



# DERBYSHIRE COUNTY COUNCIL

Economy, Transport and Environment

## Environment and Infrastructure Retention Schedule



Version History				
Version	Date	Detail	Author	Responsible Officer
1.00	12/12/13	Approved – replacing Environmental Services Retention Schedule	Tracey Frost	M. Ashworth
2.00	17/12/14	Revised to remove sections covered by cross-departmental retention schedules; new sections: Derwent Valley Mills, Economic Regeneration	Tracey Frost	M. Ashworth
3	16/02/16	Inclusion of Highway Laboratory	Tracey Frost	M. Ashworth
3.01	26/07/16	Renamed to reflect new departmental name	Tracey Frost	M. Ashworth
4.0	2017	Reformatted and renamed	Tracey Frost	M. Ashworth
5.0	2018	Reformatted and renamed	Tracey Frost	M. Ashworth
6.0	AUG 2018	Emergency Planning added, referencing to match EDRM rules. Retention changes: 2.01, 2 years to 6; 4.09 3 years to 15	Tracey Frost / Mark Smith	M. Ashworth
6.1	12/03/2019	“At a glance” section: interview notes changed from 6 months to 12 months	Mark Smith	
6.2	20/04/2020	Consultation draft. New retention period: 4.10. 9.01 changed from 70 years to 7. Boundary walls added to 5.12	Tracey Clark / Katie Barwick / Mark Smith	
7	28/07/2020	EP1.01 retention period amended ENVS 4.01 Legacy only ENVS 1.01 to ENVS 1.05 locations	Tracey Clark / Mark Smith	David Massey

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- out-of-date distribution lists/staff directories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Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP.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

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](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>TRANSPORT MANAGEMENT</b>					
ENVS 1.01	The Process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years from the disposal of vehicle	Leases Contracts Quotes Approvals	Common Practice	Fleet HQ Electronic Fleet Management System
ENVS 1.02	The process of managing the allocation and maintenance of vehicles	Destroy 7 years from the disposal of vehicle	Allocations for authorisations for vehicles Vehicle Maintenance records Vehicle Log Book Vehicle daily walkaround check books	Common Practice	Service area Electronic Fleet Management System
ENVS 1.03	The process of recording vehicle usage	Destroy 3 years from the disposal of vehicle	Vehicle usage records	Common Practice	Fleet HQ Electronic VMS Telematics system Apex
ENVS 1.04	The process of recording drivers usage	Destroy 15 months from closure	Drivers hours log books Drivers daily walkaround check books	Common Practice	Fleet HQ Electronic FTA portal
ENVS 1.05	The process of recording HGV operators and licences	Destroy 1 year from superseded or updated	HGV Operator Files HGV Licences Information	Common Practice	Fleet HQ Electronic Operators Licensing Portal
<b>ADMINISTRATION AND ENFORCEMENT</b>					
ENVS 2.01	The process of administrating and enforcing bye-laws	Destroy 6 years from closure	Permits/licences Infringement Notices (parking)	Common Practice	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
<b>WASTE MANAGEMENT</b>					
ENVS 3.01	The process of managing sites used for the disposal of waste within the Authority	Permanent. Offer to Derbyshire Record Office	Waste Disposal Inspections Waste Management Files Waste Plans / Site Plans	Common Practice	Service area
ENVS 3.02	The process of transferring waste	Destroy 3 years from transfer	Waste Transfer Notes	The Waste (England and Wales) Regulations 2014	Service area
ENVS 3.03	The process of maintaining a register of disposal and recycling of waste	Destroy 6 years from closure of site	Register of recycling of consumable waste	The Waste (England and Wales) Regulations 2014	Service area
ENVS 3.04	The process of reducing waste	Destroy 6 years from closure		Common Practice	Service area
<b>PLANNING AND LAND USE</b>					
ENVS 4.01	The creation of Structure Plans	Permanent. Offer to Derbyshire Record Office	Minerals Development Plan Waste Development Plan Supplementary minerals and waste planning documents Consultations	Applies to legacy records only. At time of issue, Structure Plans are not being produced.	Service area
ENVS 4.02	The process of recording information on historical buildings, monuments and ecology at specific sites	Permanent. Offer to Derbyshire Record Office		Common Practice	Service area
ENVS 4.03	The process of recording information on habitats and species	Transfer 10 years from closure (to Local Ecological Records Centre)	Habitat Surveys Species records Protected species Ecological Register	Common Practice	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ENVS 4.04	The process of establishing planning scheme controls and providing for them to be amended	Permanent. Offer to Derbyshire Record Office	Successful waste planning applications Successful mineral planning applications Amendments to Definitive Map Application for Mineral Extraction Land Use Surveys Minerals Plan Waste Plan Local Plan alterations Schedule of representations.	Common Practice	Service area
ENVS 4.05	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 15 years from decision	Waste Planning Application Consultation Mineral Planning Application Consultation Objections Enquiries Archaeological advice/conditions	Building Control Performance Standards (Offer controversial/high profile schemes to Archivist)	Service Area
ENVS 4.06	The process of maintaining the countryside and developing public spaces for public amenity	Destroy 7 years from closure	Tree Preservation Orders Country Parks/Nature Reserves	Common Practice	Service area
ENVS 4.07	The process of regulating the planned use of land and buildings	Destroy 15 years from closure		Common Practice	Service area



Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ENVS 4.08	The process of approving building applications in relation to listed or other significant buildings	Permanent. Offer to Derbyshire Record Office	Building Files Plans Specifications Correspondence Applications Permits/Certificates	Common Practice	Service area
ENVS 4.09	The process of enforcing building or land regulations	Destroy 15 years from closure (e.g. compliance with enforcement notice)		Building Control Performance Standards	Service area
ENVS 4.10	Managing the safety of disused industrial sites	Permanent. Offer to Derbyshire Record Office	Mine and quarry tip files	Mines and Quarries (Tips) Act 1969.	Service area
<b>TRANSPORT AND INFRASTRUCTURE</b>					
ENVS 5.01	The activity of redeveloping a vision and strategic direction regarding existing transport and infrastructure within the municipality	Permanent. Offer to Derbyshire Record Office	Local Transport Plan	Common Practice	Service area
ENVS 5.02	The activity of recording location of highways, bridle paths and rights of way	Permanent. Offer to Derbyshire Record Office	Definitive Map Correspondence concerning enquiries and disputes	Common Practice	Service area
ENVS 5.03	The activity of establishing planning scheme control and providing for them to be amended and modified	Permanent. Offer to Derbyshire Record Office	Amendments to Definitive Map Road Adoptions	Common Practice	Service area
ENVS 5.04	The process of receiving, considering and responding	Destroy 7 years from decision	Enquiries Consultation Documents	Offer controversial/ high profile schemes	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
	to submissions and objections to planning schemes and amendments		Objections and Correspondence	to Archivist	
ENVS 5.05	The process of enforcing infrastructure and transport regulations for permanent infrastructure features	Destroy 50 years from end of enforcement notice	Regulations relating to roads and highways	Common Practice	Service area
ENVS 5.06	The process of enforcing infrastructure and transport regulations for non-permanent infrastructure features	Destroy 3 years from compliance with enforcement notice	Road Closure Notices Parking permits Permits for skips/scaffolding	Common Practice	Service area
ENVS 5.07	The activity of planning, and programming, the continuous flow, diversion or reduction of traffic	Destroy 7 years from closure	Traffic Orders Street Lights Street Load Limits Street records Street signs records System implementation plans Traffic Humps HGV applications	Common Practice	Service area
ENVS 5.08	The activity of planning, designing, programming and constructing roads, street, bridges and tunnels	Permanent. Offer to Derbyshire Record Office	DCC Standards British Standards Parliamentary Standards Canal Reclamation Schemes Land Reclamation Schemes	Common Practice	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ENVS 5.09	The activity of providing routine municipal services in relation to infrastructure within the Authority	Destroy 7 years from closure	Street Files Street Records Hedge Clippings Tree Planting Numbering of houses Street Load Limits Street Signs Bus Shelters Applications to dig up pavements Advice/comments Rights of way Traffic calming measures Street Lighting	Common Practice	Service area
ENVS 5.10	The activity of monitoring municipal services in relation to the infrastructure within the Authority	Destroy 10 years from closure	County Signs Files	Common Practice	Service area
ENVS 5.11	The activity of managing and taking actions regarding the wider maintenance of infrastructure within the Authority	Destroy 25 years from closure	Winter maintenance service records	Common Practice	Service area
ENVS 5.12	The activity of maintaining and repairing roads, bridges, bridle paths, rights of ways, boundary walls and tunnels	Permanent. Offer to Derbyshire Record Office	Official publications setting standards/policies/procedures DCC standards/policies/procedures Canal / Land Reclamation Schemes	Construction and Design Management Regulations 2015	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ENVS 5.13	The activity of logging and recording traffic data	Permanent. Offer to Derbyshire Record Office	Traffic Counts	Common Practice	Service area
