

Reference #	Team	Document Types/ Description	Retention Periods	Action	Rationale/Legislation
RSA001	Antisocial Behaviour Team	Tenants at Risk folder	6 years	Destroy	Best practice
RSA002	Antisocial Behaviour Team	Caution List	6 years	Destroy	Best practice
RSA003	Antisocial Behaviour Team	Case Notes	12 years	Destroy	Best practice
RSA004	Antisocial Behaviour Team	MP letters folder	6 years	Destroy	Best practice
RSA005	Antisocial Behaviour Team	Staff HR folders	Duration of employment and 3 years thereafter.	Destroy	Best practice
RSA006	Antisocial Behaviour Team	Homicide Review folder & associated data	12 years	Destroy	Best practice
RSA007	Antisocial Behaviour Team	Photo evidence folder	6 years	Destroy	Best practice
RSA008	Applications team	HMO operating guidance	Permanent	Keep	Business need
RSA009	Applications team	Taxi operating guidance	Permanent	Keep	Business need
RSA010	Applications team	Housing operating guidance	Permanent	Keep	Business need
RSA011	Applications team	RTB operating guidance	Permanent	Keep	Business need

RSA012	Applications team	Housing temporary folders	Until processed - then deleted	Destroy	Business need
RSA013	Applications team	RTB temporary folders	deleted when application processed	Destroy	Business need
RSA014	Applications team	HMO temporary folders	deleted when application processed	Destroy	Business need
RSA015	Applications team	Housing application forms	1 year	Destroy	Business need
RSA016	Applications team	Emails to and from planning@oxford.gov.uk	1 year, unless pertinent to ongoing case, then transferred to IDOX	Destroy	Business need
RSA017	Applications team	Information supplied as part of a planning audit	Permanent	Keep	Business Need
RSA018	Applications team	A copy of the search that was sent to a given customer for a particular property, kept on IDOX in the Land Charges area	Permanent	Keep	Business Need
RSA019	Applications team	Fee reconciliation documents (confirmation that payments have been received and allocated to the correct place/ refunds are tracked and returned)	6 years	Destroy	Common Practice
RSA020	Applications team	Emails regarding sections 38, 106, right to buy. All notices from LLC register or another department	Permanent	Keep	Business Need
RSA021	Applications team	Spreadsheet on Searches	6 years	Destroy	Business Need

RSA022	Applications team	Street Naming and Numbering applications and correspondence. Copies of application forms, Emails to and from customers, Confirmation of payments, list of assigned addresses. Correspondence to royal mail.	Permanent	Keep	Business Need
RSA023	Applications team	Emails to and from SNN@oxford.gov.uk	1 year, unless pertinent to ongoing case, then transferred to IDOX	Destroy	Business Need
RSA024	Applications team	Emails into HMO inbox	1 year Maximum	Permanently Deleted	Business need
RSA025	Applications team	Refund requests	6 years	Deletion	Business need
RSA026	Applications team	Emails into Housing inbox	1 year Maximum	Permanently Deleted	Business need
RSA027	Applications team	Emails into Taxi inbox	1 year Maximum	Permanently Deleted	Business need
RSA028	Applications team	Emails into Selective Licensing inbox	18 month Maximum	Permanently Deleted	Business need
RSA029	Applications team	OneDrive Download Folders - used while processing applications. These folders are shared and can be accessed by the SAO/TL.	Daily / until applicaiton completed	Permanently Deleted	Business need
RSA030	Applications team	Procedure notes and other processing-related materials (no personal data)	Indefinite (until replaced)	Updated as needed	Business Need

RSA031	Applications team	Complaints received into "OCC Customer Relations" mailbox	3 years	Destroy	Business Need
RSA032	Applications team	Fee Quotes for building control	6 months	Permanently Deleted	Business Need
RSA033	Applications team	Emails for building control	3 months	Permanently Deleted	Business Need
RSA034	Building Control	Full Plan Application	15 Years unless there is a relevant business need to keep which needs to be documented	Destroy.	Building Regulations
RSA035	Building Control	Building Notice Applications	15 Years unless there is a relevant business need to keep which needs to be documented	Destroy.	Building Regulations
RSA036	Building Control	Regularisation Applications	15 Years unless there is a relevant business need to keep which needs to be documented	Destroy	Building Regulations
RSA037	Building Control	Demolition Notices	15 Years unless there is a relevant business need to keep which needs to be documented	Destroy	Building Regulations

RSA038	Building Control	Contravenous Works	Indefinitely until the contravention has been resolved by either removing the unauthorised work or by submitting a Regularisation Application	Destroy	Building Regulations -.
RSA039	Building Control	Dangerous Structures	15 Years unless there is a relevant business need to keep which needs to be documented	Destroy	Building Regulations
RSA040	Building Control	Building Control Application Forms	Permanent	Keep	Building Regulations Record of Building Control Works on the Building Control Register
RSA041	Building Control	Initial Notice Forms	Permanent	Keep	Building Regulations Record of Building Control Works on the Building Control Register
RSA042	Building Control	Competent Persons Notifications	Permanent	Keep	Building Regulations Record of Building Control Works on the Building Control Register
RSA043	Building Control	Officers Emails	15 Years	Destroy	Building Regulations
RSA044	Business Intelligence	General LGR Project (OCC) Microsoft Teams LGR Project (OCC)	6 years from the implementation date of the new Unitary Authority	Destroy	Business need
RSA045	Business Intelligence	LGR Greater Oxford - Drop-In Events	1 year from the date of each submission form being completed	Destroy	Business need

RSA046	Business Intelligence	Residents' Panel	Indefinitely	Review	Business need
RSA047	Business Intelligence	Consultation survey results	Indefinitely	Review	Business need
RSA048	Business Intelligence	Census 2021 summary reports and map	10 years (until next Census)	Destroy	Business need
RSA049	Business Intelligence	Local Insight area profiles	Reviewed annually	Review	Business need
RSA050	Business Intelligence	Local Insight - closed LGR area of website	Reviewed annually	Review	Business need
RSA051	Business Regulation team	Commercial Premises Files	7 Years	Destroy	Statutory regulations
RSA052	Business Regulation team	Accident Records	7 Years (Asbestos related is 30 years)	Destroy	Statutory regulations
RSA053	Business Regulation team	Service Requests	7 Years (Asbestos related is 30 years)	Destroy	Statutory regulations
RSA054	Business Regulation team	Infectious Diseases	25 Years	Destroy	Statutory regulations
RSA055	Business Regulation team	Samples	7 Years	Destroy	Statutory regulations
RSA056	Business Regulation team	PPC	7 Years	Destroy	Statutory regulations
RSA057	Business Regulation team	Licensing records	6 years from closure of service request	Destroy	Business Practice

RSA058	Business Regulation team	Legal notices inc financial penalties	6 years from expiry of licence – if property no longer licensable	Destroy	Business Practice
RSA059	Business Regulation team	Formal legal Investigations & Prosecutions	6 years from closure of file	Destroy	Business Practice
RSA060	Business Regulation team	Summary management systems that allow the monitoring & management of registration, certification and licenses registration requirements in summary form	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Keep	Public Health Regulations
RSA061	Business Regulation team	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements <ul style="list-style-type: none"> · Applications for animal registration · Applications for registration of a business premises · Applications for release of animals impounded · Registers Certificates of registration of: <ul style="list-style-type: none"> · door supervisors · beauty therapists · Animal movement licenses · Gaming 	2 years after registration or entitlement lapses	Destroy	Public Health Regulations

RSA062	Business Regulation team	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides) · Contaminated land register/pollution	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 60 years after registration or entitlement lapses	Keep	Public Health Regulations
RSA063	Business Regulation team	The process of issuing notices to citizens with respect to particular responsibilities · Objections to notices · Appeals against notices · Registration of premises Infringement notices	2 years after the matter is concluded	Destroy	Public Health Regulations
RSA064	Business Regulation team	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities · Prosecution/sanction files	6 years from last action	Destroy	Public Health Regulations
RSA065	Business Regulation team	The process of making local laws · Master Set of bye-laws · Policy Development documents · Correspondence · Submissions	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Keep	Public Health Regulations

RSA066	Business Regulation team	The process of administering and enforcing bye-laws <ul style="list-style-type: none"> · Applications and certificates · Permits · Licences · Infringement notices · Correspondence 	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	Destroy	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA067	Change Support	PCI DSS-related registers for Attestation of Compliance Staff Training Device Tamper Checking Face-to-Face payments	Permanent	Keep	Business Need
RSA068	Change Support	Corporate and Service level performance metrics. Corporate and Service level Risks	Permanent	Keep	Business Need
RSA069	Change Support	Project-related documentation to Organisational Change Board and Corporate Leadership Team for decision making. Documents may include: Project Control document Closure report Plans Risk log etc.	Permanent	Keep	Business Need
RSA070	Civic & Royal events	The recording of ceremonial events and civic occasions: audio tapes, video tapes, framed official portraiture.	Permanent	Keep	Common Practice

RSA071	Civic & Royal events	Digital photographs	Permanent	Keep	Common Practice
RSA072	Civic & Royal events	The process of organising a ceremonial event or civic occasions	7 years after administrative use is concluded	Destroy	Common Practice
RSA073	Committee & Member Services	Minutes for every Committee held, providing a record of key points of discussion, decisions and resolutions	Permanent	Retain	Statutory
RSA074	Committee & Member Services	Records of Members' employment sponsorship, contracts, land, licenses, corporate tenancies, securities and non-statutory interests	Retain for term of office	Destroy	Statutory
RSA075	Committee & Member Services	Records of member involvement in outside bodies appointed by council names of other people associated with those bodies	1 year or ending of term of office/end of appointment to outside body	Destroy	Statutory
RSA076	Committee & Member Services	Records of Member's home addresses and personal contact details	Retain for term of office	Destroy	Statutory
RSA077	Communications	Press releases	Retain permanently	Retain	Business need
RSA078	Communications	Press briefings	Retain permanently	Retain	Business need
RSA079	Communications	Interactions with the media	Retain permanently	Retain	Business need

RSA080	Communications	Journalist's information	Instant once requested	Destroy	GDPR
RSA081	Communications	Press cuttings	Immediately after reading	Destroy	To comply with media licensing rules, which require that circulated press cuttings are not stored permanently
RSA082	Communications	Campaign material (i.e. posters, leaflets)	Three years from last action. Offer to archivist for review	Destroy	Common practice
RSA083	Communications	Campaign planning	One year after creation	Destroy	In line with retention of emails policy
RSA084	Communications	Campaign reports/analysis	One year after creation	Destroy	In line with retention of emails policy
RSA085	Communications	Social media content	Stored permanently on social media platforms	Retain	Common practice
RSA086	Communications	Social media planning	One year after creation	Destroy	In line with retention of emails policy
RSA087	Communications	Social media reports/ analysis	One year after creation	Destroy	In line with retention of emails policy
RSA088	Communications	Copies of newsletter	Retain permanently on newsletter platform	Retain	Common practice
RSA089	Communications	Finished films	Retain permanently	Retain	Business need
RSA090	Communications	Raw footage	Retain permanently	Retain	Business need
RSA091	Communications	Planning for films	One year after creation	Destroy	In line with retention of emails policy
RSA092	Communications	Internal newsletters	Retain permanently on newsletter platform	Retain	Common practice

