



## Retention Schedule

(For employees/workers, elected members and data processors)

Name of Author	██████████
Department	Information Governance
Owner	Head of Information Governance
Authoriser	Strategic Director, Resident Services/Senior Information Risk Owner (SIRO)
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## Lambeth Retention Schedule

Version	Date	Revision Author	Summary of Changes
2.0	August 24, 2018	[REDACTED]	Replaces 2012 Record Retention and Disposal Standard
3.0	March 17, 2021	[REDACTED]	Update to include retention periods for all personal data processing identified on the corporate information asset register
3.1	July 5, 2022	[REDACTED]	Add 3.8 to schedule to reflect work being done by the Digital Records Programme to process off site CSC files

### Distribution

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### Approval

Name	Position	Date of sign off
[REDACTED]	Senior Information Risk Owner (SIRO) Strategic Director, Corporate Resources	October 5, 2018
[REDACTED]	Senior Information Risk Owner (SIRO) Strategic Director, Residents Services	November 2, 2021
[REDACTED]	Information Asset Owner and Strategic Director of Children Services (only relates to addition at 3.8)	July 7, 2022

## INTRODUCTION

Under the requirements of the UK GDPR and Data Protection Act 2018 personal data should not be retained for longer than is necessary 'for the purposes for which the personal data are processed'. The retention guidelines in this schedule are therefore published to provide support and reference only, and should be considered in conjunction with the following related documents:

- Data Protection Policy
- Records Management and Retention Policy

The retention schedule contains all retention periods which have been agreed across LBL with Information Asset Owners. Each Information Asset Owner shall establish a system for ensuring that they keep to these retention periods in practice, and for reviewing retention at appropriate intervals.

The retention periods documented within this schedule are the minimum retention periods for the associated record type. In the event that an Information Asset Owner determines that a record will be retained beyond this retention period, the decision must be documented, and the Information Asset Owner should assign an updated review date for the record(s).

Where statutory provisions dictate the retention of some types of data for specific time periods, these have been documented on the schedule. When personal data is no longer required, all reasonable steps will be taken to archive, erase or otherwise dispose of it without delay.

Each service area must also be flexible enough to allow for early deletion if appropriate. For example, if a record is not actually being used, the need to retain it should be reconsidered.

The aims of the Guidelines are to:

## Lambeth Retention Schedule

- Assist in identifying records that may be worth preserving permanently as part of Lambeth's Archives.
- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- Provide consistency for the destruction of those records not required permanently after specified periods.

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## CLIENT SERVICES

### 1. LOOKED AFTER CHILDREN – CASE MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
1.1	Systems, which manage children, looked after by the local authority, in summary form		Permanent	Offer to Archivist once administrative use is concluded	OFFICIAL
1.2	Records created in the provision of individual case management of children looked after by the local authority This includes children and young people: 1. Adopted via the local authority 2. In children's home 3. Fostered by local authority 4. On custodianship orders 5. On residence orders	Arrangements for the Placement of Children (General) Regulations 1991	Date of birth of child + 75 years	Secure Disposal	OFFICIAL - Sensitive
1.3	Records of young people in the provision of an after-care service under the Children Act (records kept relating to the after care of young people who were previously looked after)	Arrangements for the Placement of Children (General) Regulations 1991	Date of birth of child + 75 years	Secure Disposal	OFFICIAL - Sensitive
1.4	Records relating to the management of the adoption process	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005	Date of adoption order + 100 years	Secure Disposal	OFFICIAL - Sensitive
1.5	Records relating to the provision of foster care places by the local authority	Arrangements for the Placement of Children (General) Regulations 1991	Date of birth of child + 75 years	Secure Disposal	OFFICIAL - Sensitive
1.6	Records created in checking the suitability of people to become adoptive parents or foster carers		Case closure + 25 years	Secure Disposal	OFFICIAL

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1.7	Records relating to approved adopters	Adoption Agencies Regulations 2005 Disclosure of Adoption Information Regulations 2005	100 years from date of Adoption Order	Secure Disposal	OFFICIAL
1.8	Records relating to foster parents approved by local authority and records of foster parent applicants who are not approved	Fostering Services Regulations 2002	Last contact with the Foster Carer + 75 years	Secure Disposal	OFFICIAL

## 2. CHILD PROTECTION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
2.1	Process involving summary case management of children under the protection of local authority i.e., Child Protection Register	Arrangements for the Placement of Children (General) Regulations 1991	Permanent		OFFICIAL – Sensitive
2.2	All records relating to the creation and management of Child Protection Orders	Arrangements for the Placement of Children (General) Regulations 1991	Date of birth + 75 years	Secure Disposal	OFFICIAL – Sensitive
2.3	Records of children who have been the subject of a Child Protection Conference irrespective of the child being placed on the Child Protection Register	Children Act 1999; Children Act 2004	Date of birth of individual + 40 years	Secure Disposal	OFFICIAL – Sensitive
2.4	Records relating to child protection enquiries where an enquiry has been made but the child has not been accommodated or subject to a child protection plan		Case closure + 6 years	Secure Disposal	OFFICIAL – Sensitive
2.5	Records created as part of a Family Group Conference		To be transferred for recording on the child's file	Secure Disposal	OFFICIAL – Sensitive
2.6	Records relating to cases involving the LADO (including complaints, allegation forms)	Information Commissioner Code of Practice: Employment Records 2002. Child	Records relating to the allegation – Date of birth + 85 years	Secure Disposal	OFFICIAL – Sensitive

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		Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17; Arrangements for the Placement of Children (General) Regulations 1991	Case file – Date of birth of child + 40 years		
2.7	All records relating to Serious Case Reviews for purposes of child protection		Date of final report + 15 years	Secure Disposal	OFFICIAL – Sensitive
2.8	All records relating to statutory complaints relating to Children's Social Services		Date of birth of child + 75 years	Secure Disposal	OFFICIAL – Sensitive
2.9	Records relating to audits and quality assurance in relation to children's safeguarding		Reporting period + 15 years	Secure Disposal	OFFICIAL – Sensitive
2.10	Records relating to safeguarding in schools (incl. consultation forms and allegation forms)	Children Act 2004	Date of birth + 85 years	Secure Disposal	OFFICIAL – Sensitive
2.11	Records created as a result of an allegation of a child protection nature against a member of staff working at a school, including where the allegation is unfounded	Information Commissioner Code of Practice: Employment Records 2002. Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17	Date of the allegation + 10 years	Secure Disposal	OFFICIAL – Sensitive
2.12	Child protection allegation outcomes	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against	Until the person has reached retirement age or for 10 years from the date of the allegation	Secure Disposal	OFFICIAL – Sensitive

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		Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007			
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### 3. GENERAL CHILDRENS SERVICES – CASE MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
3.1	Records relating to children or young people in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)		Date of birth of child + 25 years	Secure Disposal	OFFICIAL – Sensitive
3.2	Records relating to case management of services or support to unaccompanied minors (e.g. Asylum Seekers) if not “looked after”	Children Act 1989	Case closure + 10 years	Secure Disposal	OFFICIAL
3.3	Individual case management or provision of services to youths		Date of birth of individual + 25 years or 10 years from last contact	Secure Disposal	OFFICIAL – Sensitive
3.4	Youth Rehabilitation Orders	Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	Date of issue of rehabilitation order + 3 years	Secure Disposal	OFFICIAL – Sensitive
3.5	All records relating to the administration of Youth Court procedures	Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	Year record created + 3 years	Secure Disposal	OFFICIAL – Sensitive
3.6	All records relating to the implementation of youth referral orders	Advice on Information Management in Youth	Date of issue of referral order + 3 years	Secure Disposal	OFFICIAL – Sensitive

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		Offending Teams (England) [Youth Justice Board 2011]			
3.7	Any records created in the provision of youth justice services relating to victims		Retain until the end of the young persons associated court order and then delete	Secure Disposal	OFFICIAL – Sensitive
3.8	Children's Service paper records stored in off-site secure locations and to be proposed as part of the Digital Records Programme		100 years from date of birth	Secure Disposal	OFFICIAL - Sensitive

