Personal Housing Plan • Supporting documentation • Income and expenditure analysis • Legal Decision letters • Review and appeal information • Medical information • Details of housing offers • Financial statements 	End of statutory duty	6 years plus Current	Destroy	Statutory Requirement under Part 7 of the Housing Act 1996 / Business Need	Head of Housing Solutions

HOUS 5.0 - Housing - Income and Money Advice Services - Income Management [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 5.1	Current Rent Arrears Recovery Process records <ul style="list-style-type: none"> • UC 47 Form • Income and Expenditure Form • Arrears Recovery Reports • Third Party deduction form • Breathing Space Notification 	Termination of Tenancy	3 Years	Destroy	Business Need	Head of Income and Money Advice Services
HOUS 5.2	Former Rent Arrears Recovery Process records <ul style="list-style-type: none"> • Electronic Records • Authority to Act • Breathing Space notification 	Date Debt is Cleared	Until Debt is Cleared	Destroy	Business Need	Head of Income and Money Advice Services
HOUS 5.2	Legal Proceedings records <ul style="list-style-type: none"> • Memo for Court • Memo for Eviction • Eviction Authorisation form • Safer Estates Risk Assessment Form • Proportionality Form 	Termination of Tenancy	3 Years	Destroy	Business Need	Head of Income and Money Advice Services
HOUS 5.3	<ul style="list-style-type: none"> • Notice to Extend • Notice to Terminate 	Termination Date	3 Years	Destroy	Business Need	Head of Income and Money Advice Services
HOUS 5.4	Notice of Seeking Possession	Date of Notice	13 Months	Destroy	Business Need	Head of Income and Money Advice Services

HOUS 6.0 - Housing - Housing - Income and Money Advice Services - Welfare Rights Service (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 6.1	Vulnerability Assessment (Ability to Pay) Records <ul style="list-style-type: none"> • Authority to Act Form • Tenancy Smart Risk Assessment 	Termination of Tenancy	5 Years	Destroy	Business Need	Head of Income and Money Advice Services
HOUS 6.2	Benefits Advice Records <ul style="list-style-type: none"> • Referral Forms • Employment and Support Allowance form • Electronic Case Management Records 	Case Closure	5 Years	Destroy	Business Need	Head of Income and Money Advice Services

HOUS 7.0 - Housing - Income and Money Advice Services - Home Ownership and Rent Accounting [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 7.1	Right to Buy Applications	Date of Acceptance	6 Years plus current	Destroy	Housing Act 1985	Head of Income and Money Advice Services
HOUS 7.2	Right to Buy - Anti Money Laundering Application	Date of Record	5 Years	Destroy	Housing Act 1985	Head of Income and Money Advice Services
HOUS 7.3	Right to Buy - Financial Records	Date of Completion / Refusal	12 Months	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.4	Leaseholder Documents	End of Leasehold	6 Years plus current including any notices	Destroy	Housing Act 1985	Head of Income and Money Advice Services
HOUS 7.5	Leaseholder Bills / Statements	Date of Record	6 Years plus current	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.6	Leasehold Debt Recovery Letters	End of Leasehold or until debt is cleared	End of Leasehold or until debt is cleared	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.7	Leaseholder <ul style="list-style-type: none"> Historical Right to Buy completions Audit / Solicitor queries 	End of Leasehold or until debt is cleared	End of Leasehold or until debt is cleared	Destroy	Financial Limitations	Head of Income and Money Advice Services

HOUS 7.0 - Housing - Housing - Income and Money Advice Services - Home Ownership and Rent Accounting – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 7.8	Direct Debit Application Forms	Never Dispose in case of indemnity claim	Indefinite	N/A	Financial - BACS Regulations	Head of Income and Money Advice Services
HOUS 7.9	Direct Debit – BACS / Audit Reports	Date of Record	2 Years plus Current	Destroy	Financial - BACS Regulations	Head of Income and Money Advice Services
HOUS 7.10	Rent Refund Form	Date of Record	6 Years plus Current	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.11	Insurance Cube Reports	Date of Report	12 Months	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.12	Insurance Application Form	Date of Record	6 Years plus Current	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.13	Rent books, financial ledgers, rent review	Date of Record	6 Years plus Current	Destroy	Financial Limitations	Head of Income and Money Advice Services
HOUS 7.14	Bankruptcy and debt relief order notifications	Date of Record	6 Years plus Current	Destroy	Insolvency Act 1986	Head of Income and Money Advice Services
HOUS 7.15	Universal Credit / Housing Benefit payment files	Date of Record	6 Years plus Current	Destroy	Financial Limitations	Head of Income and Money Advice Services

