

Somerset Council - Generic Retention Schedule

**N.B. Records created and managed in an educational or children's social care establishment are subject to Legal Hold under the Independent Inquiry into Child Sexual Abuse (IICSA).
Please consult the Records Management Service for advice before deletion or destruction of records.**

The Generic Retention Schedule lists common categories of records managed across Somerset Council's services. Please refer to individual service-specific retention schedules for further retention guidance. Further advice can be obtained by contacting the Records Management Service (records@somerset.gov.uk).

Document Library Title	Synonyms	Action at End of Retention Period	Retention Period (years)	Retention Trigger	Rationale	Legislation	Security Classification	Legal Hold	Somerset Council Archive	South West Heritage Trust	Document Library Description	Notes
ADULT SERVICES - Case Management												
Adult Social Care Case Files	Day Service Provision, Domestic Abuse, Drug and Alcohol Misuse, Home Care, Learning Disability, Mental Health (not sectioned), Occupational Therapy, Physical Disability, Rehabilitation and Discharge, Sensory Disability	Destroy	8	Case closed	Business	NHS Records Management Code of Practice for Health and Social Care, 2016	OFFICIAL - Personal	Yes	No	No	Destroy 8 years after case closed. NHS Records Management Code of Practice for Health and Social Care, 2016.	
Adult Social Care Case Files - Mental Health		Review	20	Case closed	Business	NHS Records Management Code of Practice for Health and Social Care, 2016, Mental Health Act 1983 and 2007.	OFFICIAL - Personal	Yes	No	No	Review 20 years after case closed. NHS Records Management Code of Practice for Health and Social Care, 2016, Mental Health Act 1983 and 2007.	Retention applies to persons cared for under the Mental Health Act, excluding mild forms of adult mental health treated in a community setting, which are kept for 8 years after case closed. Persons sectioned must be considerably longer than 20 years.
Disabled Blue Badge Applications		Destroy	6	Financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after financial year created. HMRC - Compliance Handbook Manual CH15400.	
Safeguarding - Vulnerable Adults		Review	100	Date of birth	Business	Children Act 2004, Children and Young Persons Act 2008, Working Together to Safeguard Children 2018	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	LGA guidelines cite a 15 year retention period. Increased to 100 years based on Somerset Council business need.

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CHILDREN'S SOCIAL CARE - Case Management - General												
Children in Care / Children Leaving Care / Children Looked After / Care Orders / Residential Care		Review	100	Date of birth	Legal	Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	
Children in Care / Children Leaving Care / Children Looked After / Care Orders / Residential Care - deceased before age 18		Destroy	15	Case closed	Legal	Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	OFFICIAL - Personal	Yes	No	Yes	Destroy 15 years after date of death / case closed. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991.	
Children in Care Register	Children's Home Register, Admissions Register, Discharge Register	Retain Permanently	999	End of calendar year created	Legal	Arrangements for Placement of Children (General) Regulations 1991 reg. 10	OFFICIAL - Personal	Yes	No	Yes	Retain Permanently. Transfer to South West Heritage Trust after administrative use concluded. Arrangements for Placement of Children (General) Regulations 1991 reg. 10.	
Children in Need / Early Intervention - Contact and Referral Only		Destroy	6	Case closed	Business	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Children in Need / Early Intervention - Contact, Referral, Assessment	Family Support - Common Assessment Framework Family Support - Children not Subject to Care Orders or Child Protection Orders	Destroy	25	Date of birth	Legal	Every Child Matters: Change for Children Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth of youngest child in family. Somerset Council business need. Every Child Matters: Change for Children, Limitation Act 1980 (Section 2).	
Supervision Orders		Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	
Young Carers Case Files		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	

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CHILDREN'S SOCIAL CARE - Case Management - Fostering and Adoption												
Approved Foster Carers and Adoptive Parents	Approved Adopters, Approved Foster Carers	Review	100	Case closed	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth of youngest adopted or fostered child, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32, Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	
Child's Case File	Adoption Counselling	Review	100	Date of birth	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 Regulation 6, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32. Children Act 1989, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	
Enquiries not Proceeded to Assessment		Destroy	6	Case closed	Business		OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Not Proceeded, Refused or Withdrawn Applications		Destroy	100	Case closed	Business	Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s. 32.	OFFICIAL - Personal	Yes	No	No	Destroy 100 years after case closed. Fostering Services Regulations 2002 , The Fostering Services (England) Regulations 2011, s.32 states 10 year retention, overridden by Somerset Council business need.	

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CHILDREN'S SOCIAL CARE - Case Management - Fostering and Adoption (...cont.)												
Residence Orders		Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	
Special Guardianship Orders	Family Support - Special Guardianship Orders	Review	100	Date of birth	Legal	Children Act 1989	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Children Act 1989.	

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CHILDREN'S SOCIAL CARE - Case Management - Safeguarding												
Child Protection Allegations - Substantiated		Retain Permanently	999	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust after administrative use concluded. Sex Offenders Act 1997.	
Child Protection Allegations - Unfounded		Destroy	10	Case closed	Business	Information Commissioner Code of Practice: Employment Records 2002, Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17	OFFICIAL - Personal	Yes	No	No	Destroy 10 years after case closed. Information Commissioner Code of Practice: Employment Records 2002, Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services (September 2008) p17.	
Child Protection and Safeguarding Case Files	Child Protection Orders	Destroy	100	Date of birth	Business	Children Act 1989, Children Act 2004, Children Act 2008 (Section 11), Children and Young Persons Act 2008, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991, Working Together to Safeguard Children 2018	OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Children Act 1989, Children Act 2004, Children Act 2008 (Section 11), Children and Young Persons Act 2008, Boarding Out of Children Regulations 1991, Children's Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991, Working Together to Safeguard Children 2018.	LGA guidelines and legislation state 40 year retention period. Extended based on Somerset Council business need.
Child Protection Register		Retain Permanently	999	Case closed	Legal	Arrangements for the Placement of Children (General) Regulations 1991	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust after administrative use concluded. Arrangements for the Placement of Children (General) Regulations 1991.	
Child Protection Register of Offenders - Caution		Destroy	2	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 2 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / Somerset Council business need.
Child Protection Register of Offenders - Prison Sentence 30 Months or More		Retain Permanently	999	End of calendar year created	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	Yes	Retain permanently. Transfer to South West Heritage Trust after administrative use concluded. Sex Offenders Act 1997.	
Child Protection Register of Offenders - Prison Sentence 6 Months or Less		Destroy	7	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 7 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / Somerset Council business need.
Child Protection Register of Offenders - Prison Sentence 7 to 29 Months		Destroy	10	Case closed	Legal	Sex Offenders Act 1997	OFFICIAL - Personal	Yes	No	No	Destroy 10 years after case closed. Sex Offenders Act 1997.	Retention period may be increased, depending on outcome of IICSA / Somerset Council business need.