## 4. FAMILY SUPPORT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
4.1	Records relating to the provision of support by the local authority to families		Closure of case + 7 years	Secure Disposal	OFFICIAL

## 5. COMMUNITY SAFEGUARDING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
5.1	Records related to case management of the Lambeth Prostitution Group and VAWG		Closure of case + 100 years	Secure Disposal	OFFICIAL – Sensitive Personal
5.2	Records in relation to neighbourhood policy and community safety activities	Limitation Act 1980 (Section 2)	Year record created + 6 years	Secure Disposal	OFFICIAL
5.3	All records relating to referrals made as part of the PREVENT requirements which contain personal information	Limitation Act 1980 (Section 2)	Closure of case + 6 years	Secure Disposal	SECRET – Sensitive Personal
5.4	All records relating to support services provided as part of the PREVENT strategy	Limitation Act 1980 (Section 2)	Closure of case + 6 years	Secure Disposal	SECRET – Sensitive



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### 6. SPECIAL EDUCATIONAL NEEDS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
6.1	All records relating to the development and implementation of special needs coordinated support plans		Date of birth + 25 years	Secure Disposal	OFFICIAL
6.2	All records relating to the allocation of school places to children with special educational needs		Date of birth + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.3	Records relating to the management of the Special Educational Needs Assessment where provision is made only up to age 18		Date of birth + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.4	Records relating to the management of the Special Educational Needs Assessment process where provision is made over the age of 18		Date of last contact + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.5	Records created by Educational Psychology Service where provision is made only up to age 18		Date of birth + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.6	Records created by the Educational Psychology Service where provision is made up to age 25		Date of last contact + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.7	Cases files of children with hearing or visual impairments, or a disability	Education Act 2011	Date of birth + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.8	All records relating to the management of a register of sight impaired and disabled adults	Limitation Act 1980 (Section 2)	Date of removal from register + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.9	All records relating to the provision of speech, language and communication therapy to children (aged under 18 years)	Limitation Act 1980 (Section 2)	Date of birth of minor + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
6.10	All records relating to the provision of speech, language and communication	Limitation Act 1980 (Section 2)	Last contact with client + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal

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	therapy to young people (aged between 18 and 25 years)				
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## 7. SCHOOLS, EDUCATION AND LEARNING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
7.1	Records relating to Looked After Children maintained by the Virtual Schools	Children Act 2004	To be retained as part of the Looked After Child file	Secure Disposal	OFFICIAL - Sensitive
7.2	Personal Education Plans (PEP)		To be retained as part of the Looked After Child file	Secure Disposal	OFFICIAL - Sensitive
7.3	Records created for the provision of alternative education	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	OFFICIAL
7.4	Records relating to school admissions	School Admissions Code 2012	Successful applications - Date of birth + 25 years Unsuccessful applications - Resolution of case + 1 year	Secure Disposal	OFFICIAL
7.5	Records relating to school admissions appeals	School Admissions Appeals Code 2015	Date appeal process completed + 1 year	Secure Disposal	OFFICIAL
7.6	Records relating to school exclusions (Fixed & Permanent)	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	OFFICIAL
7.7	General pupil educational records	Limitation Act 1980 (Section 2)	Date of birth of pupil + 25 years	Secure Disposal	OFFICIAL
7.8	Records relating to the provision of free school meals	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	OFFICIAL
7.9	Records relating to the provision of music services or programmes to support the development of children/young adults		For children - Year record created + 25 years	Secure Disposal	OFFICIAL

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			For young adults - Year record created + 15 years		
7.10	Records relating to the provision of school clubs and activities which refer to individual pupils	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
7.11	Records relating to applications for a group license for child employment purposes	Limitation Act 1980 (Section 2)	Where a license is issued - Date of birth + 25 years  Where a license is not issued - Destroy once the licence has been refused	Secure Disposal	OFFICIAL
7.12	Records created to support school governance		Current year + 7 years	Secure Disposal	OFFICIAL
7.13	Records relating to the management, appointment and vetting of school governors	Limitation Act 1980 (Section 2)	Termination of service as a school governor + 6 years	Secure Disposal	OFFICIAL
7.15	Records relating to the support offered to schools with Personal and Social Health Education		Closure of case + 7 years	Secure Disposal	OFFICIAL
7.16	All records relating to the allocation and provision of home to school transport for special needs pupils	Limitation Act 1980 (Section 2)	Date provision of transfer ceases + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
7.17	Records relating to data collected for the school workforce census		Current year + 6 years	Secure Disposal	OFFICIAL
7.18	Records relating to data collected for the purposes of the pupil census		Current year + 6 years	Secure Disposal	OFFICIAL
7.19	Census data collected for the purposes of early year census		Current year + 6 years	Secure Disposal	OFFICIAL
7.20	All records relating to the management of complaints in schools	Limitation Act 1980 (Section 2)	Date of resolution of complaint + 6 years	Secure Disposal	OFFICIAL

**8. ADULTS – HEALTH, SOCIAL CARE AND SAFEGUARDING CASE MANAGEMENT**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
8.1	Process involving in assessing and providing individual support or services for adults for health or social care purposes, including: - Day service provision - Physical impairment - Visibility and sensory impairment - Drug and alcohol misuse - Home care - Rehabilitation and discharge - Admission avoidance	Limitation Act 1980 (Section 2)	Last contact + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.2	Client records relating to the provision of respite care for adults	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
8.3	Social worker diaries		Current year + 5 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.4	Client records relating to support provided to adults with HIV where the client is living	Limitation Act 1980 (Section 2)	Last contact + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.5	Maternity (all obstetric and midwifery records, including those of episodes of maternity care that end in stillbirth or where the child later dies) relating to individual patients	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016	Birth of last child + 25 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.6	Case notes by members of staff working in mental health within diaries or notebooks		Current year + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.7	All records relating to the integrated health and social care for clients known to the Mental Health teams	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016	Last contact with client + 20 years	Secure Disposal	OFFICIAL - Sensitive Personal
8.8	Client records relating to the provision of occupational therapy services to clients	Limitation Act 1980 (Section 2)	Last contact + 6 years	Secure Disposal	OFFICIAL

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8.9	Records relating to the process of providing occupational therapy services to clients	HRMC Compliance Handbook Manual CH15400	Year records created + 6 years	Secure Disposal	OFFICIAL
8.10	Client records relating to the provision of free health checks		The health check is given to the individual and recorded on their standard medical record	TRANSFER TO MEDICAL RECORD	OFFICIAL - Sensitive
8.11	Client records relating to applications for and management of social care financial assessments	HMRC - Compliance Handbook Manual CH15400	Date of last payment + 6 years	Secure Disposal	OFFICIAL
8.12	Records relating to the management of safeguarding concerns relating to carers or clients	Care Act 2014	Last date of contact + 10 years	Secure Disposal	OFFICIAL - Sensitive
8.13	Client records relating to the safeguarding of vulnerable adults	Limitation Act 1980 (Section 2)	Date incident resolved + 6 years	Secure Disposal	OFFICIAL - Sensitive
8.14	Records relating to the administration and management of the Multi Agency Risk Assessment Conference (MARAC)	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL - Sensitive
8.15	Adult Services complaints		Current year + 5 years	Secure Disposal	OFFICIAL
8.16	Client records relating to the provision of advice and information on public health issues of concern to individuals and the community.	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
8.17	Records relating to monitoring of adult safeguarding and reporting		Current year + 6 years then review	Secure Disposal	OFFICIAL - Sensitive

## 9. ADULT EDUCATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
9.1	Records related to the provision of educational services or programmes to adults		Financial year + 6 years	Secure Disposal	OFFICIAL
9.2	Adult Education Courses: All records held about learners who enrolled on courses	Requirements of the Skills Funding Agency	Date of completion of course + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

