



DERBYSHIRE COUNTY COUNCIL

Commissioning, Communities & Policy

Leisure and Culture Retention Schedule

Version History					
Version	Date	Detail	Author	Responsible Officer	Approving Officer
V0.01	May 2017	New version to replace Libraries and Heritage retention Schedule; inclusion of Derbyshire Sport. Distributed for comments	David Jenkins	Alison Bailey	ETC Departmental Management Team
V1.0	Apr 2018	Marked Derbyshire Sport section as non-current; Deleted 3.09, 10.05 and 12.08	Mark Smith	Sarah Chubb	Community Services Senior Management Team
V1.01	Mar 2019	“At a glance” section: interview notes changed from 6 months to 12 months	Mark Smith	Sarah Chubb	
V1.02	Aug 2019	LEIS prefix added. LEIS 10.01 expanded to include Local Studies	Mark Smith	Sarah Chubb	
V2.0	Mar 2020	LEIS 4.01-2 cite Serious Crime Act; LEIS 6.01 covers archive events; LEIS 10.01 includes conservation work; LEIS 3.05 and LEIS 10.04 deleted	Mark Smith	Sarah Chubb	

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- out-of-date distribution lists/staff directories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 or notebooks, where content is transferred into other electronic systems (if 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Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP.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:

www.derbyshire.gov.uk/confidentialwaste

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

www.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	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

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Stock Management					
LEIS 1.01	The process of selection stock for acquisition	Destroy 3 years from end of financial year	Stock acquisitions	Business Requirement	Electronic – Library Management System
LEIS 1.02	The process of ordering library stock	Destroy 6 years from end of financial year	Orders	Financial Regulations	Electronic – Library Management System
LEIS 1.03	The process of maintaining stock catalogues	Destroy 6 years from disposal of stock	Catalogues	Business Requirement	Electronic – Library Management System
LEIS 1.04	The process of arranging, displaying, and promoting stock	Destroy 3 years from end of financial year	Displays and promotions	Business Requirement	Service areas
LEIS 1.05	The process of managing the circulation of stock	Destroy 3 years from end of financial year	Circulation lists	Business Requirement	Electronic – Library Management System
LEIS 1.08	The process of confirming the acquisition of stock	Destroy 1 year from end of the financial year	Delivery notes	Business Requirement	Electronic – Library Management System
Membership Administration and Management					
LEIS 2.01	The process of administering library members	Destroy 1 year from termination of membership (unless debtor)	Membership details	Business Requirement	Electronic – Library Management System
LEIS 2.02	The process of administering the suspension of library members	Destroy 6 years from end of suspension period	Investigations	Business Requirement	Electronic – Library Management System Library Service Delivery Manager

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Loans Administration					
LEIS 3.01	The process of administering uncharged stock loans	Destroy 1 year from return of item	Loans	Business Requirement	Electronic – Library Management System
LEIS 3.02	The process of administering charged stock loans	Destroy 6 years from return of item	Loans	Common Financial Practice	Electronic – Library Management System
LEIS 3.03	The process of administering overdue charges	Destroy 6 years from conclusion of recovery action	Overdue notices	Common Financial Practice	Electronic – Library Management System
LEIS 3.04	The process of investigating non-returned items	Destroy 6 years from payment/end of investigation (unless triggering debtor recovery action)	Investigation notes	Business Requirement	Electronic – Library Management System
LEIS 3.05	Number not used	Formerly related to debt recovery action (see Legal Services retention schedule)			
LEIS 3.06	The process of administering public lending rights	Destroy 6 years from closure of record		Business Requirement	Electronic – Library Management System
LEIS 3.07	The process of processing requests	Destroy 6 years from end of financial year		Business Requirement	Electronic – Library Management System
LEIS 3.08	The process of administering inter-library loans	Destroy 6 years from end of financial year	Loan correspondence	Common Financial Practice	Electronic – Library Management System
LEIS 3.09	Administration of community-managed libraries (CMLs)	Destroy 6 years from expiry of service level agreement	Record of services provided by organisations running CMLs	Business Requirement	To be maintained by CML service providers

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
ICT Access Administration					
LEIS 4.01	The process of administering registration to use ICT equipment	Destroy 6 years from termination of membership/access	Registration details	Business requirement	Service areas Electronic
LEIS 4.02	The process of booking ICT equipment use and administration	Destroy 6 years from end of year	Booking forms	Business requirement	Service areas Electronic Individual Libraries
LEIS 4.03	The process of monitoring public access ICT use	Destroy 6 years from creation of monitoring data	Monitoring reports	Serious Crime Act 2015, part 2	Audit Services
LEIS 4.04	The process of investigating and enforcing responses to ICT misuse	Destroy 6 years from conclusion of investigation/enforcement action	Investigation notes	Serious Crime Act 2015, part 2	Audit Services
Home Library Service and mobile libraries					
LEIS 5.01	The process of assessing home reader service provision	Destroy 3 years from end of service provision	Usage statistics	Business Requirement	Service areas
LEIS 5.02	The process of administering service provision	Destroy 6 years from closure of record	Usage statistics	Business Requirement Includes mobile and prison libraries (legacy records)	Service areas
LEIS 5.03	The process of administering mobile service routes	Destroy 1 year from superseded		Business Requirement	Service areas