RSA093	Communications	Staff events and briefings	One year after creation	Destroy	In line with retention of emails policy
RSA094	Communications	Internal comms planning	One year after creation	Destroy	In line with retention of emails policy
RSA095	Communications	Internal comms reports/analysis	One year after creation	Destroy	In line with retention of emails policy
RSA096	Communications	govDelivery: Primary application for issuing newsletters and news releases	Permanent, though constantly updated, with requests for removal actioned instantly	Destroy	Business need
RSA097	Communications	Communications folder: Storage of documents relating to the communication team. Prime storage area for all communications team	Permanent, though constantly updated, with requests for removal actioned instantly	Destroy	Business need
RSA098	Communications	Picture library: Storage of photos taken by the Communications team and professional photographers	Permanent, though constantly updated, with requests for removal actioned instantly	Destroy	Business need
RSA099	Community & Leisure	Contact Details for Bookings at Community Centres and Gym Membership	7 years	Review	Industry Best Practice
RSA100	Community & Leisure	Bank details for memberships and bookings	7 Years	Review	Industry Best Practice
RSA101	Community & Leisure	Pre-Activity Readiness Questionnaires	7 Years	Review	Industry Best Practice
RSA102	Community & Leisure	Customer Feedback	1 Year	Review	Industry Best Practice and for CSE assessment and continuous improvement

RSA103	Community & Leisure	The activity of providing a grant award to another party Grants to local charities	6 years at the end of current Financial Year	Review	Business Need
RSA104	Community & Leisure	Clinically extremely vulnerable persons record	10 years then review	Destroy	Business Need to as part of the COVID pandemic response.
RSA105	Community & Leisure	Financial folder	7 years at the end of the current Financial Year	Review	Business Need
RSA106	Community & Leisure	Free Access to National Sports people (FANS)	Destroy 1 year after administration use has concluded	Destroy	Business Need
RSA107	Community & Leisure	Free Swimming Lesson applications	Destroy 6 months after administrative use has concluded	Destroy	Business Need
RSA108	Community & Leisure	Food Larder membership records	Destroy after 3 years	Destroy	Business Need
RSA109	Community & Leisure	Access to Leisure Scheme (homeless pathway leisure centre memberships)	3 Years	Destroy	Business Need
RSA110	Community & Leisure	Public Consultation and Engagement	7 years at the end of current Financial Year	Review	Business Need
RSA111	Community & Leisure	PO Monitoring	7 Years	Destroy	Business Need
RSA112	Community & Leisure	Leisure Management Contract Plan	For the duration of the contract and 6 years thereafter	Destroy	Business Need
RSA113	Community & Leisure	Leisure Contract Management	For the duration of the contract and 6 years thereafter	Destroy	Business Need

RSA114	Community & Leisure	Leisure Centres data	For the duration of the contract and 6 years thereafter	Destroy	Business Need
RSA115	Community & Leisure	Team data	6 years	Destroy	Business Need
RSA116	Community & Leisure	Service Planning	6 years	Destroy	Business Need
RSA117	Community & Leisure	Community Services Business Continuity Plan	1 year	Destroy	Business Need
RSA118	Community & Leisure	Leisure Facilities Emergency Contacts/ Emergency Rest Centres	1 year	Destroy	Business Need
RSA119	Community Response Team	Case management Files of Community Response & ASB	6 years after case closure	Destroy	Business Need
RSA120	Community Response Team	Collection of data relating to Community Response & ASB	10 years	Destroy	Business Need
RSA121	Community Response Team	Service Requests	6 years	Destroy	Business Need
RSA122	Community Response Team	PACE data	6 years	Destroy	Business Need
RSA123	Community Response Team	Fixed Penalty Notices	6 years	Destroy	Business Need
RSA124	Community Response Team	Bodyworn video	less than 24 hours unless needed for a prosecution	Deleted	Best practice

RSA125	Community Response Team	Housing and public space CCTV data	30 days unless needed for a prosecution	Deleted	Best practice
RSA126	Community Safety Team	Anti Slavery Case management files	6 years	Destroy	Business Need
RSA127	Community Safety Team	Collection of data relating to anti-slavery activities	10 years	Destroy	Business Need
RSA128	Complaints	The management of enquires, submissions and complaints to the council. To include: Registers, Reports, Correspondence, Ombudsmen, Printed Material	6 years unless part of Benefit & Taxation record	Destroy	Business need
RSA129	Contact Centre	Recordings of telephone conversations	9 months	Destroy	Training and Monitoring
RSA130	Contact Centre	Q-Max - workforce management	Records go back 3 years, Leavers are deleted after 6 months.	Destroy	Business need
RSA131	Contact Centre	Gov-Metric - surveys	Reviewed annually	Destroy	Business need
RSA132	Contact Centre	Sharepoint page - procedures	Reviewed annually	Review	Business need
RSA133	Contact Centre	TLC - land searches	Contact information held for as long as the search is being carried out	Destroy	Business need
RSA134	Contact Centre	Business Continuity Plan	Permanent, updated annually	Review	Business need
RSA135	Contact Centre	CSE submission info	Permanent	Keep	Business need

RSA136	Contact Centre	ICT new user requests	12 months	Destroy	Business need
RSA137	Contact Centre	Team photos	Duration of role/employment	Destroy	Business need
RSA138	Corporate Assets/Property Services	UNIFORM	Permanent	Keep	Business Need
RSA139	Corporate Assets/Property Services	Change notes	Duration of tenancy, then 7 years	Destroy	Business Need
RSA140	Corporate Assets/Property Services	Agresso	Duration of tenancy. Then 2 years, unless otherwise requested	Destroy	Business Need
RSA141	Corporate Assets/Property Services	Personal Files	Permanant for scanned and electronic data. Hard copy 2 years	Destroy	Business Need
RSA142	Corporate Assets/Property Services	Property Enquiries	2 years	Destroy	Business Need
RSA143	Corporate Assets/Property Services	Councillor Enquiries	2 years	Destroy	Business Need
RSA144	Corporate Assets/Property Services	3C's	7 years	Destroy	Business Need
RSA145	Corporate Assets/Property Services	Agents / Third Parties	Duration of tenancy. Then 2 years, unless otherwise requested	Destroy	Business Need

RSA146	Corporate Assets/Property Services	Contact Details	Duration of tenancy.	Destroy	Business Need
RSA147	Corporate Assets/Property Services	Emergency Contacts	Duration of tenancy, then 7 years	Destroy	Business Need
RSA148	Corporate Assets/Property Services	Assignment's bank references / credit checks	Duration of project	Destroy	Business Need
RSA149	Corporate Assets/Property Services	scanning of files	7 years from completion	Destroy	Business Need
RSA150	Corporate Assets/Property Services	Housing Stock (RTB)	Duration of transaction. Then 7 years	Destroy	Business Need
RSA151	Corporate Assets/Property Services	Commission files	Duration of employment.	Destroy	Business Need
RSA152	Corporate Assets/Property Services	Lone Working Device - People Safe	Duration of project	Destroy	Business Need
RSA153	Corporate Support	Team performance and stats	12 months	Destroy	Business Need
RSA154	Corporate Support	SLA meetings	2 years	Destroy	Business Need
RSA155	Corporate Support	Standard Operating Procedures	Indefinite (until replaced)	Destroy	Business Need
RSA156	Corporate Support	Post and Copier unit documentation	6 years	Destroy	Business Need
RSA157	Corporate Support	Documents for scanning and processing	1 month after processing complete	Destroy	Business Need

RSA158	Corporate Support	Royal Mail scanned post	1 month after processing complete	Destroy	Business Need
RSA159	Corporate Support	Emails into Council tax, Benefits, Business rates, overpayments, recovery and inspectors inboxes	1 month after uploaded to system	Destroy	Business Need
RSA160	Culture & Events	Adult learning Group email contact list	Reviewed annually	Review	Business Need
RSA161	Culture & Events	Formal Learning resources	Reviewed annually	Review	Business Need
RSA162	Culture & Events	Collection management: offers and acquisitions	Reviewed annually	Review	Business Need
RSA163	Culture & Events	Photographic archive	Reviewed annually	Review	Business Need
RSA164	Culture & Events	Current Volunteer List	Reviewed annually	Review	Business Need
RSA165	Culture & Events	Adopt an object sponsorship document	Reviewed annually	Review	Business Need
RSA166	Culture & Events	Fundraising overview	Reviewed annually	Review	Business Need
RSA167	Culture & Events	Collections & Research	Reviewed annually	Review	Business Need
RSA168	Culture & Events	Museum Development	Reviewed annually	Review	Business Need
RSA169	Culture & Events	Gift Shop	7 years	Destroy	Business Need
RSA170	Culture & Events	Event Applications	7 years	Destroy	Business Need

RSA171	Elections	Register of Electors: Summary certification of those eligible to vote	Permanent	Keep	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986 RGLA1.1
RSA172	Elections	Certification of those eligible to vote: Annual canvass forms, rolling registration forms, overseas electors and service voters	24 Hours after being scanned in Xpress	Destroy	ERO agreed timings
RSA173	Elections	Absent voters: Postal voting, proxy voting and postal/proxy voting forms	At the date of the Application expiry (5 years from application date)	Destroy	Following EC guidance
RSA174	Elections	Voting (Local elections only): Ballot papers, corresponding number lists; ballot paper accounts, tendered votes lists, certificates as to employment, lists of votes marked by Presiding Officer	1 year from close of poll	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
RSA175	Elections	Voting (Parliamentary elections): Ballot papers, corresponding number lists, ballot paper accounts; tendered votes lists; certificates as to employment; lists of votes marked by Presiding Officer	2 years from close of poll	Destroy	Rule 55(1) RPA 1983
RSA176	Elections	Declaration of results (local elections only): Consolidated returns of votes received	1 year from date of election	Destroy	RGLA1.3

RSA177	Elections	Data required for temporary employees to be paid for work on elections etc	Staff records are kept while they still work on elections/canvassing. The database is cleansed once a year, with people who haven't worked for three years or more deleted.	Destroy	Business Need
RSA178	Elections	Paper forms, used to set up new staff and amend existing entries	Staff records are kept while they still work on elections/canvassing. The database is cleansed once a year, with people who haven't worked for three years or more deleted.	Destroy	Business Need
RSA179	Elections	Poll station bookings	One year after the electoral event	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
RSA180	Elections	HEFs/ITRs	Paper records are kept for one year following an electoral event. On Idox the records are kept for as long as we use the building. It is updated once a year.	Destroy	Rule 55(1) RPA 1983 RGLA 1.2

RSA181	Elections	Evidence requests - Enables the processing of registration applications	The forms are kept for one year (the life of the register they are applying for).	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
RSA182	Elections	List of Students as pending electors	The forms are kept for one year on the server (the life of the register they are applying for).	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
RSA183	Elections	Candidates Election Expenses - Held on deposit for public inspection	They are kept for two years after the electoral event	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
RSA184	Emergency Planning	Person and property data relating to emergency incidents	6 years	Destroy	Business Need
RSA185	Emergency Planning	Collection of data relating to emergency planning activities	10 years	Destroy	Business Need
RSA186	Environmental Sustainability	City Council held mailing lists in relation to Partnerships, Agencies, Working Groups and other external committees	Permanent, though constantly updated, with requests for removal actioned instantly	Constantly Maintain	Privacy and Electronic Communications (EC Directive) Regulations
RSA187	Environmental Sustainability	Libtek - heat pump survey	Until project end	Delete data	Project has finished and data to be held by installers
RSA188	Environmental Sustainability	Samsung - heat pump project	Until project end	Delete data	Project finished and portal to be shut down by Samsung
RSA189	Environmental Sustainability	Project LEO	5 years	Destroy	Business Need

