



# DERBYSHIRE COUNTY COUNCIL

## Corporate Property Retention Schedule



Version History				
Version	Date	Detail	Author	Responsible Officer
1.00	2006	First version	Alan Beastall	Alan Beastall
2.00	Feb 2014	Second version – restructured and revised	Andrew Rowan	Jeremy Goacher
2.1	June 2016	Review of retention periods. Addition of 'Examples of Records'	Chris Rouse	
3.00	July 2018	Third revision. Removed obsolete lines: 1.4, 3.8, 3.9, 3.11, 3.13, 4.1, 4.3, 4.4. Substantial alterations: 3.9, 3.13. Cross-references: 1.2, 3.2. New line to cover visitors signing in on council premises, 3.15. Now lists locations, systems, legislation. Most retention periods clarified so that financial year end is trigger.	Jo Hollick/Mark Smith	Sarah Morris
3.01	Sept 2018	Amendments following consultation with Property Senior Management Team	Jo Hollick	Sarah Morris
3.02	Sept 2018	Further amendments following consultation with Property Senior Management Team - Retention period for PROP 1.5 extended from 6 to 12 years.	Jo Hollick	Sarah Morris
3.03	Jan 2019	Extra zero added to reference numbers following the decimal	Mark Smith	
3.04	Mar 2019	"At a glance" section: interview notes changed from 6 months to 12 months	Mark Smith	
4.00	Jun 2019	Minor re-wording at 2.01, 3.15, 4.02	Jo Hollick/Mark Smith	Dave Massingham
4.01	Mar 2020	PROP 3.13 expanded in scope. PROP 1.05 merged into PROP 1.02, period harmonised to match Health and Safety records. PROP 1.06 added to cover longer retention of radon records.	Jo Hollick/Mark Smith	
5.00	Sep 2020	PROP 2.01/2 refer to completion instead of closure	Sean Hooper/Mark Smith	Dave Massingham

## 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 and notebooks (after contents have been entered into an approved record-keeping system)

*(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:

Corporate Records Disposal 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):

<https://staff.derbyshire.gov.uk/information-security/confidential-information/records-retention-schedules/records-retention-schedules.aspx>

***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***

## 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
<b>MAINTENANCE OF COUNCIL PROPERTY</b>					
PROP 1.01	The process of ensuring the regular management and maintenance of council property	Destroy 7 years from last action	Cleaning data sheets Service level agreements	Limitation Act 1980	EDRM Shared network drives Paper files
PROP 1.02	The management of property maintenance to ensure safety and statutory compliance <ul style="list-style-type: none"> <li>Includes: security and fire alarms and utility supplies</li> <li>Excludes: ICT infrastructure (see ICT retention schedule); radon records (see PROP 1.06 and Health and Safety retention schedule)</li> </ul>	Destroy 7 years from last action	Equipment service logs; Servicing and testing certificates, inspection logs	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 1.03	The process of undertaking refurbishments and improvements of council properties	Destroy after 12 years following expiry of the life of the building.	Risk assessments Quote packs Design drawings	Limitation Act 1980	EDRM Shared network drives Paper files
PROP 1.04	Number not used				
PROP 1.05	Number not used				
PROP 1.06	The routine monitoring of radiation levels to ensure safety of council property	Destroy 12 years from last action	Radon readings	Ionising Radiation Regulations	EDRM Asset Manager.net Shared network drives Paper files