HOUS 8.0 - Housing – Community Partnerships (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 8.1	Grant Administration Records <ul style="list-style-type: none"> Tenants and Residents Association Application Form Community partnerships application and grant agreements 	Date of Application	7 Years	Destroy	Business Need	Head of Community Partnerships and Support Services
HOUS 8.2	Wheelchair Loan Application	Date of Application	12 Months	Destroy	Business Need	Centres and Facilities Management Officer
HOUS 8.3	Community Centre Booking Form	Date of Record	7 Years	Destroy	Business Need	Centres and Facilities Management Officer
HOUS 8.4	Tanhouse Community Centre CCTV	Date of Footage	General 1 Month Incident 12 Months	Destroy	Business Need	Centres and Facilities Management Officer
HOUS 8.5	Sandwell Mobility Shop Registration Form	Date of Membership	12 Months	Destroy	Business Need	Centres and Facilities Management Officer

HOUS 9.0 - Housing - Home Improvement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 9.1	Case files for Housing Grants	End of Grant Condition Period	11 Years	Destroy	Limitation Act 1980 / Business Need	Home Improvement Manager

HOUS 10.0 - Housing - Floating Support (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 10.1	Assessment and case records for service users	End of Service	11 Years Mental Health Issues 20 Years	Destroy	The Care Act 2014 Mental Health Act 1983/2007 The Mental Capacity Act, Deprivation of Liberty Safeguards (DoLS) and Liberty Protection Safeguards (LPS)	Floating Support Service Team Manager

HOUS 11.0 - Housing – Citizen and Protection Accommodation Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
HOUS 11.1	Immigration Property Inspection	Closure of Case	6 Years	Destroy	Business Need	Operations Manager - Private Rented Sector and Housing Standards Team
HOUS 11.2	Service Requests	Closure of Case	6 Years	Destroy	Business Need	Operations Manager - Private Rented Sector and Housing Standards Team
HOUS 11.3	HMO Licensing	Expiry of License	6 Years	Destroy	Business Need	Operations Manager - Private Rented Sector and Housing Standards Team
HOUS 11.4	HMO Licensing – Incomplete Application	Date of Application	12 Months	Destroy	Business Need	Operations Manager - Private Rented Sector and Housing Standards Team
HOUS 11.5	Landlord and letting agent database, and assured Landlord scheme	Cessation of being Landlord / Agent	6 Years	Destroy	Business Need	Operations Manager - Private Rented Sector and Housing Standards Team

Law and Governance - Retention Schedule

LG 1.0 - Law and Governance - Legal Services (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 1.1	Title Deeds	Transfer of Land to a Purchaser	Until the Land is transferred to a purchaser	Destroy	Business Need	Assistant Director
LG 1.2	Contract Under Seal	Expiry of Contract Terms	12 Years	Destroy	Limitation Act 1980	Assistant Director
LG 1.3	Child Care Files	Date of Record	75 Years + Current	Destroy	Children's Act 1989 revision 2006	Assistant Director
LG 1.4	All other files	Last Action	7 Years	Destroy	Business Need	Assistant Director
LG 1.5	Records and Process of Litigation	Last Action	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director
LG 1.6	Records and Process of Litigation – Significant Case or Major Litigation	Last Action	7 Years	Archive	Limitation Act 1980 (Section 2)	Assistant Director

LG 2.0 - Law and Governance – Governance (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 2.1	<ul style="list-style-type: none"> Freedom of Information Requests Environmental Information Requests 	Date of Response	2 Years 6 Years if request results in policy Change	Destroy	Business Need	Legal Services Manager – Governance and Regulatory
LG 2.2	Subject Access Requests	Date of Response	2 Years	Destroy	Business Need	Legal Services Manager – Governance and Regulatory

LG 3.0 - Law and Governance - Electoral Services (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 3.1	Electoral Register	Date of Register	15 Years	Destroy	Representation of the People Act 1985 S1 (3)	Electoral Services Manager
LG 3.2	Annual Canvass <ul style="list-style-type: none"> Canvass Forms Canvass Commination A Canvass Commination B 	Removal of Elector	Until Removal of Elector	Destroy	Business Need	Electoral Services Manager

LG 4.0 - Law and Governance - Registration and Elections (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 4.1	Absent Vote Applications <ul style="list-style-type: none"> Postal Vote Applications Proxy Vote Applications Postal Proxy Vote Applications 	Removal of Elector or absent vote cancelled	Removal of Elector or absent vote cancelled	Destroy	Business Need	Electoral Services Manager
LG 4.2	Registration Process Records <ul style="list-style-type: none"> Invitation to register form Registration enquiry form 	Removal of Elector	Removal of Elector	Destroy	Business Need	Electoral Services Manager
LG 4.3	<ul style="list-style-type: none"> Special Category Elector Registration Service Voter Application Overseas Voter Application 	Removal of Elector	Removal of Elector	Destroy	Business Need	Electoral Services Manager
LG 4.4	Evidence Request Process Records Letter to request additional evidence to support electoral roll application	Removal of Elector	Removal of Elector	Destroy	Business Need	Electoral Services Manager
LG 4.5	Nomination of candidates to stand at a General Election. <ul style="list-style-type: none"> Home Address Form 	Date of UKPGE (UK Parliamentary General Election)	21 Calendar Days	Destroy	Business Need	Electoral Services Manager