RSA190	Environmental Sustainability	Project ESO & LEVI	Length of contract dependent 10, 15 or 20 yrs	Maintain	Commercial data on utilisation protected and agreement on who it can be shared with
RSA191	Environmental Sustainability	HUG2 & ECO retrofit campaigns	10 years	Maintain	project finished but data to be transferred to us from GSENGH. This includes address level data
RSA192	Environmental Sustainability	Sustainable Warmth Competition	10 years	Maintain	Data transferred from GSENGH. Only total numbers no personal data.
RSA193	Environmental Sustainability	Connected for Warmth	no data held	no data held	Agility Eco - no partnership
RSA194	Environmental Sustainability	Go Ultra Low Oxford	10 years	review in 2026	Business Need
RSA195	Environmental Sustainability	Flooding (not project based - risk management)	Permanent	constantly updated to ensure remains relevant	Business Need
RSA196	Environmental Sustainability	DPS compliance tracker	Until DPS is no longer in use (2027 currently but looking to extend to 2029)	Reviewed annually and kept up to date when new suppliers come on board	Integral part of the Dynamic Purchasing System
RSA197	Executive Assistance	iTrent -Access to CLT members accounts	Length of Support required (i.e role duration)	Access Removed	Business need

RSA198	Executive Assistance	Signatures	Length of Support required (i.e role duration)	Destroy	Business need
RSA199	Executive Assistance	Login/Passwords ad hoc	Length of Support required (i.e role duration)	Destroy	Business need
RSA200	Executive Assistance	Outlook - Emails and Calendars	Length of Support required (i.e role duration)	Access Removed	Business need
RSA201	Fit for the future	PMO - Project Documentation	Permanent - Revised annually	Review	Business Need
RSA202	Fit for the future	Smartsheet Performance Data	Permanent - Revised annually	Review	Business Need
RSA203	Fit for the future	Smartsheet Risk Data	Permanent - Revised annually	Review	Business Need
RSA204	Fit for the future	Smartsheet Benefit Data	Permanent - revised as suppliers are updated	Review	Business Need
RSA205	Fit for the future	Smartsheet AoC Data	Permanent	Review	Business Need
RSA206	Fit for the future	Smartsheet Tamper Checking Data	Permanent	Review	Business Need
RSA207	Fit for the future	Smartsheet Staff Training	Permanent	Review	Business Need
RSA208	Fit for the future	Smartsheet Payments Log	6 Years after case closure	Destroy	Business Need
RSA209	General Finance	Statement of accounts and closedown working papers	Permanent.	Keep	Statutory

RSA210	General Finance	The process that consolidates financial transactions on an annual basis for corporate reporting purposes Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements Cash Flow statements	Indefinitely	Keep	Audit purposes
RSA211	General Finance	General Ledger records	Permanent	Keep	Records are integral to the ongoing balances on the financial system. Historic transactions are needed when new accounting standards require reviewing historic data to process transition

RSA212	General Finance	<p>The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books</p> <p>Consolidated monthly & quarterly reports Consolidated monthly & quarterly financial statements Working papers for the preparation of the above Monthly accrual statements Creditor listings and reports Debtor listings and reports</p>	Destroy 7 years after the end of the financial year in which the records were created	Destroy	Common Practice
RSA213	General Finance	<p>Management of the approvals process for purchase, including investigations Appointments & delegations Audit investigations Arrangements for the provision of goods and/or services</p>	Destroy 7 years after the end of the financial year in which the records were created	Destroy	Statutory

RSA214	General Finance	Identification of the receipt, expenditure and write offs of public monies Allowances Work orders Credit card statements Cash books Receipts Cheque counterfoils Vouchers	Permanent	Keep	To support audit queries relating to historic balances
RSA215	General Finance	Identification of the expenditure of public monies Bank Statements Bank Reconciliation	Permanent	Keep	Business Need
RSA216	General Finance	Identification of the expenditure of public monies Invoices Subsidiary ledgers (annual)	Permanent	Keep	These records must be retained in order to rebuild financial records when accounting standards are changed and also, with regards to tax documents, to evidence the tax position when there are changes in taxation rules arising from tribunal cases which will then lead to back claims.
RSA217	General Finance	Processes that balance & reconcile financial accounts Reconciliation Summaries of accounts	Permanent	Keep	To support audit queries relating to historic balances

RSA218	General Finance	Taxation Records	Permanent	Keep	To support audit queries relating to historic balances and to support ongoing taxation calculations
RSA219	General Finance	The process of finalising local authorities' annual budget Annual Budget	Permanent.	Keep	Only the final version of the annual budget needs to be kept
RSA220	General Finance	The process of developing local authorities' annual budget Draft budgets Departmental budgets Draft Estimates	Keep for 7 years after annual budget adopted by local authority	Destroy	Business Need
RSA221	General Finance	The process of reporting which examines the budget in relation to actual revenue and expenditure Quarterly statements	Keep for 7 years after annual budget adopted by local authority	Destroy	Business Need
RSA222	General Finance	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers Loan files	Permanent.	Keep	To support audit queries relating to historic balances and to support ongoing taxation calculations
RSA223	General Finance	Summary management of loans to others Loans registers	Permanent.	Keep	To support audit queries relating to historic balances and to support ongoing taxation calculations

RSA224	General Finance	The activity of providing a grant award to another party Grants to local charities Business grants under Sec 47 LGFA 1988	Keep current financial year plus 6 Years after grant has been awarded	Destroy	Common Practice
RSA225	General Finance	Grants from other organisations	Permanent.	Keep	To support audit queries relating to historic balances and to support ongoing taxation calculations
RSA226	General Finance	Mortgage agreements Correspondence Right to Buy	Last payment + 6 years if signed	Destroy	Statutory
RSA227	General Finance	Mortgage agreements Correspondence Right to Buy	Last payment +12 years if sealed	Destroy	Statutory
RSA228	General Finance	Residential Charging Order / Landlords Consent	12 years after administrative use has concluded or after surrender, expiry or termination of lease or memoranda of terms	Destroy	Business Need
RSA229	General Finance	Rent Payments :Correspondence concerning payment Requests for payment	Keep for 6 years after the end of the financial year in which repaid	Destroy	Statutory

RSA230	General Finance	Home Improvement Grants: Agreement to pay loan Details of payments Correspondence relating to loan	Keep for 6 years after last payment for grants under £50 000, For grants over £50 000 destroy 12 years after last payment Where plans and detailed drawings included offer to Archivist	Destroy	Statutory
RSA231	General Finance	Council Tax Valuation: The valuation of rateable land within a municipal district for the purpose of the making of the rate Valuation lists Correspondence Objections Reports	Valuation lists & Schedules - Permanent.	Keep	To support audit queries relating to historic balances and to support ongoing taxation calculations
RSA232	General Finance	Land and Property Valuation: The valuation of rateable land/property for the purpose of Valuation lists Correspondence Objections Reports	Valuation lists & Schedules - Permanent. Offer to Archivist for review Otherwise Destroy 10 years after the year in which the valuation was made	Destroy	In case of RV adjustments and other applicable reductions to a previous list

RSA233	General Finance	Payment Card/ Credit Card; Application forms Payment card application forms	2 years after administrative use has concluded	Destroy	Business Need
RSA234	General Finance	Payment / Credit Card Policies and Procedures Policies issued and signed by staff in relation to the use of an authority issued payment card or credit card	4 years after administrative use has concluded	Destroy	Business Need
RSA235	General Finance	The summary management of insurance arrangements Insurance register	Transfer to place of deposit after administrative use is concluded.	Keep	Business Need
RSA236	General Finance	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage Insurance policies Correspondence	Permanent	Keep	Insurance claims can be made up to 3 years after the issue has been detected; this can be many years after the incident giving rise to the claim, for example asbestosis claims
RSA237	General Finance	The process of renewing insurance policies Insurance policy Renewal records Correspondence	Permanent	Keep	Insurance claims can be made up to 3 years after the issue has been detected; this can be many years after the incident giving rise to the claim, for example asbestosis claims

RSA238	General Finance	The process that records insurance claims against the local authority or local authority officers Claims Records Correspondence	Permanent	Keep	Claims can be reopened up to claimant reaching 25 years of age; linked historic claims
RSA239	General Finance	Identification of the receipt, expenditure and write offs of public monies Credit card statements Internal Transfer requests Remittance advices for incoming funds Copies of cheques processed	Destroy 7 years after the end of the financial year which saw the conclusion of the financial transaction that the record supports	Destroy	Statutory
RSA240	General Finance	Identification of the expenditure of public monies Bank Statements Bank Reconciliation	Delete 6 years after the end of the Financial Year in which the records were created	Delete	We hold copies on the m drive to show our reconciliation from an unpaid items point of view
RSA241	General Finance	Taxation records	Destroy 5 years after the end of the financial year in which the records were created	Destroy	Statutory
RSA242	General Finance	Application forms Payment card application forms	2 years after administrative use has concluded	Destroy	Business Need

RSA243	General Finance	Payment / Credit Card Policies and Procedures Policies issued and signed by staff in relation to the use of an authority issued payment card or credit card	4 years after administrative use has concluded	Destroy	Business Need
RSA244	General Licensing	Taxi & Private Hire Register	6 Years after entitlement lapses	Destroy	<ul style="list-style-type: none"> • Town Police Clauses Act 1847 • Town Police Clauses Act 1889 • Local Government (Miscellaneous Provisions) Act 1976 (LG(MP)) • Transport Act 1980 • Transport Act 1985 • Transport Act 2000 • Road Safety Act 2006 • Equality Act 2010 • Deregulation Act 2015 • Immigration Act 2016 • Policing & Crime Act 2017 • Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022

RSA245	General Licensing	Taxi & private Hire enforcement & complaint case files	6 Years after case closure	Destroy	<ul style="list-style-type: none"> • Town Police Clauses Act 1847 • Town Police Clauses Act 1889 • Local Government (Miscellaneous Provisions) Act 1976 (LG(MP)) • Transport Act 1980 • Transport Act 1985 • Transport Act 2000 • Road Safety Act 2006 • Equality Act 2010 • Deregulation Act 2015 • Immigration Act 2016 • Policing & Crime Act 2017 • Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022
RSA246	General Licensing	Licensing Act 2003 - Licences & Certificates	6 Years after entitlement lapses	Destroy	<ul style="list-style-type: none"> • Licensing Act 2003 • Police Reform and Social Responsibility Act 2011 • Live Music Act 2012 • Deregulation of Schedule 1 of the Licensing Act 2003 • Equality Act 2010 • Business and Planning Act 2020 • The Licensing Act 2003 (Hearings) Regulations 2005