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
<b>PROPERTY ACQUISITION AND DISPOSAL</b>					
PROP 2.01	The process of acquiring council property	Destroy 12 years from completion	Option appraisal	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 2.02	The process of negotiating land purchases	Destroy 12 years from completion	Negotiation correspondence Completion notices	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 2.03	The process of leasing council property	After lease is terminated, destroy six years from end of financial year	Lease agreements Lease renewals Negotiation correspondence	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 2.04	The process of valuing property	Destroy 12 years from closure	Asset valuations	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 2.05	The process of resolving claims arising from property acquisitions	After closure, destroy six years from end of financial year	Correspondence	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 2.06	The process of disposing of council property	Destroy 12 years from date of disposal	Tender documents Correspondence with bidders Heads of Terms	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
<b>PROPERTY AND LAND MANAGEMENT</b>					
PROP 3.01	The process of managing access to council property	After closure, destroy 6 years from end of financial year	Access agreements	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files
PROP 3.02	The process of surveying council properties	Destroy 12 years from closure	Condition surveys Floor plans Surveys	Limitation Act 1980  Excludes asbestos surveys (see Health and Safety retention schedule, section HS 03)	EDRM Asset Manager.net Shared network drives Paper files
PROP 3.03	The process of managing the distribution, allocation and use of council properties	After closure, destroy 6 years from end of financial year	Equality Impact Assessments Business Case	Equality Act 2010 Business requirement	EDRM Asset Manager.net Shared network drives Paper files
PROP 3.04	The process of managing the energy usage relating to council properties	Destroy 10 years from closure	Correspondence regarding use of utilities	The Energy Performance of Buildings Regulations 2012	EDRM Systemlink Shared network drives Paper files
PROP 3.05	The process of disposing of council equipment	After disposal, destroy 6 years from end of financial year	Record of sale Record of disposal	Limitation Act 1980	EDRM Shared network drives Paper files
PROP 3.06	The process of managing council facilities (e.g. cleaning and caretaking, grounds maintenance)	After completion, destroy 6 years from end of financial year	Specifications and schedules Method statements	Limitation Act 1980	EDRM Shared network drives Paper files



Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
PROP 3.07	The process of checking the feasibility of council properties	After completion, destroy 6 years from end of financial year	Feasibility requests Feasibility reports	Business Requirement	EDRM Shared network drives Paper files
PROP 3.08	Number not used				
PROP 3.09	The process of maintaining land and property ownership records	Permanent Transfer to Derbyshire Record Office at end of lifecycle	Ownership records Property tenure records Site and location plans	Business Requirement	GIS Paper plans Asset Manager.net
PROP 3.10	The process of managing the provision of council property services	After closure, destroy 6 years from end of financial year	Business case	Business Requirement	EDRM Shared network drives
PROP 3.11	Number not used				
PROP 3.12	The process of developing inventories for properties and assets, excluding ICT equipment.	After closure, destroy 6 years from end of financial year	Equipment inventories	Business Requirement	EDRM Shared network drives
PROP 3.13	The management of surveillance footage recorded for the safety and security of people and property, or for any other authorised purpose	Destroy Closed Circuit Television (CCTV) footage after 30 days. If required as an enduring record, capture in an appropriate system and manage according to another DCC retention period.	Footage/images taken by: CCTV, body-worn camera, Automatic Number Plate Recognition (ANPR)	The Human Rights Act 1998 Protection of Freedoms Act 2012 Information Commissioner's Office CCTV Code of Practice	Monitoring systems

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
PROP 3.14	The process of managing and responding to queries regarding ownership of land	After closure, destroy 6 years from end of financial year	Ownership correspondence Land ownership plans	Business Requirement	
PROP 3.15	The process of maintaining records of visitors to Council properties. Excludes: <ul style="list-style-type: none"> <li>residential premises (see retention schedules for Children's Services and Adult Care)</li> <li>comments books (see retention schedules for Management and Administration, Leisure and Culture)</li> </ul>	Destroy on closure of record (e.g. end of day/week)	Visitor books Sign-in sheets	Health and Safety at Work Act 1974	E.g. reception area in council property
<b>PROPERTY DEVELOPMENT</b>					
PROP 4.01	Number not used				
PROP 4.02	The process of improving properties for council clients (e.g. Disability Facilities Grant clients)	After closure of case, destroy 7 years from end of financial year	Costing estimates Work plans and designs	Chronically Sick and Disabled Persons Act 1970	EDRM Shared network drives Paper files
PROP 4.03	Number not used				
PROP 4.04	Number not used				

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
PROP 4.05	The process of designing and developing new and replacement properties for the Council and external clients	Destroy after 12 years following expiry of the life of the building.	Costing estimates Work plans and designs Site surveys Work estimates Risk registers	Limitation Act 1980	EDRM Shared network drives Paper files
<b>LEASING AND OCCUPANCY</b>					
PROP 5.01	The process of administering leased property	After end of lease, destroy 6 years from end of financial year	Completed agreements Heads of terms Plans Termination notices	Limitation Act 1980	EDRM Asset Manager.net Shared network drives Paper files