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CHILDREN'S SOCIAL CARE - Case Management - Safeguarding (...cont.)												
Safeguarding Children Board	Child Death Review Serious Death Review	Review	15	Case closed	Business		OFFICIAL - Personal	Yes	No	Yes	Review 15 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	

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CHILDREN'S SOCIAL CARE - Case Management - Youth Offending												
Appropriate Adult Case Files		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Supervision Orders		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Young Offenders Case Files		Review	25	Date of birth	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	Yes	Review 25 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	
Youth Justice Statutory Court Files		Review	25	Date of birth	Legal	Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]	OFFICIAL - Personal	Yes	No	Yes	Review 25 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011].	

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COMMUNICATIONS - Engagement												
Communications	Articles, Communications - External, Communications - Internal, Media Releases, News Releases, Press Releases	Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Marketing	Branding, Campaigns, Promotional Material	Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Media Relations	Articles, Communications, Media Reports, Press Cuttings, Social Media	Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Publications	Official Publications	Review	0	Expiry	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer one copy to South West Heritage Trust for permanent preservation. Somerset Council business need.	
Websites, Communications Sites and Portals (Internal and External)	Internet, Intranet, SharePoint Communications Sites, Websites, Portals	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	

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COMMUNICATIONS - Events												
Event Management	Events, Events and Exhibitions, Visits and Events - General	Review	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Visits and Events - Civic and Royal		Retain Permanently	999	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Pers	No	No	Yes	Retain permanently. Transfer to South West Heritage Trust for archival appraisal after end of calendar year created. Somerset Council business need.	
Visits and Events - General	Events and Exhibitions, Event Management	Review	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	

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COMMUNICATIONS - Graphic Design												
Branding	Graphic Design	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Image Library	Media Library, Photographs, Video Library	Review	0	Administrative use	Business		OFFICIAL	No	No	Yes	Review immediately administrative use concluded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	

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COMMUNITY SAFETY AND EMERGENCIES - Emergency Planning												
Advice and Information		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Business Continuity Plans	Contingency Planning, Emergency Planning, Evacuation Plan, Incident Plan, Recovery Plan	Review	6	Superseded	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	Only major corporate plans to be appraised and sent to South West Heritage Trust. Routine operational plans to be destroyed at end of retention period.
Exercises and Training		Review	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Incidents		Review	6	End of calendar year created	Business		OFFICIAL - Personal	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	

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CONTRACTS AND PROCUREMENT - Contract Management												
Contract Variations, Extension and Exit - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	
Contract Variations, Extension and Exit - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Contracts - Ordinary Under Signature	Contract Management - Ordinary Under Signature	Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	Use for actual contract.
Contracts - Under Seal	Contract Management - Under Seal	Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	Use for actual contract.
Governance		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 2), Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Leases		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Pre-Procurement - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	
Pre-Procurement - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	
Service Level Agreements	Joint User Agreements, Operating Level Agreements	Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Tenders - Successful - Contracts Under Seal		Review	12	Last action on contract	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	Yes	Yes	Review 12 years after last action on contract, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	Successful tender to be transferred to appropriate Contract Management area.
Tenders - Successful - Ordinary Contracts Under Signature		Destroy	6	Last action on contract	Legal	Limitation Act 1980 (Section 5)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after last action on contract. Limitation Act 1980 (Section 5).	Successful tender to be transferred to appropriate Contract Management area.
Waivers and Exemptions		Destroy	6	Expiry	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after expiry. Limitation Act 1980 (Section 2).	

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CONTRACTS AND PROCUREMENT - Procurement												
Approved Suppliers and Contractors		Destroy	6	Expiry	Business		OFFICIAL	No	No	No	Destroy 6 years after expiry. Somerset Council business need.	
Frameworks		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Procurement Specifications	Goods and Service Requirements, Procurement Requirements	Destroy	0	Administrative use concluded	Business		OFFICIAL - Commercial	No	No	No	Destroy immediately administrative use concluded. Somerset Council business need.	
Quotations	Quotes	Destroy	6	End of calendar year created	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Tender Evaluation		Destroy	1	Contract awarded	Business		OFFICIAL - Commercial	No	No	No	Destroy 1 year after contract awarded. Somerset Council business need.	Successful tender to be transferred to appropriate Contract Management area.
Unsuccessful Tenders		Destroy	1	Contract awarded	Business		OFFICIAL - Commercial	No	No	No	Destroy 1 year after contract awarded. Somerset Council business need.	
Upcoming Contracts List		Destroy	1	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	

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CORPORATE MANAGEMENT - Administration												
Action Plans		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Annual Reports		Retain Permanently	999	End of calendar year created	Business	Local Government Act 1972	OFFICIAL	No	No	Yes	Transfer to South West Heritage Trust for permanent retention after end of calendar year created. Local Government Act 1972.	
Buddy System		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Inspections and Monitoring retention applied.
Diaries	Office Diaries, Staff Diaries	Destroy	3	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 3 years after end of calendar year created. Somerset Council business need.	
Maps and Plans	Drawings, Maps, Plans	Review	0	Administrative use concluded	Business		OFFICIAL	No	Yes	Yes	Review immediately administrative use concluded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Note Books	Microsoft - OneNote Notebooks, OneNote, Staff Note Books	Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	Key business information should be removed and stored elsewhere.
Presentations		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Projects and Programmes	Project Management, Projects, Programmes	Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	Yes	Yes	Review 6 years after end of project, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Register of Gifts and Hospitality		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Registers		Review	6	Date last modified	Business		OFFICIAL	No	Yes	Yes	Review 6 years after date last modified, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	

