



DERBYSHIRE COUNTY COUNCIL

Community Safety Retention Schedule



Version History				
Version	Date	Detail	Author	Responsible Officer
1.00	2015	New document following departmental re-structure	David Jenkins	Sally Goodwin
2.00	2018	Amend document following change of department	Julia Ashbrook, Mark Smith	Christine Flinton
2.01	12/03/2019	“At a glance” section, interview documents changed from 6 months to 12 months.	Mark Smith	
3.00	04/02/2020	CS 1.08 reduced to 6 months	Julia Ashbrook, Mark Smith	Christine Flinton

Standard Operating Procedure

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- out-of-date distribution lists/staff directories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 notebooks where 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Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP.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:

<https://staff.derbyshire.gov.uk/information-security/confidential-information/disposing-of-confidential-information/disposing-of-confidential-information.aspx>

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

<http://staff.derbyshire.gov.uk/retentionschedules>

For further information about the contents of this retention schedule, or for records management generally contact Records Management on records.management@derbyshire.gov.uk or on ext. 39203

At a glance guide to other retention periods

Record Type	Retention Period	Further Information
Finance Records	6 years (from the end of the current financial year)	Finance Retention Schedule
Operational meeting minutes	3 years (from agreement of minutes)	Management and Administration Retention Schedule
Strategic meeting minutes	Permanent (transfer to Derbyshire Record Office)	Management and Administration Retention Schedule
Statistics	6 years	Management and Administration Retention Schedule
Contract Records	6 years (ordinary contract, 12 years (contract under seal) from end of terms of contract)	Procurement Retention Schedule
Staff Records	7 years from end of employment or 25 years from end of employment (if working in a social care or risk group)	Human Resources Retention Schedule
Cabinet reports	Permanent	Management and Administration Retention Schedule
Interview documents	12 months (for unsuccessful candidates), retain on personnel file for successful candidates	Human Resources Retention Schedule
Majority of health and safety records	7 years (with the exception of asbestos and radiation records)	Health and Safety Retention Schedule
Policies and associated procedures	Permanent (transfer to Derbyshire Record Office)	Management and Administration Retention Schedule

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CS 1.01	The process of managing, administering and undertaking projects and activities to support community safety functions	Destroy 7 years from end of project	Street lighting intervention Youth Theatre programmes	Please note that projects funded by the European Social Fund should be retained until 31 December 2022	Shared drive
CS 1.02	The process of running research initiatives to support community safety functions	Destroy 10 years from conclusion of research	Alcohol Minimisation	Business requirement	Shared drive
CS 1.03	The process of managing and administering National Probation Service projects to support health and community services functions	Destroy 5 years from closure	Integrated Offender Management	In line with National Probation Service work policies and practices	Shared drive
CS 1.04	Data obtained by external sources to support community safety research and planning	Destroy 6 years from closure	Safer Derbyshire Research and Information team data	Business Requirement	Shared drive
CS 1.05	The process of supporting the safeguarding of adults and children if actions are taken by the community safety team	Destroy 6 years from closure	Calls for service	Business Requirement	Shared drive
CS 1.06	The process of managing and administering projects aimed at preventing violent extremism	Destroy 6 years from closure	Radicalisation Information The Channel Project	Business requirement Information only available to vetted individuals	Shared drive
CS 1.07	The process of managing investigations relating to Domestic Homicide	Destroy 6 years from closure	Domestic Homicide Review Documents	Business requirement Information available only available to required individuals	Shared drive
CS 1.08	The process of transferring a community safety enquiry to the appropriate person to action	Destroy 6 months from closure	Emails to the community safety inbox which need to be redirected to other departments, or contact forms from the website which also need redirecting	Business Requirement	Shared drive

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CS 1.09	The process of managing and administering the resettlement of refugees or people seeking asylum	Destroy 6 years from closure	Resettlement Activity Syrian Vulnerable Persons Resettlement scheme	Business requirement	Shared drive