

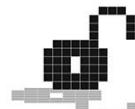
**PLEASE NOTE:** In October 2022, the Independent Inquiry into Child Sexual Abuse issued its final report, thereby lifting the moratorium on the non-destruction of records relating to children; services provided to children; and individuals who work(ed) with children. This means that any records that reach the end of their required retention periods and would ordinarily be disposed of, can now be disposed of.

The records that are currently classified using CSC 01.01b (see page 14) will be reviewed and, where appropriate, authorised for destruction in due course.

**PLEASE NOTE: Until further notice, teams must not destroy any records relating to Covid-19.**

In June 2022, an independent public inquiry was set up to examine the UK's response to and impact of the Covid-19 pandemic and learn lessons for the future. The UK Covid-19 Public Inquiry is established under the Inquiries Act (2005). Knowingly destroying any records relating to Covid-19 could constitute a criminal offence under this act. All related records will be placed under legal hold until the closure of the investigation.

# Gloucestershire County Council Records Retention and Disposal Schedule



**information**  
management & security



<b>Version</b>	<b>Author</b>	<b>Policy approved by</b>	<b>Approval Date</b>	<b>Publication Date</b>	<b>Major Review Date</b>
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4.1	Ellie Burgess / Alix Copp	Jenny Grodzicka	January 2025	January 2025	June 2025
5	Ellie Burgess	Information Board	November 2025	November 2025	November 2026

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# INTRODUCTION

## The Purpose of the Records Retention and Disposal Schedule

It is good practice and in line with the Freedom of Information Act 2000 for local authorities to maintain a retention schedule listing the record series produced as a result of their business functions and activities, specifying how long each records series needs to be kept for and which disposal actions are appropriate.

The directions in the Retention and Disposal Schedule apply to all records, regardless of medium. Unless it is clearly stated, both paper and electronic records within a records series should be retained for the same lengths of time.

The benefits of using the Schedule are:

- Records are available for as long as they are required to inform and enable Council activities and meet regulatory requirements.
- Records are kept only for as long as required, ensuring that the Council does not maintain personal information unnecessarily, adhering to the requirements of the General Data Protection Regulation and the Data Protection Act 2018
- Records requiring permanent preservation for statutory and/or historic purposes are transferred to Gloucestershire Archives:

## How to Use the GCC Records Retention and Disposal Schedule

The Schedule has been arranged to represent the functions of the Council. The functional categories found in the Schedule are:

- Adult Services
- Children, Families and Young People Services
- Community Safety
- Coroners Services
- Corporate Asset and Property Management
- Corporate Governance and Administration

- Democracy
- Economic Development
- Education, Learning and Skills
- Environmental Planning, Development and Land Use
- Financial Management
- Health and Safety
- Human Resources Management
- ICT Management
- Information Management
- Legal Services
- Libraries Management
- Procurement
- Registration Services
- Transport, Highways and Infrastructure
- Waste Management

Here is an example retention entry:

## CORPORATE GOVERNANCE AND ADMINISTRATION

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: STRATEGIC PLANNING</b>							
CGA 01.01	Partnerships and Agencies Working	Records relating to the preparation, discussion and resolution of strategic business	Approval of minutes	6 years	Review	Limitation Act 1980, Section 2	Where GCC does not own the record: Destroy Where GCC does own the record: Transfer to Gloucestershire

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		by partnerships and agencies					Archives for permanent preservation

## Keyword Definitions:

CLASSIFICATION CODE - the alphanumeric code given to each entry in the retention schedule, identifying particular records' retention details.

SHAREPOINT LABEL – the alphanumeric code used for the label applied to information stored in SharePoint to apply the required retention period

SUB-FUNCTION - the overall business function that produces the records described.

ACTIVITY - the specific activities that produce the records described.

RECORD EXAMPLE / DESCRIPTION - What the records are (form and subject matter).

TRIGGER - The event that signals the start of the retention period.

RETENTION PERIOD - The length of time that the record needs to be kept following the trigger event and prior to the final disposal action.

ACTION - Specifies the disposal action taken at the end of the retention period.

REASON - Identifies the authority prescribing the stated action.

Where '*Destroy*' is given as the stated action, please confidentially destroy the records in question.

Where '*Permanent*' is given as the stated retention period, transfer to Gloucestershire Archives occurs immediately after the trigger event. Where a number of years is given (e.g. 12 years), this is the length of time records need to be kept by teams/in the Records Centre before being transferred to Gloucestershire Archives.

Where 'Review' is given as the stated action, please review (i.e. assess) the records in conjunction with the team at Gloucestershire Archives before making a decision as how to dispose of the records. It is important that we preserve critical records as part of the corporate memory. For further information and advice, please contact Gloucestershire Archives at [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk) or visit the Gloucestershire Archives [Staffnet pages](#).

# RETENTION SCHEDULE

## ADULT SERVICES

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Supporting Adults</b>							
<b>ASC 01.01</b>	Individual Case Management - <b>Service Users</b>	Individual Case Files e.g.: Learning disabilities files; Older People files; Domiciliary Care files; Physical disability files; Intermediate care files	End of Service Provision (e.g. death, moved out of county)	8 years	Destroy	Records Management Code of Practice for Health and Social Care 2021	Previous code: RSA 01
<b>ASC 01.02</b>	Individual Case Management- <b>Mental Health</b>	Mental Health records where the individual falls under the meaning of the Mental Health Act 1983 including Deprivation of Liberty Safeguards (DoLs)	Discharge or date patient last seen	20 years	Destroy	Records Management Code of Practice for Health and Social Care 2021	Previous code: RSA 01b

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ASC 01.02b</b>	Individual Case Management- <b>Mental Health</b>	Mental Health records where the individual falls under the meaning of the Mental Health Act 1983 including Deprivation of Liberty Safeguards (DoLs)	Date of death	10 years	Destroy	Records Management Code of Practice for Health and Social Care 2021	Previous code: RSA 01b
<b>ASC 01.03</b>	Licencing Disabled Parking Permits	Blue Badges (Refused, Issued, Appeals)	Notification of decline or expiry	4 years	Destroy	GCC Business Need	Previous code: RSA 02a
<b>ASC 01.04</b>	Licencing Disabled Parking Permits	Incomplete Applications or Blue Badges of deceased service users	Date of cancellation or Date of application if incomplete	1 year	Destroy	GCC Business Need	Previous code: RSA 02b
<b>ASC 01.05</b>	Service Users Summary Recording	Adult Social Care Registers e.g.: - Adults at Risk; Physical Disability;	Closure of register	10 years	Destroy	GCC Business Need; Limitation	These records are now maintained in electronic

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Severely Sight Impaired; Sight Impaired; Deaf with Speech; Hard of hearing				Act 1980, Section 2	form on LiquidLogic - Previous code: RSA 03
<b>ASC 01.06</b>	Meals on Wheels/Mobile Meals Service	Files recording the management of Meals on Wheels/ Mobile Meals Service e.g. Client Delivery Sheets	Closure of case	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 04
<b>ASC 01.07</b>	Technology Enabled Care	Records relating to the TEC service	Date of creation	6 years	Review with Gloucestershire Archives	Limitation Act, Section 5	Previous code: RSA 05
<b>ASC 01.09</b>	Managing Adult Care Services operations	Operational records including daily timesheets, rotas, unit handover sheets	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 07
<b>ASC 01.10</b>	Managing Client Affairs-	Client Affairs records; invoices; bank statements	Date of closure	10 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 08

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Closed Case Files						
<b>ASC 01.11</b>	Managing Client Affairs-Live Case Files	Client Affairs records; invoices; bank statements	Date deposited in the Records Centre	5 years	Review	Limitation Act 1980, Section 2	Previous code: RSA 09
<b>ASC 01.12</b>	Providers Case Management	Safeguarding Adults files – records relating to providers including Domiciliary Care; Care Homes; New provider assessments	Date of closure	10 years	Destroy	GCC Business Need	Previous code: RSA 10
<b>ASC 01.13</b>	Managing the YourCircle directory	Comments and feedback received regarding YourCircle	Date received	3 months	Destroy	GCC Business Need	Relevant information should be forwarded to Safeguarding and other teams

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
ASC 01.14	DASS Process Support	Documents submitted by organisations requesting assistance with expediting their undefined CoS Application Statements of fact submitted to the UKVI	Date of Completion	6 months	Destroy	GCC Business Need	Decision not to support or Statement of Fact sent to UKVI
<b>SUB-FUNCTION: Managing Volunteers</b>							
ASC 02.01	Managing volunteers in Adult Day Centres	Records relating to individual volunteers working in Adult Day Centres	Date of last contact with volunteer	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 25
<b>SUB-FUNCTION: Managing the Shared Lives Scheme</b>							
ASC 03.01	Managing the Shared Lives Scheme	Records relating to provision of the service and information relating to carers.	Closure of case/end of service provision	5 years	Review with Gloucestershire Archives	GCC Business Need; The Adult Placement Schemes (England)	Legal requirement is for records to be maintained for 3 years minimum. Previous

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Regulations 2004	code: RSA 12
<b>SUB-FUNCTION: Adult Residential Care Management</b>							
<b>ASC 04.01</b>	Individual Case Management - Adult Residential Care	Adult residential care case files including: roster sheet; activities; documentation; diary; menu	Closure of file	8 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 13
<b>ASC 04.02</b>	Managing Residential Care Licences	Care Quality Commission registration documents	Closure of file	Permanent	Transfer to Gloucestershire Archives	Council Practice	Previous code: RSA 14
<b>ASC 04.03</b>	Residential Care Occupancy Reporting	Residential Home Occupancy Reports	Date last modified	7 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 15
<b>SUB-FUNCTION: Safeguarding Adults</b>							
<b>ASC 05.01</b>	Service Users Case Management	Safeguarding Adults files – Individuals who have not died, not subject to serious case	Closure of file/end of service provision	10 years	Destroy	GCC Business Need	Previous code: RSA 16

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		review (Protection Plan/No Protection Plan)					
<b>ASC 05.02</b>	Service Users Case Management - Deceased	Safeguarding Adults files – Individuals who have died, not subject to serious case review or no Protection Plan.	Closure of file/end of service provision	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 17
<b>ASC 05.03</b>	Service Users Case Management – Serious Case Review	Safeguarding Adults files - Individuals subject to serious case review	Closure of file/end of service provision	20 years	Destroy	GCC Business Need	Previous code: RSA 18
<b>ASC 05.04</b>	Managing Complaints relating to Adult Services	Adults Complaints files, stages 1,2,3	End of complaint	10 years	Destroy	Learning from Complaints: Social Services Complaints Procedure for Adults 2006	Previous code: RSA 19

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Adult Advocacy Services</b>							
<b>ASC 06.01</b>	Case Management – individuals receiving advocacy services	Adult advocacy files – individuals who have been provided with advocates	End of service provision	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 21