ENVS 5.14	The activity involved in the management and provision of public transport	Destroy 3 years from closure	Timetables and routes Maps Fares Customer and industry liaison	Common Practice	Service area
<b>FLOOD PREVENTION</b>					
ENVS 6.01	The process of collecting flood data	Destroy 6 years from closure		Common Practice	Service area
ENVS 6.02	The process of analysing flood data	Permanent. Offer to Derbyshire Record Office		Flood and Water Management Act 2010	Service area
ENVS 6.03	The process of maintaining a register of buildings and features with an impact on flood risk	Permanent. Offer to Derbyshire Record Office		Flood and Water Management Act 2010	Service area
ENVS 6.04	The process of issuing guidance on flood prevention	Destroy 6 years from closure		Common Practice	Service area
<b>DERWENT VALLEY MILLS</b>					
ENVS 7.01	The activity relating to the function and daily management of the Derwent Valley Mills World Heritage Site	Destroy 10 years from closure		Business Requirement	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ENVS 7.02	The management and decision making process of the running of the Derwent Valley Mills World Heritage Site	Review 10 years from closure	Board Management Papers	Offer to Archives	Service area
<b>ECONOMIC REGENERATION</b>					
ENVS 8.01	The activity and management of economic regeneration and employment and skills activities	Destroy 10 years from closure		Business Requirement	Service area
<b>HIGHWAY LABORATORY</b>					
ENVS 9.01	The process and activity of undertaking and recording detailed laboratory test assessments and results	Destroy 7 years from the date of assessment and finalisation of tests	Documents concerning assessment and test reports	Business Requirement	Service area
<b>EMERGENCY PLANNING</b>					
EP 1.01	The process of preparing and maintaining emergency plans that support the response to an incident in Derbyshire	Destroy 6 years from issue or withdrawal of plan	Emergency Plan Hazardous site plans Support plans	Business Requirement	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
EP 1.02	The process of exercising plans and training personnel from a range of organisations that support the emergency response in Derbyshire to ensure plans are fit for purpose and personnel are sufficiently trained in their role	Destroy 6 years from end of exercise/ training	Exercise/Training records Scenarios Lessons learnt	Business Requirement	Service area
EP 1.03	Documentation that supports the delivery of statutory or regulatory compliance for a range of emergency planning related duties	Destroy 6 years from cessation of statutory duty	COMAH notifications	Business Requirement	Service area
EP 1.04	The process of risk assessment that supports the development of community risk registers and prioritisation of emergency planning activity across Derbyshire	Destroy 10 years from issue of risk register	Individual risk assessments Community Risk Register Local Risk Assessment Guidance	Business Requirement	Service area
EP 1.05	The process of maintaining partnerships and effective liaison across all organisations that support emergency planning and response in Derbyshire	Destroy 10 years from closure	LRF Group notes LRF Sub Group notes	Business Requirement	Service area
EP 1.06	The process of recording actions, decisions and lessons learnt that co-ordinate and deliver the response to a major incident	Permanent. Offer to Derbyshire Record Office	Incident log sheets Notes of strategic/tactical/ recovery/debrief meetings Survivor/evacuee forms	Business Requirement	Service area

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
EP 1.07	The process of recording actions, decisions and lessons learnt that co-ordinate and deliver the response to a minor incident	Destroy 6 years from date of incident	Incident log sheets Severe weather/snow incident forms Survivor/evacuee forms	Business Requirement	Service area