LG 4.0 - Law and Governance - Registration and Elections – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 4.6	Nomination of candidates to stand at a Local Election. <ul style="list-style-type: none"> Home Address Form 	Date of Local Election	35 Calendar Days	Destroy	Business Need	Electoral Services Manager
LG 4.7	Nomination of candidates to stand at an election. <ul style="list-style-type: none"> All other documents 	Date of Election	21 Calendar Days	Destroy	Business Need	Electoral Services Manager
LG 4.8	Candidate Expenses Records <ul style="list-style-type: none"> Candidate and Election declarations Candidate and Election Spending Returns 	Date of Receipt	2 Years	Destroy	Business Need	Electoral Services Manager
LG 4.9	Statutory Election Documents <ul style="list-style-type: none"> Ballot papers (counted, unused, rejected, tendered spoilt) Corresponding Numbers Lists Marked copies of the polling station registers and absent vote lists Postal voting statements and undelivered packs 	Date of Election	12 Months	Destroy	Business Need	Electoral Services Manager

LG 4.0 - Law and Governance - Registration and Elections – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 4.10	Returning Officer Staff <ul style="list-style-type: none"> Staff application and acceptance employment forms 	Date of Election	12 Months	Destroy	Business Need	Electoral Services Manager
LG 4.11	Returning Officer Staff <ul style="list-style-type: none"> Right to work documents 	Employment Ends	2 Years	Destroy	Business Need	Electoral Services Manager
LG 4.12	Polling Station Documents <ul style="list-style-type: none"> Risk Assessments Booking Forms List of addresses and contacts 	Date of Election	12 Months	Destroy	Business Need	Electoral Services Manager

LG 5.0 - Law and Governance - Bereavement Services [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 5.1	Burial and Cremation <ul style="list-style-type: none"> Burial Registers Purchased Grave Registers Cremation Registers 	na	Permanent Record	na	The Local Authorities' Cemeteries Order 1977 The Cremation (England and Wales) Regulations 2008	Assistant Director – Law and Governance – Registration Services
LG 5.2	Memorialisation Records <ul style="list-style-type: none"> Application to purchase memorial (Cremation) Cemetery memorial permit Application 	na	Permanent Record	na	Business Need	Assistant Director – Law and Governance – Registration Services
LG 5.3	<ul style="list-style-type: none"> Low cost funeral records Section 46 funeral records Pet funeral records Wake records 	Date of Record	7 Years	Destroy	Limitation Act 1980 (Section 2)	Assistant Director – Law and Governance – Registration Services

LG 6.0 - Law and Governance - Register Office Services [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 6.1	<ul style="list-style-type: none"> • Births register • Deaths register • Marriage registers 	na	Permanent Record	na	Births and Deaths Registration Act 1953 Marriage Act 1949	Assistant Director – Law and Governance – Registration Services
LG 6.2	<ul style="list-style-type: none"> • Marriage Notices • Record of body disposal • Medical certificates 	Date of Record	5 Years	Destroy	Births and Deaths Registration Act 1953 Marriage Act 1949	Assistant Director – Law and Governance – Registration Services
LG 6.3	<ul style="list-style-type: none"> • Certificates of birth • Certificates of death • Marriage certificates • Civil partnership certificates 	Use of Counterfoil	2 Years	Destroy	Business Need	Assistant Director – Law and Governance – Registration Services
LG 6.4	Certificate applications for: <ul style="list-style-type: none"> • Births • Deaths • Marriages 	Date of Certificate	2 Years	Destroy	Business Need	Assistant Director – Law and Governance – Registration Services
LG 6.5	Correspondence relating to: <ul style="list-style-type: none"> • Births • Deaths • Marriages • Civil Partnerships • Correction Applications • Associated Correspondence 	Date of Record	3 Years	Destroy	Business Need	Assistant Director – Law and Governance – Registration Services

LG 7.0 - Law and Governance - Democratic Services [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 7.1	<p>Paperwork relating to meetings of committees, boards, member working groups, including partnership, agency and external meetings.</p> <ul style="list-style-type: none"> • Agenda • Reports • Background Papers • Minutes 	Date of Meeting	6 Years + current	Destroy	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Democratic and Member Services Manager
LG 7.2	Signed minutes for committees, boards, member working groups, including partnership, agency and external meetings.	Date of Meeting	Signed Minutes kept indefinitely	Destroy	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Democratic and Member Services Manager
LG 7.3	Exempt reports containing personal data relating to taxi licensing committee meetings.	Date of meeting	6 Years + current year then redact and archive on internal system permanently	Personal data relating to Taxi Licensing meetings redacted before storing	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Democratic and Member Services Manager

LG 7.0 - Law and Governance - Democratic Services – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 7.4	All records relating to the administration of appointments & membership of committees & working groups, outside bodies and charities	Date Record Superseded	6 years	Destroy	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Democratic and Member Services Manager
LG 7.5	Video Footage of public committee meetings streamed live	Date of Meeting	2 Years	Destroy	Business Need	Democratic and Member Services Manager
LG 7.6	Members Register of Interest records <ul style="list-style-type: none"> Declarations 	Cessation of Councillor Duties	Length of Office of Member + 3 Months	Destroy	Local Government Act 1972 (Section 94)(1)	Democratic and Member Services Manager
LG 7.7	Members Gifts and Hospitality Register	Cessation of Councillor Duties	Length of Office of Member + 3 Months	Destroy	Business Need	Democratic and Member Services Manager
LG 7.8	Co-opted members / Independent Persons register of interests.	Cessation of Member Duties	Length of Member Duties	Destroy	Business Need	Democratic and Member Services Manager