RSA247	General Licensing	Weekly Temporary Event Notice list	6 years	Destroy	<ul style="list-style-type: none"> • Licensing Act 2003 • Police Reform and Social Responsibility Act 2011 • Live Music Act 2012 • Deregulation of Schedule 1 of the Licensing Act 2003 • Equality Act 2010 • Business and Planning Act 2020 • The Licensing Act 2003 (Hearings) Regulations 2005
RSA248	General Licensing	All Temporary Event Notice list	6 years	Destroy	<ul style="list-style-type: none"> • Licensing Act 2003 • Police Reform and Social Responsibility Act 2011 • Live Music Act 2012 • Deregulation of Schedule 1 of the Licensing Act 2003 • Equality Act 2010 • Business and Planning Act 2020 • The Licensing Act 2003 (Hearings) Regulations 2005

RSA249	General Licensing	Licensing Act 2003 - Enforcement actions	6 years after case closure	Destroy	<ul style="list-style-type: none"> • Licensing Act 2003 • Police Reform and Social Responsibility Act 2011 • Live Music Act 2012 • Deregulation of Schedule 1 of the Licensing Act 2003 • Equality Act 2010 • Business and Planning Act 2020 • The Licensing Act 2003 (Hearings) Regulations 2005
RSA250	General Licensing	Taxi & Private Hire sub-committee reports	6 years after case closure	Destroy	<ul style="list-style-type: none"> • Town Police Clauses Act 1847 • Town Police Clauses Act 1889 • Local Government (Miscellaneous Provisions) Act 1976 (LG(MP)) • Transport Act 1980 • Transport Act 1985 • Transport Act 2000 • Road Safety Act 2006 • Equality Act 2010 • Deregulation Act 2015 • Immigration Act 2016 • Policing & Crime Act 2017 • Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022

RSA251	General Licensing	Licensing Act 2003 sub-committee reports	6 years after case closure	Destroy	<ul style="list-style-type: none"> • Licensing Act 2003 • Police Reform and Social Responsibility Act 2011 • Live Music Act 2012 • Deregulation of Schedule 1 of the Licensing Act 2003 • Equality Act 2010 • Business and Planning Act 2020 • The Licensing Act 2003 (Hearings) Regulations 2005
RSA252	General Licensing	Local Knowledge and Safeguarding Test booking sheet	6 years after case closure	Destroy	Local Government (Miscellaneous Provisions) Act 1976 (LG(MP) & Town Police Clauses Act 1847
RSA253	General Licensing	Gambling Act 2005 - Permits & Certificates	6 years after licence ends	Destroy	<ul style="list-style-type: none"> • Gambling Act 2005 • Licensing Act 2003
RSA254	General Licensing	Gambling Act 2005 - Enforcement Actions	6 years after case closure	Destroy	<ul style="list-style-type: none"> • Gambling Act 2005 • Licensing Act 2003
RSA255	General Licensing	Road Closures for Events & Street Parties	6 Years after case closure	Destroy	Town Police Clauses Act 1847
RSA256	General Licensing	Scrap Metal licences	6 years after licence ends	Destroy	Scrap Metal Dealers Act 2013
RSA257	General Licensing	Scrap Metal cases/enforcement files	6 Years after case closure	Destroy	Scrap Metal Dealers Act 2013

RSA258	General Licensing	Sex Establishment Licences	9 months after licence ends	Destroy	<ul style="list-style-type: none"> • Local Government (Miscellaneous Provisions) Act 1982 • Policing and Crime Act 2009 • Licensing Act 2003 • Crime and Disorder Act 1998 • Legislative and Regulatory Reform Act 2006 • Provision of Services Regulations 2009 • Cinemas Act 1985
RSA259	General Licensing	Sex Establishment Enforcement files	6 years after case closure	Destroy	<ul style="list-style-type: none"> • Local Government (Miscellaneous Provisions) Act 1982 • Policing and Crime Act 2009 • Licensing Act 2003 • Crime and Disorder Act 1998 • Legislative and Regulatory Reform Act 2006 • Provision of Services Regulations 2009 • Cinemas Act 1985
RSA260	Green Space Development	Contact List	Permanent, consent	Review	Business Need
RSA261	Green Space Development	Photos/image library	7 years	Delete/destroy	Business Need

RSA262	Green Space Development	Green Neighbourhood Grants	Rolling information	Delete/destroy	Business Need
RSA263	Green Space Development	Allotments	2 years	Delete/destroy	Business Need
RSA264	Green Space Development	Consultations	5 Years	Delete/destroy	Business Need
RSA265	Green Space Development	Forest School Programme	6 Years	Delete/destroy	Business Need
RSA266	Green Space Development	Mooring enforcement	7 years for fraud proven cases and 2 years for not proven	Delete/destroy	Business Need
RSA267	Health & Safety	Individual records relating to Health Surveillance	40 years after last Action	Destroy	Health and Safety at Work Act 1974/Control of Substances Hazardous to Health 2002
RSA268	Health & Safety	Personal risk assessments	7 years after the end of employment	Destroy	Limitation Act 1980

RSA269	Health & Safety	Records relating to accidents or near misses	At least 4 years from date the report was made (or until any younger person involved reaches age 21) (Note: excludes incidents relating to asbestos or dangerous substances.) For incidents relating to asbestos or dangerous substances, 40 years from date the report was made.	Destroy	Limitation Act 1980, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, business need
RSA270	Health & Safety	Fire Warden training records	6 years after end of Employment	Destroy	Fire Precautions (Workplace) Regulations 1997
RSA271	Health & Safety	First aid training records	6 years after end of Employment	Destroy	Health and Safety (First Aid) Regulations 1981
RSA272	Health & Safety	Health & Safety representatives and employees' training	5 years after end of Employment	Destroy	Health and Safety (Consultation) Regulations 1996; Health & Safety Information for Employees Regulations 1989

RSA273	Health & Safety	Medical records as specified by COSHH and under Control of Asbestos at Work regulations	40 years from date of the last entry including related training records	Destroy	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677). The Control of Asbestos at Work Regulations in 2002, 2006 and 2012 (SI 2002/ 2675) (SI 2006/2739) and (SI 2012/632).
RSA274	Home Improvement Agency	DFG Grant Applications and associated paperwork	7 Years	Destroy	Statutory HIA role
RSA275	Home Improvement Agency	ERG Grant Applications and associated paperwork	Length of land charge and 1 year thereafter	Destroy	Business Need
RSA276	Home Improvement Agency	Flexible Home Loan Files	For the life of the loan and 1 years thereafter	Destroy	FCA/FHIL requirements
RSA277	Home Improvement Agency	Casemanager System	Owned by County	Keep	Owned by County
RSA278	Home Improvement Agency	Ferret System	Temporary	Destroy	One-off
RSA279	Home Improvement Agency	Teams Folders	Keep until Changed	Keep	Templates, Meeting Notes, Procedures
RSA280	Home Improvement Agency	Home Improvement Agency Uniform case information - DFG/AHG	Permanent	Keep	Business rationale

RSA281	Home Improvement Agency	HIA Uniform case information - Other support offered under RRO Policy	Permanent	Keep	Business rationale
RSA282	Home Improvement Agency	HIA Spreadsheet holding case information - DFG/AHG	Permanent	Keep	Business rationale
RSA283	Home Improvement Agency	HIA Spreadsheet holding case information - Other support offered under RRO Policy	Permanent	Keep	Business rationale
RSA284	Home Improvement Agency	Work email addresses for Landlords and Contractors	Permanent changing live record	Keep	Business rationale
RSA285	Home Improvement Agency	Generic HIA email inbox and HIA team individual inbox	Permanent and important emails are saved into client folders as well	Keep	Business rationale
RSA286	Home Improvement Agency	Flexible Home Loans	Permanent and important emails are saved into client folders as well	Keep	Business rationale
RSA287	Home Improvement Agency	Emergency Repair Grants	Permanent and important emails are saved into client folders as well	Keep	Business rationale
RSA288	Housing Needs	Options case management files	12 months	Destroy	Business need
RSA289	Housing Needs	Triage forms for Customers booked into Housing Options	3 months	Destroy	Business need

RSA290	Housing Needs	The process for applying for council housing (Unsuccessful applications only, successful applications will generally be placed on the tenancy file): <ul style="list-style-type: none"> • Council housing Application forms and supporting material • Application for transfer of tenancy and supporting papers 	7 years after Closure	Destroy	Common Practice
RSA291	Housing Needs	The process for making payments and documents related to: <ul style="list-style-type: none"> • Discretionary housing payments • Homeless Prevention payments • Private rented sector property payments • Homes for Ukraine payments -prevention payments 	7 years after Closure	Destroy	Common Practice
RSA292	Housing Needs	Accommodation Panel spreadsheet	Permanent	Keep	Common Practice
RSA293	Housing Needs	The process related to the BBO Lottery funded Project: <ul style="list-style-type: none"> • Supporting material and records 	Up to 2035	Destroy	Common Practice
RSA294	Housing Needs	Staff declarations of interest in housing/employment applications	7 years after Closure	Destroy	Common Practice

RSA295	Housing Needs	The process of recording rough sleeping data and providing support: • Supporting material and data collection	15 years	Destroy	Common Practice
RSA296	Housing Needs	The process of recording data and providing support via the out of hospital team: • Supporting material and data collection	6 years	Destroy	Common Practice
RSA297	Housing Needs/Landlord Services	Lone worker software/devices	1 year	Destroy	Common Practice
RSA298	Housing Needs/Prevention	Call before you serve Performance management framework	Permanent - document is a live version and it updated monthly to reflect current situation.	Keep	Common Practice
RSA299	Housing Needs/Prevention	Discretionary Housing Payment (DHP) Performance Management Framework (PMF) spreadsheet and Payment information spread	Permanent - document is a live version and it updated monthly to reflect current situation.	Keep	Common Practice
RSA300	Housing Needs/Prevention	Prevention Payments spreadsheet	Permanent - document is a live version and it updated monthly to reflect current situation.	Keep	Common Practice

RSA301	Housing Needs/Rapid Re-housing	First stage spreadsheet - Spreadsheet to keep track and risk assess all households in 'first stage' temporary accommodation which includes accommodation such as hotels, B&B	Usually up to 2 years (depending on tenant)	Destroy	Business need
RSA302	Housing Needs/Rapid Re-housing	Monitoring of REMS - Records of tenants who are downsizing and payments made to them	7 years after Closure	Destroy	Business need
RSA303	Housing Needs/Rapid Re-housing	HAHA and ECP results - Summary of decisions made by Health and Housing Assessment and Exceptional Circumstances panels	7 years after Closure	Destroy	Common Practice
RSA304	Housing Needs/Rapid Re-housing	FT Stats spreadsheet - Records of tenants who are a Furnished Tenant with calculations of cash transfer / rental elements and purchase of goods	Ongoing until tenant moves out then 7 years after closure	Destroy	Common Practice
RSA305	Housing Needs/Rapid Re-housing	PRS - Property availability planning - Excel spreadsheet with all available properties to let, pipeline properties, deposit claims, MSO works and Archived properties let.	7 years after Closure	Destroy	Business Need

