



## **Derbyshire County Council**

# ***Corporate and Departmental Finance Retention Schedule***

<b>Approval Sources and Ownership</b>			
<b>Section</b>	<b>Detail</b>	<b>Owner</b>	<b>Authorising Officer</b>
FIN 1	Financial Provision Management	Finance Manager/Investment Manager	Michael Crawford
FIN 2	Finance Transaction Management	Finance Manager/Investment Manager	Michael Crawford
FIN 3	Taxation	Finance Manager	Michael Crawford
FIN 4	Accounts and Statements	Finance Manager/Technical Manager	Michael Crawford
FIN 5	Pensions	Pensions Manager	
FIN 6-9	Risk Management and Insurance	Risk and Insurance Manager	Adela Green
FIN 10	Internal Audit	Audit Services	<i>Pending agreement from Audit Services – for more information please contact them directly.</i>

<b>Version History</b>				
<b>Version</b>	<b>Date</b>	<b>Detail</b>	<b>Author</b>	<b>Approval Officer</b>
1.00	2008	Master Finance Retention Schedule	Martin Brassington	Martin Brassington
2.00	2015	Major revision to bring in line with LGCS	Michael Crawford	

## **Introduction**

The on-going development of retention schedules is part of the commitment to good record keeping under the Authority's Corporate Records Management Policy. It provides consistent guidance on how long records within *the Council* should be retained. In some situations the length of time the records are retained may vary due to the specific circumstances relating to the documents concerned, in particular the integrity of records which pre-date this guidance cannot be assured. In addition to the time periods specified, the Data Protection/Freedom of Information Officer and Corporate Records Manager will continue to liaise with and advise colleagues in relation to their record keeping requirements.

Retention periods have been assigned after consideration of legal requirements, good practice guidance and the business needs of the Department. The Schedule is designed to ensure that information is kept as long as necessary, whilst addressing compliance with the Data Protection Act 1998. The retention periods within the schedule apply to information in all formats and should be applied consistently regardless of whether the information is held manually or electronically. When storing information in electronic format, only approved applications should be used to ensure long-term accessibility of information. Any records containing personal data or confidential information (i.e. a record containing basic personal data, such as name, address, contact details, date of birth or similar) should be disposed of in accordance with the Authority's guidance on disposing of confidential waste. When retention periods for records have expired documents should be reviewed in accordance with this guidance, with a view to disposal. If it is believed that there is justification to retain the data for longer, the Departmental Data Protection/Freedom of Information Officer and Corporate Records Manager must be expressly involved in that decision.

### **Standard Operating Procedures**

Some records do not need to be kept at all. Standard Operating Procedures (SOP) define all records which staff may routinely destroy in the normal course of business. However, the retention/disposal schedule must still contain references and instructions concerning them.

SOP usually applies to information that is duplicated, unimportant, or of only short term transactional or operational value. Examples include:

- 'with compliments' slips
- catalogues and trade journals
- reports from third parties circulated for information
- journals of professional bodies or organisations
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to Authority business
- requests for standard information such as location maps, plans, contact details, opening hours or promotional material
- out-of-date distribution lists/staff directories
- minutes circulated for information
- diaries (where the content is transferred into other electronic systems) not required as evidence
- Notebooks (where the content is transferred into other electronic systems) not required as evidence

*(Note, this is not an exhaustive list)*

Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered by SOP and may be destroyed

SOP should not be applied to records or information that can be used as evidence– to prove that something happened or that a decision was reached. Examples include: staff meeting minutes, public consultation papers or any record that has made a significant contribution to the discussion of the business being conducted should be captured as a record and have a retention period assigned.

**Glossary of Terms:**

Closure: when a record ceases to be 'current' – this can be the when a set of minutes are formally agreed, or when a Help Desk incident is formally closed. Many retention periods are triggered after the 'closure' of a record

Disposal: the processes associated with the end of a records lifecycle, they will typically include destruction of the records or transfer of the records to Derbyshire Record Office for permanent preservation

Functional Description: the description of the function that the record serves (i.e. the functional description of a set of minutes is 'the process of preparing business...')