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CORPORATE MANAGEMENT - Administration (...cont.)												
Reports and Statistics	Corporate Reporting, Operational Reporting, Management Reporting, Statutory Reporting	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Resource Library	Guidance, Toolkits, Tools and Guidance	Destroy	0	Administrative use concluded	Business		OFFICIAL	No	No	No	Destroy immediately administrative use concluded. Somerset Council business need.	
Scanned Documents - Paper Originals		Destroy	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy paper originals 3 months after date scanned and transferred to electronic storage system. Somerset Council business need.	During this period scanned images should undergo a quality assurance test. Originals of birth certificates, etc should be retained in paper format, on main case file.
Signing-in Books	Out of Hours Signing-in Books, Visitors' Books	Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Statutory Reporting	CIPFA Returns, Statutory Returns	Review	7	End of financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 7 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Templates		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Work in Progress		Review	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Review 3 months after date last modified - during this period information should be transferred to appropriate alternative document library. Somerset Council business need.	

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CORPORATE MANAGEMENT - Commissioning and Partnerships												
Commissioning	Partnership Working	Review	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	Yes	Review 6 years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Consultants	Consultancy Work	Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Partnership Working	Collaboration, Commissioning, Liaison, Stakeholder Engagement, Working Groups	Review	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	Yes	Review 6 years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	

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CORPORATE MANAGEMENT - Engagement												
Consultations - General	Public Consultations, Public Engagement, Staff Consultations, Staff Engagement	Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Consultations - Planning		Review	15	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 15 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Correspondence		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Engagement	Collaboration, Community Engagement, Customer Engagement, Outreach, Public Engagement, Public Consultations, Stakeholder Engagement, Focus Groups, Liaison, Working Groups	Review	6	End of calendar year created	Legal	Local Government Act 1972 s100c	OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Act 1972 s100c.	
Feedback	Comments, Compliments, Customer Satisfaction, Questionnaires, Suggestions, Surveys	Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Focus Groups	Collaboration, Liaison, Stakeholder Engagement, Working Groups	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Petitions		Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Public Enquiries		Retain Permanently	999	Case closed	Business		OFFICIAL	No	No	Yes	Retain permanently. Transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal after case closed. Somerset Council business need.	
Surveys	Feedback	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	

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CORPORATE MANAGEMENT - Operational and Strategic Management												
Business Cases		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	Key and non-key decisions to be classified separately
Corporate Plans and Reports	Annual Reports	Retain Permanently	999	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Retain permanently. Transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal after end of calendar year created. Somerset Council business need.	
Forward Planning	Business Development, Business Planning, Organisational Development, Service Development, Service Planning	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Operational Management	Business Administration, Business Management, Business Support, Service Management	Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Operational Processes		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Service Management	Operational Management	Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Service Planning	Business Development, Business Planning, Forward Planning, Organisational Development, Service Development	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Strategic Management		Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Strategic Planning	Corporate Planning, Business Planning, Forward Planning, Organisational Development, Transformation	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Strategies, Policies and Procedures	Governance, Guidance, Toolkits, Tools, Tools and Guidance, Operational Processes, Policies Policies and Procedures Policies and Procedures, Procedure Manuals	Review	6	Superseded	Business		OFFICIAL	No	Yes	Yes	Review 6 years after superseded, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	

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CORPORATE MANAGEMENT - Quality and Performance												
Analysis	Cost Benefit Analysis	Review	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	Yes	Yes	Review 6 years after end of financial year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400.	
Audit		Review	6	End of calendar year created	Legal	Local Government Finance Act 1992	OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Local Government Finance Act 1992.	
Inspections	Monitoring	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Investigations	Investigations - Corporate	Review	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival review. Limitation Act 1980 (Section 2).	See separate entries under Health and Safety and Human Resources sections for investigations relating to individuals.
Performance Management	Audit, Benchmarking, Peer Review, Performance Reporting, Performance Monitoring, Quality Assurance	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Quality Assurance	Benchmarking, Peer Review, Performance Management, Performance Reporting	Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	

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CUSTOMER SERVICES - Complaints												
Ombudsman		Review	10	Case closed	Business		OFFICIAL - Personal	No	No	Yes	Review 10 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Special Educational Needs and Disabilities	Complaints - SEND	Destroy	34	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 34 years after date of birth. Somerset Council business need.	Retention complies with case file retention period.
Stage 1 and Routine	Complaints and Compliments	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Stage 2		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Statutory and for Children in Care		Review	100	Date of birth	Legal	Arrangements for the Placement of Children (General) Regulations 1991, Children Act 1989; Boarding Out of Children Regulations 1991; Children's Home Regulations 2001	OFFICIAL - Personal	Yes	No	Yes	Review 100 years after date of birth, then transfer to South West Heritage Trust for archival appraisal. Arrangements for the Placement of Children (General) Regulations 1991, Children Act 1989; Boarding Out of Children Regulations 1991; Children's Home Regulations 2001.	

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CUSTOMER SEDRVICES - Enquiries												
Call Centre		Destroy	1	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	1 year retention as most calls are ephemeral or triaged to other services.
Conservation Areas	Advice - Conservation Areas, Enquiries - Conservation Areas	Retain Permanently	999	End of calendar year created	Business		OFFICIAL	No	No	Yes	Transfer to South West Heritage Trust for permanent retention after administrative use concluded. Somerset Council business need.	
General	Advice, Advice - General, Education Queries, Enquiries - General Guidance, Member Queries	Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	

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DEMOCRACY AND GOVERNANCE - Democratic Services												
Decisions - Key and Non-Key	Decisions, Decisions - Key, Decisions - Non-Key	Review	6	End of calendar year created	Legal	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
Honours and Awards		Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Terms of Reference	Governance	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	