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Managing Adult Social Care Surveys</b>							
<b>ASC 07.01</b>	Managing Adult social Care surveys	Surveys returned by: Service users; Carers	Date of completion	1 year	Destroy	GCC Business Need	Previous code: RSA 22
<b>ASC 07.02</b>	Adult Social Care surveys - anonymised data	Survey data that has been anonymised	Date of Creation	6 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Managing Welfare and Vulnerability Assessments</b>							
<b>ASC 08.01</b>	Assessment and provision of welfare support	Case records, including assessments, for individuals who receive welfare support	Date of last contact	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: RSA 24
<b>ASC 08.02</b>	Assessing individuals for welfare support – where support is not provided	Assessment records for individuals	Date of last contact	3 years	Destroy	GCC Business Need	Previous code: RSA 25

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ASC 08.03</b>	Adult Carers Hub Data	Records relating to unpaid adult carers activities, including training and newsletters	End of contract	3 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Managing the Proud to Care Service</b>							
<b>ASC 09.01</b>	Managing Glos Assistants adverts	Personal Assistant adverts and associated Umbraco forms	When advert is automatically unpublished (6 months from publish date)	Immediate	Destroy	GCC Business Need	
<b>ASC 09.02</b>	Managing PTC international recruitment support functions	Records relating to the management of the international recruitment support programme where no personal information is recorded;	End of programme	1 year	Destroy	GCC Business Need; SW ADASS Guidance	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		reports and documents containing anonymised data					
<b>ASC 09.03</b>	International Recruitment Support - displaced worker information	Records relating to displaced workers and any support provided to displaced workers that contain personally identifiable information	Receipt of information	90 days	Destroy	GCC Business Need; SW ADASS Guidance	
<b>ASC 09.04</b>	Managing redeployment support	Records relating to the redeployment of workers from closed providers	Removal from list of providers	1 year	Destroy	GCC Business Need	

# CHILDREN, FAMILIES AND YOUNG PEOPLE SERVICES

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Child Case Management</b>							
<b>CSC 01.01</b>	Case Management- Vulnerable Children	Individual child or family case files including records relating to: Children in Need; Continuing Care; Educational Welfare; Educational Achievement Assessments; Hospital and Home tuition; Legal; Referrals and Reviews	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 01 DOB of youngest child where appropriate
<b>CSC 01.02</b>	Case Management - Adopted Children	All records relating to the management of the adopted children where an adoption	Date of adoption order	100 years	Destroy	Adoption and Children Act 2002 (sec 56-65); Disclosure of Adoption Information (Post Commencement	Previous Code: RSC 02

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		order has been made				Adoptions) Regulations 2005 Part 2	
<b>CSC 01.03</b>	Adoption and Fostering Panel Administration	Fostering Panel minutes; Adoption Panel minutes	Approval of minutes	10 years	Transfer to Gloucestershire Archives	Retention Guidelines for Local Authorities	Previous code: RSC 02a
<b>CSC 01.04</b>	Case Management - <b>Looked After Children</b>	Records relating to Looked After Children (LAC) including individual child case files; children leaving care files	Date of birth	75 years	Destroy	Arrangements for the Placement of Children (General) Regulations 1991, Reg 9	Previous Code: RSC 03
<b>CSC 01.04b</b>	Case Management - <b>Looked After Children</b> where child dies before 18	Records relating to Looked After Children (LAC) including individual child case files; children leaving care files	Date of death	15 years	Destroy	Arrangements for the Placement of Children (General) Regulations 1991, Reg 9	Previous Code: RSC 03

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>CSC 01.05</b>	Managing the Leaving Care Service	Records relating to individuals who received Leaving Care services	Date of birth	75 years	Destroy	Arrangements for the Placement of Children (General) Regulations 1991, Reg 9	Previous code: RSC 03a
<b>CSC 01.06</b>	Case Management - <b>Child Protection</b>	Individual child case files (Children who have been on the Child Protection Register)	Date of birth	75 years	Destroy	Children's Act 1989, Section 47	Previous Code: RSC 04
<b>CSC 01.07</b>	Managing enquiries/notes made about children where no support/action was taken	Individual child notes / recordings relating to general enquiries, etc. where no support/action was taken	When no further action identified	10 years	Destroy	GCC Business Need	Previous Code: RSC 05
<b>CSC 01.08</b>	Child Protection Conferences	Audio recordings of the conference	Date of completion of plan	6 months	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CSC 01.09	Magic Notes	Recordings of meetings made through Magic Notes app	Case notes uploaded to LiquidLogic	Immediate	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Children and Young People's Residential Care Management</b>							
CSC 02.01	Managing Residential Care Homes for children and young people	Records relating to the management of residential care homes e.g. accident records; medication records; financial records; pocket money records; staff rosters; inspection reports; daily registers; menus; fire drills	Date of last entry	15 years	Review with Gloucestershire Archives	The Children's Homes (England) Regulations 2015	Records in this classification do not include those forming part of individual case files or personnel files of staff working at residential homes. Previous Code: RSC 06
CSC 02.02	Administering Residential Care for	Admissions and Discharge registers of	Closure of register	75 years	Review with Gloucestershire Archives	The Children's Homes (England)	Previous Code: RSC 06a

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Children and Young People	residential care homes				Regulations 2015	
<b>CSC 02.03</b>	Providing Respite Care for Children and Young People	Individual case files and related records relating to Respite Care for Children and Young People	Date of birth	75 years	Destroy	The Children's Homes (England) Regulations 2015	Previous Code: RSC 06b
<b>SUB-FUNCTION: Managing Dynamic Children-related Records</b>							
<b>CSC 03.01</b>	Managing the Looked After Children Register	Looked After Children Register	Date of birth	25 years	Review with Gloucestershire Archives	Arrangements for Placement of Children (General) regulations (1991) Reg. 10	Introduction of electronic system - THIS PAPER RECORD SHOULD NO LONGER BE UPDATED Previous Code: RSC 07
<b>CSC 03.01b</b>	Managing the Looked After Children Register where child dies before 25	Looked After Children Register	Date of death	5 years	Review with Gloucestershire Archives	Arrangements for Placement of Children (General) regulations (1991) Reg. 10	Introduction of electronic system - THIS PAPER RECORD SHOULD NO

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							LONGER BE UPDATED Previous Code: RSC 07
<b>CSC 03.02</b>	Managing the Child Protection Register/plans	Child Protection Register/plans	Date last modified	70 years	Transfer to Gloucestershire Archives	Arrangements for the Placement of Children (General) Regulations 1991	Previous Code: RSC 07b
<b>CSC 03.03</b>	Managing Fostering and Adoption live files held in the Records Centre	Live files, relating to active cases, that are stored in the Records Centre	Date deposited in the records centre	5 years	Review	GCC Business Need	Previous Code: RSC 08
<b>SUB-FUNCTION: Carer / Parent Management</b>							
<b>CSC 04.01</b>	<b>Case Management - Adoptive Parents Approved</b>	All records relating to the management of the adoptive parents: Where an adoption order has been made or Where	Date of completion	100 years	Destroy	Adoption and Children Act 2002 (sec 56-65) and the Disclosure of Adoption Information (Post	Previous Code: RSC 09

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		an adoption order has not been made and there are concerns or refusals				Commencement Adoptions) Regulations 2005 Part 2	
<b>CSC 04.02</b>	<b>Case Management - Adoptive / Foster Parents -  Enquiries and Withdrawals</b>	Records of Adoption and Fostering enquiries that do not continue to approval status (e.g. due to withdrawals, with no concerns)	Date of application	5 years	Review	GCC Business Need	Previous Code: RSC 10
<b>CSC 04.03</b>	<b>Case Management – Foster Carers</b>	Foster Carer Case Files (including private fostering) including approved carers; cancelled registrations;	End of provider status	75 years	Destroy	GCC Business Need	The records should be retained for a minimum of 15 years under The Fostering Services (England) Regulations 2011 Previous Code: RSC 11

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		refused applications					
<b>CSC 04.04</b>	Managing Individuals who pose a risk to children	Register of individuals who pose a risk to children	Date last modified	70 years	Destroy	GCC Business Need; Children and Young Persons Act 1933	Introduction of electronic system - THIS PAPER RECORD SHOULD NO LONGER BE UPDATED Previous Code: RSC 12
<b>SUB-FUNCTION: Managing Complaints relating to Children's Services</b>							
<b>CSC 05.01</b>	Managing Complaints – General Children's Services	Records relating to complaints made regarding general children's services	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 13
<b>CSC 05.02</b>	Managing Complaints - Adoptions / Fostering	Records relating to complaints made regarding adoptions /fostering	Date of birth	100 years	Destroy	GCC Business Need	Previous Code: RSC 14

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>CSC 05.03</b>	Managing Complaints - Looked After Children	Records relating to complaints made regarding Looked After Children's services	Date of birth	75 years	Destroy	Arrangements for the Placement of Children (General) Regulations 1991, Reg 9	Previous Code: RSC 15
<b>CSC 05.04</b>	Managing complaints regarding services provided to Children with Disabilities	Records relating to complaints made regarding services provided to children with disabilities	Date of last action	25 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 16
<b>CSC 05.05</b>	Managing complaints relating to Child Protection	Records relating to complaints made regarding child protection	End of complaint	100 years	Review	Arrangements for Placement of Children (General) Regulations (1991) regulation 9	Previous Code: RSC 17
<b>SUB-FUNCTION: Safeguarding Children</b>							
<b>CSC 06.01</b>	Managing Safeguarding	Records relating to managing	Date of Last Action	25 years	Destroy	Council Practice	Previous Code: RSC 18

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Children / CP concerns	safeguarding children / CP concerns when no information is given on the outcome of allegations or allegations not progressed to a case review or investigation					
<b>CSC 06.02</b>	Managing Case Reviews and Investigations	Records relating to Serious Case Reviews / Part 8 /Reviews and Investigations into Child Protection concerns	Date of birth	100 years	Review	Council Practice	Previous Code: RSC 19
<b>SUB-FUNCTION: Supporting Children</b>							
<b>CSC 07.01</b>	Child Performance Licencing	Child Performance Licences and related records	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 21