LG 7.0 - Law and Governance - Democratic Services – Continued ([Index](#))

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 7.9	Co-opted members / Independent Persons travel / subsistence claims	Cessation of Member Duties	Length of Member Duties	Destroy	Business Need	Democratic and Member Services Manager
LG 7.10	Declaration of Acceptance of Office <ul style="list-style-type: none"> Signed Acceptance Form 	Date of signing	Indefinitely	Destroy	Local Government Act 1972 (Section 94)(1)	Democratic and Member Services Manager
LG 7.11	Declaration of Acceptance of Office of Mayor and Deputy Mayor <ul style="list-style-type: none"> Signed Acceptance Form 	Date of signing	Indefinitely	Destroy	Local Government Act 1972 (Section 94)(1)	Democratic and Member Services Manager
LG 7.12	Written undertaking to comply with Member Code of Conduct <ul style="list-style-type: none"> Form / Declaration of Acceptance of Office 	Date of signing	Indefinitely	Destroy	Retain from end of office for 6 years	Democratic and Member Services Manager
LG 7.13	Register of financial or other interest by members <ul style="list-style-type: none"> Declaration Made at the Meeting Form 	End of Term of Office	Duration of Term of Office	Destroy	Business Need	Democratic and Member Services Manager
LG 7.14	School Admission Appeals papers	Date of Record	2 Years	Destroy	Business Need	Democratic and Member Services Manager
LG 7.15	School Appeal Panel members details	Person Leaves Appeal Panel	As long as person remains on Appeal Panel	Destroy	Business Need	Democratic and Member Services Manager

LG 7.0 - Law and Governance - Democratic Services – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 7.16	Petitions (Held by Democratic Services)	Expiry of Right to Appeal	6 Months	Destroy	Business Need	Democratic and Member Services Manager

LG 8.0 - Law and Governance - Member and Business Support (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 8.1	Register of Members Addresses	End of Term of Office	Retain until end of office + 2 years	Destroy	Local Government Act 1972 Section 94 (1)	Assistant Director – Democratic Services
LG 8.2	Register of Member Allowances	Date of Register	4 Years	Destroy	Local Government Act 1972 Section 94 (1)	Assistant Director – Democratic Services
LG 8.3	Elected members travel and subsistence allowance claims	Date of Claim	5 Years	Destroy	Local Government Act 1972 Section 94 (1)	Assistant Director – Democratic Services
LG 8.4	Civic Activities - <ul style="list-style-type: none"> Public engagement and interaction records Letters to the Mayor 	End of Term of Office	12 Months	Destroy	Local Government Act 1972 Section 94 (1)	Assistant Director – Democratic Services
LG 8.5	Civic Activities – <ul style="list-style-type: none"> Freeman and Alderman related Invite List for Event 	Death	1 Year	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.6	Records relating to the appointment of Honorary Freemen and Aldermen	Date of record	Indefinitely	NA	Business Need	Assistant Director – Democratic Services
LG 8.7	Civic Activities - WM Lieutenancy correspondence	End of Term of Office	12 Months	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.8	Civic Activities - Faith Leaders contacts	End of Term of appointment + 1 month/death	Indefinitely	Destroy	Business Need	Assistant Director – Democratic Services

LG 8.0 - Law and Governance - Member and Business Support – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
LG 8.9	Civic Activities - <ul style="list-style-type: none"> Fund bank account / budget statements Mayoral Charity returns 	Date of Record	6 Years plus current	Destroy	Limitation Act 1980 (Section 2)	Assistant Director – Democratic Services
LG 8.10	Civic Activities - Remembrance contact information and correspondence	End of Term of appointment + 1 month/death	Indefinitely	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.11	Elected Members PDP records	Date of record	Retain from creation of records for 4 years.	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.12	<ul style="list-style-type: none"> Member Training Records Member Allowances related records ICT / Mobile phone records Personal records 	End of Term of Office	12 Months	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.13	Year Books	Pre-1974 and retained for posterity	Indefinitely	na	Na	Assistant Director – Democratic Services
LG 8.14	Records created by the Independent Remuneration Panel	Date of meeting	6 years	Destroy	Business Need	Assistant Director – Democratic Services
LG 8.15	Contact details for IRP Members	End of Term of Appointment	1 Month	Destroy	Business Need	Assistant Director – Democratic Services

Public Health - Retention Schedule

PH 1.0 - Clinical Commissioning Group, NHS Trust, Sandwell West Birmingham Primary Care Network (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 1.1	Information on Healthcare Pathways	Date of Last Action	6 Years	Destroy	Business Need	Consultant Public Health