9.3	Adult Education Courses: All records relating to the accreditation of courses		As per instructions of body awarding the qualification	Secure Disposal	OFFICIAL
9.4	All records relating to the observation of teaching and learning in adult education courses		Year record created + 3 years	Secure Disposal	OFFICIAL
9.5	Adult Education Courses: All records relating to the payment for courses and the payment to providers	HMRC - Compliance Handbook Manual CH15400	Year record created + 6 years	Secure Disposal	OFFICIAL

## 10. ACCESSIBLE TRANSPORT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
10.1	Records relating to the provision of Blue Badge permits and appeals		Date of last involvement with the service + a maximum of 1 year Refused applications – Current year + 1 year	Secure Disposal	OFFICIAL – Sensitive Personal
10.2	Freedom Pass – applications and appeals		Date of last involvement with the service + a maximum of 1 year Refused applications – Current year + 1 year	Secure Disposal	OFFICIAL
10.3	Taxi Card – applications and appeals		Date of last involvement with the service + a maximum of 1 year Refused applications – Current year + 1 year	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

### 11. BENEFITS AND SUPPORT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
11.1	Records relating to housing benefit claims		Year records created + 6 years	Secure Disposal	OFFICIAL
11.2	Records relating to housing benefit appeals		Date appeal resolved + 6 years	Secure Disposal	OFFICIAL
11.3	Records relating to universal and employment support		Year record created + 6 years	Secure Disposal	OFFICIAL

### 12. PROVISION OF HOUSING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
12.1	Records relating to the assessment of the circumstances of anyone in the authority area who is homeless or threatened with homelessness and may be eligible for assistance	Limitation Act 1980 (Section 2)	Last action + 6 years	Secure Disposal	OFFICIAL
12.2	Records relating to short term and emergency accommodation for homeless people	Limitation Act 1980 (Section 2)	Last contact + 6 years	Secure Disposal	OFFICIAL
12.3	Records relating to the allocation of housing within the borough	Limitation Act 1980 (Section 2)	Last action on application + 6 years	Secure Disposal	OFFICIAL
12.4	Client records relating to the allocation of sheltered housing	Limitation Act 1980 (Section 2)	Date of assessment + 6 years	Secure Disposal	OFFICIAL

### 13. TENACY MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
13.1	Tenant files	Limitation Act 1980 (Section 2)	Year record created + 6 years (sealed tenancy)	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

			agreements retained for 12 years after termination)		
13.2	All records relating to the eviction of tenants from local authority properties	Limitation Act 1980 (Section 2)	Date of enforcement action + 6 years	Secure Disposal	OFFICIAL
13.3	All records relating to deposits paid for housing (incl. rent payments)	HMRC - Compliance Handbook Manual CH15400	Year records created + 6 years	Secure Disposal	OFFICIAL
13.4	Documentation relating to the notification and enforcement of breaches of council tenancy agreements.	Limitation Act 1980 (Section 2)	End of tenancy + 6 years	Secure Disposal	OFFICIAL
13.5	All records relating to the notification and repayment of late tenancy arrears	Limitation Act 1980 (Section 2)	Date of last repayment + 6 years	Secure Disposal	OFFICIAL
13.6	Documentation relating to rent collection, housing benefit and debt management advice	Limitation Act 1980 (Section 2)	Last action on the tenancy + 6 years	Secure Disposal	OFFICIAL
13.7	Records relating to investigations of anti-social behaviour and neighbourhood disputes	Limitation Act 1980 (Section 2)	Resolution of enforcement action + 6 years	Secure Disposal	OFFICIAL

## 14. HOUSING REPAIRS AND MAINTENANCE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
14.1	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning		End of tenancy + 6 years	Secure Disposal	OFFICIAL
14.2	Client records relating to the demolition and redevelopment of council property including the rehousing of existing tenants	Limitation Act 1980 (Section 2)	Completion of the redevelopment of the property + 6 years	Secure Disposal	OFFICIAL
14.3	All records relating to the management of housing care and repair schemes	HMRC - Compliance Handbook Manual CH15400	Completion of work + 6 years	Secure Disposal	OFFICIAL



## 15. HOUSING HEALTH AND SAFETY

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
15.1	All records relating to risk assessments in residential properties	Limitation Act 1980 (Section 2)	Date of risk assessment + 6 years	Secure Disposal	OFFICIAL

## B. DEMOCRATIC PROCESSES

### 16. ELECTIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
16.1	Summary records relating to the electoral register and voting eligibility	Electoral Registration and Administration Act 2013	Permanent	<b>Offer to Archivist</b> after administrative use is concluded	OFFICIAL
16.2	Voting records (Local elections only)	Representation of the People Regulations 2001	Poll close + 6 months	Secure Disposal	OFFICIAL
16.3	All records relating to the creation and publication of the electoral register	Electoral Registration and Administration Act 2013	Permanent		OFFICIAL
16.4	All records relating to the administration of the voting process for individual elections including ballot papers	Representation of the People Regulations 2001	Date of election + 6 months	Secure Disposal	OFFICIAL
16.5	All records to the creation and publication of election results	Representation of the People Act 1985	Date of the election + 6 months	Secure Disposal	OFFICIAL
16.6	All records relating to the administration of postal voting schemes	Representation of the People Regulations 2001	Year records created + 1 year	Secure Disposal	OFFICIAL
16.7	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Limitation Act 1980 (Section 2)	Date of election + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

### 17. COUNCIL AND COMMITTEE MEETINGS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
17.1	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions		Permanent	Offer to archives	OFFICIAL
17.2	Minute taking		Destroy after date of confirmation of the minutes	Secure Disposal	OFFICIAL
17.3	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups		Year records created + 6 years	Secure Disposal	OFFICIAL
17.4	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Permanent		OFFICIAL

### 18. REGISTER OF INTERESTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
18.1	Register of interests records relating to individual councillors	Localism Act 2011 (c.7)	Councillor leaving officer + 1 month or End of 4-year term	Secure Disposal	OFFICIAL

## 19. PARTNERSHIP, AGENCY, AND EXTERNAL MEETINGS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
19.1	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally <b>owns</b> the record.		<b>Permanent</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
19.2	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority <b>does not</b> own the record.		Last action + 3 years	Secure Disposal	OFFICIAL

## 20. HONOURS AND SUBMISSIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
20.1	The process of preparing of honours submission		Last action + 5 years	Secure Disposal	OFFICIAL

## 21. POLITICAL PARTY PAPERS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
21.1	The process of undertaking representation of the local authority - local authority representatives		Last action + 3 years	Secure Disposal	OFFICIAL

## C. FINANCIAL MANAGEMENT

### 22. ACCOUNTS AND AUDIT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
22.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes		<b>Permanent</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
22.2	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		Destroy when administrative use is concluded	Secure Disposal	OFFICIAL

### 23. FINANCIAL TRANSACTIONS MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
23.1	Management of the approvals process for purchase, including investigations		Financial year records were created + 7 years	Secure Disposal	OFFICIAL
23.2	Identification of the receipt, expenditure and write offs of public monies		Conclusion of the financial transaction that the record supports + 6 years	Secure Disposal	OFFICIAL
23.3	Process involving the provision and support for individuals using public transportation		Conclusion of the financial transaction	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

			that the record supports + 6 years		
23.4	Processes that balance & reconcile financial accounts		Conclusion of administrative use + 2 years	Secure Disposal	OFFICIAL
23.5	Taxation Records		End of the financial year in which the records were created + 5 years	Secure Disposal	OFFICIAL
23.6	Processes involved in the collection of National Insurance Number		End of employee's employment + 2 years	Secure Disposal	OFFICIAL