RSA306	Housing Needs/Rapid Re-housing	Ox-Place Stats spreadsheet - Records of tenants who are a Furnished Tenant with calculations of cash transfer / rental elements and purchase of goods	On-going until tenant moves out then 7 years after closure		
RSA307	Housing Needs/Refugee & Resettlement	Resettlement casework documents	7 years after Closure	Destroy	Business Need
RSA308	Housing Needs/Refugee & Resettlement	Asylum seeker/housing casework documents	12 months	Destroy	Business Need
RSA309	Housing Needs/Refugee & Resettlement	Ukraine case work (countywide rematching team) - Support documents	7 years after closure		
RSA310	Housing Needs/Refugee & Resettlement	Ukraine case work (countywide rematching team) - Discretionary payment record	7 years after closure		
RSA311	Housing Needs/Rough Sleeping	OXThink database and data returns for rough sleepers	15 years	Destroy	Business Need
RSA312	Housing Needs/Rough Sleeping	Adminstration documents for Access Panel	15 years	Destroy	Business Need
RSA313	Housing Needs/Rough Sleeping	Monitoring data from providers containing names of people who are ready or have moved on	15 years	Destroy	Business Need

RSA314	Housing Needs/Rough Sleeping	Housing First referral forms	15 years	Destroy	Business Need
RSA315	Housing Needs/Rough Sleeping	Client monitoring information from services	15 years	Destroy	Business Need
RSA316	Housing Needs/Rough Sleeping	Applications for Make It Happen funding	15 years	Destroy	Business Need
RSA317	Housing Needs/Rough Sleeping	Severe Weather Protocol (SWEP) accommodation bookings	15 years	Destroy	Business Need
RSA318	Housing Needs/Rough Sleeping	Tenants at risk case conference minutes/notes	15 years	Destroy	Business Need
RSA319	Housing Needs/Rough Sleeping	Case conference/MDT minutes/notes	15 years	Destroy	Business Need
RSA320	Housing Needs/Rough Sleeping	Rough Sleeping data returns	15 years	Destroy	Business Need
RSA321	Housing Needs/Rough Sleeping	Target Priority Group	15 years	Destroy	Business Need
RSA322	Housing Strategy	Commission files spreadsheet	Permanent	Keep	Common Practice
RSA323	Housing Strategy	Consultation invitees	2 years	Destroy	Common Practice
RSA324	Housing Strategy	Record of clients requesting files for legal representation	7 years after Closure	Destroy	Common Practice

RSA325	Housing Strategy	Legal advice and discussion regarding Empty Properties	Duration of proceedings then 7 years thereafter	Destroy	Statutory
RSA326	Housing Strategy	Information from members of staff around additional employment and housing applications	7 years after staff member leaves	Destroy	Common Practice
RSA327	Housing/ Complaints	Customer care and complaints	6 years	Destroy	Business need / monitoring and reporting
RSA328	ICT	Network Architecture Documentation	Indefinite (until replaced)	Keep	Business Need
RSA329	ICT	Server Configuration Records	3 Years (after replacement)	Destroy	Business Need
RSA330	ICT	Cloud Services Documentation	Indefinite (until replaced)	Keep	Business Need
RSA331	ICT	Domain Name and DNS Records	Indefinite (until replaced)	Keep	Business Need
RSA332	ICT	Firewall Configuration Records	3 Years	Destroy	Business Need
RSA333	ICT	Security Monitoring Data	1 Year	Destroy	Common Practice
RSA334	ICT	Access Control Policies	5 years	Keep	Statutory (Security Compliance)
RSA335	ICT	Incident Response Plans and Logs	3 Years	Destroy	Business Need
RSA336	ICT	Device Configuration Records	Indefinite (until replaced)	Keep	Business Need
RSA337	ICT	Patch Management Records	1 Year	Destroy	Business Need

RSA338	ICT	Software Inventory	3 Years	Destroy	Business Need
RSA339	ICT	Backup Configuration Documentation	Indefinite (until replaced)	Keep	Business Need
RSA340	ICT	Disaster Recovery Plans	Indefinite (until replaced)	Keep	Business Need
RSA341	ICT	Backup Integrity Reports	1 Year	Destroy	Common Practice
RSA342	ICT	Active Directory Records	3 Years (after account deletion)	Destroy	Business Need
RSA343	ICT	Authentication and Authorization Logs	1 Year	Destroy	Common Practice
RSA344	ICT	Identity Management Policies	Indefinite (until replaced)	Keep	Statutory (Security Compliance)
RSA345	ICT	Email System Configuration	Indefinite (until replaced)	Keep	Business Need
RSA346	ICT	Collaboration Platform Documentation	Indefinite (until replaced)	Keep	Business Need
RSA347	ICT	Telephony System Configuration	Indefinite (until replaced)	Keep	Business Need
RSA348	ICT	In-house Developed Software Documentation	Indefinite (until replaced)	Keep	Business Need
RSA349	ICT	Software Testing Records	3 Years	Destroy	Business Need
RSA350	ICT	API Documentation	Indefinite (until replaced)	Keep	Business Need
RSA351	ICT	ICT Policies and Procedures	Indefinite (until replaced)	Keep	Statutory (Security Compliance)

RSA352	ICT	Training and Awareness Records	3 Years	Destroy	Business Need
RSA353	ICT	Compliance Records	5 years	Keep	Statutory (UK GDPR, Data Protection Act 2018)
RSA354	Incomes, Revenues, Benefits	Investigation Team	If no positive outcome from investigation data deleted after 4 years, if there is an outcome it is deleted after 7	Destroy	Business Need
RSA355	Incomes, Revenues, Benefits	Council Tax (OPEN Revenues)	Indefinite Retention due to the collection of Taxes.	Keep	Local Government Finance Act 1992
RSA356	Incomes, Revenues, Benefits	Business Rates (OPEN Revenues)	Indefinite Retention due to the collection of Taxes.	Keep	Local Government Finance Act 1989
RSA357	Incomes, Revenues, Benefits	Correspondence and financial records relating to the billing and collection of business rates and council tax: Notices Correspondence	Current + 6 Years after the year in which activity on the case ended	Destroy	Council Tax (Administration and Enforcement) Act 1992
RSA358	Incomes, Revenues, Benefits	Rents Team	6 years plus current year where account is paid in full and where there is a debt outstanding until the debt is cleared	Destroy	General Data Protection Regulation and the Data Protection Act 2018.
RSA359	Incomes, Revenues, Benefits	Covid Grants (29 Business Rates Grants and Test and Trace) (Ascendant)	10 years	Destroy	Local Government Finance Act 1989

RSA360	Incomes, Revenues, Benefits	Housing Benefit (OPEN Revenues)	6 years from closure of service request	Keep	Social Security Contributions and Benefit Act 1992, Housing Benefit Regulations 2006, Welfare Reform Act 2012, Universal Credit Regulations 2013 and DWP MOU. Statute of Limitations Act 1980 (section 2)
RSA361	Incomes, Revenues, Benefits	Housing Benefit Overpayment (OPEN Revenues)	6 years from closure of service request	Keep	Social Security Contributions and Benefit Act 1992, Housing Benefit Regulations 2006, Welfare Reform Act 2012, Universal Credit Regulations 2013 and DWP MOU. Statute of Limitations Act 1980 (section 2)
RSA362	Incomes, Revenues, Benefits	Council Tax Reduction (OPEN Revenues)	Indefinite Retention due to the collection of Taxes.	Keep	Social Security Contributions and Benefit Act 1992, Council Tax Reduction Act (pensioner) 2012, Welfare Reform Act 2012, Universal Credit Regulations 2013 and DWP MOU. HMRC - Compliance handbook CH15400. Local Government Finance Act 1992
RSA363	Incomes, Revenues, Benefits	Housing Benefit and Council Tax Reduction (Outlook) Corporate Support	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA364	Incomes, Revenues, Benefits	Housing Benefit and Council Tax Reduction (Outlook) Departmental Staff	Upon upload to relevant system - No more than 6 months	Destroy	Business Need

RSA365	Incomes, Revenues, Benefits	Business Rates (Outlook) Corporate Support	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA366	Incomes, Revenues, Benefits	Business Rates (Outlook) Departmental Staff	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA367	Incomes, Revenues, Benefits	Council Tax (Outlook) Corporate Support	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA368	Incomes, Revenues, Benefits	Council Tax (Outlook) Departmental Staff	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA369	Incomes, Revenues, Benefits	Housing Benefit Overpayments (Outlook) Corporate Support	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA370	Incomes, Revenues, Benefits	Housing Benefit Overpayments (Outlook) Departmental Staff	Upon upload to relevant system - No more than 6 months	Destroy	Business Need
RSA371	Incomes, Revenues, Benefits	Cllr and MP Enquires	6 months	Destroy	Business Need
RSA372	Incomes, Revenues, Benefits	Breathing Space Notifications	Notification - Upon upload to relevant system - No more than 60 days. Account note - duration of account	Destroy	Statute of Limitations Act 1980
RSA373	Incomes, Revenues, Benefits	Benefits Team (SharePoint and Teams files)	Indefinite Retention due to the collection of Taxes	Destroy	Will encompass HB and CTR so held in line with Council Tax retention timeframe

RSA374	Incomes, Revenues, Benefits	Local Tax (SharePoint and Teams Files)	Indefinite Retention due to the collection of Taxes	Destroy	Business Need
RSA375	Incomes, Revenues, Benefits	Recovery (SharePoint and Teams Files)	Indefinite Retention due to the collection of Taxes	Destroy	Business Need
RSA376	Incomes, Revenues, Benefits	Escalation Spreadsheets	1 year	Destroy	Business Need
RSA377	Incomes, Revenues, Benefits	Transfer Your Files process with Department for Work and Pensions (TYF)	1 month	Destroy	Business Need
RSA378	Incomes, Revenues, Benefits	Tell Us Once Files	Upon upload to relevant system - No more than 1 month	Destroy	Business Need
RSA379	Incomes, Revenues, Benefits	Staffing Records	Duration of employment	Destroy	Business Need
RSA380	Incomes, Revenues, Benefits	Searchlight Management records	1 year	Destroy	Business Need
RSA381	Incomes, Revenues, Benefits	Personnel Records for Searchlight access	Lifespan of employment which requires access to DWP and HMRC records	Destroy	Business Need

RSA382	Incomes, Revenues, Benefits	Discretionary Housing Payments	6 years plus current year	Destroy	Social Security Contributions and Benefit Act 1992, Housing Benefit Regulations 2006, Welfare Reform Act 2012, Universal Credit Regulations 2013 and DWP MOU
RSA383	Incomes, Revenues, Benefits	Compensation for maladministration	6 years plus current year	Keep	Business Need
RSA384	Information Governance	Freedom of Information/Environmental Information Regulations records	Case notes 2Y, Case logs 5 years, ICO cases 5 years	Destroy	Best practice
RSA385	Information Governance	Data Subject Access Requests	Case notes 2Y, Case logs 5 years, ICO cases 5 years	Destroy	Best practice
RSA386	Information Governance	Breach data	Case notes 2Y, Case logs 5 years, ICO cases 5 years	Destroy	Best practice
RSA387	Information Governance	Enquiry data	2 years	Destroy	Best practice
RSA388	Information Governance	Data Privacy Impact Assessments	Duration of Project + 2 years	Destroy	Best practice
RSA389	Information Governance	Data Sharing Agreements	Duration of Project + 2 years	Destroy	Best practice
RSA390	Information Governance	Contracts	Duration of Project + 3 years	Destroy	Best practice