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Reader Development and Events Management					
LEIS 6.01	The process of developing and delivering library and archive outreach and activity programmes	Destroy 6 years from end of year	Events and Initiatives	Business Requirement	Service areas
LEIS 6.02	The process of administering reader/writer groups	Destroy 6 years from end of activity/project (unless required longer by a funding body)	Group notes Book lists	Business Requirement	Service areas
Reprographics and Income Generation					
LEIS 7.01	The process of administering reprographics services	Destroy 6 years from end of financial year		Limitations Act 1980	Service areas
LEIS 7.02	The process of recording copyright declarations arising from reprographics services	Destroy 6 years from end of financial year	Copyright declarations	Copyright, Designs and Patents Act 1988	Service areas
LEIS 7.03	The process of managing research requests	Destroy 6 years from end of financial year	Requests	Business Requirement	Service areas

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Children's Library Services					
LEIS 8.01	The process of developing reading for children	Destroy 3 years from closure of record	Events Publicity	Business Requirement	Service areas
LEIS 8.02	The process of managing and administering the Schools Library Service (legacy records)	Destroy 6 years from closure of record		Business Requirement Excludes acquisition management (see Museums Services section, 12.01)	Service areas
Access and Inclusion					
LEIS 9.01	The process of promoting access and inclusion	Destroy 3 years from closure of record		Business Requirement	Service areas
Archives and Local Studies					
LEIS 10.01	The process of recording the acquisition and management of archives and local studies collections	Permanent	Accession receipts; Depositor correspondence; Conservation work (inc monitoring use in exhibitions and events)	Business Requirement	Service areas CALM System
LEIS 10.02	The process of monitoring the environmental conditions of archive storage areas	Destroy 6 years from date of creation		Business Requirement	Service areas

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
LEIS 10.03	The process of tracking access to archival collections	Destroy 6 years from date of creation	Document request slips	Business Requirement	Service areas
LEIS 10.04	Number not used				
	For records of responses to research requests concerning archives and local studies collections – See LEIS 7.03				
Arts Services					
LEIS 11.01	The process of administering arts grants	Destroy 6 years from end of terms of grant	Small arts grant files Community art grant files Arts Festival grant files	Common Financial Practice	Service areas
LEIS 11.02	The process of managing and administering art related projects and events	Destroy 6 years from end of project		Business Requirement	Service areas
LEIS 11.03	Mailing lists of artists etc	6 years from closure	Writers Mailing List Arts and Health Network	Business Requirement Live record is routinely updated to maintain accuracy	Service area – network drive
LEIS 11.04	Artists details - content of Arts Derbyshire /Made in Derbyshire Website	6 years from closure	Artists contact information	Business Requirement Live record is routinely updated to maintain accuracy	Service area – content management system

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Museum Services					
LEIS 12.01	The process of recording the acquisition and management of museum collections	Permanent	Entry forms Accession registers Correspondence Valuations	Business Requirement	Service areas
LEIS 12.02	The process of monitoring loans into and out of the museum	Permanent	Loans agreements Entry/exit forms Correspondence	Business Requirement	Service areas
LEIS 12.03	The process of monitoring the environmental conditions of museum galleries and storage areas	Destroy 6 years from date of creation		Business Requirement	Service areas
LEIS 12.04	The process of managing financial grants for museum related capital projects	Permanent	Application forms Routine reports Publicity Evaluation	Business Requirement	Service areas
LEIS 12.05	The process of managing financial grants for museum related revenue projects	Destroy 6 years from end of the financial year	Application forms Routine reports Publicity Evaluation	Common Financial Practice	Service areas
LEIS 12.06	The process of delivering a museums exhibition programme	Destroy 6 years from closure of record	Artist agreement Exhibition lists Indemnity agreements Comments sheets Publicity	Business Requirement	Service areas

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
LEIS 12.07	The process of delivering a museum events and activities programme	Destroy 6 years from closure of record	Agreements with organisers Comments sheets Publicity	Business Requirement	Service areas
	For records of responses to research requests concerning museum collections - See LEIS 7.03				
Derbyshire Sport (legacy records)					
LEIS 13.01	The process of delivering sport strategies and partnerships	Destroy 10 years from closure of record		Business Requirement	Service areas
LEIS 13.02	The process of developing and delivering sports relating activities and projects	Destroy 6 years from end of financial year		Business Requirement	Service areas
LEIS 13.03	The process of administering sports grants	Destroy 6 years from end of terms of grant		Common Financial Practice	Service areas