## 24. FRAUD MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
24.1	All records relating to the detection and prosecution of fraud		Date case resolved + 6 years	Secure Disposal	OFFICIAL - Sensitive Personal
24.2	All records relating to counter fraud investigations	Limitation Act 1980	Date of completion of enforcement action + 6 years	Secure Disposal	OFFICIAL - Sensitive

## 25. INSURANCE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
25.1	Insurance claims related to abuse claims pertaining to children or adults who either currently or formally received the provision of care by Lambeth Council or any associated partners		Permanent	Until further notice these records must be held indefinitely as they maybe used to support ongoing criminal investigations including	OFFICIAL - Sensitive

## Lambeth Retention Schedule

				but not limited to the IICSA formally known as the Goddard enquiry	
25.2	Insurance claims relating to the recording legal involvement in minor matters and insurance claims relating to Schools/Education matters		End of financial year claim is settled + 25 years	Secure disposal of personal data and correspondence from the claim file, finance information is retained	OFFICIAL - Sensitive
25.3	Insurance claims relating to the process that records insurance claims against the Local Authority or Local Authority Officers (not including Redress scheme claims)	Limitation Act 1980	End of financial year claim was settled + 6 years (ensuring that all obligations/entitlements are concluded)	Secure disposal of personal data and correspondence from the claim file, finance information is retained	OFFICIAL - Sensitive
25.4	Records relating to Redress scheme claims		End of financial year claim is settled + 10 years (ensuring that all obligations/entitlements are concluded)	Secure disposal of personal data and correspondence from the claim file, finance information is retained	OFFICIAL - Sensitive

## 26. PAYROLL

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
26.1	Staff records relating to payroll processes	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	OFFICIAL
26.2	All records relating to the administration of Statutory Maternity Pay	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)	Tax year in which the maternity period ends + 3 years	Secure Disposal	OFFICIAL
26.3	All records relating to the administration of Statutory Sick Pay	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	Tax year to which the sick pay relates + 3 years	Secure Disposal	OFFICIAL
26.4	Payroll details (cycle scheme, season ticket loans)	HMRC - Compliance Handbook Manual CH15400	Year record created + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

26.5	Non-accountable processes relating to payment of employees		Destroy after administrative use is concluded	Secure Disposal	OFFICIAL
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## 27. PENSIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
27.1	All records relating to the monitoring of pension fund contributions (employer and employee)	HMRC - Compliance Handbook Manual CH15400	Year records created + 6 years	Secure Disposal	OFFICIAL
27.2	Pension Scheme staff records (including their dependents)		Date of last contact with scheme (all dependents) + 100 years	Secure Disposal	OFFICIAL
27.3	Staff bank details, pay details to run pensions process		Date of the last payment + 6 years	Secure Disposal	OFFICIAL

## D. FINANCIAL PROVISIONS

## 28. BUDGETS AND ESTIMATES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
28.1	The process of finalising local authorities' annual budget		<b>Permanent</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
28.2	All records relating to the creation and implementation of the annual budget for the council		Year record created + 6 years	Secure Disposal	OFFICIAL
28.3	All records relating to the monitoring and reporting on the annual and departmental budgets		Year record created + 6 years	Secure Disposal	OFFICIAL

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28.4	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers		Repayment of loan in full + 7 years	Secure Disposal	OFFICIAL
28.5	Summary management of loans		<b>Permanent.</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL

## 29. HOUSING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
29.1	Mortgage records		Last payment + 6 years if signed Last payment +12 years if sealed	Secure Disposal	OFFICIAL
29.2	All records relating to the management of right to buy schemes	Limitation Act 1980 (Section 2)	Date property purchased + 12 years	Secure Disposal	OFFICIAL
29.3	Records relating to home ownership service charges	HMRC - Compliance Handbook Manual CH15400	Financial year record created + 6 years	Secure Disposal	OFFICIAL
29.4	All records relating to deposits paid for housing (incl. rent payments)	HMRC - Compliance Handbook Manual CH15400	Year records created + 6 years	Secure Disposal	OFFICIAL
29.5	Client records relating to the payment of home assistance repair or home renovation assistance grants	HMRC - Compliance Handbook Manual CH15400	Date of last payment of grant + 6 years  For grants over £50 000 destroy 12 years after last payment	Secure Disposal	OFFICIAL



### 30. COUNCIL TAX VALUATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
30.1	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the <b>Accounts &amp; Audit</b> function.		Permanent	<b>Offer to Archivist for review.</b> Transfer to Place of Deposit after administrative use is concluded	OFFICIAL

### 31. RATES AND LOCAL AUTHORITIES TAX

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
31.1	Records relating to payment of council tax or business rates		Permanent		OFFICIAL
31.2	General taxation enquiries		Year records created + 6 years	Secure Disposal	OFFICIAL
31.3	Records relating to investigatory actions and enforcement of non-payment of council tax or business rates		Last action + 6 years	Secure Disposal	OFFICIAL
31.4	All records relating to discounts made to council tax		Year records created + 6 years	Secure Disposal	OFFICIAL
31.5	All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services		Date system is updated + 1 year	Secure Disposal	OFFICIAL

## 32. SUMMARY ASSET MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
32.1	Summary management reporting on the overall assets of the local authorities		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL

## 33. ASSET MONITORING AND MAINTENANCE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
33.1	Asset Management Plans		Year records created + 6 years	Secure Disposal	OFFICIAL
33.2	Process of reporting and reviewing assets status		Conclusion of administrative use + 2 years	Secure Disposal	OFFICIAL
33.3	The process of maintaining assets		Last action + 6 years	Secure Disposal	OFFICIAL
33.4	The process of maintaining plant or equipment belonging to the authority	Limitation Act 1980 (Section 2)	Disposal of asset + 6 years	Secure Disposal	OFFICIAL
33.5	Tracking data taken from a local authority vehicle	Limitation Act 1980 (Section 2)	Date of journey + 6 years	Secure Disposal	OFFICIAL

## 34. ASSET ACQUISITION AND DISPOSAL

## Lambeth Retention Schedule

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
34.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets		Destroy 6 years, if under £50 000 or 12 years if over £50 000, after all obligations/entitlements are concluded	Secure Disposal	OFFICIAL
34.2	Records relating to bids for assets of community value	Localism Act 2011	Decision + 6 years	Secure Disposal	OFFICIAL
34.3	Records relating to the disposal of properties belonging to the authority	Limitation Act 1980 (Section 2)	Date property disposed of + 6 years	Secure Disposal	OFFICIAL

## E. GENERAL PUBLIC SERVICES

### 35. REGISTRATION, CERTIFICATION AND LICENSING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
35.1	Records created in the administration of applications, registration, certification and licences in relation to the authorities' registration requirements	Limitation Act 1980 (Section 2)	Date registration expires + 6 years	Secure Disposal	OFFICIAL

### 36. HEALTH AND SAFETY

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
36.1	All records relating to all aspects of asbestos management		Last action + 40 years	Secure Disposal	OFFICIAL
36.2			Destroy 50 Years from last action or at age 75	Secure Disposal	OFFICIAL

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	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		years whichever is the greater		
36.3	Health and Safety complaints	Limitation Act 1980 (Section 2)	Date complaint resolved + 6 years	Secure Disposal	OFFICIAL
	Health and Safety Risk Assessments	Limitation Act 1980 (Section 2)	Date risk assessment superseded + 6 years	Secure Disposal	OFFICIAL
36.4	All records relating to the reporting of accidents where the person concerned is over 18	Limitation Act 1980 (Section 11)	Date of accident + 4 years	Secure Disposal	OFFICIAL
36.5	All records relating to the reporting of accidents where the person concerned is under 18	Limitation Act 1980 (Section 11)	Date of birth of individual + 22 years	Secure Disposal	OFFICIAL

## 37. EMERGENCY PLANNING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
37.1	Process to develop the emergency/disaster for the local community		<b>Permanent</b>	<b>Offer to Archivist for review.</b> Transfer to place of deposit after superseded	OFFICIAL
37.2	Process for recording the results of the tests for emergency/disaster plan for the local community.		Closure + 10 years	Secure Disposal	OFFICIAL