RSA391	Information Governance	Vexatiousness Data	Duration + 5 years, 10 years for anonymised Log	Review evidence after 5 and potentially delete. Delete log after 10 years	Best practice
RSA392	Information Governance	Audit Reports on OCC	5 years	Destroy	Best practice
RSA393	Information Governance	Audit Evidence on OCC	2 years	Destroy	Best practice
RSA394	Information Governance	Risk register	Indefinitely	Reviewed annually	Best practice
RSA395	Information Governance	Privacy Notices and Policy Documents	Indefinitely	Reviewed every 2 yrs	Best practice
RSA396	Information Governance	Intranet Contents	Indefinitely	Reviewed every 2 yrs	Best practice
RSA397	Information Governance	Form templates	Indefinitely	Reviewed annually	Best practice
RSA398	Information Governance	iLearn DP & FOI training Spreadsheets	Indefinitely	Reviewed monthly	Best practice

RSA399	Investigations	Hard Copy Materials and evidence Gathered as part of investigation. This would include phisical copies of audio recorded interviews and any phisical evidence gatherd as part of an investigation. This may include but is not limited to, bank statements, witness statements, birth death and marage certificates, electronic devices capable of data storage, contracts.	If no positive outcome from investigation data deleted after 4 years, if there is an outcome it is deleted after 7 where a criminal prosecution is achieved 12 years (deleted the susequent April)	Destroy	Limitation Act 1980
RSA400	Investigations	Investigator pocket note books	7 years following date of last entry	Destroy	Limitation Act 1980
RSA401	Investigations	InCase Intelligence - former investigation case management system storing archived cases	If no positive outcome from investigation data deleted after 4 years, if there is an outcome it is deleted after 7 where a criminal prosecution is achieved 12 years	Delete	Limitation Act 1980
RSA402	Investigations	InCase 365 - current investigation case mamangement system	If no positive outcome from investigation data deleted after 4 years, if there is an outcome it is deleted after 7 where a criminal prosecution is achieved 12 years	Delete	Limitation Act 1980

RSA403	Investigations	IDIS - Data Matching (Campaigns) and Single view of Debt System (OCC data)	6 years plus current year or as per incase retention where extracted	Delete	Limitation Act 1980
RSA404	Investigations	IDIS - Data Matching System and Single view of Debt System (3rd Party Data)	12 months following the compleation of data matching activity or longer as required by the data controller but no more than 6 years plus current year	Delete	Limitation Act 1980
RSA405	Investigations	GBG Database - open source tool for fraud investigation data	12 months in system. As per Incase retention where extracted	Delete	Limitation Act 1980
RSA406	Investigations	National Fraud Initiative (NFI) - Matches electric data within and between public and private sector bodies to prevent and detect fraud	24 months in system. As per Incase retention where extracted	Delete	Limitation Act 1980
RSA407	Investigations	National Anti-Fraud Network (NAFN) - Data aquisition and collation service	12 months in system. As per Incase retention where extracted.	Delete/dest roy	Limitation Act 1980
RSA408	Landlord Services	Record of Portable Appliance Test Results for Furnished Tenants	5 years rolling	Destroy	Business Need
RSA409	Landlord Services	The registration of individuals housing applications: Council housing register	Permanent. Offer to Archivist.	Keep	Common Practice

RSA410	Landlord Services	The process for managing the tenancy of an individual tenant: <ul style="list-style-type: none"> • Correspondence re tenancy • Tenancy files • Council housing Application forms and supporting material • Application for transfer of tenancy and supporting papers • Application for emergency housing or referral from another agency • Help to rent 	12 years after termination of tenancy These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority	Destroy	Common practice
RSA411	Landlord Services	The process of awarding tenancies in welfare housing: <ul style="list-style-type: none"> • Signed tenancy agreements • Sealed tenancy agreements 	Tenancies 6 years after the terms of agreement have expired Tenancies Under Seal 12 years after the terms of agreement have expired	Destroy	Statutory
RSA412	Landlord Services	Caution list for staff visiting council homes	Permanent with regular review	Keep	Business need
RSA413	Landlord Services	Tenants queries	3 years	Destroy	Common Practice
RSA414	Legal Services	Legal matter files (hard copy)	6 years	Destroy	Statutory
RSA415	Legal Services	Legal matter files (electronic)	6 years	Destroy	Statutory

RSA416	Legal Services	Commercial Legal Matter files	Dependant on whether contract is deed or underhand. 12 or 6 years respectively from end of contract.	Destroy	Statutory
RSA417	Legal Services	Title Deeds (hard copy)	12 years	Destroy	Statutory
RSA418	Legal Services	Title Deeds (electronic version)	12 years	Destroy	Statutory
RSA419	Legal Services	Legal casework Shared Drive	6 years	Destroy	Statutory
RSA420	Oxfordshire Health & Homelessness Inclusion Team	OHHI case management and patient flow	Permanent, reviewed annually	Review	Business need
RSA421	People Team	Maternity, Paternity, Adoption, Shared Parental Leave pay records	3 years after end of the tax year in which the period ends.	Destroy	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended, Maternity & Parental Leave Regulations 1999.
RSA422	People Team	Right to Work Checks	3 years after the end of Employment	Destroy	Immigration, Asylum and Nationality Act 2006. Home Office recommended practice.
RSA423	People Team	Emergency Contact Details	End of Employment	Destroy	Business need
RSA424	People Team	Bank Details	3 months after end of Employment	Destroy	Business need

RSA425	People Team	Training records (proof of achievement/attendance/completion)	7 years after end of Employment 40 years after end of Employment if related to health surveillance	Destroy	Limitation Act 1980, business need, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Control of Substances Hazardous to Health 2002
RSA426	People Team	Subject Access Requests	1 year after last communication concerning a subject access request.	Destroy	Data Protection Act 2018 and ICO guidance
RSA427	People Team	Pension Administration: Pay and employment records to comply with administrator's requirements	Up to 15 years after the end of employment or until scheme until retirement age	Destroy	Local Government Pension Scheme Regulations
RSA428	People Team	Successful Recruitment Candidate Information	7 years after end of Employment	Destroy	Limitation Act 1980
RSA429	People Team	Unsuccessful Recruitment Candidate Information	1 year from appointment decision	Destroy	CIPD, Business need
RSA430	People Team	Staff Survey Data (not personal data)	Destroy 2 years after administrative use has concluded	Destroy	Business need
RSA431	People Team	Equality and Diversity Published Data and Reports (not personal data)	6 years after reporting date or period	Review	Public Sector Equality Duty
RSA432	People Team	Collective Agreements (not personal data)	7 years after agreement ends	Review	Business need/CIPD. May be useful for reference or future negotiations.

RSA433	People Team	Trade Union Agreements (not personal data)	10 years after agreement ends	Review	Trade Union and Labour Relations (Consolidation) Act 1992; Business need (Reason: Covers procedural or recognition agreements with unions. Keep for historical and compliance purposes.)
RSA434	People Team	Policies and Procedures (not personal data)	10 years after cease to be effective	Review	Business need
RSA435	People Team	Speculative CV's, Job Requests, Intern/Work Experience Requests, Volunteer Requests	3 months	Destroy	Business need; CIPD best practice (fair and defensible recruitment record-keeping).
RSA436	People Team	Job Applications and interview notes	One year for unsuccessful applications after appointment decision made, unless there is a need to keep longer to respond to a complaint/claim. 2 years for Statutory Officers. Successful candidates for duration of employment plus 7 years.	Destroy	Limitation Act 1980

RSA437	People Team	Shortlisting	One year for unsuccessful applicants after appointment decision made, unless there is a need to keep longer to respond to a complaint/claim. 2 years for Statutory Officers.	Destroy	Limitation Act 1980
RSA438	People Team	Equal Opportunities Disability Confident Report (Two Ticks)	For appointments for duration of employment plus 7 years. For unsuccessful applicants 1 year after appointment decision made, unless there is a need to keep longer to respond to a complaint/claim. 2 years for Statutory Officers.	Destroy	CIPD, Business need

RSA439	People Team	Appointment Confirmations	For applicants who commence employment, for duration of employment plus 7 years. Otherwise, 1 year after appointment decision made unless there is a need to keep longer to respond to a complaint/claim.	Destroy	Limitation Act 1980
RSA440	People Team	Job Applications	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA441	People Team	Job Offer Letters	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA442	People Team	Contract of Employment	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA443	People Team	References	Duration of employment plus 7 years for employed staff, 6 years for former employees.	Destroy	Limitation Act 1980

RSA444	People Team	Criminal Record Checks	Certificates only kept for 6 months. BDS, DBS and NPPV are once only checks. Enhanced DBS triennial. I	Destroy	Police Act 1997; Rehabilitation of Offenders Act 1974 (Exceptions) Order; Safeguarding Vulnerable Groups Act 2006; DBS Code of Practice - legal obligation for safe recruitment and handling of criminal record data
RSA445	People Team	BPSS Checks	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA446	People Team	Medical Clearance	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA447	People Team	Qualifications	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA448	People Team	Driving License	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA449	People Team	Tax Details	7 years after the conclusion of the financial transaction that the record supports. Bank details 3 months after end of employment.	Destroy	HMRC record-keeping requirements (tax, NI and payroll audit).

RSA450	People Team	Pension Membership	Indefinitely	Retain	Local Government Pension Scheme Regulations / Pensions Act (scheme administration and entitlements).
RSA451	People Team	Probation Form	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA452	People Team	Induction Checklist	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA453	People Team	Attendance Management	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA454	People Team	Contractual Changes	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA455	People Team	External Disclosure Requests (eg. Financial, employment, insurance)	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA456	People Team	Leave Records (Annual Leave, Bank/Public holidays, Compassionate Leave, Study leave, Jury Service, Volunteering, and other types of special paid leave and unpaid dependent care leave.	Duration of employment plus 7 years	Destroy	Working Time Regulations 1998 (statutory leave). If linked to pay: HMRC requirements.

RSA457	People Team	Time recording	2 years + Current Financial Year. If used for Pay then 6 years from date on which they were made.	Destroy	Working Time Regulations 1998 (evidence of hours and limits). If used for pay: HMRC payroll audit.
RSA458	People Team	Additional Employment Form	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA459	People Team	Working Time Opt Out Form	2 years after end of Employment	Destroy	Working Time Regulations 1998
RSA460	People Team	Flexible Working	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA461	People Team	Home Working Agreements	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA462	People Team	Grievance	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA463	People Team	Discipline including Dignity at Work cases	2 years after end of Employment for expired warnings	Destroy	ACAS Code of Practice; Limitation Act 1980 (defensibility of potential claims).
RSA464	People Team	Performance Improvement	5 years after the end of the process. If there has been a dismissal then it is the duration of employment plus 7 years	Destroy	ACAS Code of Practice/guidance; Equality Act 2010 (reasonable adjustments); Limitation Act 1980.