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DEMOCRACY AND GOVERNANCE - Minutes, Agendas and Reports												
Committee Minutes - Copies		Destroy	6	End of calendar year created	Legal	Local Government Act 1972 s100b	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Local Government Act 1972 s100b.	
Committee Minutes - Signed		Retain Permanently	999	End of calendar year created	Legal	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	OFFICIAL	No	No	Yes	Retain Permanently. Signed copies to be sent to South West Heritage Trust for permanent retention. Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	
Officer Reports		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Minutes - Operational Management	Meetings, Team Meetings	Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Minutes - Outside Bodies	Minutes, Agendas and Reports - Partnerships, Agency and External	Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	
Minutes - Strategic Management		Review	6	End of calendar year created	Business		OFFICIAL	No	Yes	Yes	Review 6 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	

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EDUCATION AND SKILLS - Case Management												
School Admissions and Exclusions	Appeal Files, Exclusion Files	Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	
School Pupil Records		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	Yes	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 2).	If unable to separate out SEND pupil files, Review 25 years after date of birth; SEND pupil files to then be extended for an addition 9 years until aged 34. Limitation Act 1980 (Section 2).
Special Educational Needs and Disabilities Case Files and Pupil Records		Destroy	34	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 34 years after date of birth. Somerset Council business need.	25 years is the legal requirement. Extended to aged 34 based on Somerset Council business need.

See separate Somerset Council Retention Schedule for Schools for details specific to records held and managed within educational settings

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FINANCE - Accounts												
Annual Accounts and Reports (Published)		Review	6	End of financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Audits		Review	6	End of financial year created	Legal	Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Local Government Finance Act 1992, HMRC - Compliance Handbook Manual CH15400.	
Capital		Review	12	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 12 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Closing		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Transparency Reports	Senior Salary Reports	Review	6	End of financial year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	

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FINANCE - Budget Planning and Monitoring												
Budget Monitoring		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Estimates		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Financial Planning	Financial Management, Forecasting	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Medium Term Financial Plan		Review	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	Yes	Review 6 years after end of financial year created, then transfer to South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400.	

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FINANCE - Grants and Funding												
EU Funding - Agreement		Review	12	End of agreement	Business		OFFICIAL - Commercial	No	No	Yes	Review 12* years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	*12 years is a minimum period. Retention to be set by funding body. Check terms of agreement for specific retention requirements.
Funding Bids		Destroy	12	End of project	Business		OFFICIAL - Commercial	No	No	No	Destroy 12 years after end of project. Somerset Council business need.	
Grant Transactional Payments		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Lottery Funding - Purchase of Land or Buildings		Review	80	End of calendar year created	Business		OFFICIAL - Commercial	No	No	Yes	Review 80 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £10,001 - £50,000		Review	10	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 10 years after end of project, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £5,001 - £10,000		Destroy	6	End of project	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of project. Somerset Council business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property £50,001 - £5 million		Review	20	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 20 years after end of project, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Lottery Funding - Refurbishment, Extension or Construction of Property above £5 million		Review	40	End of project	Business		OFFICIAL - Commercial	No	No	Yes	Review 40 years after end of project, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Public Finance Initiative Projects		Review	12	End of project	Legal	Limitation Act 1980 (Section 8)	OFFICIAL - Commercial	No	No	Yes	Review 12* years after end of project, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 8).	*12 years is a minimum period. Retention to be set by funding body. Check terms of agreement for specific retention requirements.
UK Funding - Agreement	Trusts	Review	6	End of agreement	Legal	Limitation Act 1980 (Section 2), Accounts and Audit Regulations 2003, Local Government Act, HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	Yes	Review 6 years after end of agreement, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2), Accounts and Audit Regulations 2003, Local Government Act, HMRC - Compliance Handbook Manual CH15400.	

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FINANCE - Income and Expenditure												
Banking		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Costing and Pricing Lists	Price List, Schedule of Charges	Destroy	6	Superseded	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after superseded. Limitation Act 1980 (Section 2).	
Debt Management	Fines	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Direct Debit Mandates		Destroy	0.5	End of agreement	Business		OFFICIAL - Commercial	No	No	No	Destroy 6 months after end of agreement. Somerset Council business need.	
Expenditure	Purchases, Procurement	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Fees and Charges		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Imprest	Petty Cash	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Income	Fines, Internal Charges, Recharges	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Indemnification - Members and Officers	Compensation	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Invoices	Invoices - Paid, Invoices - Raised	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Procurement Cards		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Purchase Orders		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Travel and Subsistence Claims		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	

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FINANCE - Payroll and Pensions												
Payroll and Pension Payments, including Reconciliation, Next of Kin Payments, etc.		Destroy	6	End of financial year created	Legal	The Income Tax (Employment) Regulations 1993, HMRC Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. The Income Tax (employment) Regulations 1993, HMRC Compliance Handbook Manual CH15400.	
Pension Fund - Administration of the Pension Fund		Retain Permanently	999	End of financial year created	Business		OFFICIAL - Commercial	No	Yes	Yes	Retain permanently. Transfer to Somerset Council Archive and South West Heritage Trust after administrative use concluded. Somerset Council business need.	
Pension Fund - Bank and Pay Details of Scheme Members		Destroy	6	Date of last payment	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after date of last payment. HMRC - Compliance Handbook Manual CH15400.	
Pension Fund - Member Case Files, Including Former Employees and Dependents		Destroy	100	Date of last payment	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after case closed. Somerset Council business need.	
Pension Fund - Monitoring of Employee and Employer Contributions		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Pension Fund - Monitoring on Fund Investments		Review	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15401	OFFICIAL - Commercial	No	Yes	Yes	Review 6 years after end of financial year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400.	

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FINANCE - Taxation												
Revenue and Customs	Income Tax, National Insurance, VAT, Stamp Duty	Destroy	6	End of financial year created	Legal	The Income Tax (Employment) Regulations 1993	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. The Income Tax (employment) Regulations 1993.	

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FINANCE - Treasury Management												
Finance - General	Financial Management	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	To be used when financial breakdown not appropriate
Finance Request Forms	SAP Maintenance Forms	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Fraud		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2).	
Fund Management		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2).	
Investments		Destroy	6	Case closed	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Commercial	No	No	No	Destroy 6 years after case closed. HMRC - Compliance Handbook Manual CH15400.	
Loans	Loans - Made Loans - Received	Destroy	12	Expiry	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 12 years after last payment on loan. Limitation Act 1980 (Section 2).	
Share Certificates, Stocks, Bonds and Other Securities		Destroy	6	Disposal of asset	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after disposal of asset. Limitation Act 1980 (Section 2).	