## 38. MAJOR INCIDENTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
38.1			<b>Permanent</b>	<b>Offer to Archivist for review.</b> Transfer to	OFFICIAL

## Lambeth Retention Schedule

	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not			place of deposit after superseded	
38.2	Activities that report on all minor incidents in the local community		Closure + 7 years	Secure Disposal	OFFICIAL

### 39. BUSINESS AND TRADING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
39.1	Records relating to street trading applications, licenses and supporting documentation	Limitation Act 1980 (Section 2)	Expiry of license + 6 years	Secure Disposal	OFFICIAL
39.2	Records relating to trading standards complaints		Date complaint resolved + 6 years	Secure Disposal	OFFICIAL
39.3	Records relating to trading standards prosecutions (including warnings and cautions)		Close of case + 6 years	Secure Disposal	OFFICIAL

### 40. PARKING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
40.1	All records relating to the management of parking permit schemes for residents	Limitation Act 1980 (Section 2)	Date permit expires + 6 years	Secure Disposal	OFFICIAL
40.2	All records relating to the creation, implementation, and monitoring of controlled parking schemes	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

40.3	All records relating to the provision of designated parking bay areas provided for registered disabled drivers	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL – Sensitive Personal
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### 41. ENFORCEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
41.1	All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL - Sensitive
41.2	Records relating to abandoned vehicles	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
41.3	Records relating to housing enforcement actions leading to prosecution	Limitation Act 1980 (Section 2)	Case closure + 6 years	Secure Disposal	OFFICIAL - Sensitive
41.4	All records relating to the enforcement of housing regulations (investigations, inspections, and monitoring)	Limitation Act 1980 (Section 2)	Date of enforcement action + 6 years	Secure Disposal	OFFICIAL - Sensitive

### 42. BYE LAWS ENACTMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
42.1	The process of administering local laws		<b>Permanent</b>	<b>Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL

### 43. CEMETERIES AND CREMATORIA

## Lambeth Retention Schedule

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
43.1	The process of regulation of burials and cremations	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
43.2	Funeral and burial records		Permanent		OFFICIAL

### 44. COMMUNITY SAFETY AND PUBLIC PROTECTION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
44.1	Records relating to the investigation of specific food poisoning and contamination incidents		Date investigation concluded + 6 years	Secure Disposal	OFFICIAL
44.2	Records relating to environmental health and food healthy and safety. Incl. incident notification, investigations, and enforcement activities	Limitation Act 1980 (Section 2)	Date of last action + 6 years	Secure Disposal	OFFICIAL
44.3	All records relating to the release of CCTV evidence	Limitation Act 1980 (Section 2)	Year record created + 6 years		OFFICIAL
44.4	CCTV collected for surveillance purposes within the borough	CCTV Code of Practice (Revised Edition 2008) section 8.3	Date of recording + 30 days		OFFICIAL

### 45. WASTE MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
45.1	The summary management of sites used for the disposal of waste within the local authority		<b>Permanent</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
45.2	Records relating to general waste management services within the borough incl. customer enquiries	Limitation Act 1980 (Section 2)	Year record created + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

45.3	All records relating to the provision of a regular commercial trade waste collection from local businesses	HMRC - Compliance Handbook Manual CH15400	Year record created + 6 years	Secure Disposal	OFFICIAL
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## 46. ENVIRONMENTAL SERVICES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
46.1	Records relating to environmental crime investigations and enforcement activities		Investigatory records - Year record created + 6 years Prosecutions - Date of enforcement + 7 years	Secure Disposal	OFFICIAL - Sensitive
46.2	All records relating to enforcement of compliance with the Clean Air Act	Limitation Act 1980 (Section 2)	Date of any enforcement action + 6 years	Secure Disposal	OFFICIAL - Sensitive
46.3	Records relating to fly tipping investigations and enforcement	Limitation Act 1980 (Section 2)	Date of the resolution of any enforcement action + 6 years	Secure Disposal	OFFICIAL- Sensitive
46.4	Records relating to the provision of services for pest control purposes	Limitation Act 1980 (Section 2)	Year record created + 6 years	Secure Disposal	OFFICIAL
46.5	All records relating to the management of trees which are the responsibility of the authority	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
46.6	All records relating to the maintenance of parks and open spaces	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL

## 47. LIBRARIES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
47.1	All records relating to applications for library membership and the storage of membership information		Retain until date membership expires	Secure Disposal	OFFICIAL



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47.2	Records relating to library memberships and case management		End of registration or entitlement + 2 years Refused applications - Current year + 1 year	Secure Disposal	OFFICIAL
47.3	Records relating to library bans		Retain until date ban expires	Secure Disposal	OFFICIAL
47.4	All records relating to the management of a mobile library service	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
47.5	Feedback and customer comments in libraries		Year record created + 3 years	Secure Disposal	OFFICIAL

## F. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

### 48. RECRUITMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
48.1	Records relating to the selection of an individual for an established position		Recruitment finalised + 1 year	Secure Disposal	OFFICIAL
48.2	Records collected to undertake the right to work process		Termination date + 2 years	Secure Disposal	OFFICIAL
48.3	Criminal Records Bureau/Disclosure and Barring Service: Disclosure (DBS) application forms		Date check completed + 6 months	Secure Disposal	OFFICIAL - Sensitive Personal
48.4	Criminal Records Bureau/Disclosure and Barring Service (DBS) certificate		Certificate to be retained on the employment file	Secure Disposal	OFFICIAL - Sensitive Personal
48.5	All records relating to the management of the provision of staff references		Date of reference + 6 years	Secure Disposal	OFFICIAL

### 49. INDUCTION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
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## Lambeth Retention Schedule

49.1	All records relating to the creation, implementation, and monitoring of the Council's induction programme		Year records created + 3 years	Secure Disposal	OFFICIAL
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## 50. EMPLOYEE ADMINISTRATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
50.1	Employment file recording individual's employment history (paid or voluntary)	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	Secure Disposal	OFFICIAL
50.2	Records relating to staff working with children		Termination + 25 years	Secure Disposal	OFFICIAL
50.3	Files or records held by a line manager for the purpose of managing the employee		Termination of employment	Secure Disposal	OFFICIAL
50.4	Employee Medical certificates		Tax year to which they relate + 3 years	Secure Disposal	OFFICIAL - Sensitive Personal
50.5	Information relating to an employee's next of kin in relation to the employment file		Termination of employment of employee to whom it relates	Secure Disposal	OFFICIAL
50.6	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements		Last pension payment + 6 years	Secure Disposal	OFFICIAL

## 51. EMPLOYEE AND INDUSTRIAL RELATIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
51.1	Identification & development of significant directions concerning industrial matters Liaison processes of minor and routine industrial matters		Permanent	<b>Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL - Sensitive

## Lambeth Retention Schedule

51.2	Liaison processes of minor and routine industrial matters		End of administrative use + 2 years	Secure Disposal	OFFICIAL - Sensitive
51.3	Case files relating to disciplinary matters	Limitation Act 1980 (Section 2)	Close of case + 6 years	Secure Disposal	OFFICIAL - Sensitive
51.4	Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL - Sensitive
51.5	Casework: Disciplinary where the case results in no case to answer		Destroy at end of investigation	Secure Disposal	OFFICIAL - Sensitive
51.6	Casework - Grievance procedure	Limitation Act 1980 (Section 2)	Date grievance resolved + 6 years	Secure Disposal	OFFICIAL - Sensitive
51.7	All records relating to the management of employee relations	Limitation Act 1980 (Section 2)	Year record created + 6 years	Secure Disposal	OFFICIAL - Sensitive
51.8	All records relating to trade union liaison		Year record created + 3 years	Secure Disposal	OFFICIAL - Sensitive