RSA465	People Team	Safeguarding Allegations	Retirement age. Unless proven to be malicious then records are kept indefinitely.	Retain	Safeguarding duties (e.g., LADO/board guidance) and safer recruitment; Limitation Act 1980 (defensibility).
RSA466	People Team	Whistleblowing	Duration of employment plus 7 years	Destroy	Public Interest Disclosure Act 1998; Limitation Act 1980
RSA467	People Team	Organisational Change	Personal information acted upon - Duration of employment and 7 years thereafter. Personal info requested but not acted upon - 7 months unless there is a legal dispute. Restructure (generic info) - 3 years	Destroy	Employment Rights Act 1996 (redundancy/dismissal); TUPE Regulations (where applicable); Equality Act 2010; Limitation Act 1980.
RSA468	People Team	Appraisals	7 years after end of employment	Destroy	Business need (employment history/performance); Limitation Act 1980 (defensibility).
RSA469	People Team	Flexible Retirement	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA470	People Team	Job Evaluation & Grading	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA471	People Team	Secondments - External	Duration of employment plus 7 years	Destroy	Limitation Act 1980

RSA472	People Team	Claiming Additional Pay	7 years after the conclusion of the financial transaction that the record supports.	Destroy	HMRC payroll/tax audit; Limitation Act 1980.
RSA473	People Team	Expense Claims	7 years after conclusion of financial transaction	Destroy	HMRC requirements
RSA474	People Team	Additional Paid Holiday	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA475	People Team	Deductions (eg. Court orders, salary sacrifice schemes, unpaid leave)	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA476	People Team	Advances of Pay	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA477	People Team	Pensions (LGPS)	Transactions affecting pension contribution, 15 years after end of employment	Destroy	Local Government Pension Scheme Regulations (benefit calculation and records).
RSA478	People Team	AVCs (Prudential)	Transactions affecting pension contribution, 15 years after end of employment	Destroy	Pension scheme / HMRC (contributions, tax relief records).

RSA479	People Team	Accident reporting	4 years from date of entry unless a child is involved in which case it is held until that child is 21. (Excludes incidents relation to asbestos or dangerous substances)	Destroy	Reporting of injuries, Diseases & Dangerous Occurrences Regulations 2013
RSA480	People Team	DSE/Personal risk Assessments	Duration of employment plus 7 years	Destroy	Limitation Act 1980
RSA481	People Team	Risk Assesments	3 years after assessment or until superseded	Destroy	Management of Health & Safety at Work Regulations 1999
RSA482	People Team	Hazardous substances (COSHH)	40 years from date of last entry	Destroy	Control of Substances Hazardous to Health Regulations (long-term exposure records).
RSA483	People Team	Asbestos	Medical Records: 40 years from the last date of the last entry, Medical examination certificates: 4 years from the date of issue.	Destroy	Control of Asbestos Regulations (medical and health surveillance records).
RSA484	People Team	Health and Safety Inspection - Radiation	40 years from last action	Destroy	Ionising Radiations Regulations (dose and health surveillance record retention).

RSA485	People Team	Counselling Sessions	Period of counselling	Destroy	Consent and confidentiality under EAP contract; provider-held records (minimal OCC retention).
RSA486	People Team	Occupational Health Records/PAM	Duration of contract	Destroy	Health & Safety at Work etc. Act 1974; COSHH (where applicable); clinical governance (OH provider retention).
RSA487	People Team	Alcohol and Drug tests	40 years after laet action	Destroy	Health & Safety at Work etc. Act 1974; COSHH (where applicable); legitimate interest (safety-critical roles)
RSA488	People Team	Accident and Injury Reviews	4 years from date of entry (or until child reaches 21 if involved)	Destroy	Reporting of injuries, Diseases & Dangerous Occurences Regulations 2013
RSA489	People Team	Career Training (record)	7 years after end of employment	Destroy	Business need; HMRC (where funding/repayment involved); Limitation Act 1980
RSA490	People Team	Attendance and assessments - Occupational health	7 years after end of employment	Destroy	Health & Safety at Work etc. Act 1974; Equality Act 2010 (reasonable adjustments); Limitation Act 1980
RSA491	People Team	Apprenticeship Levy	Apprenticehip agreement, 7 years after end of employment	Destroy	Apprenticeships legislation/ESFA funding rules; HMRC evidence for funding/levy claims.
RSA492	People Team	Psychometric testing	7 years after end of employment	Destroy	Legitimate interest/business need; Limitation Act 1980 (defensibility)

RSA493	People Team	Resignation	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980
RSA494	People Team	Redundancy	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980
RSA495	People Team	Retirements (early, voluntary, ill health)	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980
RSA496	People Team	Mutually agreed termination	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980
RSA497	People Team	Exit Feedback	Duration of contract with provider	Destroy	Legitimate interest/business need; Provider contract terms (processing basis)
RSA498	People Team	Leaver records	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980
RSA499	People Team	Pension records	15 years after end of employment for transactions affecting pension (internal records)	Destroy	Local Government Pension Scheme Regulations
RSA500	People Team	Freedom of Information requests	6 years	Destroy	Freedom of Information Act 2000 (statutory handling/appeals)
RSA501	People Team	Deferred pension member requests	Duration of employment and 7 years thereafter.	Destroy	Limitation Act 1980

RSA502	People Team	Statutory reports eg. GPR, TU Time Reporting, Senior Officer Salaries, Workplace Equalities Report,	3 years	Destroy	Public sector transparency duties (e.g., Localism Act 2011; Public Sector Equality Duty).
RSA503	People Team	Management Information	7 years after end of employment	Destroy	Legitimate interest/business need (workforce planning); Limitation Act 1980.
RSA504	People Team	Trade Union Collective Agreements	10 years after agreement ends	Review	Trade Union and Labour Relations (Consolidation) Act 1992; Business need (Legal framework for collective bargaining and union agreements. Retain for reference and compliance.)
RSA505	People Team	Pay Rates	7 years after end of employment	Destroy	Limitation Act 1980; HMRC requirements
RSA506	People Team	Employee Engagement Surveys	2 years after administrative use has concluded	Destroy	Legitimate interest/business need (anonymised MI); survey provider contract
RSA507	People Team	Training Records	7 years after end of Employment. 40 years after end of employment if related to health surveillance.	Destroy	Mandatory/refresher training under Health & Safety/sectoral requirements; COSHH/RIDDOR where health surveillance applies
RSA508	People Team	Training contracts	2 years after administrative use has concluded	Destroy	Contract law; Procurement/supplier contract terms; Business need

RSA509	Planning	Planning Application Documents including application form (New build)	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA510	Planning	Certificate of Ownership	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA511	Planning	Site Plan	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA512	Planning	Medical Information (used for fee exemption)	Until decision is made (or at validation stage)	Destroy	Details only used for fee exemption
RSA513	Planning	Acknowledgement Letter	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA514	Planning	Public Comment	6 years from date of decision	Destroy	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA515	Planning	Photo	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA516	Planning	Revised Drawing	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015

RSA517	Planning	Superseded Drawing	Until decision is made	Destroy	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA518	Planning	Approved Plans	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA519	Planning	Agreements: S106; CIL	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA520	Planning	Officer Reports	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA521	Planning	Committee Report	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA522	Planning	Emails	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA523	Planning	Letters(not comments)	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA524	Planning	Decision Notice	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015

RSA525	Planning	Application Form	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA526	Planning	Appeal Comments	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA527	Planning	Appeal Correspondence	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA528	Planning	Appellants Statement	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA529	Planning	Appeal Decision	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA530	Planning	Appeal Costs	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA531	Planning	Background Papers	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA532	Planning	Councils Appeal Proof	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015

RSA533	Planning	Council's Appeal statement	Permanent	Keep	Town and Country Planning Act 1990, Town and Country Planning (Development Management Order) 2015
RSA534	Planning	Enforcement Notice	Permanent	Keep	Town and Country Planning Act 1990
RSA535	Planning	Relevant Officer Notes	Permanent	Keep	Town and Country Planning Act 1990
RSA536	Planning	Listed Building Consent Application Documents including application form	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA537	Planning	Site Plan	Planning (Listed Buildings and Conservation Areas) Act 1990	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA538	Planning	Acknowledgement Letter	Planning (Listed Buildings and Conservation Areas) Act 1990	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA539	Planning	Public Comment	6 years from date of decision	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA540	Planning	Photo	Planning (Listed Buildings and Conservation Areas) Act 1990	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA541	Planning	Revised drawings	Planning (Listed Buildings and Conservation Areas) Act 1990	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990

RSA542	Planning	Superseded drawings	Until decision is issued	Destroy	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA543	Planning	Approved Plans	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA544	Planning	Heritage Assessment/Statement of significance	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA545	Planning	Committee Report	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA546	Planning	Emails	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA547	Planning	Letters(not comments)	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA548	Planning	Decision Notice	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA549	Planning	Conservation Area Appraisals	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA550	Planning	Article 4 Directions	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA551	Planning	Listed Building Designations	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990

RSA552	Planning	Photographic records of heritage assets	Permanent	Keep	Planning (Listed Buildings and Conservation Areas) Act 1990
RSA553	Planning	CIL Finance Records	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019, Infrastructure Funding Statement)
RSA554	Planning	S106 Finance Records	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019, Infrastructure Funding Statement)
RSA555	Planning	S106 Contributions and Monitoring	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019, Infrastructure Funding Statement)
RSA556	Planning	Capital Programme Schemes (CIL)	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019, Infrastructure Funding Statement)
RSA557	Planning	Housing and Employment Monitoring Records	Permanent	Keep	Localism Act 2011 - Part 6 Planning, section 113

RSA558	Planning	CIL Liability Notices and CIL Letters	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019)
RSA559	Planning	Site Visits Data	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019), Localism Act 2011 - Part 6 Planning, section 113
RSA560	Planning	Site Visits Monitoring	Permanent	Keep	The Community Infrastructure Levy Regulations 2010 (As amended 2019), Localism Act 2011 - Part 6 Planning, section 113
RSA561	Planning	Personal Documents to Confirm Exemption	Destroy after exemption is processed	Destroy	The Community Infrastructure Levy Regulations 2010 (As amended 2019)
RSA562	Planning	Housing and Economic Land Availability Assessment - Call for Sites forms and smartsheet	Permanent	Keep	National Planning Policy Framework
RSA563	Planning	Local Plan (and other document) consultation responses	Permanent	Keep	Planning and Compulsory Purchase Act 2004 The Town and Country Planning (Local Planning) (England) Regulations 2012
RSA564	Planning	Asset of Community Value applications	Permanent	Keep	The Localism Act (2011) Assets of Community Value Regulations (2012)

RSA565	Planning	Self Build Register applications	Permanent	Keep	Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)
RSA566	Planning	Officers 1 to 1 notes, probation notes and appraisal documents	Duration of Employment, plus 1 year	Destroy	officer folder shared with PLO/ managers and officers. to go on SharePoint, currently on OneDrive
RSA567	Policy & Partnerships	Corporate Plans; Strategy Plans; Business Plans; Annual Reports	Once Superseded retain for 6 Years or if document sealed retain for 12 years	Destroy	Sections 5 and 8 of the Limitation Act 1980 The current and previous council strategy and business plan is available online. Then kept once superseded for referral back.
RSA568	Policy & Partnerships	Management Team; Minutes; Cross departmental documents; records of discussion, debate and resolutions	1 year from date of meeting	Destroy	ESD Local Government Record Retention
RSA569	Policy & Partnerships	Reports to Central Government	Current year plus 6 years	Destroy	HMRC Compliance Handbook Manual CH15400