PH 2.0 - Adult Health Improvement Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 2.1	Project work, meeting minutes, databases, training notes,	Date of Last Action	5 years	Destroy	Business Need	Consultant Public Health Vulnerable Groups Manager

PH 3.0 - Pollution Control (Healthy Urban Development) (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 3.1	Air Quality / Contaminated Land - Industrial Permits, Planning Applications and Reviews, proforma documents, grant bids	na	Permanent Record	na	Environmental Protection Act Part 2a	Assistant Director Public Health Healthy Urban Development
PH 3.2	Service Requests, Permit Applications, Permit Information, Inspection Documents	Date of Last Action	Permanent Record	na	Required as part of Public Register for the life of the Permits	Assistant Director Public Health Healthy Urban Development

PH 4.0 - Health Improvement Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 4.1	<ul style="list-style-type: none"> Walk Leaders Programme register, Attendees register, Leaders contact information 	End of Contract	Until End of Contract	Destroy	Business Need	Consultant Public Health Communities and Partnerships Manager
PH 4.2	<ul style="list-style-type: none"> Contract performance monitoring Meeting minutes Letters KPI's 	End of Contract	2 Years	Destroy	Business Need	Consultant Public Health Communities and Partnerships Manager

PH 4.0 - Health Improvement Team – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 4.3	<ul style="list-style-type: none"> Weight Watchers Programme information Database of Vouchers issued to service users Application Forms Contract information 	End of Contract	2 Years	Destroy	Business Need	Consultant Public Health: Communities and Partnerships Manager
PH 4.4	COVID – 19 Vaccine Leaders Programme	Date of Last Action	1 Year	Destroy	Business Need	Consultant Public Health Communities and Partnerships Manager

PH 5.0 - Health Protection Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 5.1	<ul style="list-style-type: none"> Health Protection Contract information NHS Test and Trace Covid inbox Public Health England Public Staff 	Date of Last Action	6 Years	Destroy	Limitation Act 1980	Director Public Health : Service Manager
PH 5.2	<ul style="list-style-type: none"> Sexual Health Contract Information Reports Needs assessments Safeguarding Surveillance data Meeting minutes 	Date of Last Action	6 Years	Destroy	Limitation Act 1980	Consultant Public Health Service Manager
PH 5.3	<ul style="list-style-type: none"> Care homes Schools Workplaces Individuals Calls Texts emails and tethering 	Date of Action	4 Weeks	Delete	Business Need	Director Public Health Service Manager

PH 5.0 - Health Protection Team – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 5.4	<ul style="list-style-type: none"> PID from COVID Pandemic work Outbreak Records Surveys Care Home audits External Representatives 	Date of Last Action	6 Years	Destroy	Business Need	Consultant Public Health

PH 6.0 - Learning for Public Health West Midlands (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 6.1	<ul style="list-style-type: none"> Training and event registration details Photos 	Date of Event / Training	2 Years	Destroy	Business Need	Communications & Social Marketing Project Manager Public Health Network Support Officer
PH 6.2	Stakeholder contact details	Cessation of Stakeholder Duties	Cessation of Stakeholder Duties	Destroy	Business Need	Communications & Social Marketing Project Manager: Public Health Network Support Officer

PH 7.0 - Public Health – Communications (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 7.1	Details of Contact with colleagues	Date of Contact	1 Month	Delete	Business Need	Assistant Director Public Health Communications & Social Marketing Project Manager
PH 7.2	<ul style="list-style-type: none"> • Staff records • Appraisals • 1-1 Supervision • DARF • Recruitment 	Date on Record	6 Years	Destroy	Business Need	Assistant Director Public Health Communications & Social Marketing Project Manager
PH 7.3	<ul style="list-style-type: none"> • Budget Overviews, • Procurement items, • Project Plans • Reports. 	Date of Last Action	6 Years	Destroy	Limitation Act 1980	Assistant Director Public Health Communications & Social Marketing Project Manager

PH 8.0 - Lifestyle Health Improvement (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 8.1	Faith Sector Engagement with COVID-19 Pandemic Response	End of Pandemic	2 Years	Destroy	Business Need	Consultant Public Health Lifestyle Improvement Programme Manager
PH 8.2	Testing for Covid-19 information	End of Pandemic	2 Years	Destroy	Business Need	Consultant Public Health Lifestyle Improvement Programme Manager

PH 9.0 - Healthy Sandwell (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 9.1	<ul style="list-style-type: none"> Healthy Sandwell Programme Records Applications Referral information 	Date of Last Action	5 Years	Destroy	NHS Health check Regulations 4 and 5 of the Local Authorities (Public Health and Entry to Premises by Local Healthwatch Representatives) Regulations 2013, S.1.2013/351	Consultant Public Health Lifestyle Improvement Programme Manager Healthy Sandwell Project Manager