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HEALTH AND SAFETY - Accident and Incident Reporting												
Incident Records – Persons over 18	Exposure to Hazardous Substances in the Workplace - General Exposure	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Incident Records – Persons under 18		Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 11).	
Local Incident Register (e.g. 'Bump Book')	Bump Book	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	Held on premises where incident occurred. Significant incidents for persons under 18 to be recorded and retained under 'Incident Records' and 'Reportable Injuries and Diseases' where longer retention is applied.
Reportable Injuries and Diseases – Persons over 18	RIDDOR	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	Held by Health and Safety Unit.
Reportable Injuries and Diseases - Persons under 18	RIDDOR	Destroy	25	Date of birth	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 25 years after date of birth. Limitation Act 1980 (Section 11).	Held by Health and Safety Unit.
Reporting of Dangerous Occurrences to HSE		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 11)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	Held by Health and Safety Unit.

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HEALTH AND SAFETY -Inspections and Monitoring												
Asbestos Management		Review	50	Disposal of asset	Legal	Control of Asbestos at Work Regulations 2012	OFFICIAL	No	Yes	Yes	Review 50 years after disposal of asset, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Control of Asbestos at Work Regulations 2012.	Held on HR Personnel Case File, Health and Safety Unit and on Premises.
Exposure to Hazardous Substances in the Workplace (incl Asbestos) - Identifiable Individuals	Asbestos Exposure	Destroy	50	End of calendar year created	Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 SI 2013 No 1471	OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471.	Held on HR Personnel Case File, Incident Record by Health and Safety Unit and At Risk Register on Premises.
Inspections, Maintenance and Repairs - council property, premises and related equipment	Health and Safety Audits	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held on Premises files (for fixed equipment), Manager or by Property Services.
Inspections - Combined Inspection and Testing (PAT testing)		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.
Inspections - Electrical Formal Visual		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.
Inspections - Exhaust Ventilation		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held on Premises files (for fixed equipment), Manager or by Property Services.
Inspections - Fire Equipment and Servicing		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.

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HEALTH AND SAFETY -Inspections and Monitoring (...cont.)												
Inspections – Work Equipment		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.
Monitoring - Air (COSHH/CAW compliance)		Review	50	End of calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974	OFFICIAL	No	No	No	Review 50 years after end of calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Ionising Radiations Regulations 2017.	Held by Property Services
Monitoring - Legionella		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.
Monitoring - Radon		Review	50	End of calendar year created	Legal	Ionising Radiations Regulations 2017	OFFICIAL	No	Yes	Yes	Review 50 years after calendar year created, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Ionising Radiations Regulations 2017.	Held by Property Services.
Monitoring - Scalding (water temperature)		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2), Provision and Use of Work Equipment Regulations, 1999, Approved Code of Practice and COSHH Regulations 2002.	Held by Premises Manager.

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HEALTH AND SAFETY -Management												
Asbestos Register		Review	50	Disposal of asset	Legal	Control of Asbestos at Work Regulations 2012	OFFICIAL	No	Yes	Yes	Review 50 years after disposal of asset, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Control of Asbestos at Work Regulations 2012. NB: If building is vacated or sold, Asbestos Register must be transferred to landlord / owner / new occupier and a copy retained by Somerset Council for at least 50 years.	Asbestos Register to be retained in building to which it relates. If building is sold or lease expires, register to be handed to new owner or occupier and a copy to be retained for at least a period of 50 years, based on Somerset Council business need. Master record held by Scientific Services. Copy held on site by Premises Manager.
Health and Safety Property Site File		Review	6	Disposal of asset	Legal	CDM 2015	OFFICIAL	No	No	No	Review 6 years after disposal of asset. CDM 2015 guidance. File to be transferred to new owner of property once property Somerset Council ownership / lease ceases.	Held by CDM Client / Site / Property Services. Transfer to new owner of property once Somerset Council ownership / lease ceases.
Health and Safety Disclaimers	Hepatitis B Disclaimer	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	Held on HR Personnel Case File.

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HEALTH AND SAFETY -Risk Management												
Risk Assessments - Fire		Destroy	6	Superseded	Legal	The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after superseded. The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2).	Held on RAMIS database, working copy held by Premises Manager.
Risk Assessments –General Risks		Destroy	6	Superseded	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after superseded. The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2).	Held by relevant manager.
Risk Assessments – Hazardous and Dangerous Substances Risks		Destroy	50	End of calendar year created	Legal	Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974	OFFICIAL	No	No	No	Destroy 50 years after calendar year created. Control of Substances Hazardous to Health Regulations 1997/2002, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987, Health & Safety at Work Act 1974.	
Risk Assessments – Individual Risks (e.g. PEEP, DSE New and Expectant mother)		Destroy	100	Date of birth	Business	The Regulatory Reform (Fire Safety) Order 2005, Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	Held by Line Manager and HR Personnel Case File, copy held on DSE system.
Risk Assessments - Legionella		Destroy	6	Superseded	Legal	Approved Code of Practice L8 and COSHH Regulations 2002	OFFICIAL	No	No	No	Destroy 6 years after superseded. Approved Code of Practice L8 and COSHH Regulations 2002.	Master held by Contractor, copy held by Premise Manager.

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HEALTH AND SAFETY -Training and Awareness												
Advice, Information and Training, including course administration		Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 84 years after end of calendar year created. Somerset Council business need.	Held by Health and Safety Unit and The Learning Centre.
Employee Training Records		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	Held on HR Personnel Case File, Health and Safety Unit and/or The Learning Centre.