## 52. EQUAL OPPORTUNITIES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
52.1	The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies		Creation of record + 6 years	Secure Disposal	OFFICIAL

## 53. OCCUPATIONAL HEALTH

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
53.1	Occupational Health questionnaires	Limitation Act 1980 (Section 2)	Date of questionnaire + 7 years	Secure Disposal	OFFICIAL - Sensitive Personal

## Lambeth Retention Schedule

53.2	Occupational health records relating to employees (incl. adjustments, recommendations)		Date of birth + 75 years	Secure Disposal	OFFICIAL - Sensitive Personal
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## 54. EMPLOYEE MONITORING AND PERFORMANCE MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
54.1	Records relating to staff performance	Limitation Act 1980 (Section 2)	Action completed + 6 years	Secure Disposal	OFFICIAL
54.2	Records relating to the annual appraisal of staff		Year record created + 1 year	Secure Disposal	OFFICIAL
54.3	All records relating to the monitoring of employee absence (sickness records)		Year records created + 1 year	Secure Disposal	OFFICIAL – Sensitive Personal
54.4	All records relating to the process of monitoring staff leave and attendance		Date action completed + 2 years	Secure Disposal	OFFICIAL – Sensitive Personal

## 55. EMPLOYEE RECOGNITION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
55.1	All records relating to schemes which recognise staff	HMRC - Compliance Handbook Manual CH15400	Year records created + 6 years	Secure Disposal	OFFICIAL
55.2	All records relating to the process of recommending employees for honours		Year of submission + 3 years	Secure Disposal	OFFICIAL

## 56. REORGANISATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
56.1	All records relating to the reorganisation of the internal workforce of the council	Limitation Act 1980 (Section 2)	Date reorganisation is completed + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

### 57. TERMINATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
57.1	The process of termination of staff through voluntary redundancy, dismissal, and retirement		Termination + 6 years (If a pension is paid then records should be destroyed 6 years after last payment of pension)	Secure Disposal	OFFICIAL - Sensitive

### 58. LEARNING AND DEVELOPMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
58.1	Records relating monitoring of training (incl. completion records, certificates, exam results)		Termination + 6 years	Secure Disposal	OFFICIAL
58.2	General staff training records (training not concerning children)		Current year + 3 years	Secure Disposal	OFFICIAL
58.3	Staff training records concerning children		Completion of training + 40 years	Secure Disposal	OFFICIAL
58.4	Records relating to the management of training (attendance lists, application forms etc)		Current year + 3 years	Secure Disposal	OFFICIAL
58.5	Training materials		Course superseded + 1 year	Secure Disposal	N/A
58.6	All records relating to the creation and management of training statistics		Year records created + 3 years	Secure Disposal	OFFICIAL
58.7	All records relating to the development and implementation of training programmes		Year records created + 3 years	Secure Disposal	N/A

## Lambeth Retention Schedule

58.8	All records relating to the development, implementation, and monitoring of the corporate training plan		Date training plan expires + 3 years	Secure Disposal	OFFICIAL
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### 59. STATUTORY OFFICERS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
59.1	All records relating to the appointment of Statutory Officers		Permanent	Offer to Archivist. Transfer to place of deposit after administrative use is concluded	OFFICIAL
59.2	All records relating to the selection process for Statutory Officers		Date of appointment + 5 years	Secure Disposal	OFFICIAL

### 60. GIFTS AND HOSPITALITY

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
60.1	Gifts and Hospitality - Members/officers gifts and hospitality registers and related records		Creation of record + 6 years	Secure Disposal	OFFICIAL

## G. INFRASTRUCTURE AND TRANSPORT

### 61. PLANNING AND DEVELOPMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
61.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the		Permanent	Offer to Archivist. Transfer to place of deposit after	OFFICIAL

## Lambeth Retention Schedule

	municipality (including local transport planning)			administrative use is concluded	
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### 62. HIGHWAYS AND STREET WORKS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
62.1	Files relating to road building and road maintenance issues	Limitation Act 1980 (Section 2)	Close of case + 6 years	Secure Disposal	OFFICIAL
62.2	All records relating to the maintenance of rights of way and pavements	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
62.3	All records relating to the notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
62.4	All records relating to the construction of vehicle crossovers at the request of residents	Limitation Act 1980 (Section 2)	Date of completion of crossover + 6 year	Secure Disposal	OFFICIAL
62.5	All records relating to the inspection of highways	Limitation Act 1980 (Section 2)	Date of the inspection + 6 years	Secure Disposal	OFFICIAL
62.6	Skips, hoardings and scaffolding – see Registration, Licensing and Certifications				

### 63. PUBLIC RIGHTS OF WAY

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
63.1	All records relating to the maintenance of rights of way and pavements	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
63.2	The activity of establishing planning scheme controls and providing for them to be amended and modified (including amendments to the definitive map, road adoptions and road works)		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL

## Lambeth Retention Schedule

63.3	The activity of recording location of highways, bridle paths and rights of way (including the definitive map)		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
63.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments		Decision + 7 years	Secure Disposal. For <b>high profile schemes offer to Archivist</b>	OFFICIAL
63.5	Rights of way enforcement files		Date of creation of right of way until the right of way ceases to exist	Offer to archivist once case is closed	OFFICIAL

## 64. INFRASTRUCTURE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
64.1	<p>Records created in the provision of municipal services in relation to infrastructure within the local authority</p> <p>Street files</p> <ul style="list-style-type: none"> <li>• Street records Requests for:</li> <li>• Hedge clipping</li> <li>• Tree planting</li> <li>• Naming of streets</li> <li>• Numbering of houses</li> <li>• Street load limits</li> <li>• Street signs</li> <li>• Bus shelters</li> <li>• Applications to dig up pavements</li> <li>• HGV application</li> <li>• Advice / comment</li> <li>• Level crossings</li> <li>• Right of ways</li> <li>• Roundabouts</li> </ul>	Limitation Act 1980 (Section 2)	Date of last action + 6 years	Secure Disposal	OFFICIAL



## Lambeth Retention Schedule

	<ul style="list-style-type: none"> <li>• Traffic calming measures</li> <li>• Street lighting</li> </ul>				
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### 65. COMMUNITY TRANSPORT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
65.1	All records relating: to the management of rail cards and travel concessions offered to older citizens to the management of bus pass scheme for disabled people to the administration of Motability Schemes to the management of schemes which allocate taxi cards to disabled people	HMRC - Compliance Handbook Manual CH15400	Date pass issued + 6 years	Secure Disposal	OFFICIAL

### 66. TRAFFIC MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
66.1	The activity of planning, and programming the continued flow, diversion, or reduction of traffic	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL

### 67. DESIGN AND CONSTRUCTION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
67.1	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL

## Lambeth Retention Schedule

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### 68. PUBLIC TRANSPORT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
68.1	<p>The activities involved in the management and provision of public transport including:</p> <ul style="list-style-type: none"> <li>• Timetables and routes</li> <li>• Maps</li> <li>• Fares</li> <li>• Customer and industry liaison</li> </ul>		Record is superseded or last action + 3 years	Secure Disposal	OFFICIAL

## H. LEGAL AND CONTRACTS

### 69. LITIGATION

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
69.1	Records created while managing, undertaking or defending for or against litigation on behalf of the local authority		Closure of case + 6 years Major litigation – offer to Archivist for review	Secure Disposal	OFFICIAL - Sensitive
69.2	All records relating to the recovery of land		Closure + 12 years	Secure Disposal	OFFICIAL

### 70. ADVICE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
70.1	General legal advice on a point of law (including social services matters)		Last action + 3 years	Secure Disposal	OFFICIAL - Sensitive

## Lambeth Retention Schedule

70.2	All records relating to legal advice given to homeowners and tenants relating to housing matters	Limitation Act 1980 (Section 2)	Date legal advice given + 6 years	Secure Disposal	OFFICIAL
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## 71. AGREEMENTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
71.1	Process of agreeing terms between organisations <b>Note</b> : this does not include contractual agreements	Limitation Act 1980 (Section 2)	Date agreement expires + 6 years	Secure Disposal	OFFICIAL