PH 10.0 – Children’s Public Health (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 10.1	<ul style="list-style-type: none"> • SHAPE Records • Registration details • SHAPE forum information • Audio recordings • Residential visits • Information and surveys 	Date of Last Action	5 Years	Destroy	Children Act 2004	Consultant In Public Health Childrens Public Health: Programme Manager: SHAPE Programme Manager
PH 10.2	<ul style="list-style-type: none"> • Staff records • Appraisals • 1-1 Supervision • DARP • Recruitment/JDs • Training records and certificates • Flexi sheets and Annual Leave cards • SAM Meeting notes 	Date on record	6 Years	Destroy	Business Need	Consultant In Public Health Childrens Public Health Programme Manager
PH 10.3	<ul style="list-style-type: none"> • Budget Plans/Reports • Service Specifications, SLAs and Contracts • KPI Monitoring reports and quality improvement plans • Grant agreements 	Date of Last Action	6 Years	Destroy	Business Need	Consultant In Public Health Childrens Public Health Programme Manager

PH 10.0 - Children's Public Health – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 10.4	<ul style="list-style-type: none"> Needs assessments Anonymised health outcome data Surveys and consultation results Strategies, plans and proposals Reports 	Date of last action	6 Years	Destroy	Business Needs	Consultant In Public Health Childrens Public Health Programme Manager
PH 10.5	<ul style="list-style-type: none"> Records of meetings Stakeholder work contact details Project Notes Presentations/briefings 	Date of last action	6 Years	Destroy	Business Need	Consultant In Public Health Childrens Public Health Programme Manager

PH 11.0 – Addictive Behaviours Team (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 11.1	<ul style="list-style-type: none"> Tier 4 Reports Monitoring information Minutes of meetings 	Date of Last Action	11 years	Destroy	Business Need	Consultant Public Health Programme Manager
PH 11.2	<ul style="list-style-type: none"> Anonymised statistical information regarding addictive behaviours trends in Sandwell 	Date of Last Action	20 years	Destroy	Business Need	Consultant Public Health Programme Manager

PH 11.0 – Addictive Behaviours Team - Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 11.3	<ul style="list-style-type: none"> Statutory Board Information Stakeholder membership Minutes of meetings Photos and registration details for events 	Date of Last Action	6 Years	Destroy	Business Need	Consultant Public Health Programme Manager

PH 12.0 - Research and Intelligence (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
PH 12.1	Intelligence on the population of Sandwell	Information no longer required	20 Years	Destroy	Business Need	Consultant Public Health Principal Research and Intelligence Specialist
PH 12.2	Meeting Minutes	Date of Last Action	6 Years	Destroy	Business Need	Consultant Public Health Principal Research and Intelligence Specialist

Regeneration and Growth - Retention Schedule

RG 1.0 - Regeneration and Growth – Development Planning and Building Control (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 1.1	Building Regulations Applications <ul style="list-style-type: none"> Building Application Form Eligibility Details 	Date of Record	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.2	Building Regulations Enforcement - to aid investigation of unauthorised work / contravention <ul style="list-style-type: none"> Email correspondence Phone Records 	Date of Record	2 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.3	Dangerous Structures records <ul style="list-style-type: none"> Formal Notice Emails Phone Records 	Date of Record	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.4	Planning Records <ul style="list-style-type: none"> Planning Application Evidence of Objections Emails Committee Reports 	Date of Record	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.5	Planning enforcement - to aid investigation of unauthorised work <ul style="list-style-type: none"> Complaint Form Emails Formal Notices Served 	Date of Enforcement	Dependent of type of enforcement breach 4 or 10 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy

1.0 - Regeneration and Growth – Development Planning and Building Control – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 1.6	High Hedges Process records <ul style="list-style-type: none"> High Hedges Application Form emails 	Date of Application	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.7	Tree Preservation Orders <ul style="list-style-type: none"> Tree Preservation Application form emails 	Date of Application	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.8	Daily mail received for service area	Date of Receipt	12 Months	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 1.9	Controlled Stationery cheque books <ul style="list-style-type: none"> Record of payee 	Date of cheque	7 Years	Destroy / Redact	Business Need	Assistant Director - Development Planning and Building Consultancy
RG 2.0	RIPA 2000/IPA 2016 documentation	Date of Authorisation	3 years maximum, unless prosecution evidence	Destroy	RIPA 2000/IPA 2016	Assistant Director - Development Planning and Building Consultancy

RG 2.0 - Regeneration and Growth - Planning and Growth - Strategic Planning and Transportation (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 2.1	Land Opportunity Promotion records <ul style="list-style-type: none"> Development Ready Database 	Date of Record	7 Years	Destroy 2023	Business Need	Regeneration Manager
RG 2.2	Consultation records <ul style="list-style-type: none"> Black Country Plan consultation -responses Planning consultation database Sandwell Local Plan consultation database and response to consultations Sandwell Local Plan Landowner Responses Sandwell Local Plan Examination in Public documents (2024/25 onwards) 	Date of Record	7 Years	Destroy	Planning and Compulsory Purchase Act 2004 Town and Country Planning (Local Planning) (England) Regulations 2012	Strategic Planning and Transportation Manager