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>CSC 07.02</b>	Child Employment Licencing	Child Employment Licences and related records	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 22
<b>CSC 07.03</b>	Authorisation and Management of Chaperones	Records relating to chaperones for children taking part in performances Including applications	Last contact	6 years	Destroy	Limitation Act 1980, Section 2	Previous Code: RSC 23
<b>SUB-FUNCTION: Youth Justice</b>							
<b>CSC 08.01</b>	Youth Offending Case Management – YOT specific information	Records of the individual case management of services or support to youth where the young person has been given a Court order	Date of completion	3 years	Destroy	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) 2011	Previous Code: YO 01.01
<b>CSC 08.01b</b>	Youth Offending Case Management –	Records of the individual case management of	Date of completion	5 years	Destroy	Youth Justice Board Advice on Information	Previous Code: YO 01.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Basic Information	services or support to youth where the young person has been given a Court order				Management in Youth Offending Teams (England) 2011	
<b>CSC 08.02</b>	Youth Crime Prevention Case Management	Records of the individual case management of services or support to youth where the young person has been identified as being at risk of entering the Criminal Justice System	Case Closure	1 year	Destroy	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) 2011	Previous Code: YO 01.03
<b>CSC 08.03</b>	Youth Crime Pre Court/Out of Court work – YOT specific information	Records of the individual case management of services or support to youth where the young person has	Date of issue	1 year	Destroy	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) 2011	Previous Code: YO 01.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		been given a reprimand or final warning					
<b>CSC 08.03b</b>	Youth Crime Pre Court/Out of Court work – Basic Information	Records of the individual case management of services or support to youth where the young person has been given a reprimand or final warning	Date of issue	5 years	Destroy	Youth Justice Board Advice on Information Management in Youth Offending Teams (England) 2011	Previous Code: YO 01.04
<b>SUB-FUNCTION: Allegations Management</b>							
<b>CSC 09.01</b>	Contacts, Initial Considerations and Referrals that do not Progress	All contacts, Initial Considerations and referrals into LADO where it is clear that there is no evidence to substantiate the allegation	Date of Closure	10 years	Destroy	Council Practice	A decision to retain information beyond 10 years may be taken by the LADO if patterns or behaviour are emerging that suggest the person could

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							continue to pose risk of harm.
<b>CSC 09.02</b>	Malicious, False or Unfounded Allegations	All cases that progress to strategy meeting whereby the allegation is found to be Malicious, false or unfounded.	Date of Closure	10 years	Destroy	Council Practice	A decision to retain information beyond 10 years may be taken by the LADO if patterns or behaviour are emerging that suggest the person could continue to pose risk of harm.
<b>CSC 09.03</b>	Unsubstantiated Allegations	All cases that progress to strategy meeting whereby the allegation is found to be unsubstantiated	Date of birth	100 years	Destroy	Council Practice	For cases that are deemed unsubstantiated there is neither evidence to confirm nor deny the alleged incident happened and therefore the

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							risk in deleting this information is too high.
<b>CSC 09.04</b>	Substantiated Allegations	All cases that progress to strategy meeting whereby the outcome is found to be substantiated.	Date of birth	100 years	Destroy	Council Practice	Substantiated case should not be deleted or removed sooner than this time as the outcome suggests the person poses risk of harm to children and the information should remain.
<b>SUB-FUNCTION: Family Meeting Service</b>							
<b>CSC 10.01</b>	Family Plan	Plan created with the family during the family conference	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	
<b>CSC 10.02</b>	Referrals	Records relating to the referral to the family group	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		conference service					
<b>CSC 10.03</b>	Recording and breakdown	Working notes, contact details and conference arrangement plans	Completion of intervention	3 years	Destroy	GCC Business Need	
<b>CSC 10.04</b>	Risk Assessment	Risk assessment for family plan work	Date of completion	3 years	Destroy	GCC Business Need	No longer retained as part of child record
<b>CSC 10.05</b>	Closure Form	Records relating to the closure of the family group conference services provided	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Managing Children's Social Care Surveys</b>							
<b>CSC 11.01</b>	Managing Children's social Care surveys	Surveys returned by: Service users; Carers	Date of completion	1 year	Destroy	GCC Business Need	Previous code: RSA 22

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CSC 11.02	Children's Social Care surveys - anonymised data	Survey data that has been anonymised	Date of creation	6 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Functional Family Therapy</b>							
CSC 12.01	Functional Family Therapy Case Notes	Case files for functional family therapy	Date of completion	8 years	Destroy	Association for Family Therapy and Systemic Practice Guidance	

## COMMUNITY SAFETY

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Emergency Planning</b>							
CS 01.01	Monitoring and updating Emergency Plans	Plans and related papers	When superseded	Permanent	Transfer to Gloucestershire Archives	Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980, Civil Contingency Act Good Practice Guidance	Previous code: EM 01.01
CS 01.02	Major Incident Reporting	Major incident report forms and logs; correspondence	Date of closure	Permanent	Transfer to Gloucestershire Archives	Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980	Previous code: EM 01.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CS 01.03	Minor Incident reporting	Minor incident report forms and logs; correspondence	Date of closure	12 years	Review with Gloucestershire Archives	Council Practice Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980 Section 2	Previous code: EM 01.05
CS 01.04	Managing animal disease outbreaks	Minutes and papers relating to planning for monitoring of and responses to animal disease outbreaks	Closure at end of emergency	7 years	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: EM 09.04
<b>SUB-FUNCTION: Consumer Protection</b>							
CS 02.01	Monitoring and inspecting businesses	Records relating to monitoring and inspection processes including weights and measures e.g. inspection and sampling records; calibration records	Date of Closure	7 years	Destroy	Limitation Act 1980, Section 2	Retain detailed technical information for longer Previous code: TS 01.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CS 02.02	Enforcing consumer protection legislation through prosecutions/sanctions	Records relating to prosecutions and sanctions e.g. Traders files; case monitoring files; case conference files	Closure of records at end of action	7 years	Destroy	Limitation Act 1980, Police & Criminal Evidence Act 1984, Criminal Procedure & Investigations Act 1996	Previous code: TS 02.01
CS 02.03	Advising consumers and traders	Records relating to advice given to consumers and traders e.g. advice leaflets; guidance notes.	Date advice given	7 years	Destroy	Limitation Act 1980, Section 2	Previous code: TS 04.01
CS 02.04	Maintaining metrology standards	Records relating to the calibration of measuring and weighing equipment by GCC	Date of disposal	9 years	Destroy	Weights and Measures Act 1985; Limitation Act 1980	
CS 02.05	Outcome of legal proceedings	An electronic copy of the outcome of proceedings for consumer protection and animal health legal cases	Date of Creation	25 years	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Registration, Certification and Licencing</b>							
<b>CS 03.01</b>	Licensing sites for storage or use of toxic or hazardous substances	Petroleum licence files; registers of licences granted for the storage of poisons and petroleum	Expiry of licence	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Some legacy records relating to poisons Previous code: TS 05.01
<b>CS 03.02</b>	Licensing sites for storage or use of explosives and fireworks	Explosives licences	Expiry of licence	7 years	Destroy	Limitation Act 1980, Section 2	Previous code: TS 01.03
<b>CS 03.03</b>	Licensing activities involving or relating to animals	e.g. Performing Animal Licences; Animal Feed Registration forms	Date of closure	10 years	Destroy	Limitation Act 1980 Section 2; Performing Animals (Regulation) Act 1925	Performing Animal Licences are legacy records
<b>CS 03.04</b>	Recording and reporting cattle and cattle movements	Cattle and cattle movement records retained by farmers, held by GCC when specifically recalled for checking	Date of creation	10 years	Destroy	British Cattle Movement Service Requirements	These are legacy records Previous code: TS 01.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CS 03.05	Licensing Sports Premises	Licences granted for sports premises and related correspondence	Expiry of licence	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: TS 01.05
CS 03.06	Certifying Public Weighbridge Operators	Records relating to the certification of public weighbridge operators	Date of closure	Permanent	Transfer to Gloucestershire Archives	Weights and Measures Act 1985	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Managing Court Surveillance</b>							
CS 04.01	Managing authorisation for covert directed surveillance	Central register of authorisation for covert directed surveillance under the RIPA 2000, including applications, reviews, cancellations and renewals	Date of creation	10 years	Destroy	Regulations of Investigatory Powers Act 2000; Limitation Act 1980, Section 2	Assumption that surveillance will be completed no later than 3 years after approved and information will be retained for 7 years after completion
<b>SUB-FUNCTION: Fire and Emergency Services</b>							
CS 05.01	Staffing and Operation of Emergency Response Services	e.g. Special services files (FS 27); Instant Recording System records	Date of Last Action	6 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	FS 27s - Special Service Calls, FDR 1s - now all electronic

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CS 05.02	Providing an emergency water supply	Water Scheme files	Date of Last Action	6 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	Any electronic records are maintained on the HYDRA system Previous code: FR 12.03
CS 05.03	Advising on Fire Safety	Advice Files	When superseded	2 years	Destroy	GCC Business Need	Previous code: FR 01.02
CS 05.04	Recording Fire Safety inspections	Fire Safety Inspection records; fire hydrant inspection/ maintenance records	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	On HYDRA and other system (electronic records) Previous code: FR 01.03
CS 05.05	Enforcing Fire safety legislation through prosecution	Records relating to Fire Safety prosecutions e.g. Enforcement notices	Date of last action	7 years	Destroy	Police and Criminal Evidence Act. RGLA 9.21	Previous code: FR 01.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CS 05.06	Providing Safe and Well visits	Records relating to Safe and Well visits including indemnity forms; visit reports	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	
CS 05.07	Community Safety Partnership crime trend reporting	Data / Analysis records comparing crime trends produced for the Community Safety Partnerships across Gloucestershire.	Date of creation	10 years	Destroy	GCC Business Need	

## CORONER'S SERVICE

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
COR 01.01	Investigations and Inquests into deaths	Records relating to investigations into deaths, including those that lead to an inquest e.g. E60s; Inquest files	Date of closure	20 years	Transfer to Gloucestershire Archives	Coroners (Investigation) Regulations 2013, Section 27; GCC Business Need	Inquest file may set a precedent in law /practice; relate to an individual /accident /crime
COR 01.02	Process and Administration of investigation/ inquests of a treasure trove	Case Files	Date of last action	15 years	Transfer to Gloucestershire Archives	Coroners (Investigations) Regulations 2013, Section 27	Guidance allows destruction or selection under presentation terms, without specifying retention period
COR 01.03	Process of managing the Mortuary Service	Mortuary Register	Date of last entry	10 years	Review with Gloucestershire Archives	Records Management Code of Practice for Health and Social Care 2021	

# CORPORATE ASSET AND PROPERTY MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Acquisition, Disposal and Maintenance of Assets</b>							
<b>CPS 01.01</b>	Managing the acquisition and/or disposal of assets worth less than £50,000(excluding property)	Records relating to the process of acquiring / disposing of assets for GCC	Date of disposal	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2; GCC Business Need	
<b>CPS 01.01b</b>	Managing the acquisition and/or disposal of assets worth more than £50,000 (excluding property)	Records relating to the process of acquiring / disposing of assets for GCC	Date of disposal	12 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2; GCC Business Need	
<b>CPS 01.02</b>	Managing the acquisition (by financial lease or purchase) and disposal (by sale or write-off) of land or property	Records relating to the acquisition of property for GCC	Date of completion	12 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 15; GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CPS 01.03	Managing the disposal (by sale or write-off) of land or property belonging to GCC	Records relating to the disposal of property owned by GCC	Date of disposal	12 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 15; GCC Business Need	
<b>SUB-FUNCTION: Property Use and History</b>							
CPS 02.01	Managing estate Terriers	Estate terrier records including copy deeds; rent reviews; maps; boundary information	Date of disposal	12 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code CPS 01.02
CPS 02.02	Managing the process of working out rates	Rating Files relating to rateable values; and processes utilised in the working out of rates	End of financial year	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code CPS 01.03
CPS 02.03	Managing “Bring Forward Files”	‘Bring Forward Files’ for review by management team – Rent reviews, lease expiry	Date of Disposal	2 years	Destroy	GCC Business Need	Previous code: CPS 01.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CPS 02.04	Property Liaison	Property Liaison files (also known as Corporate Files) – correspondence relating to sites, including boundaries, maintenance, general correspondence	Date of Disposal	6 years	Destroy	Limitation Act 1980, Section 2	Previous code CPS 02.06
CPS 02.05	Managing planning applications for development and renovation of properties owned or supported by GCC	Records relating to the planning application process including: documents; notices; certificates; approvals	Date of completion	10 years	Transfer to Gloucestershire Archives	Town and Country Planning Act 1990	Previous code: CPS 02.01
CPS 02.06	General property case management	Records relating to: leases/licensing arrangements; wayleave agreements; boundary disputes;	End of contract / property becomes vacant	15 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 01.07