Permanent: Retain the record permanently and transfer to Derbyshire Record Office

Record: the recorded evidence about an activity

Retention Action: the action regarding the retention of a record, these will be triggered by a particular event (i.e. the closure of a record)

**Additional Information:**

Records Disposal Policy and Procedures:

[http://www.derbyshire.gov.uk/working\\_for\\_us/data/how\\_to\\_dispose\\_of\\_confidential\\_information\\_safely/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/how_to_dispose_of_confidential_information_safely/default.asp)

Additional Retention Schedules (including HR, Management and Administration, Property, Procurement):

[http://www.derbyshire.gov.uk/working\\_for\\_us/data/how\\_to\\_dispose\\_of\\_confidential\\_information\\_safely/records\\_retention\\_schedules/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/how_to_dispose_of_confidential_information_safely/records_retention_schedules/default.asp)

***For further information about the contents of this retention schedule, or for records management generally contact  
Records Management on [records.management@derbyshire.gov.uk](mailto:records.management@derbyshire.gov.uk) or on ext. 39203***

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
<b>Financial Provision Management</b>				
FIN 1.01	The process of maintaining financial ledgers	10 years from closure/end of scheme	Revenue Financial Ledgers Capital Financial Ledgers	Business requirement
FIN 1.02	The process of closing down financial ledgers	2 years from closure		Business requirement
FIN 1.03	The process of managing and administering grant funding and claims administration (excluding ERF and European grants)	6 years from end of grant terms	Expenditure records Reports to funding body	Business requirement
FIN 1.04	The process of managing and administering ERDF grant funding and claims administration	3 years from closure of programme (currently estimated as being 31/12/2025)	Expenditure records Reports to funding body	European Union Requirement
FIN 1.05	The process of managing and administering other European grant funding and claims administration	12 years from end of grant terms	Expenditure records Reports to funding body	Business requirement
FIN 1.06	The process of managing budgets, income, and expenditure	6 years plus current	Estimates Costings Income Investments Loans Funding bids Reporting Reconciliations	Local Government Act 2003
FIN 1.07	The process of managing and administering re-charges	6 years plus current		Business requirement
FIN 1.08	The process involved in managing debts owed to the authority	6 years from clearance of debt/closure	Deposits Ledger Debtor Accounts Income posting slips and	Business requirement

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
			tabulations	
<b>Financial Transaction Management</b>				
FIN 2.01	The process of managing the banking transaction of the authority	6 years plus current	Bank Statements Bank Reconciliations Bank paying in books/slips Records of cancelled cheques Cheque books and counterfoils	Business requirement <i>Please note that card details written down prior to entry into a financial system should be disposed of once input.;</i>
FIN 2.02	Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums.	6 years plus current	Credit Notes Creditor Invoices Delivery Notes Imprest documentation BACS listings Cheque List Periodic payment records (rents) Expense Claims Invoices	Business requirement
FIN 2.03	The process of recording car mileage on leased vehicles	3 years from termination of lease	Mileage forms	Business requirement
<b>Taxation</b>				
FIN 3.01	The process of administering VAT payments and claims	6 years plus current		The Value Added Tax Act 1994 (Sch, 11, para 6) HMRC internal guidance manual.

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
FIN 3.02	The process of managing and administering the Council tax	6 years plus current		Business requirement
<b>Accounts and Statements</b>				
FIN 4.01	The summary management of corporate accounts	<i>Permanent. Offer to Archives</i>	Abstract of accounts	Business requirement
FIN 4.02	The process of accounting and reporting	<i>6 years plus current</i>	Final accounts Reporting Strategic financial planning	Business requirement
<b>Pensions</b>				
FIN 5.01	Documents relating to cases of no further liability (NFL)	6 years from date of NFL		Business requirement
FIN 5.02	The process of managing current preserved scheme members	6 years from no further retained liability		Business requirement
FIN 5.03	The process of managing pension increases	Indefinitely		Business requirement
FIN 5.04	The process of managing pension scheme valuation data	6 years plus current	Valuation data	Business requirement
FIN 5.05	The process of managing pension recharged to Derby city	Indefinitely		Business requirement
FIN 5.06	The process of managing pension schemes of other organisations	Indefinitely	Police Officers Pension Scheme Fire Officers Pension Scheme	Business requirement
FIN 5.07	The process of managing copies of members AVC statements	<i>3 years from year end?</i>		Business requirement



Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
<b>Risk Management and Insurance</b>				
<b>Insuring against risk</b>				
FIN 6.01	Employers Liability Certificates	40 years from expiry of policy	Employers Liability Certificates	Business requirement Employers Liability (Compulsory Insurance) Act 1969 Employers Liability (Compulsory Insurance Regulations 1998)
FIN 6.02	Motor Vehicle Insurance Policies and Certificates	40 years from expiry of policy	Motor Vehicle Insurance Policies Motor Vehicle Insurance Certificates	Business requirement
FIN 6.03	Liability – Insurance Policies and Certificates (all classes)	100 years from expiry of policy	Insurance policies Insurance contracts	Business requirement
FIN 6.04	Property insurance policies, certificates and summaries of cover	6 years from expiry of policy	Property policies School Balance of Risk Policies	Business requirement
FIN 6.05	Personal Accident and Travel Policies	40 years from expiry of policy	Accident Policies Travel Policies	Business requirement Limitation Act 1980
FIN 6.06	Travel Policy – Schedule of Members and Officers Insured/traveling	20 years from expiry of policy	Schedule of members insured/traveling Schedule of officers insured/traveling	Business requirement
FIN 6.07	Schools – Balance of Risks Insurance Policy and Summary of Cover	6 years from expiry of policy	Balance of risk policy	Business requirement
FIN 6.08	Schedule of liability policy insurers and limits	100 years from expiry of policy	Schedule of insurers and limits	Business requirements

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
<b>Insurance Claims Administration</b>				
FIN 7.01	The process of managing a liability injury insurance claim under policies held by the authority involving adults (excluding cases relating to minors)	6 years from settlement/repudiation	Public Liability Insurance claim files Property Damage Claim Files Employers Liability Claim files	Limitation Act 1980
FIN 7.02	The process of managing a liability injury insurance claim under policies held by the authority relating to minors	22 years from date of birth	Children's claim files	Limitation Act 1980
FIN 7.03	The process of managing a School Journey Injury or Personal Accident insurance claim relating to minors	22 years from date of birth	School Journey Insurance Claim Files	Limitation Act 1980
FIN 7.04	The process of managing a subsidence insurance claim	100 years from date of claim	Subsidence Insurance Claim Files	Business Requirement
FIN 7.05	The process of managing an industrial disease insurance claim	100 years from date of birth or 6 years from date of settlement/repudiation	Employers and Public liability insurance claim files relating to industrial diseases	Business Requirement CIPFA Guidance
FIN 7.06	The process of managing non-injury liability insurance claims	6 years from date of settlement/repudiation	Officials Indemnity, libel and slander and land charges insurance claim files. Motor vehicle third party (excluding minors)	Business Requirement
FIN 7.07	The process of managing non-liability insurance claims	6 years from date of settlement/repudiation	Motor Vehicle Own Damage Claim Files School BOR Claim Files Own Property Damage Claim Files Travel Claim Files Fidelity Guarantee Claim Files	Business Requirement

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
FIN 7.08	The maintaining of historical claims data	<i>Do not destroy</i>	Insurance Claims Database Records	Business requirement
FIN 7.09	The summary management of claims and triangulation details	20 years plus current	Summaries	Business requirement
<b>Administering Risk Management and Insurance</b>				
FIN8.01	<i>The process of maintaining insurance registers</i>	6 years plus current	Insurance Premium Register Insured Buildings and Contents Inventory Motor Vehicles Inventory Records of insurer cover clarification	Business requirement
FIN 8.02	The process of establishing the level of funding required for retained risks	25 years from date of creation	Actuarial Fund Review Report Supporting information used to produce Actuarial Fund Review Report Funding analysis	Business requirement
FIN 8.03	Insurance renewal/tender documents and information	6 years from <i>date of renewal</i>	Renewal documents Tender documents Renewal and tender correspondence	Business requirement
FIN 8.04	The process of maintaining pension fund insurance registers	10 years from date of renewal	Records of insured pension fund properties	Business requirement
FIN 8.05	The process of agreeing scope of insurance cover for individual cases	22 years from date of birth (if relating to an individual) or 10 years from agreement of waver	Approval Medical Procedures correspondence Waiver of rights of recovery correspondence	Limitations Act 1980
<b>Operational Risk Management</b>				

Ref. No.	Functional Description	Retention Action	Examples of Records	Notes
FIN 9.01	Insurance loss control surveying	6 years from date completed	Insurer survey reports School's Annual Security Risk Assessment Questionnaire	Business Requirement
FIN 9.02	The agreement of dispensation from minimum insurance requirements	40 years from granting of dispensation	Correspondence confirming dispensation	Business Requirement
<b>Internal Auditing</b>				
FIN 10.01	The process of undertaking an audit investigation	6 years from closure of investigation/report	Audit Reports	Common Practice <i>Awaiting confirmation from Audit Services, please raise any issues directly with</i>