RG 2.0 - Regeneration and Growth - Planning and Growth - Strategic Planning and Transportation – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 2.3	Community Infrastructure Levy (CIL) records <ul style="list-style-type: none"> • CIL Additional Information Form • Assumption of Liability Form • Form 2 – Claiming Exemption or relief • Form 5 – Notice of chargeable development • Form 6 – Commencement Notice • Form 7 - Self-build Exemption • Form 8 - Self-build residential Annex • Form 9 – Self-build residential extension exemption • Liability information notice 	Payment of Levy / Land Charge Discharged	Until Payment of Levy / Land Charge Discharged	Destroy	Business Need	Strategic Planning and Transportation Manager
RG 2.4	Self-build records <ul style="list-style-type: none"> • Self-build register application form • Self-build and custom house building register 	Construction Completion	15 Years	Destroy	Business Need	Strategic Planning and Transportation Manager

RG 3.0 - Regeneration and Growth - Planning and Growth – Regeneration (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 3.1	Advice Information and Market Development (AIM) <ul style="list-style-type: none"> Business Owners Profile 	Project End Date 2016	7 Years	Destroy 2023 Subject to approval from Accountable Body (WCC).	EU Legislation	Business Growth Team Leader / Regeneration Manager
RG 3.2	Social Enterprise Fund records <ul style="list-style-type: none"> Social Enterprise Fund Application Form 	Successful Grant End Unsuccessful Date of Decision	Until Grant End 12 Months	Destroyed	Business Need	Business Growth Team Leader / Regeneration Manager
RG 3.3	Black Country, Local Enterprise Funding records <ul style="list-style-type: none"> only records which contain personal data 	Close of Programme in March 2023	3 Years (2026)	Destroy	Business Need	Business Growth Team Leader / Regeneration Manager
RG 3.4	Enquiries <ul style="list-style-type: none"> only records which contain personal data Think Sandwell Regenerating Sandwell Towns Fund/Deal Wednesbury HAZ Brandhall Consultation 	Response to Enquiry	Until Responded	Destroy	Business Need	Regeneration Manager
RG 3.5	Development Ready records <ul style="list-style-type: none"> only records which contain personal data 	Date of enquiry	6 Years	Destroy 2023	Business Need	Regeneration Manager

RG 3.0 - Regeneration and Growth - Planning and Growth - Regeneration – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 3.6	Town Fund Records <ul style="list-style-type: none"> only records which contain personal data 	Close of Programme in March 2026	3 years (March 2029)	Destroy	DLUHC HOT Requirements	Town Fund Programme Manager / Regeneration Manager
RG 3.7	Signed Partnership/Funding Agreements <ul style="list-style-type: none"> only records which contain personal data 	Close of Programme	20 Years	Destroy	EU & Government Legislation	Assistant Director – Growth and Spatial Planning
RG 3.8	Levelling Up Fund Records <ul style="list-style-type: none"> only records which contain personal data 	Successful Grant End	Until Grant End	Destroy	Business Need	Assistant Director – Growth and Spatial Planning
RG 3.9	Inclusive Economic Recovery Plan activities <ul style="list-style-type: none"> only records which contain personal data Attendee Records Registration Forms Enquiry records 	Close of Programmes March 2025	2027	Destroy	Government Legislation	Business Growth Team Leader / Regeneration Manager

RG 4.0 - Regeneration and Growth - Planning and Growth - Housing and Partnerships (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 4.1	Energy Project records <ul style="list-style-type: none"> ECO3 LA-Flex – application/eligibility forms 	Date of Record	12 Months	Destroy	Government Requirement	Strategic Energy Manager / Housing Programmes and Partnerships Manager
RG 4.2	Tenant Feedback records <ul style="list-style-type: none"> Questionnaire 	Date of Record	12 Months	Destroy	Business Need	Housing Programmes and Partnerships Manager
RG 4.3	Resident Consultation - Planning process <ul style="list-style-type: none"> Correspondence 	Date of Record	12 Months	Destroy	Business Need	Housing Programmes and Partnerships Manager
RG 4.4	General Enquiries	Date of Record	3 Years	Destroy	Business Need	Housing Programmes and Partnerships Manager
RG 4.5	Riverside Housing - Stock Condition Data <ul style="list-style-type: none"> Repairs history EPC ratings Property condition records Asbestos records Warranties 	End of Contract	15 Years	Destroy	Business Need/ Contractual Requirement	Housing Programmes and Partnerships Manager

RG 4.0 - Regeneration and Growth - Planning and Growth - Housing and Partnerships – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 4.6	Riverside Housing – Tenancy File Housing Management <ul style="list-style-type: none"> • Tenancy Agreement • Getting to KnowYou Form • Income and Expenditure Form • New Tenant DetailsForm • Welfare Forms • Risk and SupportNeeds Form • Notice of Seeking Possession • ASB related Documents • Diary Sheets • Social Services Documents • Housing related forms where tenants signature is required 	Termination of Tenancy	3 Years	Destroy	Business Need	Housing Programmes and Partnerships Manager

RG 4.0 - Regeneration and Growth - Planning and Growth - Housing and Partnerships – Continued [\(Index\)](#)