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HUMAN RESOURCES - Advisory Services												
Absence and Sickness Monitoring	Absence Monitoring, Sickness Monitoring	Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	Operational leave planning charts to be destroyed 1 year after end of calendar year created. Somerset Council business need.
Attendance Management	Flexi Sheets, Time Management, Time Recording, Time Sheets	Destroy	3	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 3 years after end of calendar year created. Somerset Council business need.	
Job Descriptions and Job Assignments	Job Assignments, Job Descriptions	Review	6	Superseded	Business		OFFICIAL	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	Copies held by service areas to be destroyed 6 years after superseded.
Job Evaluation		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Pay and Remuneration Reports		Destroy	6	End of financial year created	Business		OFFICIAL - Personal	No	No	Yes	Destroy 6 years after end of financial year created. Somerset Council business need.	
Staff Consultations	Employee Relations, Staff Engagement	Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of project, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Starters and Leavers - Process	Starters and Leavers - Process, Leavers Checklists, Starters Checklists	Destroy	1	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	Use only for recording of administrative procedures, e.g. checklists. Resignation letters, payroll forms etc to go on employee case file.
TUPE / Transfer		Destroy	6	Case closed	Legal	Transfer of Undertakings (Protection of Employment) Regulations 2006	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Transfer of Undertakings (Protection of Employment) Regulations 2006	
Working Well Initiatives		Review	6	End of calendar year created	Business		OFFICIAL	No	No	Yes	Review 1 year after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	

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HUMAN RESOURCES - Case Management												
Absence - Family, Sickness, Other	Absence - Family, Absence - Other, Absence - Sickness	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Annual Leave		Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Appraisal and Supervision - staff not working with children or vulnerable adults	Appraisal, Performance, Supervision	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Appraisal and Supervision - staff working with children or vulnerable adults	Appraisal, Performance, Supervision	Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Capability and Performance		Destroy	50	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Somerset Council business need.	
Coaching and Mentoring - staff not working with children or vulnerable adults		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Coaching and Mentoring - staff working with children or vulnerable adults		Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Contractual Documents		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
DBS - Checks		Destroy	0.5	Case closed	Legal	Disclosure and Barring Service Code of Practice	OFFICIAL - Personal	Yes	No	No	Destroy 6 months after case closed. Disclosure and Barring Service Code of Practice.	
DBS - Clearance and Supporting Information		Destroy	84	End of calendar year created	Business		OFFICIAL - Personal	Yes	No	No	Destroy 84 years after end of calendar year created. Limitation Act 1980 (Section 2)	Need to retain until aged 100, retention based on possible age of youngest employee being 16 years.
Disciplinary		Destroy	50	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Somerset Council business need.	
Emergency Contact Details	Contact Directory Contact List Emergency Contacts	Destroy	0	Superseded	Business		OFFICIAL - Personal	No	No	No	Destroy immediately superseded. Somerset Council business need.	
Employee Case Files	Personnel Files, Staff Files, Staff Personnel Files	Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Somerset Council business need.	For further breakdown see HR Section on Generic Retention Schedule.

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HUMAN RESOURCES - Case Management (...cont.)												
Employment Tribunal Claims		Destroy	7	End of calendar year created	Business	Limitation Act 1980 (Section 2), The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008	OFFICIAL - Personal	No	No	No	Destroy 7 years after end of calendar year created. Somerset Council business need, based on the Limitation Act 1980 (Section 2) and the Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008.	
Equalities		Destroy	50	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Somerset Council business need.	
Grievance		Destroy	50	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Somerset Council business need.	
Health & Safety Disclaimers	Hepatitis B Disclaimer	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Health and Safety - Exposure to Hazardous Substances in the Workplace (incl Asbestos) - Identifiable Individuals	Asbestos Exposure	Destroy	50	End of calendar year created	Legal	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 SI 2013 No 1471	OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471. Copies to be held on HR Personnel Case File, Health and Safety Unit and At Risk Register on Premises.	Held on HR Personnel Case File, Incident Record by Health and Safety Unit and At Risk Register on Premises.
Health & Safety - Individual's Risk Assessments		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Health, Safety and Wellbeing Annual Checks		Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Investigations		Destroy	50	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after case closed. Somerset Council business need.	
Occupational Health - Health Referrals		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	Held on HR Personnel Case File or by Occupational Health Provider.
Occupational Health - Health Surveillance		Destroy	50	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 50 years after end of calendar year created. Somerset Council business need.	Held on HR Personnel Case File or by Occupational Health Provider.
Occupational Health - Medical Reports		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	Held on HR Personnel Case File or by Occupational Health Provider.
Occupational Health - Pre-employment Health Questionnaires		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	

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HUMAN RESOURCES - Case Management (...cont.)												
Payroll - Additional Payments		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Basic Information		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Payroll - Expenses	Travel, Subsistence, Travel and Subsistence	Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Salary Overpayments		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Payroll - Salary Sacrifice	Staff Benefits	Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Payroll - Voluntary Deductions		Destroy	6	End of financial year created	Legal	HMRC - Compliance Handbook Manual CH15400	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of financial year created. HMRC - Compliance Handbook Manual CH15400.	
Pensions - Calculations		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Pensions - General		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Personnel Files		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	May be broken down into other categories within HR section
Professional Registration		Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Recruitment		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Redundancy		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
References		Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	

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HUMAN RESOURCES - Case Management (...cont.)												
Register of Interests		Destroy	100	Date of birth	Legal	Local Government Act 1972	OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Local Government Act 1972	
Settlement Agreements		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Termination of Employment		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Training Records - Health and Safety		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Training Records - Not Working with Children or Vulnerable Adults		Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	CIPD guidance
Training Records - Working with Children or Vulnerable Adults		Destroy	100	End of calendar year created	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after end of calendar year created. Somerset Council business need.	CIPD guidance
Volunteers Case Files		Destroy	100	Date of birth	Business		OFFICIAL - Personal	Yes	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Whistleblowing		Destroy	100	Date of birth	Business	Employment Rights Act 1996, amended by the Public Interest Disclosure Act 1998 (Section 43)	OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need, based on Employment Rights Act 1996, amended by the Public Interest Disclosure Act 1998 (Section 43).	