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		maintenance issues'; nuisances; dealings with adjoining properties					
<b>CPS 02.07</b>	Managing Property Deeds	Property deeds packets	Date of completion	Permanent	Retain paper in Records Centre Electronic records transfer to Gloucestershire Archives	GCC Business Need	Previous code: CPS 01.09
<b>CPS 02.08</b>	Maintaining swimming pools	Records relating to swimming pools GCC is responsible for	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 01.10

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CSP 02.09	Managing School Property	Records relating to the development and maintenance of School properties	Date of Disposal / End of interest in the property	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: CPS 01.05
<b>SUB-FUNCTION: Property Development and Renovation</b>							
CPS 03.01	Managing electronic CAD records	Electronic CAD records including plans; designs	Date of disposal	12 years	Destroy	Limitation Act 1980, Section 15	Previous code: CPS 01.11
CPS 03.02	Managing specifications relating to designs and alterations to buildings	Technical specification records capturing details of any plans; designs of alterations to the building	Date of disposal	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: CPS 02.03 To periodically review to allow for records no longer required to be transferred to Archives

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>CPS 03.03</b>	Managing building project documents	Records relating to building projects e.g. notifications of approval; PID; minutes of pre-commencement meeting; practical completion certificate, making good defects certificate; cost information	Date of completion	12 years	Destroy	Limitation Act 1980, Section 8	
<b>CPS 03.04</b>	Maintaining Feasibility Studies	PID, surveys, drawings, reports, cost estimates	Date of completion or rejection	15 years	Destroy	Limitation Act 1980, Section 14B	Previous code: CPS 02.05
<b>CPS 03.05</b>	Managing of interior design and fit-out schemes for buildings.	Records relating to the development of interior design and fit-out schemes and repairs to interior decoration and fittings.	Date of completion	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: CPS 02.07

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Vehicle / Fleet Management</b>							
<b>CPS 04.01</b>	Managing vehicles used by GCC	Records relating to the purchase or lease of vehicles used by GCC including transport and plant acquired by GFRS	Date of disposal	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 03.01
<b>CPS 04.02</b>	Maintenance and management of vehicles/fleet used by members of the public	Records relating to the maintenance of the public and Social Services Fleet	Date of disposal	6 years	Destroy	Limitation Act 1980 Section 2; Transport Act 1968	Previous code: CPS 03.02
<b>SUB-FUNCTION: Managing Security of Buildings</b>							
<b>CPS 05.02</b>	Implementing access controls	Key fob registers, keys issued log books; security pass registers; visitor signing in & out registers	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 04.02
<b>CPS 05.03</b>	Inspecting and reviewing access controls	Records made as part of	Date of completion	6 years	Destroy	GCC Business Need	Previous Code: CPS 04.05

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		inspections and reviews					
<b>CPS 05.04</b>	Servicing security equipment	Records relating to maintenance and servicing of security equipment e.g. service logs, testing logs	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 04.03
<b>CPS 05.05</b>	Monitoring security incidents and breaches	Records relating to alarm activations; call outs; break in reports; follow up reports; police report details; and resultant insurance claims	Date of last action	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: CPS 04.04
<b>SUB-FUNCTION: Managing Building Maintenance</b>							
<b>CPS 06.01</b>	Managing Car Parking	Records relating to car parking, including details of car parking permits issued for GCC staff parking	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 05.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CPS 06.02	Maintenance Reporting	Records capturing the testing and servicing of: Electrical installations; Fire Alarms; Passenger lifts / Goods lifts	Date records are superseded / equipment is replaced	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: CPS 05.02
<b>SUB-FUNCTION: CCTV</b>							
CPS 07.01	Building security – external and internal	CCTV Footage	Date of creation	30 days	Destroy	Information Commissioner's Office - Code of Practice on CCTV Biometrics and Surveillance Camera Commissioner - Surveillance Camera Code of Practice	Where information is requested for legal, civil or criminal investigations and proceedings, footage can be kept for length of investigation or
CPS 07.02	Dashcams	Dashcam footage	Date of creation	30 days	Destroy	Information Commissioner's Office - Code of Practice on CCTV	proceedings then destroyed. If a member of

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Biometrics and Surveillance Camera Commissioner - Surveillance Camera Code of Practice	the public has been identified as being recorded by the council they can request to view the recording. The request will be treated as a subject access request under The Data Protection Act 2018. The footage should be kept for 6 years from the date of the request then destroyed.
<b>CPS 07.03</b>	Automatic Number Plate Recognition (ANPR )	ANPR footage	Date of creation	30 days	Destroy	Information Commissioner's Office - Code of Practice on CCTV Biometrics and Surveillance Camera Commissioner - Surveillance Camera Code of Practice	
<b>CPS 07.04</b>	Body Worn Cameras (BWC)	BWC footage	Date of creation	30 days	Destroy	The College of Policing Guidance on body worn cameras 2014 Information Commissioner's Office - Code of Practice on	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						CCTV Biometrics and Surveillance Camera Commissioner -Surveillance Camera	
<b>CPS 07.05</b>	Video Surveillance Systems	Video surveillance footage	Date of creation	30 days	Destroy	Information Commissioner's Office - Code of Practice on CCTV Biometrics and Surveillance Camera Commissioner -Surveillance Camera Code of Practice	

# CORPORATE GOVERNANCE AND ADMINISTRATION

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Strategic Planning and Business</b>							
CGA 01.01	Partnerships and Agencies Working	Records relating to the preparation, discussion and resolution of strategic business by partnerships and agencies	Approval of minutes	6 years	Review	Limitation Act 1980, Section 2	Where GCC does not own the record: Destroy Where GCC does own the record: Transfer to Gloucestershire Archives for permanent preservation
CGA 01.02	Developing and Implementing Policies and Procedures	Policy, Procedure and Precedent instructions; Papers used in development process; Final Policies, Procedures and Instructions	When superseded	3 years	Transfer to Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CGA 01.03	Developing Corporate Strategic Plans and Reports	Records relating to the development of corporate strategic plans and reports, e.g. Corporate Plans; Business Plans; Annual Reports	When superseded	6 years	Transfer to Gloucestershire Archives	GCC Business Need; Limitation Act 1980, Section 2	
CGA 01.04	Developing Departmental and Service Business Plans	Records evidencing the development of departmental and service business plans and reports	Date of publication	5 years	Destroy	GCC Business Need	Previous code: GEN 11
CGA 01.05	Strategic Departmental Discussion	Records of strategic departmental discussion e.g. committee/board minutes, notes, reports, resolutions of meetings Statistical data used to inform	Date of creation	6 years	Transfer to Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		annual reports Records relating to the monitoring of security breaches					
CGA 01.06	Unit / Team Discussion and Planning	Records of unit / team discussion e.g. minutes, notes, reports, resolutions of meetings, work plans	Date of creation	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
CGA 01.07	Managing major enquiries and/or policy changes within Care Services	Records relating to reporting and monitoring major enquiries including reports following enquiries / policy changes	Date report is agreed	10 years	Transfer to Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CGA 01.08	Business Continuity Management	Development of business continuity plans	When superseded	3 years	Review with Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Diary Management</b>							
CGA 02.01	Diary Management	Office diaries; workers' individual diaries; Outlook diaries including social care staff diaries	End of calendar year	3 years	Destroy	GCC Business Need	Information relating to social care cases should be uploaded on the relevant system
<b>SUB-FUNCTION: Project Management</b>							
CGA 03.01	Project Management	Project documents including records of project meetings; project products and reports	Date of completion	6 years	Review records of significant projects; Destroy records of minor projects	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CGA 03.01b	Project Management - Contracts Signed Under Seal	Project documents including records of project meetings; project products and reports	Date of completion	12 years	Review records of significant projects; Destroy records of minor projects	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Enquiries and Complaints Management</b>							
CGA 04.01	Managing routine enquiries and complaints	Records of enquiries and complaints about GCC services dealt with as part of business as usual	Date last modified	3 years	Destroy	The National Archives Retention Guidance 2012	Previous code: CGA 04.02
CGA 04.02	Managing detailed enquiries and complaints	Records of detailed enquiries and complaints on GCC actions, policy or procedures.	Date last modified	6 years	Review	Limitation Act 1980, Section 2	Previous code: CGA 04.03  Records evidencing any Resultant changes to GCC policy and procedures transfer to

