

Retention Guidelines

Management and Administration – quick reference

PUBLIC
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Version History

V1.0, quick reference version, based on full version, V4.0
V1.1, addition of MA 2.4.8

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SUMMARY OF RETENTION PERIODS

Triggered by date of closure, last known use or last amendment.

MINUTES AND SUPPORTING PAPERS		
MA 2.1.1	Strategic	Permanent
MA 2.1.2/3	Operational/team	3 years
MA 2.1.4	Chief Officer support	6 years
MA 2.1.5	Health and Safety	7 years
MA 2.1.6/7	Public forums	10 years
MA 2.1.8	Employee forums	7 years
MA 2.1.9	DCC-led partnerships	10 years
MA 2.1.10	Externally-led partnerships	3 years
MA 2.1.11	Risk registers	Permanent
STATUTORY RETURNS		
MA 2.2.1	Statutory returns to central government	7 years
POLICY, PROCEDURES, STRATEGY AND STRUCTURE		
MA 2.3.2	Policies and procedures	Permanent
MA 2.3.3	Policy reviews (working groups)	6 years
MA 2.3.4	Public consultation (major policies)	6 years
MA 2.3.5	Public consultation (minor policies)	1 year
MA 2.3.6	Service redesign	6 years
MA 2.3.7	Project management	6 years
MA 2.3.8	Organisational accreditations	6 years
INFORMATION MANAGEMENT		
MA 2.4.1	Record disposal certificates	12 years
MA 2.4.2	Access to Information requests	3 years
MA 2.4.4	Privacy management	7 years
MA 2.4.5	Routine records management	7 years
MA 2.4.6	Retention schedules	Permanent
MA 2.4.7	Transient data	Destroy
MA 2.4.8	SAP Workflow	6 years
ENQUIRIES, COMPLAINTS AND COMMUNICATIONS		
MA 2.5.1	Summary comments register	Permanent
MA 2.5.2	Submissions leading to policy change	Permanent
MA 2.5.3/4	Routine enquiries, compliments, complaints	6 years
MA 2.5.5	Staff communications	7 years
QUALITY AND PERFORMANCE MANAGEMENT		
MA 2.6.1	Performance monitoring/review	6 years
MA 2.6.2	Analysis of performance review	2 years
CEREMONIAL EVENTS AND CIVIC OCCASIONS		
MA 2.10.1	Ceremonial events record	Permanent
MA 2.10.2	Ceremonial events administration	7 years

Retention guidelines vs retention schedules

A retention **schedule** tells you how long to keep your records. It is designed to give you confidence you are disposing of records at the right time, for the right reasons. At Derbyshire County Council, each retention schedule is owned by a department or service, which manages it in consultation with the Records Management Service. There are more than 15 of these schedules, with over 500 separate rules.

Retention **guidelines** are a secondary source of retention advice. They may borrow rules from retention schedules, in order to implement them in a local context. They might draw on:

- ❖ The Finance retention schedule, for records involving income, expenditure, and budgeting
- ❖ The Human Resources retention schedule, for personnel records
- ❖ The Health and Safety retention schedule, for risk assessments or incident management

Any summary of retention rules should include the reference codes from the retention schedule(s). The underlying retention schedules are regularly revised, so any in-house guidelines should be checked against them at least once a year. If there is any contradiction between a set of guidelines and an up-to-date retention schedule, it is the schedule, not the guidelines, that represents departmental policy. Any lines not deriving from a current retention schedule are advisory. For instance, the Management and Administration retention guidelines contain generic advice issued by the Records Management Service to the entire council, rather than the policy of any particular department.

Standard Operating Procedures (SOP)

In general, there is no need to keep information that is duplicated. For instance, if you know that a set of minutes or reports is being properly looked after, there is no need to keep your own copy once you have finished with it.

There is also no need to keep information that is of short-term operational value. For instance: draft versions of documents, if the final version is securely kept; or telephone messages, if the content has been passed on to the right recipient. For more on transient data, see GN2020002.

For further information about any retention schedule, or for answers to general records management queries, contact Records Management on records.management@derbyshire.gov.uk or x39203