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HUMAN RESOURCES - Organisational Development												
Service Reviews and Restructures		Review	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	Yes	Yes	Review 6 years after end of project, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Structure Charts		Review	6	Superseded	Business		OFFICIAL	No	No	Yes	Review 6 years after superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	Copies held by service areas to be destroyed 6 years after superseded.
Workforce Planning and Reporting	Resource Management, Resource Planning, Resource Reporting, Workforce Planning, Workforce Reporting	Review	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	

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HUMAN RESOURCES - Recruitment												
Equality Forms		Destroy	1	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	
Job Advertisements and Interview Questions	Recruitment - Resource Library	Destroy	0	Administrative use concluded	Business		OFFICIAL	No	No	No	Destroy immediately administrative use concluded. Somerset Council business need.	
Recruitment Process Administration	Starters and Leavers - Process	Destroy	1	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	Use only for administrative processes associated with arranging interviews, room bookings, etc. Information on the successful candidate to go on employee case file.
Unsuccessful Candidates		Destroy	1	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 1 year after end of calendar year created. Somerset Council business need.	

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HUMAN RESOURCES - Training and Development												
Training Materials - Health and Safety		Destroy	84	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 84 years after end of calendar year created. Somerset Council business need.	
Training Materials - Not Working with Children or Vulnerable Adults	Training Materials - Operational and Workforce Development, Training Materials, Training Resources, Resource Library - Training	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Training Materials - Working with Children or Vulnerable Adults		Destroy	100	End of calendar year created	Business		OFFICIAL	Yes	No	No	Destroy 100 years after end of calendar year created. Somerset Council business need.	

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INFORMATION MANAGEMENT - Access to Information												
Data Protection Act Agreements		Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Disclosure Requests	Police Disclosure Requests, Section 212 Requests	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Environmental Information Regulations Requests	EIR Requests	Review	6	Case closed	Business		OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Freedom of Information Requests	FOI Requests	Review	6	Case closed	Business		OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Impact Assessments	Privacy Impact Assessments	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Individuals Rights Requests		Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Information Security Breaches	Security Breach Log, Information Breaches	Destroy	25	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 25 years after end of calendar year created. Somerset Council business need.	25 years to comply with Limitation Act for minors when they reach the age of 18.
Information Sharing Agreements		Destroy	6	End of agreement	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of agreement. Limitation Act 1980 (Section 2).	
Privacy Notices	Privacy Policy	Destroy	6	Expiry	Business		OFFICIAL	No	No	No	Destroy 6 years after expiry. Somerset Council business need.	
Publication Scheme	FOI Publication Scheme	Review	0	Superseded	Business		OFFICIAL	No	No	Yes	Review immediately superseded, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Record of Processing Activities	ROPA	Destroy	6	Superseded	Business		OFFICIAL	No	No	No	Destroy 6 years after superseded. Somerset Council business need.	
Re-use of Public Sector Information Licenses	ROPSI	Destroy	6	Expiry	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after expiry. Somerset Council business need.	
Subject Access Requests - Persons over 18	DSARs - Adults	Destroy	6	Case closed	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Somerset Council business need.	
Subject Access Requests - Persons under 18, excluding SEND	DSARs - Minors	Destroy	25	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 25 years after date of birth. Somerset Council business need.	If necessary, increase retention period to the same retention as the primary case record.
Subject Access Requests - Special Educational Needs and Disabilities	DSARs - SEND	Destroy	34	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 34 years after date of birth. Somerset Council business need.	Retention complies with case file retention period.

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INFORMATION MANAGEMENT - Records Management												
Archive - Corporate		Retain Permanently	999	Administrative use concluded	Business		OFFICIAL	No	Yes	No	Retain permanently. Somerset Council business need.	For records with significant historical or corporate value, rejected by the South West Heritage Trust, but still requiring permanent preservation.
Archive - Operational		Review	6	Date last modified	Business		OFFICIAL	No	Yes	Yes	Review 6 years after date last modified, then transfer to Somerset Council Archive and South West Heritage Trust for archival appraisal. Somerset Council business need.	For records held within SharePoint Archive area. Records to be either deleted after retention or transferred to Somerset Council Corporate Archive / South West Heritage Trust for permanent preservation.
Archive - South West Heritage Trust		Retain Permanently	999	Date of deposit	Legal	Public Records Act 1958	OFFICIAL	No	No	Yes	Retain permanently. Public Records Act 1958.	For records with significant historical or corporate value, transferred to the South West Heritage Trust for permanent preservation.
Archive Consignment Lists		Retain Permanently	999	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Retain permanently. Somerset Council business need.	For records deposited with the Records Management Service.
Corporate File Plan		Retain Permanently	999	Administrative use concluded	Business		OFFICIAL	No	Yes	No	Retain Permanently. Transfer to Somerset Council Archive for permanent retention once administrative use concluded. Somerset Council business need.	
Destruction Register and Certificates		Retain Permanently	999	Administrative use concluded	Business		OFFICIAL	No	Yes	No	Retain Permanently. Transfer to Somerset Council Archive for permanent retention once administrative use concluded. Somerset Council business need.	
File Withdrawal and Return Administration		Retain Permanently	1000	End of calendar year created	Business		OFFICIAL - Personal	No	Yes	No	Retain Permanently. Transfer to Somerset Council Archive for permanent retention once administrative use concluded. Somerset Council business need.	
Collection Register		Retain Permanently	999	Administrative use concluded	Business		OFFICIAL	No	Yes	No	Retain Permanently. Transfer to Somerset Council Archive for permanent retention once administrative use concluded. Somerset Council business need.	
Information Audits		Destroy	6	End of calendar year created	Business		OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	
Retention Schedule		Retain Permanently	1000	Superseded	Business		OFFICIAL	No	Yes	No	Retain Permanently. Transfer to Somerset Council Archive for permanent retention once superseded. Somerset Council business need.	