## 72. CONVEYANCE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
72.1	The process of changing ownership of land or property see also <b>Property Acquisition and Disposal</b>		Completion of action + 12 years	Secure Disposal	OFFICIAL

## 73. PRE-CONTRACT ADVICE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
73.1	The process of calling for expressions of interest		Decision on whether contract let or not proceeded with + 2 years	Secure Disposal	OFFICIAL - Sensitive

## 74. SPECIFICATION AND CONTRACT DEVELOPMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
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## Lambeth Retention Schedule

74.1	All records relating to ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL
74.2	All records relating to contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL
74.3	Case files relating to the receipt and preparation of contract documents		Close of case + 6 years	Review at end of 6 years	OFFICIAL

## 75. TENDER ISSUING AND RETURN

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
75.1	The process involved in the issuing and return of a tender		Start of contract + 1 year	Secure Disposal	OFFICIAL - Sensitive

## 76. EVALUATION OF TENDER

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
76.1	Ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL - Sensitive
76.2	Contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL - Sensitive

## 77. SUCCESSFUL TENDER DOCUMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
77.1	Ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL - Sensitive
77.2	Contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL - Sensitive

**78. UNSUCCESSFUL TENDER DOCUMENTS**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
78.1	Unsuccessful tender documents		Start of contract + 1 year	Secure Disposal	OFFICIAL

**79. POST TENDER NEGOTIATION**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
79.1	The process in negotiation of a contract after a preferred tender is selected		Terms of contract expiring + 1 year	Secure Disposal	OFFICIAL - Sensitive

**80. AWARDING OF CONTRACT**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
80.1	Ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL
80.2	Contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL

**81. CONTRACT MANAGEMENT**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
81.1	Contract operation and monitoring		Terms of contract expiring + 2 years	Secure Disposal	OFFICIAL

**82. MANAGEMENT AND AMENDMENT OF CONTRACT**

## Lambeth Retention Schedule

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
82.1	Ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL
82.2	Contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL

### 83. SERVICE LEVEL AGREEMENTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
83.1	All records relating to the creation and monitoring of service level agreements	Limitation Act 1980 (Section 2)	Date service agreement expires + 6 years	Secure Disposal	OFFICIAL

### 84. AWARDING TENANCIES IN WELFARE HOUSING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
84.1	Ordinary contracts	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Review at end of 6 years	OFFICIAL
84.2	Contracts under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Review at end of 12 years	OFFICIAL

### 85. LEGAL – HOUSING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
85.1	Records relating to the management of disrepair claims against the council	Limitation Act 1980 (Section 2)	Date claim is settled + 6 years	Secure Disposal	OFFICIAL - Sensitive
85.2	Records relating to possession orders	Limitation Act 1980 (Section 2)	Case closure + 6 year	Secure Disposal	OFFICIAL - Sensitive

## Lambeth Retention Schedule

### 86. LEGAL – SOCIAL CARE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
86.1	Social care case files		Case closure + 6 years	Secure Disposal	OFFICIAL - Sensitive
86.2	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]		Date of birth + 25 years	Secure Disposal	OFFICIAL - Sensitive

### 87. JUDICIAL REVIEW

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
87.1	Case files relating to judicial review	Limitation Act 1980 (Section 2)	Close of case + 6 years	Secure Disposal	OFFICIAL - Sensitive

### 88. EMPLOYMENT TRIBUNAL

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
88.1	Records relating to employment tribunals	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL - Sensitive
88.2	Case files relating to Employment Tribunal Claims and other employment matters	Limitation Act 1980 (Section 2)	Closure + 6 years	Secure Disposal	OFFICIAL - Sensitive

## I. MANAGEMENT AND ADMINISTRATION

### 89. CORPORATE PLANNING

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
89.1			Permanent	Offer to Archivist.	OFFICIAL

## Lambeth Retention Schedule

	Records relating to corporate planning and reporting activities			Transfer to place of deposit after administrative use is concluded	
89.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
89.3	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions		Closure + 3 years	Secure Disposal	OFFICIAL
89.4	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions		Closure + 3 years	Secure Disposal	OFFICIAL

## 90. STATUTORY SERVICES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
90.1	The process of preparing information to be passed on to central government as part of statutory requirements		Current year + 6 years	Secure Disposal	

## 91. POLICY, PROCEDURES, STRATEGY AND STRUCTURE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
91.1	Activities that develop policies, procedures, strategies and structures for the local authorities		<b>Permanent</b>	<b>Offer to Archivist.</b> Transfer to place of deposit after	OFFICIAL



## Lambeth Retention Schedule

				administrative use is concluded.	
91.2	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines		Date superseded + 6 years		OFFICIAL

## 92. PUBLIC CONSULTATIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
92.1	All records relating to responses made by the public or staff to external consultations		Year record created + 3 years then review	Secure Disposal	OFFICIAL

## 93. INFORMATION MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
93.1	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively		Permanent	Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	
93.2	The management of collections of records transferred to the archives		Permanent	Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	
93.3	The process that records the disposal of records		Year record created + 10 years	Secure Disposal	
93.4	Responses to data subject access requests or freedom of information requests		Date request complied with + 3 years then review	Offer to archives	OFFICIAL

## Lambeth Retention Schedule

93.5	All records relating to the management of subject access requests under Data Protection Act 2018/UK GDPR		Year records created + 2 years	Secure Disposal	OFFICIAL
93.6	All records relating to the management of freedom of information requests		Year records created + 2 years	Secure Disposal	OFFICIAL
93.7	All information relating to user profiles created for the provision of information systems		Year record created + 6 years	Secure Disposal	OFFICIAL
93.8	M365 User Accounts		Termination of Employment and closure of any investigations + 6 months	Secure Disposal	OFFICIAL

## 94. ENQUIRIES AND COMPLAINTS

(For service specific complaints please refer to relevant section of the retention schedule)

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
94.1	All records relating to complaints about services dealt with as business as usual		Year records created + 3 years	Secure Disposal	OFFICIAL
94.2	Level 1 complaints dealt with as part as business as usual		Year records created + 3 years	Secure Disposal	OFFICIAL
94.3	Level 2 complaints		Date complaint resolved + 5 years	Secure Disposal	OFFICIAL
94.4	All records created in the provision of detailed responses to complaints on council actions, policy or procedures		Date complaint resolved + 10 years	Secure Disposal	OFFICIAL
94.5	Records in relation to complaints made about responses to requests for information made under the Data Protection Act 2018/UK GDPR or the Freedom of Information Act 2000		Current year + 3 years then review	Secure Disposal	OFFICIAL
94.6	All records relating to feedback and suggestions made by local residents		Year records created + 3 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

94.7	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council		Year comment received + 1 year	Secure Disposal	OFFICIAL
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## 95. QUALITY AND PERFORMANCE MANAGEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
95.1	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit		Closure + 5 years	Secure Disposal	OFFICIAL
95.2	The process of assessing the quality, efficiency, or performance of a local authority service or unit		Closure + 2 years	Secure Disposal	OFFICIAL
95.3	All records relating to audits carried out internally or externally.  In for Children and Adult Services monitoring and reporting please refer to items 3 and 19 above.	Local Government Finance Act 1992	Date audit accepted + 6 years	Secure Disposal	OFFICIAL

## 96. PUBLIC RELATIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
96.1	All records relating to the publication of the latest news and public information relevant to the local area		Year record created + 3 years	Secure Disposal	OFFICIAL
96.2	All records relating to the creation and publication of official publications about the council and the surrounding area		Retain until publication goes out of print	One copy from the initial print run should go directly to the archive	OFFICIAL