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							Gloucestershire Archives
CGA 04.03	Managing complaints involving the Ombudsman	Records include correspondence, reports, returns	Date last modified	10 years	Destroy	GCC Business Need	Previous code: CGA 04.04
CGA 04.04	Contact centre call recordings	Audio recordings and call logs of conversations with members of the public/service users e.g. Contact Centre/Front Door and Professional Advice Lines	Date of creation	1 year	Destroy	GCC Business Need	Previous codes: RSA 06 and ASC 01.08 Recordings should be reviewed on a case by case basis for longer retention if they become part of a legal case
<b>SUB-FUNCTION: Corporate Communications</b>							
CGA 05.01	Media Relations	Records relating to interaction with the media.e.g. press releases; correspondence	Date last modified	6 years	Destroy	The National Archives Retention Guidance 2012	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		with media branches					
<b>CGA 05.02</b>	Collecting media publications and reports concerning GCC's services	Press cuttings; other media reports and publications	Date last modified	6 years	Transfer to Gloucestershire Archives	GCC Business Need	
<b>CGA 05.03</b>	Public Relations – designing and setting information for publication	Records relating to the development of published information e.g. drafts; notes	Date last modified	6 years	Destroy	The National Archives Retention Guidance 2012	
<b>CGA 05.04</b>	Public Relations - Final published works produced by GCC services for public circulation	Published works e.g. Leaflets Booklets	Date last modified	6 years	Transfer to Gloucestershire Archives	The National Archives Retention Guidance 2012	
<b>CGA 05.05</b>	Staff Communications	Records relating to all staff communications	Date last modified	1 year	Destroy	GCC Business Need	
<b>CGA 05.06</b>	Managing public campaigns and events	Records relating to the development and promotion	Date of completion	7 years	Review with Gloucestershire Archives	The National Archives Retention	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		of GCC campaigns / events				Guidance 2012	
<b>CGA 05.07</b>	Promoting GCC services / departments externally	Records relating to promotion of GCC services / departments, including social media messages	Date last modified	3 years	Transfer to Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Civic Events Management</b>							
<b>CGA 06.01</b>	Organizing and recording ceremonial events and civic occasions	Planning and organizational records	Date of closure when event is complete	7 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Public Consultations</b>							
<b>CGA 07.01</b>	Consultation with the public concerning service delivery and minor policies.	Consultations and related records	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Statutory Returns</b>							
CGA 08.01	Preparing information to be passed onto central government as part of statutory returns.	Records relating to the preparation of statutory returns	Date of closure	7 years	Destroy	Retention Guidelines for Local Authorities	
<b>SUB-FUNCTION: Quality and Performance Measurement</b>							
CGA 09.01	External Auditing of Council Services	Reports and related papers e.g. Best Value Review/CPA records Reports and related papers, e.g. ICO Audits, OFSTED, CQC, GDPR compliance	When completed/audit accepted	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	
CGA 09.02	Producing Integrated Service and Performance Plans	Records relating to the production of Integrated Service and Performance Plans	Date of closure	5 years	Review with Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
CGA 09.03	Monitoring Services' Performance	Data / Analysis records capturing services' performances against the planned implementation of GCC service strategies; outcome reports	Date last modified	6 years	Review with Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Communication Messages</b>							
CGA 10.01	Teams Chat messages	Direct and group messages sent through the Teams chat functionality in M365	Date of creation	2 weeks	Destroy	GCC Business Need	
CGA 10.02	Teams Channel messages	Messages sent through the Channels functionality in the Teams app in M365	Date of creation	Dependent on the retention policy associated with the Teams site	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
				the channel is part of			
CGA 10.03	Email messages	Email messages stored in Outlook inboxes	Date of creation	6 years	Destroy	GCC Business Need	Emails that need to be retained for longer than 6 years will be transferred to the relevant case management system or SharePoint
CGA 10.04	AI Chatbot Interactions	Messages received and sent through AI chatbots developed by GCC	Date of creation	30 days	Destroy	GCC Business Need	Any messages that trigger concerns, e.g. safeguarding, should be logged and stored in the appropriate system and inherit the corresponding retention for the type of concern.

# DEMOCRACY

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Managing Appointments</b>							
<b>DEM 01.01</b>	Appointing Statutory Officers	All records relating to statutory appointments	When superseded	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: DEM 02.01
<b>DEM 01.02</b>	Managing appointments to and membership of working groups and committees	All records relating to appointments and membership of working groups and committees	When superseded	6 years	Destroy	Local Government Authority Guidelines	Permanent record maintained via Council minutes Previous code: DEM 02.02

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
DEM 01.03	Managing the appointments of Deputy Returning Officers (DROs) for County Council elections	Records relating to the appointment of DROs	Date of election	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: DEM 02.03
<b>SUB-FUNCTION: Managing Petitions</b>							
DEM 02.01	Processing petitions received by GCC	Petitions and all related records	Date of closure	6 years	Destroy	GCC Business Need; Limitation Act 1980	Previous code: DEM 03.01
<b>SUB-FUNCTION: Documenting Decision-Making Processes</b>							
DEM 03.01	Managing the decision-making process of Cabinet	Records relating to the meeting, planning, decision making of Cabinet and its members	Date of creation	6 years	Transfer to Gloucestershire Archives	The Local Authorities (Executive Arrangements (Meetings and Access to Information) (England) Regulations 2012, section 2	Cabinet minutes and decision notices retained on a permanent basis Previous

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						21 (6); GCC Business Need	code: DEM 04.01
<b>DEM 03.02</b>	Managing the decision-making and democratic processes of the Council including Council committees and the Gloucestershire Police and Crime Panel	Minutes, agendas and reports	Date of creation	6 years	Transfer to Gloucestershire Archives	Local Government Act 1972, section 100c; The Local Authorities (Executive Arrangements (Meetings and Access to Information) (England) Regulations 2000	Previous code: DEM 04.02
<b>DEM 03.03</b>	Audio-visual recording of Council Chamber meetings	Audio-visual recordings of Council Chamber meetings available for public view on GCC website	Date of creation	6 months	Destroy	GCC Business Need	Previous code: DEM 04.03

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
DEM 03.04	Administering meetings with political parties and those undertaking representation of the County Council	Records of meetings with political parties and those undertaking representation of the County Council including Group Leaders Meetings.	Date last modified	6 years	Destroy	GCC Business Need	Previous code: DEM 04.04
<b>SUB-FUNCTION: Documenting Honours, Rewards and Gifts</b>							
DEM 04.01	Recording honours and awards nominations	Records relating to submissions and details of individuals considered for honours.	Date of award	6 years	Destroy	GCC Business Need	Previous code: DEM 05.05
DEM 04.02	Registering gifts and hospitality	Registers of gifts and hospitality	Date of creation	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: DEM 05.02

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Supporting the Lord Lieutenant</b>							
<b>DEM 05.01</b>	Supporting the Lord Lieutenant	Records relating to support offered to the Lord Lieutenant by the County Council, e.g. honours, organising royal visits.	Date of Creation	6 years	Transfer to Gloucestershire Archives	GCC Business Need	

## ECONOMIC DEVELOPMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Promoting Business Development</b>							
EC 01.01	Promoting local businesses	Records relating to activities used to encourage business development in local areas	Date of completion of activities	6 years	Destroy	HMRC Compliance Handbook CH15400	
EC 01.02	Business Continuity	Records relating to activities through which GCC provides advice to businesses about contingency and emergency planning	When superseded	3 years	Destroy	GCC Business Need	
EC 01.03	Business Security	Records relating to the provision of help and advice to businesses about business security	End of year records created	6 years	Destroy	Limitation Act 1980, Section 2	

## EDUCATION, LEARNING AND SKILLS

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Adult Education and Lifelong Learning</b>							
ED 01.01	Managing the Adult Education service	Records relating to the administration of the Adult and Continuing Education service	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
ED 01.02	Managing Accredited Learning ending between 01/08/2007 and 31/07/2014	Records relating to the provision of Accredited Learning match-funded by the European Social Fund		31 <sup>st</sup> December 2022	Review with Gloucestershire Archives	Requirements of the ESF	Code no longer in use
ED 01.03	Managing Accredited Learning ending between 01/08/2014 and 31/07/2021	Records relating to the provision of Accredited Learning match-funded by the European Social Fund		31 <sup>st</sup> December 2029	Review with Gloucestershire Archives	Requirements of the ESF	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 01.04</b>	Managing enrolment	Course enrolment forms and related records	End of academic year	6 years	Destroy	Limitation Act 1980, Section 2	
<b>ED 01.05</b>	Managing technical and vocational education initiatives	Records relating to technical and Vocational education initiatives	End of financial year	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ED 14.01
<b>ED 01.06</b>	Managing accredited Learning after 31/07/2021	Records relating to the provision of Accredited Learning match-funded by Education and Skills Funding Agency	End of financial year	6 years	Review with Gloucestershire Archives	Requirement of EFSA	
<b>SUB-FUNCTION: Applications, Admissions, Exclusions</b>							
<b>ED 02.01</b>	Pre-16 Applications Case Management	Pre-16 Application files	Date of Birth	25 years	Review	Limitation Act 1980, Section 2	Previous code: ED 07.07
<b>ED 02.02</b>	School Admissions	School Admissions Files	Date of Last Action	6 years	Destroy	School Admissions Code 2021; Limitation Act	These records should be retained for

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Case Management					1980, Section 2	a minimum of 1 year Previous code: ED 10.04
<b>ED 02.03</b>	School Appeals- Individual Case Management	Records relating to individual school appeals, including case notes, challenges and decision letters.	Date of Completion	2 years	Review	Council Practice; School Admissions Appeal Code 2022	These records should be retained for a minimum of 2 years from the end of proceedings Previous code: ED 10.01
<b>ED 02.04</b>	Managing Schools Exclusions	Records relating to the management of school exclusions e.g. exclusion files; exclusion appeals files	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 08.08

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 02.05</b>	Managing elective home education and children missing School	Records relating to elective home education; children missing school	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 07.09
<b>SUB-FUNCTION: School Leavers</b>							
<b>ED 03.01</b>	Managing School Leavers	School Leavers files	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 10.06
<b>SUB-FUNCTION: Educational Support</b>							
<b>ED 04.01</b>	Managing Language and cultural support	e.g. EAL Support Files	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 13.04
<b>ED 04.02</b>	Providing Arts and Music Services	Records relating to the provision of Arts and Music Services e.g. Instrument Hire forms	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 02.05
<b>ED 04.03</b>	Managing Behaviour Support	e.g. observations; assessments	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 07.08

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 04.04</b>	EIS Support Case Management	e.g. Meeting Records and Communications	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Educational Monitoring and Research</b>							
<b>ED 05.01</b>	Managing School Census	School Census (May/October/January)	End of financial year	6 years	Destroy	Education Act 1996 C6 Sec 537A.	
<b>ED 05.02</b>	Examination Results	Examination Results	End of academic year	6 years	Destroy	Limitation Act 1980, Section 2	
<b>ED 05.03</b>	Managing attendances	Records relating to pupils' attendances e.g. registers	Last entry in register	3 years	Destroy	The Education (Pupil Registration) (England) Regulations 2006	Previous code: ED 02.01
<b>ED 05.04</b>	Ethnic Minority Monitoring	Ethnic minority monitoring returns	Date of completion	6 years	Review	GCC Business Need	
<b>ED 05.05</b>	Managing the Collegiate Board	Collegiate Board files	End of financial year	6 years	Destroy	GCC Business Need	Previous code: ED 05.06

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 05.06</b>	Assessing Schools	Assessment of School records	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 05.07
<b>ED 05.07</b>	Administering the Research Process	Research and Information Administration general files	Date last modified	5 years	Destroy	GCC Business Need	Previous code: ED 05.08
<b>ED 05.08</b>	Monitoring and Reporting Racist Incidents	Records relating to racist incidents at schools	End of academic year	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 13.05
<b>SUB-FUNCTION: Closed Schools</b>							
<b>ED 06.01</b>	Managing records of the enquiries relating to schools	Records relating to enquiries e.g. pupil records; Police Enquiry files	Date last modified	40 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: ED 08.10
<b>ED 06.02</b>	Managing closed school records – pupil files	Closed school pupil files	Date of birth	25 years	Review	Limitation Act 1980, Section 2	Previous code: ED 10.05
<b>ED 06.03</b>	Managing closed school records -	Closed school registers and logs	Date of closure	10 years	Transfer to Gloucestershire Archives	Council Practice	Previous code: ED 08.12

