

# CORPORATE SERVICES RETENTION SCHEDULE

<b>Date Reviewed:</b>	<b>05/04/2023</b>
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## Part 1 - General

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Statistical returns (retained on behalf of DDC)	6 years
Governance	Corporate Services	Surveys	3 years (Electronic versions only)
Governance	Corporate Services	NAFN telecoms applications	7 years from date that the case is concluded
Governance	Corporate Services	Business Plans	Current Year plus 6 years
Governance	Corporate Services	Service Plans	Current Year plus 6 years

## Part 2 – Leadership Support

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Corporate Plan All records relating to creation, implementation and monitoring of a strategic plan for the council (business requirement)	Retain from date plan expires for 6 years.
Governance	Corporate Services	Performance Reports All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides (business requirement)	Retain from year records created for 5 years (minimum recommended)
Governance	Corporate Services	Performance Data All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides (business requirement)	Retain from year records created for 5 years (minimum recommended)
Governance	Corporate Services	Minutes and papers of meetings	Current Year plus 2 years

## Part 3 – Breathing Space

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Breathing Space Notifications and Correspondence	Current Year plus 1 Year

## Part 4 – Equalities

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Equalities Policy & Objectives	Current version plus previous version
Governance	Corporate Services	Equalities - general enquiries	3 years

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## Part 5 – Risk

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Risk Register	Current Year plus 6 Years
Governance	Corporate Services	Risk Assessments	Current Year plus 6 Years

## Part 6 – Regulation of Investigatory Powers Act (RIPA)

Service	Function	Document Description	Retention Period
Governance	Corporate Services	RIPA applications	7 years from date that the case is concluded

## Part 7 – Insurance

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Insurance claims records and correspondence - Non housing	6 years. (End of year 6 years after claim closure)  Liability claims in respect of under 21-year-olds kept until 22nd birthday of claimant.
Governance	Corporate Services	Insurance claims records - Housing	Until claim settled plus 1 year
Governance	Corporate Services	Insurance incident reports	6 years. (End of year 6 years after claim closure)
Governance	Corporate Services	Claims made against the Council by officers / third party	6 years from the date claim settled
Governance	Corporate Services	Claims made by the Council against third parties	6 years from the date claim settled
Governance	Corporate Services	Premium renewal data	Kept until after next retendering exercise.
Governance	Corporate Services	Premium payment data	6 years after payment
Governance	Corporate Services	Insurance Policies	Liability policies - indefinite.  Other policies 6 years.
Governance	Corporate Services	Employers Liability Policy	40 years from the date the policy expires
Governance	Corporate Services	Vehicle claims	Lease period of car + 1 year  Third party claims 6 years
Governance	Corporate Services	Insurance - vehicle claim where 3rd party injured	6 years. (End of year 6 years after claim closure)

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Service	Function	Document Description	Retention Period
Governance	Corporate Services	Contractor insurance policies	6 years from date policy ends

## Part 8 – Corporate Complaints

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Complaints correspondence and papers including investigation/final reports	Current year plus 6 years
Governance	Corporate Services	Complaint booklets - service and member	Electronic and hard copies - current version only
Governance	Corporate Services	Comments general enquiries	Current year plus 2 years
Governance	Corporate Services	Compliments	Current year plus 1 year

## Part 9 – Member Complaints

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Member complaints	Retained for 3 years (from the date of the complaint closure)
Governance	Corporate Services	Complaint booklets - service and member	Electronic and hard copies - current version only

## Part 10 – Freedom of Information, Subject Access Requests, Environmental Information Regulations and Data Protection

Service	Function	Document Description	Retention Period
Governance	Corporate Services	Freedom of Information requests/Environmental Information Regulation requests	Current year plus 4 years
Governance	Corporate Services	Data Protection Subject Access Requests	Current year plus 1 year
ICO DP Registration	Corporate Services	Data Protection Registration Certificate'	Current year plus 1 year

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*NOTE: Remember this retention schedule applies to all data held in any format (i.e. paper, electronic, microfiche, etc.)*