## Lambeth Retention Schedule

96.3	Publication of sentencing outcomes to the local communities		Publish date + maximum of 6 months	Secure Disposal	OFFICIAL - Sensitive Personal
96.4	All records relating to links between local people, local organisations and decision makers	Local Government Act 1972 s100c	Year record created + 4 years	Secure Disposal	OFFICIAL

## 97. MEDIA RELATIONS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
97.1	Process of interaction with the media		Closure + 3 years	Secure Disposal	OFFICIAL
97.2	Media publications concerning local authorities		Permanent.	Offer to Archivist. Transfer to place of deposit after administrative use is concluded	OFFICIAL

## 98. MARKETING AND EVENTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
98.1	The process of developing and promotion of local authorities campaigns and events		<b>Permanent.</b>	<b>Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
98.2	Mailing lists to inform residents on arts, culture or events within the borough		Updated every 4 years	Secure Disposal	OFFICIAL
98.3	General enquiries from the public in relation to culture, arts and events		Current year + 2 years	Secure Disposal	OFFICIAL
98.4	Records creating in the planning, application or management of events within the borough		Current year + 6 years	Secure Disposal	OFFICIAL

## Lambeth Retention Schedule

### 99. CIVIC EVENTS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
99.1	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list		Permanent		OFFICIAL
99.2	All records relating to the management of civic events		Year record created + 6 years	Secure Disposal	OFFICIAL

### 100. PETITIONS AND SURVEYS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
100.1	Records relating to the management of personal data held in petitions which have been presented to the Council		Destroy once legal/administrative purpose for it's use has been fulfilled	Secure Disposal	OFFICIAL
100.2	All records relating to the creation and analysis of surveys		Year records created + 3 years	Secure Disposal	OFFICIAL

### 101. INFORMATION GOVERNANCE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
101.1	Records relating to the creation of data privacy impact assessments		Until superseded	Secure Disposal	OFFICIAL
101.2	Records held on the information asset register		Until superseded	Secure Disposal	OFFICIAL

**102. CORPORATE HEALTH AND SAFETY**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
102.1	Process of inspecting equipment belonging to the authority	Limitation Act 1980 (Section 2)	Date of inspection + 6 years	Secure Disposal	OFFICIAL
102.2	All records relating to accident reporting where the person is aged over 18 at the time of the accident	Limitation Act 1980 (Section 11)	Date of accident + 4 years	Secure Disposal	OFFICIAL
102.3	All records relating to accident reporting where the person is aged under 18 at the time of the accident	Limitation Act 1980 (Section 11)	Date of birth of individual + 22 years	Secure Disposal	OFFICIAL

**K. PLANNING AND LAND USE****103. PLANNING SCHEME DEVELOPMENT AND AMENDMENT**

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
103.1	Local plans and supporting documentation (no personal data)		Permanent	Offer to archive when plan superseded	OFFICIAL
103.2	Records relating to the preparation of the Local Plan		Date plan expires + 10 years	Offer to archive	OFFICIAL
103.3	All records relating to the preparation and making of neighbourhood plans		Date plan expires + 10 years	Offer to archive	OFFICIAL
103.4	Records created in the preparation of the Site Allocations Development Plan		Date plan expires + 10 years	Offer to archive	OFFICIAL
103.5	All records relating to consultation on conservation areas		Permanent		OFFICIAL
103.6	The activity of recording information on historical land, buildings, monuments and ecology at a specific site		Permanent	Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	

## Lambeth Retention Schedule

### 104. DEVELOPMENT AND BUILDING CONTROL

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
104.1	Planning applications and planning case files (incl. consultations, press notices etc)	Town and Country Planning Act 1990	Permanent - offer to archives	Offer to archives	OFFICIAL
104.2	Residential planning applications	Town and Country Planning Act 1990	Permanent		OFFICIAL
104.3	Business planning applications	Town and Country Planning Act 1990	Permanent		OFFICIAL
104.4	Self-Build Register		Until registrant is no longer eligible or asks to be removed from the Self-build Register	Secure Disposal	OFFICIAL
104.5	Records relating to planning consents		Permanent - offer to archives	Offer to archives	OFFICIAL
104.6	All records relating to the planning consultation process		Year records created + 15 years		OFFICIAL
104.7	Planning enquiries	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to archives	OFFICIAL
104.8	All records relating to the management of public enquiries related to planning		Permanent		OFFICIAL
104.9	All records relating to the creation and publication of formal planning decision notices		Permanent		OFFICIAL
104.10	Building inspection records	Limitation Act 1980 (Section 2)	Life of the building + 6 years	Secure Disposal	OFFICIAL
104.11	All records relating to the management of dangerous structures	Limitation Act 1980 (Section 2)	Year records created + 6 years	Secure Disposal	OFFICIAL
104.12	All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings)	Building Control Performance Standards 2006	Construction completed + 15 years	Secure Disposal	OFFICIAL
104.13	All records relating to the process of approving building applications in relation to listed or other significant buildings		Permanent		OFFICIAL

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104.14	All records relating to actions taken to enforce the Building Control Regulations	Building Control Performance Standards 2006	Date of outcome of enforcement action + 6 years	Secure Disposal	OFFICIAL
104.15	All records relating to the creation and management of the Building Control Register	Building Control Performance Standards 2006	Permanent		OFFICIAL

### 105. ENFORCEMENT

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
105.1	Records relating to the monitoring of planning enforcement		Permanent	Offer to archive	OFFICIAL - Sensitive
105.2	Records created relating to planning enforcement actions		Permanent	Offer to archive	OFFICIAL - Sensitive
105.3	Records relating to the process of inspecting building work for the purpose of insuring compliance	Building Control Performance Standards 2006	Issue of final certificate of inspection + 10 years	Secure Disposal	OFFICIAL – Sensitive
105.4	Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years	Secure Disposal	OFFICIAL - Sensitive
105.5	Case files relating to Breach of Condition Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years	Secure Disposal	OFFICIAL - Sensitive

### 106. REGENERATION AND GROWTH

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
106.1	Estate Regeneration Project files	Limitation Act 1980 (Section 2)	Case closure + 12 years	Offer to archives	OFFICIAL
106.2	Compulsory purchase orders	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	OFFICIAL



## Lambeth Retention Schedule

### L. STATUTORY SERVICES

#### 107. REGISTRARS

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
107.1	Register of births, marriages and civil partnerships		Permanent		OFFICIAL
107.2	Register of Deaths	The Registration Service Act 1953	Permanent		OFFICIAL
107.3	Enquiries relating to registrations		Current year + 1 year	Secure Disposal	OFFICIAL
107.3	All records relating to the registration of civil partnerships		Permanent		OFFICIAL
107.4	All records relating to the issuing of copy certificates for a birth, marriage or death that was registered in the area.		Year records created + 6 years		OFFICIAL
107.5	The process and actions of inquiring into deaths which do not proceed to an inquest		Last action + 15 years	Secure Disposal	OFFICIAL
107.6	Marriage Notices and Civil Partnerships		Date of notice + 5 years	Secure Disposal	OFFICIAL
107.7	All records relating to the issuing of civil partnership certificates and applications for copies of certificates		Year records created + 6 years		OFFICIAL

#### 108. MARRIAGES

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
108.1	Process of conducting a marriage service		Year record created + 3 years	Secure Disposal	OFFICIAL

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### 109. CORONER

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
109.1	Summary registration of reported deaths		Permanent	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL
109.2	Case files of deaths reported to the coroner - inquest files	Public records held in local government and specialist local repositories (The National Archives) Section 7	Date of death + 15 years	<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL – Sensitive
109.3	Case files of deaths reported to the coroner - non-inquest files	Public records held in local government and specialist local repositories (The National Archives) Section 8	Date of death + 15 years	<b>Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	OFFICIAL - Sensitive

### 110. TREASURE TROVE

Ref	Record Description	Statutory Provision	Retention Period	Retention Action	Sensitivity Label
110.1	The process and actions of Treasure inquests		Last action + 2 years	Secure Disposal	OFFICIAL