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IT - Microsoft Products												
Communications Sites		Destroy	0	Administrative use concluded	Business		OFFICIAL	No	No	No	Destroy immediately administrative use concluded. Somerset Council business need.	Master copies of information should reside elsewhere, where appropriate retention is applied, surfaced in the Communications Site.
Lists		Destroy	6	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after date last modified. Somerset Council business need.	Retention may be reduced to delete immediately administrative use concluded, depending on business need.
OneDrive		Review	0.5	Termination of employment	Business		OFFICIAL - Personal	No	No	No	Destroy 6 months after termination of employment. No specific retention applied due to personal storage area, see OneDrive use policy.	
OneNote		Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need.	Key business information should be removed and stored elsewhere.
Outlook /Emails		Review	1.08	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy 13 months after date created. During this period content that constitutes a record, decision or transaction should be transferred to the appropriate record-keeping system where retention is applied. Somerset Council Business need.	All business-related information should be transferred to an appropriate record-keeping system where retention is applied. Only ephemeral information should reside in Outlook mail boxes.
Teams Channels		Destroy	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Somerset Council business need. N.B. Six years is the maximum retention period; conversations, content of channels, etc, should be routinely purged to reduce storage requirements and to improve management.	To be used only for ephemeral information and collaboration purposes. Key business information should be stored elsewhere.
Teams Chat		Destroy	0.08	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy 30 days after date created. Somerset Council business need. During this period any official records, decisions or transactions should be transferred to the appropriate record-keeping system where retention is applied.	

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IT - Systems												
System Back Ups		Destroy	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Destroy 3 months after date last modified. Somerset Council business need.	
System Configuration and Development		Destroy	6	Disposal of asset	Business		OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. Somerset Council business need.	
Virtual Meeting Rooms - Log		Review	6	End of calendar year created	Business		OFFICIAL - Personal	No	No	No	Review 6 years after end of calendar year created. Somerset Council business need. *Logs for CSC VMRs may be extended based on client case classification.	Log to contain name of meeting room, date created, date closed, created by and attendees
Virtual Meeting Rooms - Uploaded Documents		Review	0.25	Date last modified	Business		OFFICIAL - Personal	No	No	No	Review 3 months after date last modified - during this period information should be transferred to appropriate alternative document library. Somerset Council business need.	

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LEGAL - Case Management												
Bylaws		Retain Permanently	999	End of calendar year created	Business		OFFICIAL	No	No	Yes	Retain permanently. Transfer to Somerset Council Archive and South West Heritage Trust after administrative use concluded. Somerset Council business need.	
Common Law		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2).	
Compulsory Purchase Orders		Retain Permanently	999	End of calendar year created	Legal	Compulsory Purchase Act 1965	OFFICIAL - Personal	No	No	Yes	Retain permanently. Transfer to Somerset Council Archive and South West Heritage Trust after administrative use concluded. Compulsory Purchase Act 1965.	
Conveyancing		Review	12	Case closed	Business		OFFICIAL - Personal	No	No	Yes	Review 12 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Coroner Case Work		Destroy	15	Case closed	Business		OFFICIAL - Personal	Yes	No	No	Destroy 15 years after case closed. Somerset Council business need.	
Coroner Inquests		Retain Permanently	999	Case closed	Legal	The Coroners (Investigations) Regulations 2013, Section 27	OFFICIAL - Personal	Yes	No	Yes	Retain Permanently. Transfer to South West Heritage Trust after administrative use concluded. The Coroners (Investigations) Regulations 2013, Section 27.	
Criminal Injuries Compensation Claims		Destroy	100	Date of birth	Business		OFFICIAL - Personal	No	No	No	Destroy 100 years after date of birth. Somerset Council business need.	
Judicial Reviews		Review	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Litigation and Injunctions		Review	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Prosecution		Review	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	Yes	Review 6 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	
Section 106 Agreements		Review	20	Case closed	Business		OFFICIAL	No	No	Yes	Review 20 years after case closed, then transfer to South West Heritage Trust for archival appraisal. Somerset Council business need.	
Surveillance and Enforcement - RIPA		Destroy	6	Case closed	Legal	Regulation and Investigatory Powers Act 2000	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Regulation and Investigatory Powers Act 2000.	

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PROPERTY - Fleet Management												
Daily Checks and Driver Logs	Vehicles - Daily Checks and Driver Logs, Vehicle Daily Checks, Vehicle Driver Logs	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Ownership and Lease	Vehicle Acquisition, Vehicle Disposal, Vehicle Lease, Vehicle Log Book, Vehicle Maintenance, Vehicle MOT, Vehicle Service, Vehicles, Plant and Equipment	Destroy	6	Disposal of asset	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. Limitation Act 1980 (Section 2)	

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PROPERTY - Property Management												
Accommodation Reviews		Destroy	6	End of project	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Commercial	No	No	No	Destroy 6 years after end of project. Limitation Act 1980 (Section 2).	
Asset Management	Asset Issue and Use Logs, Equipment Management - Issue Logs, Fleet Management - Daily Checks and Driver Logs	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Asset Register	Inventory	Destroy	6	Disposal of asset	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2).	
Building Plans		Review	6	Disposal of asset	Legal	HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after disposal of asset, then transfer to South West Heritage Trust for archival appraisal. HMRC - Compliance Handbook Manual CH15400, Limitation Act 1980 (Section 2).	
Equipment Manuals		Destroy	6	Disposal of asset	Business		OFFICIAL	No	No	No	Destroy 6 years after disposal of asset. Somerset Council business need.	
Property Management	Facilities Management, Grounds Maintenance, Premises Management, Property Maintenance, Land Management	Destroy	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after end of calendar year created. Limitation Act 1980 (Section 2).	
Security		Destroy	6	Superseded	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	No	Destroy 6 years after superseded. Limitation Act 1980 (Section 2).	

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RISK MANAGEMENT - Insurance												
Employer's Liability Policy		Destroy	84	Expiry	Business		OFFICIAL	No	No	No	Destroy 84 years after expiry. Somerset Council business need.	
Insurance Claims		Destroy	6	Case closed	Legal	Limitation Act 1980 (Section 2)	OFFICIAL - Personal	No	No	No	Destroy 6 years after case closed. Limitation Act 1980 (Section 2).	

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RISK MANAGEMENT - Risk Management												
Risk Management		Review	6	End of calendar year created	Legal	Limitation Act 1980 (Section 2)	OFFICIAL	No	No	Yes	Review 6 years after end of calendar year created, then transfer to South West Heritage Trust for archival appraisal. Limitation Act 1980 (Section 2).	