RSA570	Policy & Partnerships	Policy, procedure, precedent, instructions, organisation charts, records relating to policy implementation and development, Asset Management Plan, Community strategy, Community plan, Community safety plan Where these documents are also kept within different service areas of the Council. The retention stipulated here will apply.	6 years from date of the meeting/ decision	Destroy	Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England)2012
RSA571	Policy & Partnerships	Documents; Notes produced in the process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines. Where these documents are also kept within different service areas of the Council. The retention stipulated here will apply.	12 months from last Action	Destroy	Business Need – Only required whilst monitoring and reviewing is undertaken
RSA572	Procurement	Expression of Interest	6 years after contract let or not proceeded with	Destroy	Common Practice

RSA573	Procurement	Procurement commencement	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Statutory
RSA574	Procurement	Opening notice for tenders	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Common Practice
RSA575	Procurement	Tender documents and evaluations - quotations - evaluation matrices - CAM forms - New supplier set up forms - clarification documents	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Statutory
RSA576	Procurement	Post tender documents - minutes of meetings - conflict of interest assessment forms - service level agreements - performance reports	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Statutory

RSA577	Procurement	Signed Contracts	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Statutory
RSA578	Procurement	Variation of contract documents - variation forms - exemption forms - waiver forms	non sealed contracts 7 years after the terms of contract have expired. Sealed contracts - 13 years after the term of contract has expired.	Destroy	Statutory
RSA579	Procurement	Contract Register	Permanent	Keep	Statutory
RSA580	Procurement	Supplier List	3 years after setup	Destroy	Common Practice
RSA581	Procurement	Procurement training logs	3 years after the event	Destroy	Common Practice
RSA582	Procurement	Meet the Buyer Event attendees and stall holders	6 years after the event	Destroy	Common Practice

RSA583	Property Acquisition and Disposal	Management of the acquisition (by financial lease or purchase) process for real property Plans Management of the disposal (by sale or write off) process for real property: Legal documents relating to the sale Particulars of sale documents Board of Survey Tender documents Conditions of contracts	12 years. after all obligations/entitlement are concluded Offer material re major/significant properties to Archivist for review	Destroy	Business Need
RSA584	Property Acquisition and Disposal	Application to claim ownership of land by the Council. Correspondence Adverse possession claims	12 years after admin use has concluded	Destroy	Business Need
RSA585	Property Services	Capital works Projects	2 years beyond project	Destroy	Business need
RSA586	Property Services	Energy projects data	Duration of project	Destroy	Business need
RSA587	Property Services	Stock Condition data	Duration of contract - Reviewed annually	Destroy	Business need
RSA588	Property Services	Planned maintenance activities	Annually or where significant change	Destroy	Business need
RSA589	Property Services	Fire Safety PEEP/PCFRA information	7 years	Destroy	Business need
RSA590	Property Services	Damp & Mould information	As new list is issued	Review	Business need

RSA591	Property Services	Caution list information	Indefinitely, reviewed annually	Review	Business need
RSA592	Property Services	Major works / Disrepairs	12 years	Destroy	Business need
RSA593	Regeneration Team	Financial records	6 plus current financial year	Destroy	Business need
RSA594	Regeneration Team	City Centre Businesses Distribution List	Permanent with ongoing review for updates	Review	Business need
RSA595	Regeneration Team	Business relating to stakeholder groups where the local authority legally owns the record e.g. Talk of the Town, landlord meetings: - meeting papers - Supporting papers - recommendations	Permanent	Keep	Business need
RSA596	Regeneration Team	Business relating to stakeholder groups where the local authority does not own the record e.g. traders' associations, business forums: - meeting papers - supporting papers - recommendations	12 months then review	Review	Business need
RSA597	Regeneration Team	Database of city centre stakeholders	Review annually	Review	Business need
RSA598	Regeneration Team	Grant funding, monitoring and records	As required by funder (5-10 years)	Destroy	Business need

RSA599	Regeneration Team	Records of organisations supported with grants through business support schemes	As required by funder (5-10 years)	Destroy	Business need
RSA600	Regeneration Team	Business Breakfast Database	Reviewed Annually	Review	Business need
RSA601	Regeneration Team	Its Local' Database	Reviewed Annually	Review	Business need
RSA602	Regeneration Team	Business Engagement programme database	Retained for the length of the process and then deleted.	Destroy	Business need
RSA603	Regeneration Team	Blackbird Leys Regen Stakeholder List	Indefinitely	Keep	Business need
RSA604	Regeneration Team	Grant Funding submission, monitoring, claims and records	As dictated by the funder (5-10 years)	Review	Business Need/Funder Rules
RSA605	Regeneration Team	Stakeholder Group papers owned by Council	Permanently	Keep	Business need
RSA606	Regeneration Team	Stakeholder Group papers not owned by Council	12 months	Review	Business need
RSA607	Regeneration Team	City centre stakeholders database	Ongoing unless no longer needed - data reviews every quarter	Review	Business need
RSA608	Regeneration Team	Grant funding, monitoring, claims, records	As per funder requirements (5-10 yrs)	Destroy	Business need/funder rules
RSA609	Regeneration Team	Records of businesses supported by grants	5-10 yrs or as per funder requirements	Destroy	Business need/funder rules

RSA610	Regeneration Team	Business relating to stakeholder groups e.g. Economic Growth Steering Board where the local authority legally owns the record: - meetings papers - supporting documents - recommendations	Permanent	Keep	Business need
RSA611	Regeneration Team	Business relating to stakeholder groups e.g. Business Forums where the local authority legally does not own the record: - meeting papers - supporting documents - recommendations	12 months	Destroy	Business need
RSA612	Regeneration Team	Capital project files	24 months after project completion.	Review	Business need
RSA613	Regeneration Team	Project Management Office reporting - Board papers	12 months or aligned to project completion as above	Destroy	Business need
RSA614	Regeneration Team	Commission files	For length of process then deleted	Delete	Business need
RSA615	Residential Regulation team	Fit and Proper Person Register	5 years unless a Banning Order or Rogue Landlord Database entry specifies longer	Destroy	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation

RSA616	Residential Regulation team	Residential Premises	7 Years (Asbestos related is 30 years)	Destroy	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA617	Residential Regulation team	Selective licensing	5 years	Destroy	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA618	Residential Regulation team	HMO Register	5 years	Destroy	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA619	Residential Regulation team	Case letters and emails	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation

RSA620	Residential Regulation team	Service Requests	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA621	Residential Regulation team	Legal notices	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA622	Residential Regulation team	Prosecution folders	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA623	Residential Regulation team	Officers 1 to 1 notes, probation notes and appraisal documents	Length of Employment plus one year	Delete	Business practice
RSA624	Residential Regulation team	Property inspection notes	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation

RSA625	Residential Regulation team	Letters and schedules	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA626	Residential Regulation team	PACE notebooks and CDs	6 years from the last contact or notice expiry or expiry of last licence or conviction spent date.	Delete	Housing Act 2004, Protection from Eviction Act 1977, Environmental Protection Act 1990, Town and Country Planning Act 1990, Building Act 1984 and other legislation
RSA627	Safeguarding	MyConcern records - children	until they are 25	Destroy	In line with DHSC guidance
RSA628	Safeguarding	MyConcern records - adults	6 years from date logged, 3 years from deceased date if sooner.	Destroy	Business Need
RSA629	Safeguarding	Collection of data relating to safeguarding	6 years after case closure, unless related to a benefits/ revenue claim, then kept for the life of the account.	Destroy	Business Need
RSA630	Sport and Physical Activity	Club List	2 years	Destroy	Business Need
RSA631	Sport and Physical Activity	Muga Condition Report	2 years	Destroy	Business Need

RSA632	Sport and Physical Activity	GO Active - Leader Information	2 years	Destroy	Business Need
RSA633	Sport and Physical Activity	GO Active - Case Studies	3 years	Destroy	Business Need
RSA634	Sport and Physical Activity	GO Active - Communication	2 years	Destroy	Business Need
RSA635	Sport and Physical Activity	GO Active - Finance	7 Years	Destroy	Business Need
RSA636	Sport and Physical Activity	GO Active - GP Engagement	2 years	Destroy	Business Need
RSA637	Sport and Physical Activity	GO Active - Meetings	2 years	Destroy	Business Need
RSA638	Sport and Physical Activity	Events & Activities in Parks	7 Years	Destroy	Business Need
RSA639	Sport and Physical Activity	Image bank	Reviewed every 2 years	Destroy	Business Need
RSA640	Sport and Physical Activity	Marketing & Research	7 Years	Destroy	Business Need
RSA641	Sport and Physical Activity	Performance data	2 years	Destroy	Business Need

RSA642	Sport and Physical Activity	Ping! Oxford project	7 Years	Destroy	Business Need
RSA643	Sport and Physical Activity	Quality Assurance	3 years	Destroy	Business Need
RSA644	Sport and Physical Activity	Community Use Agreements	3 years after end of agreement	Destroy	Business Need
RSA645	Sport and Physical Activity	Community Sport Activation Fund	5 years	Destroy	Business Need
RSA646	Sport and Physical Activity	Financial folder	7 Years	Destroy	Business Need
RSA647	Sport and Physical Activity	Partnership Agreements & Development Plans	3 years	Destroy	Business Need
RSA648	Sport and Physical Activity	Health & Safety	5 years	Destroy	Business Need
RSA649	Sport and Physical Activity	Staff info - 121s etc	Durtion of employment plus 2 years	Destroy	Business Need
RSA650	Sport and Physical Activity	Meeting minutes	2 years	Destroy	Business Need
RSA651	Sport and Physical Activity	Partnerships	2 years	Destroy	Business Need

RSA652	Sport and Physical Activity	Olympics Folder	3 years	Destroy	Business Need
RSA653	Sport and Physical Activity	Course registers	3 years	Destroy	Business Need
RSA654	Sport and Physical Activity	Xplorer registers	2 years	Destroy	Business Need
RSA655	Town Hall & Facilities Management	Town Halls bookings and enquiries	7 years at the end of current Financial Year	Review	Business Need
RSA656	Town Hall & Facilities Management	Events booking software	7 years	Destroy	Business Need
RSA657	Town Hall & Facilities Management	Incident & Accident Report	Until consent withdrawn	Review	Business Need
RSA658	Town Hall & Facilities Management	Staff fob access system for the Town Hall	7 years	Destroy	Business Need
RSA659	Youth Ambition	Registration forms – participants taking part in YA activities info	Filled out hard copies destroyed once information is transferred to Views online portal	Destroy	Business need
RSA660	Youth Ambition	Views online system	10 years / when participant is 25 years	Review	Business need / monitoring and reporting
RSA661	Youth Ambition	Media consent forms	6 years: Filled out copies transferred to views and hard copies shredded	Destroy	Business need

RSA662	Youth Ambition	Trip forms	1 Month - stored in a secured cupboard and are shredded after trip	Destroy	Business need
RSA663	Youth Ambition	Incident forms	6 years	Destroy	Business need
RSA664	Youth Ambition	Session logs	3 months	Detroy	Business Need
RSA665	Youth Ambition	Feedback Questionnaire from participants	1 years	Destroy	Best practice
RSA666	Youth Ambition	Risk Assessments	1 year	Review	Best practice
RSA667	Youth Ambition	Volunteer Records	5 years (or on request)	Destroy	Best practice
RSA668	Youth Ambition	Under 17 swimming data	Duration of Serco contract.	Destroy	External agency – Serco (More Leisure) Policy
RSA669	Youth Ambition	Performance data	Duration of role/employment	Destroy	Business need