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Registers, Logs						
<b>SUB-FUNCTION: Education Welfare</b>							
<b>ED 07.01</b>	Managing Education within hospitals; supported tuition at home; reintegration services	Administrative Records	Date last modified	6 years	Destroy	Council Practice; Limitation Act 1980	
<b>ED 07.01b</b>	Managing Education within hospitals; supported tuition at home; reintegration services	Pupil files	Date of birth	25 years	Destroy	Council Practice; Limitation Act 1980	
<b>ED 07.02</b>	Managing Truancy	Records relating to management of truancy e.g. court files; preventative working files;	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 07.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		fixed penalty notices					
<b>ED 07.03</b>	Managing Education Welfare	Education Welfare files	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 07.05
<b>ED 07.04</b>	Managing Attendance	Attendance registers for education settings maintained by GCC	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 15
<b>ED 07.05</b>	Managing the Home to School Transport Service	Records relating to the Home to School Transport service e.g. application files	End of financial year	6 years	Review	HMRC Compliance Handbook CH15400	Previous code: ED 14.02
<b>ED 07.05b</b>	Managing the Home to School Transport Service - Appeals	Home to School Transport appeals records	Date of birth	25 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 07.06</b>	Managing Provision of School Meals and Uniforms	e.g. case files for individual children receiving school meals and uniforms	End of financial year	6 years	Destroy	Limitation Act 1980	Previous code: ED 06.15
<b>SUB-FUNCTION: Special Educational Needs</b>							
<b>ED 08.01</b>	Special Educational Needs and Disability (SEN) Case Management	Records relating to the assessment and service provision to children who have need of special education support e.g. SEND case files; Panel decisions and actions; Disability Tribunal (SENDIST) files; Education Welfare files	Date of birth	35 years	Destroy	Children and Families Act 2014	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 08.02</b>	SEN Special Case Management	SEN Special Case files	Date of birth	50 years	Destroy	GCC Business Need	
<b>ED 08.03</b>	Educational Psychology Case Management	Records relating to the provision of educational psychology services to individual children	Date of birth	35 years	Review with Gloucestershire Archives	Children and Families Act 2014	Previous code: ED 07.11
<b>ED 08.04</b>	Managing Provision of SEN Transport Service	SEN Transport Case Files (including Incident Reporting Forms)	Date of closure	35 years	Destroy	Children and Families Act 2014	Previous code: EV 03.10
<b>ED 08.05</b>	Managing Learning Support	Learning Support files	Date of birth	35 years	Destroy	Children and Families Act 2014	
<b>ED 08.06</b>	Managing the Advisory Teaching Service	Records relating to the management and provision of the Advisory Teaching Service e.g.	Date of birth	35 years	Review with Gloucestershire Archives	Children and Families Act 2014	Previous code: ED 08.09

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Advisory Teaching Service pupil files.					
<b>ED 08.07</b>	Special Educational Needs (SEN) Assessments - refusals	Refusal files – no statement agreed. Includes panel decisions, Letters to inform, appeal	Date of birth	35 years	Destroy	Children and Families Act 2014	Previous code: ED 08.13
<b>ED 08.08</b>	Managing Learners with Learning Difficulties and Disabilities (LDD) Provision	Records relating to LDD placements	Date of birth	35 years	Review with Gloucestershire Archives	Children and Families Act 2014	Previous code: ED 08.14
<b>ED 08.09</b>	Managing the Special Educational Needs and Disability Information, Advice and Support Service	Records relating to and created by SENDIASS (formerly Parent Partnership Service)	Date of birth	35 years	Review with Gloucestershire Archives	Children and Families Act 2014	Previous code: ED 08.15

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Early Years and Childcare</b>							
<b>ED 09.01</b>	Managing Early Years Panel Administration	Early Years Panel administration including Panel data	Date of creation	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ED 11.05
<b>ED 09.03</b>	Early Years Partnership Working and Commissioning	e.g. Training Provider contracts; Partner contracts; Service Level Agreements	End of contract	6 years	Review	Limitation Act 1980, Section 2	Previous code: ED 11.15
<b>ED 09.04</b>	Supporting Early Years and Childcare Settings	Records relating to Early Years and Childcare settings including staff childminders and commercial details. Notes of support visits and interventions	End of service provision	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ED 11.18 Childminding Case Management (previous code: ED 09.02) merged with ED 09.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>ED 09.05</b>	Developing and Delivering Early Years Services	Early Years administrative, strategy, project and development files, processes and pathways, service delivery guidance.	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 11.19
<b>ED 09.06</b>	Early Years Referrals Not Taken up	Early Years Referral Applications (not taken up)	Date of closure	6 years	Review	Limitation Act 1980, Section 2	Previous code: ED 11.20
<b>ED 09.07</b>	Supporting Early Years Children with SEND	Referrals, case notes, assessments, support plans and reviews, voluntary engagement, non-statutory interventions	Date of birth	35 years	Destroy	Limitation Act 1980, Section 2	Previous code: ED 11.04
<b>SUB-FUNCTION: Managing the Schools' Forum</b>							
<b>ED 10.01</b>	Managing the decision-making	Minutes, agendas and reports	Date of meeting	6 years	Review with Gloucestershire Archives	Limitation Act 1980	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	process of the Schools' Forum						
<b>ED 10.02</b>	Managing the membership of the School's Forum	Membership and appointment records	End of contract	6 years	Destroy	Limitation Act 1980	
<b>ED 10.03</b>	Managing Schools Forum Elections	Ballot papers for elections	Date of election	6 months	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Managing Services Provided to Schools</b>							
<b>ED 11.01</b>	Attendance at Headteachers' appraisals	Copy of notes made at appraisal meetings	Date of meeting	14 months	Destroy	GCC Business Need	Formal record of appraisal meeting retained on personnel file
<b>SUB-FUNCTION: Inclusive Employment</b>							
<b>ED 12.01</b>	Going the Extra Mile (GEM) Project	All records relating to the GEM project funded by the National Lottery		31 <sup>st</sup> December 2034	Destroy	Specified by Funding Body	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Community Fund					

# ENVIRONMENTAL PLANNING, DEVELOPMENT AND LAND USE

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Environmental Planning and Development</b>							
ENV 01.01	Planning Scheme Development	Records relating to the development of local plans, structure plans, town plans, land use	Date last modified	10 years	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: EV 07.01
ENV 01.02	Managing rural planning; archaeological and agri-environment schemes	Records of advice given and consultation documents relating to rural planning and conservation, archaeological heritage, sustainability	Completion of plan /scheme	20 years	Review with Gloucestershire Archives	GCC Business Need	Duration of schemes/ plans determines the retention period for individual cases
ENV 01.03	Managing Planning Schemes	Minerals register, land use surveys, Local Waste Plan; Local	Date last modified	10 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: EV 07.03

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Minerals Plan, working papers					
ENV 01.04	Managing Development Control - Planning Applications; Planning Appeals; Planning Enforcement	Development Control files; records relating to planning applications; planning appeals; planning enforcements	Date of closure	10 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2; GCC Business Need	Previous codes: LDS 03.05; LDS 03.06 Offer original decisions/notices/ appeals to Gloucestershire Archives
ENV 01.05	Provision of ecological advice relating to development management; strategic planning	Records of advice given and copy of main drawing or document it refers to	Date last modified	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous Code: EV 06.14
ENV 01.06	Capital Programme Management	Records relating to the planning and design of roads, streets, bridges with	Date of completion	10 years	Transfer to Gloucestershire Archives	GCC Business Need	Records relating to the planning and design of roads, streets, bridges with

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		partnership contractors					partnership contractors
<b>ENV 01.07</b>	Development Coordination	Records evidencing responses to planning applications, highway works specs, highway agreements	Date of completion	16 years	Review with Gloucestershire Archives	GCC Business Need	Scanned to DMS after 6 months; scanned documents retained for 15 years Previous code: EV 08.03
<b>SUB-FUNCTION: Environmental Planning and Surveying</b>							
<b>ENV 02.01</b>	Recording the historic and archaeological environment	Historic Environment Record	Date of creation	Permanent	Transfer to Gloucestershire Archives	Council Practice	Previous Code: EV 07.04
<b>ENV 02.02</b>	Archaeological fieldwork and surveys	Site and post excavation records	Date of completion	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous Code: EV 07.05
<b>SUB-FUNCTION: Local Authority Searches</b>							
<b>ENV 03.01</b>	Managing Local Authority (Land Charges) Searches and	Records relating to Local Authority (Land Charges) searches and	Date of completion	16 years	Destroy	Council Practice	Scanned to DMS after 6 months; scanned documents retained for 15

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Highways Searches	highway extent searches and research					years Previous code: EV 08.08
<b>SUB-FUNCTION: Flood Management</b>							
ENV 04.01	Ordinary water course consenting and enforcing	Records relating to consent and enforcement activities on ordinary water courses	Date of closure	15 years	Transfer to Gloucestershire Archives	GCC Business Need	
ENV 04.02	Flood alleviation scheme development	Records relating to the development of schemes to alleviate flooding	Date of closure	15 years	Transfer to Gloucestershire Archives	GCC Business Need	
ENV 04.03	LLFA Planning Responses	Lead Local Flood authority planning responses	Date of response	15 years	Transfer to Gloucestershire Archives	GCC Business Need	

## FINANCIAL MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Financial Planning</b>							
FC 01.01	Developing and managing budgets - <b>Departmental budgets</b>	Records relating to the development, management, monitoring and reporting of departmental budgets	End of financial year	6 years	Destroy	HMRC Compliance Handbook CH15400	
FC 01.02	Developing and managing budgets - <b>Partnership Working</b>	Records relating to the development, management, monitoring and reporting of partnership budgets	End of financial year	6 years	Destroy	HMRC Compliance Handbook CH15400	
FC 01.03	Developing and managing budgets - <b>Corporate annual budget</b>	Agreed corporate annual budget	End of financial year	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
FC 01.04	Developing and managing budgets - <b>Corporate annual budget</b>	Records relating to the development, management, monitoring and reporting of the corporate annual budget	End of financial year	6 years	Destroy	HMRC Compliance Handbook CH15400	
<b>SUB-FUNCTION: Funding Acquisition</b>							
FC 02.01	Managing European Social Fund funded projects	Records relating to funding received from the European Social Fund.	Date of completion	As identified by project	Destroy	Funding body requirements	Stored with project files and inherit retention from there. Working copies/Notes retained for 6 years.
FC 02.02	Developing and submitting bids for funding/resources and managing the funding /resources	Records relating to submission of funding/resource bids and management of funding/resources if successful.	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Keep records for a minimum of 6 years. Funding body may specify a longer retention period