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 4.7	Tenant Management Organisations – Tenancy File Housing Management <ul style="list-style-type: none"> • Tenancy Agreement • Getting to KnowYou Form • Income and Expenditure Form • New Tenant DetailsForm • Welfare Forms • Risk and SupportNeeds Form • Notice of Seeking Possession • ASB related Documents • Diary Sheets • Social Services Documents • Housing related forms where tenants signature is required 	Termination of Tenancy	3 Years	Destroy	Business Need	Housing Programmes and Partnerships Manager

RG 5.0 - Regeneration and Growth - Strategic Assets and Land - Facilities Management (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 5.1	Room Hire Booking <ul style="list-style-type: none"> Room Hire Booking Form 	Date of Booking	3 Months	Destroy	Business Need	Strategic Lead – Assets and Land
RG 5.2	CCTV	Date of Footage	General 1 Month Incidents 12 Months	Destroy	Business Need	Strategic Lead – Assets and Land

RG 6.0 - Regeneration and Growth - Strategic Assets and Land – Commercial Property (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 6.1	Lease Records <ul style="list-style-type: none"> Application to Lease Form Application for consent to assign Application for consent to underlet Application for consent to alterations Section 40 Notice 	Date of Record	7 Years	Destroy	Business Need	Strategic Lead – Assets and Land (Commercial)
RG 6.2	Key Holder Records	End of Occupation	Duration of Occupation	Destroy	Business Need	Strategic Lead – Assets and Land (Commercial)

RG 6.0 - Regeneration and Growth - Strategic Assets and Land - Commercial Property – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 6.3	Lease Offer records <ul style="list-style-type: none"> Sealed Offer Form 	Date of Record	Successful 7 Years Unsuccessful 12 Months	Destroy	Business Need	Strategic Lead – Assets and Land (Commercial)
RG 6.4	Land Sales Records <ul style="list-style-type: none"> 15-day land disposal form 	Date of Completion	7 Years	Destroy	Business Need	Strategic Lead – Assets and Land (Commercial)
RG 6.5	Assets of Community Value Records <ul style="list-style-type: none"> Community Right to Bid Nomination Form 	Date of Record	10 Years	Destroy	Localism Act 2011 Chapter 3	Strategic Lead – Assets and Land (Commercial)

RG 7.0 - Regeneration and Growth - Strategic Assets and Land – Markets (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 7.1	Markets Operation Records <ul style="list-style-type: none"> Application to hold charity or commercial cart boot sale Trading Consent Form Stall Application Form Entertainment Application Form 	Date of Record	7 Years	Destroy	Business Need	Market Manager
RG 7.2	Market Trading Records <ul style="list-style-type: none"> Trading Licence Market Trading Application Form 	Expiry of Licence	7 Years	Destroy	Business Need	Market Manager

RG 7.0 - Regeneration and Growth - Strategic Assets and Land - Markets – Continued (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 7.3	CCTV	Date of Footage	General 1 Month Incidents 12 Months	Destroy	Business Need	Market Manager

RG 8.0 - Regeneration and Growth - Strategic Assets and Land - Urban Design and Building Services (Index)						
Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 8.1	Atrium Records (Property Information Unit) <ul style="list-style-type: none"> Electronic Property Records 	Date of records	Unlimited 3 months /10 years depending on type of data	Suspend / Delete / anonymise record as applicable	Business Need	Strategic Lead – Urban Design
RG 8.2	Technology Forge Records (Property Information Unit) <ul style="list-style-type: none"> Electronic Property Records 	Date Tenant Leaves Property	Unlimited	Suspend / Delete / anonymise record as applicable.	Business Need	Strategic Lead – Urban Design
RG 8.3	Health and Safety Records <ul style="list-style-type: none"> Health and Safety Records 	Last Incident Last Action	Last Incident 3 Years Last Action 40 Years	Destroy	Legislation	Strategic Lead – Urban Design

RG 8.0 - Regeneration and Growth - Strategic Assets and Land - Urban Design and Building Services – Continued ([Index](#))

Ref	Item	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
RG 8.4	Asbestos Records	Destruction of Building	40 Years	Destroy	Health and Safety Act	Strategic Lead – Urban Design
RG 8.5	Lift Customer Records <ul style="list-style-type: none"> • Emails • Letters • System Records 	Date of Record	5 Years	Destroy	Business Need	Strategic Lead – Urban Design
RG 8.6	Street Furniture Insurance Claim Records <ul style="list-style-type: none"> • Emails • Letters 	Closure / Amount Paid	Till Closure / Amount Paid	Destroy	Business Need	Strategic Lead – Urban Design
RG 8.7	Disabled Road Markings Records <ul style="list-style-type: none"> • Disabled Road Markings Applications • Disabled Badge Evidence • Vehicle documentation 	Date of Record	4 Years	Destroy	Business Need	Strategic Lead – Urban Design
RG 8.8	Technology Forge Records (Sandwell Property Care) <ul style="list-style-type: none"> • Electronic Property Records 	Date Tenant Leaves Property	na	Suspend / Delete / anonymise record as applicable.	Business Need	Strategic Lead – Urban Design