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
FC 02.03	Managing grants claims and funding	Records relating to applications for grants claims and management of funding /resources from grants.	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Keep records for a minimum of 6 years. Funding body may specify a longer retention period
FC 02.04	Managing Shared Prosperity Fund funded projects	Records relating to funding received from the Shared Prosperity Fund.	Date of closure	As identified by project	Destroy	Funding body requirements.	
<b>SUB-FUNCTION: Financial Transactions Management</b>							
FC 03.01	Managing Internal Invoices	Records relating to internal invoices. Including Internal Transfer Vouchers; voucher summaries; advice /schedule of vouchers dispatched.	End of financial year	1 year	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
FC 03.02	Managing Income and Expenditure - <b>Expenditure</b>	Payment and purchasing records e.g. record books; bank statements; receipts supporting purchases; creditor invoices; delivery notes; credit notes; copy orders; registers and lists relating to miscellaneous payments. Correspondence relating to all above.	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	
FC 03.03	Managing Income and Expenditure - <b>Income</b>	Records of money paid to the Council e.g. bank paying-in books and slips; bank statements; copies of receipts issued; till rolls; write offs; credit notes copies; cash collection	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	Previous code: FC 03.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		records; prime income records. Correspondence relating to all above.					
<b>FC 03.04</b>	<b>Managing Income and Expenditure - Amenity Funds</b>	Amenity fund records e.g. cash book; ledger; bank statements; end-of year accounting records.	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	Previous code: FC 03.05
<b>FC 03.05</b>	<b>Managing Income and Expenditure - Debt Recovery</b>	Records relating to the recovery of debts owed to GCC	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: FC 05.05
<b>FC 03.06</b>	<b>Managing Income and Expenditure - Payroll Records</b>	e.g. Expenses claims administration. Wage sheets. Allowances administration. Redundancy payments. Deduction authorizations	End of financial year	6 years	Destroy	Taxes Management Act 1970	Previous code: FC 06.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>FC 03.07</b>	Managing Chairman's and Councillors' Expenditure	Records relating to the Chairman's and Councillors' expenses	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	Previous code: FC 06.06
<b>FC 03.08</b>	Reconciliations	Reconciliation files; Balance sheets	End of financial year	6 years	Destroy	Financial Services and Markets Act 2000. Limitation Act 1980	Previous code: FC 02.02
<b>FC 03.09</b>	Managing Banking Transactions	Records relating to electronic banking and electronic funds transfer, cash transaction, payment instruction, deposits and withdrawals.	Date of last action	6 years	Destroy	Financial Services and Markets Act 2000. Limitation Act 1980	Previous code: FC 02.04
<b>FC 03.10</b>	Preparing certified financial statements or published information	Records produced for the purpose of preparing certified financial statements or	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	Previous code: FC 04.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		publishable information. e.g. general and subsidiary ledgers.					
<b>FC 03.11</b>	Ledger Administration	General and subsidiary ledgers including creditor ledgers, audit sheets; journals;	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	Previous code: FC 04.03
<b>FC 03.12</b>	VAT Administration	Records relating to lesser VAT returns. Records relating to main VAT returns.	End of financial year	6 years	Destroy	VAT Act 1994	Previous code: FC 08.03
<b>SUB-FUNCTION: Taxation Administration</b>							
<b>FC 04.01</b>	Taxation and National Insurance Administration	Records relating to responsibilities towards the Inland Revenue e.g. Copy P60 forms; P38 forms; P45 forms. P46 forms; P6 forms; Tax code	End of financial year	6 years	Destroy	Taxes Management Act 1970. VAT Act 1994	Previous code: FC 07.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		notifications and changes; correspondence relating to managing taxation.					
<b>SUB-FUNCTION: Insurance Management</b>							
<b>FC 05.01</b>	Managing Insurance Claims made either against or by GCC	Records relating to Insurance claims e.g. relating to fire; motor vehicles; public/employers liability	Date of completion	6 years	Destroy	Limitation Act 1980, Sections 2, 14	Previous code: FC 10.01
<b>FC 05.02</b>	Administering Employers Liability insurance	Records relating to Employers Liability Insurance	When superseded	40 years	Destroy	The Employers Liability Regulations Act 1969	Previous code: FC 10.04
<b>FC 05.03</b>	Process of insuring GCC officers, property, equipment	Records relating Insurance contracts; payment of premiums.	When superseded	6 years	Destroy	Limitation Act 1980, Section 2. HMRC Compliance Handbook	Previous code: FC 10.05

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Accounts and Audit</b>							
<b>FC 06.01</b>	Internal and External Audit Administration	Audit Investigative files. Audit reports	End of financial year	6 years	Review with Gloucestershire Archives	Limitation Act, Section 2	Previous code: FC 11.01 Financial year in which the audit is completed, to be reviewed on a case by case basis depending on outcome of criminal cases
<b>FC 06.02</b>	Internal and External Audit Administration	Audit Management files	End of financial year	6 years	Review with Gloucestershire Archives	Limitation Act, Section 2	Previous code: FC 11.02 Financial year in which the audit is completed
<b>FC 06.03</b>	Periodic Reporting and Consolidating of Financial Transactions	Reports - monthly/quarterly summaries	End of financial year	2 years	Destroy	GCC Business Need	Previous code: FC 11.03

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>FC 06.04</b>	Audit Performance	Information Analysis records	Date of completion	2 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: FC 11.04
<b>FC 06.05</b>	Tax Audit	Tax returns held in paper form or on microfiche.	End of Financial Year	50 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: FC 07.01
<b>FC 06.06</b>	Tax Audit	Statistics forwarded to the Tax Office	End of financial year	6 years	Destroy	Taxes Management Act 1970	Previous code: FC 07.02
<b>FC 06.07</b>	National Fraud Initiative (NFI) Data Matching	Records and datasets submitted to the Cabinet Office for NFI data matching exercises	Date of completion	6 years	Destroy	Local Audit and Accountability Act 2014; Cabinet Office NFI Guidance	Retention aligns with Cabinet Office guidance for NFI data retention.
<b>SUB-FUNCTION: Pensions Administration</b>							
<b>FC 07.01</b>	Managing Pensions Investments	Investment contract notes. Dividend vouchers. Portfolio valuations.	Confirmation of Investment	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: FC 09.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
FC 07.02	Administering pension schemes for current and former employees	e.g. pension-related products. Reference, details of Pension scheme and provider. Recorded details of members.	Date of last action	6 years	Destroy	Limitation Act 1980. The Pensions Acts 1995, 2004, 2008.	Previous code: FC 06.03
FC 07.03	Pension Record	Pension file for GCC employee including dated and signed Opt-in/Opt-out forms, Statement of particulars, records relating to contractual changes, records relating to significant absences, records relating to contribution refunds.	Date of birth	100 years	Destroy		or death of employee where there are no dependents eligible for payment

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SharePoint Retention</b>							
FC 00.01	For the labelling of all financial records stored in Sharepoint which need to be retained for 6 years from the end of financial year and then destroyed	FC 01.01 FC 01.02 FC 01.04 FC 03.02 FC 03.03 FC 03.04 FC 03.05 FC 03.06 FC 03.07 FC 03.08 FC 03.10 FC 03.11 FC 03.12 FC 04.01 FC 06.06	End of Financial Year	6 years	Destroy	As per individual financial codes	Audits for review for transfer to Gloucestershire Archives 6 years from the end of financial year will be labelled as per their individual retention codes

## HEALTH AND SAFETY

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Health and Safety Reporting</b>							
SHE 01.01	Reporting incidents and accidents that cause injuries to children.	Case files; registers of accidents and incidents; accident and incident reporting forms.	Date of birth	22 years	Destroy	Limitation Act 1980 Section 11	
SHE 01.02	Reporting incidents and accidents that cause injury to adults	Case files; registers of accidents and incidents; accident and assessment forms and reports. GCC safety incident report books.	Date of incident	3 years	Destroy	Limitation Act 1980 Section 11	Date of knowledge (if later) of the person injured
SHE 01.03	Incident reporting of any case that does not involve personal injury	Case files; registers of incidents	Date if incident	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
SHE 01.04	Summary reporting of accidents in the workplace	Statutory records in summary form of accidents in the workplace – e.g. accident books	Date of closure	3 years	Destroy	GCC Business Need	
SHE 01.05	Subject-based recording of items from various sources such as the media, websites, working parties that relate to health and safety	Subject case files	Date of creation	3 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Health and Safety Compliance</b>							
SHE 02.01	Advising Schools and GCC	Records of advice given to schools and GCC	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	
SHE 02.02	Establishing a strong Health and Safety at work culture and environment	Records relating to health and safety campaigns. e.g. material used to	When superseded	1 year	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		promote compliance with Health & Safety policies.					
<b>SHE 02.03</b>	Health and Safety Audits	Audit reports	When superseded	6 years	Destroy	Limitation Act 1980, Section 2; GCC Business Need	Reports belong to the LA for LA locations but to the school for non-maintained schools
<b>SHE 02.04</b>	Health and Safety training	Health and Safety training records	When superseded	6 years	Destroy	Limitation Act 1980, Section 2	
<b>SHE 02.05</b>	Managing School Security Surveys	Records relating to security surveys of school premises	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Health and Safety Monitoring</b>							
<b>SHE 03.01</b>	Inspecting / monitoring equipment	Equipment monitoring results; equipment safety	Date of disposal	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: SHE 03.02

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		inspection records.					
<b>SHE 03.02</b>	Complying with Fire Precautions Regulations	Maintenance reports.	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: SHE 03.03
<b>SHE 03.03</b>	Internal or external monitoring and inspection of the authority's Health & Safety provision in the workplace.	Monitoring results; inspection records.	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2; GCC Business Need	Previous code: SHE 03.04
<b>SHE 03.04</b>	Health and Safety Inspections of Buildings	Inspection records e.g. surveys	When superseded	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: SHE 03.05
<b>SHE 03.05</b>	Monitoring Radiation	Monitoring records	Date of birth	75 years	Destroy	The Ionising Radiations Regulations 2017 Reg 22	Previous code: SHE 03.06 If date of birth not known retain for 30 years from creation of record/exposure
<b>SHE 03.06</b>	Monitoring Health and Safety on educational field trips. visits	Files relating to health and safety in educational visits outward	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		bound courses and journeys					
<b>SHE 03.07</b>	Monitoring exposure to hazardous substances and the removal of these substances/compounds in GCC property and workplaces	Records capturing exposure to and removal of hazardous substances including asbestos; COSHH Inspection records; records capturing details of any toxic /chemical substances held within GCC, PPE use.	Date of last action	40 years	Review with Gloucestershire Archives	Asbestos Regulations 2012; Control of Substances Hazardous to Health Regulations 2002 Regulation 10.	See Human Resources section for records of employees exposed to hazardous substances. Previous code: CPS 06.01; CPS 06.03; CPS 06.09
<b>SHE 03.08</b>	Managing use of sealed (radioactive) sources in schools	Logbook of radioactive sources used in schools	Date of last entry	10 years	Destroy	CLEARPSS L093 Managing Ionising Radiation and Radioactive	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Substances in Schools and Colleges, Section 8	
<b>SHE 03.09</b>	Managing use of sealed (radioactive) sources in schools	Records of leak tests	Date of test	6 years	Destroy	The Ionising Radiation Regulations 2017 L093 Managing Ionising Radiation and Radioactive Substances in Schools and Colleges, Section 8	
<b>SHE 03.10</b>	Managing use of sealed (radioactive) sources in schools	Records of disposal	Date of disposal	10 years	Destroy	CLEAPSS L093 Managing Ionising Radiation and Radioactive Substances in Schools	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						and Colleges, Section 8	
<b>SHE 03.11</b>	Managing use of sealed (radioactive) sources in schools	Records of accident exposures	Date of birth	75 years	Destroy	The Ionising Radiation Regulations 2017 Reg 24, L093 Managing Ionising Radiation and Radioactive Substances in Schools and Colleges, Section 8	If date of birth not known retain for 30 years from creation of record/exposure
<b>SUB-FUNCTION: Health and Safety Emergency Planning</b>							
<b>SHE 04.01</b>	Emergency Planning relating to Health and Safety	Business plans; records/ information relating to Health and Safety	When superseded	3 years	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		emergency planning					
<b>SUB-FUNCTION: Risk Management</b>							
<b>SHE 05.01</b>	Risk Assessment	Risk assessments and any related documents	When superseded	6 years	Destroy	Management of Health and Safety at Work Regulations 1999; Limitation Act 1980, Section 11	
<b>SHE 05.02</b>	Fire Risk Assessments	Fire Risk Assessments and related documents for GCC-managed sites	When superseded	6 years	Destroy	Regulatory Reform (Fire Safety) Order 2005	

# HUMAN RESOURCES MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Workforce Development</b>							
HR 01.01	Analysing Workforce Requirements	Records documenting the assessment and analysis of workforce requirements	End of financial year	3 years	Destroy	GCC Business Need	
HR 01.02	Managing Job Evaluations	Records relating to job evaluations	Date last modified	6 years	Destroy	GCC Business Need	
HR 01.03	Managing Restructures of Service Areas	Restructure outcome records; Planning spreadsheets; Redundancy forecasts	Date of completion	6 years	Destroy	Limitation Act, Section 2	
<b>SUB-FUNCTION: Recruitment</b>							
HR 02.01	Managing the Approval Process to Recruit (APRs)	APR forms and related records	Date of Appointment	1 year	Review	Equality Act 2010; Fair Recruitment practices	The master copy should be retained for the length of the

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							employee personnel file's retention period
<b>HR 02.02</b>	Advertising Job Vacancies	Advertising request forms; and other recruitment records	Date of appointment	6 months	Destroy	Equality Act 2010; Disability Discrimination Act 1995;	
<b>HR 02.03</b>	Managing Unsuccessful Job Applications	Application forms; Shortlisting paperwork; Interview notes relating to unsuccessful applicants	Date of appointment	6 months	Destroy	Equality Act 2010; The National Archives Retention Guidance	
<b>HR 02.04</b>	Managing Successful Job Applications	Application form; Job profile; Interview notes; Offer letter; References; confirmation of new employee checks; New	Date of appointment	Immediate	Transfer to Personnel file	Limitation Act 1980, Section 5	Once merged, these records have the same retention period as the employee

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		starter forms; P45; code of conduct receipts; policy receipts; statement of particulars; contract change forms					personnel files
<b>HR 02.05</b>	Statistical Analysis of Job Applications received	e.g. ethnicity/gender monitoring records	End of financial year	3 years	Destroy	GCC Business Need	Previous code: HR 02.06
<b>HR 02.06</b>	Analysing the effectiveness of recruitment processes	Records relating to placement of job adverts; analysis of effectiveness of advert locations (e.g. use of media)	End of financial year	Immediate	Destroy	GCC Business Need	Previous code: HR 02.07
<b>HR 02.07</b>	Managing speculative job applications	Speculative applications; C.V.s;	Date of receipt	Immediate	Destroy	GCC Business Need	GCC policy is not to accept

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		supporting statements					speculative applications
<b>HR 02.08</b>	Developing job descriptions	Records demonstrating the development of job descriptions and person specifications	End of contract	1 year	Review	The National Archives Retention Guidance	A copy of the JD should be put on the personnel file for reference; and Job evaluation file if relevant
<b>HR 02.10</b>	Disclosure and Barring Service (DBS) checks	DBS applications and certificate information	Date of completion	6 months	Destroy	Disclosure & Barring Service guidance for employers	A record of a check being completed can be maintained on an employee personnel file
<b>SUB-FUNCTION: Training and Development</b>							
<b>HR 03.01</b>	Managing induction programmes	Records of employees' participation in	Date of Completion	1 year	Destroy		Place a master record on

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		induction programmes					the employee personnel file
<b>HR 03.01b</b>	Managing employees' probationary periods	Records relating to individual employees' probationary periods e.g. probation review documents	Date of Completion	1 year	Destroy		Place a master record on the employee personnel file
<b>HR 03.02</b>	Routine training and development undertaken by employees	Records of routine training and development including Adults; Occupational Health and Safety (e.g. manual handling)	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
HR 03.03	Training related to / concerning Children	Records of individuals' participation and assessment on children related training courses	Date of completion	35 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Staff Management</b>							
HR 04.01	Personnel Administration	GCC employee personnel files: (except staff requiring enhanced DBS checks) records include: assessments; outcomes, appraisals; secondment information; employment termination information Gifts and hospitality reporting.	End of contract	6 years	Destroy	Limitation Act 1980, Section 5	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
HR 04.02	Personnel Administration	Employee personnel files for School-based staff e.g. teachers, school-support staff Records include Appointment forms; Leaver forms; Contract change forms	End of contract	6 years	Destroy	Limitation Act 1980, Section 5	School-based staff: individuals who carry out the whole or majority of their job role in schools. If there is a safeguarding concern, retain employee personnel files for a further period.
HR 04.02b	Managing records relating to Newly Qualified Teachers	e.g. assessments; probationary reports	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2; Induction for Early Career Teachers (England) Department of Education Statutory	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Guidance 2001	
HR 04.03	Personnel Administration	Employee personnel files for staff requiring enhanced DBS checks. Records include routine assessments of employees' performance, supervision records; outcomes; employment termination records	End of contract	25 years	Destroy	Limitation Act 1980, Section 2, 5. GCC Business Need	Legal requirement is for files to be retained for a minimum of 6 years.
HR 04.04	Personnel Administration	Employee personnel files for staff working in children's homes	End of contract	15 years	Destroy	The Children's Homes (England) Regulations 2015	
HR 04.05	Personnel Administration	Managers' copies of employee	Date of completion	1 year	Destroy	Council Practice	Ensure master copy is on

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		personnel records e.g. PDRs					employee personnel file
<b>HR 04.06</b>	Managing Staff Attendance and Leave	Staff leave records, including timesheets; records of annual leave entitlement; study leave, compassionate leave	End of financial year	2 years	Destroy	Working Time Regulations 1998, Section 9	
<b>HR 04.07</b>	Administering Staff Attendance and Leave	Statutory maternity, paternity and sickness leave and pay records including: maternity pay records, calculations, certificates (MATB1)	End of contract	3 years	Destroy	Statutory Maternity Pay (General) Regulations 1986; Statutory Sick Pay (General) Regulations 1982	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
HR 04.08	Administering Staff Attendance and Leave	Sickness Absence Declaration Forms; Monthly Absence Forms	Date of Creation	6 years	Destroy	Limitation Act 1980, Section 5	
HR 04.09	Managing staff photographs – <b>GCC permanent and fixed-term staff</b>	Photographs of GCC staff displayed on ID cards and SAP org charts	End of contract	Immediate	Destroy	GCC Business Need	
HR 04.10	Managing staff photographs - <b>TSS Staff</b>	Photographs of TSS staff displayed on ID cards and SAP org charts	End of contract	1 year	Destroy	GCC Business Need	End of contract refers to each individual placement
HR 04.10	Managing staff photographs - <b>TSS Staff</b>	Photographs of TSS staff displayed on ID cards and SAP org charts	Removal from Temporary Staff Register	Immediate	Destroy	GCC Business Need	
HR 04.11	Personnel Administration	eForms for staff information updates in SAP system	End of financial year	6 years	Destroy	Limitation Act 1980, Section 5	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Employee Relations</b>							
<b>HR 05.01a</b>	Managing Disciplinary and Grievance Processes	HR Case files	Date of closure	6 years	Review	Limitation Act 1980, Section 5	Cases relating to safeguarding and/or of legal interest should be retained for a further appropriate period.
<b>HR 05.01b</b>	Managing Disciplinary and Grievance Processes - <b>Safeguarding</b>	All disciplinary and grievance records relating to safeguarding issues where proven, including written warning records	Date of birth	100 years	Destroy	GCC Business Need	This covers both adults and children safeguarding issues
<b>HR 05.01c</b>	Managing Disciplinary and Grievance Processes - <b>First Written Warning</b>	Records relating to investigations; reports; letters; for First Written Warning	Date of issue	6 months	Destroy	GCC Business Need	The warning letter is kept on the Employee Personnel File

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
HR 05.01d	Managing Disciplinary and Grievance Processes- <b>Final Written Warning</b>	Records relating to investigations; reports; letters; for Final Written Warning	Date of issue	18 months	Destroy	GCC Business Need	The warning letter is kept on the Employee Personnel File
HR 05.01e	Managing Disciplinary and Grievance Processes - <b>Dismissal</b>	Disciplinary records relating to a dismissal including investigations; reports; letters	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	
HR 05.02	Managing Disciplinary and Grievance Processes - <b>Unfounded</b>	Disciplinary and grievance records where allegations are unfounded	Date of closure	Immediate	Destroy	GCC Business Need	A summary record is kept on the Employee Personnel File
HR 05.03	Managing Disciplinary and Grievance Processes	Records relating to Employment Tribunal cases	Date of closure	6 years	Destroy	Limitation Act 1980, Section 5	
HR 05.04	Industrial Relations – Institutional Recognition /	Records evidencing institutional recognition / de-	De-recognition	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	These are not employee

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Derecognition of Trade Unions	recognition of trade unions					personnel records
HR 05.05	Industrial Relations- Communications and Agreements with trade unions	Records documenting the development of agreements; agreed agreements; communications with trade union representatives, including minutes of meetings	End of contract	10 years	Destroy	GCC Business Need	Collective bargaining. These are not employee personnel records
HR 05.06	Industrial Relations - Policies	Union Matters Policy Documents (Handbook)	When superseded	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	These are not employee personnel records
<b>SUB-FUNCTION: Occupational Health</b>							
HR 06.01	Monitoring and Maintaining Staff health - Counselling	Counselling Records	Date of last action	7 years	Destroy	British Association of Counselling & Psychotherapy guidelines;	These are clinical records held separately to the OH and

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Limitation Act 1980	employee personnel files
HR 06.02	Monitoring and Maintaining Staff health	Medical records for all staff members including: Med 1 forms; records; OH Reports; Consent Forms	End of contract	8 years	Destroy	Limitation Act 1980, Section 14a;	
HR 06.03	Health Surveillance Records	Records for employees exposed to hazardous substances during employment; records evidencing issue of Personal Protective Equipment	End of contract	40 years	Destroy	Control of Substances Hazardous to Health Regulations 2002, Asbestos Regulations 2012	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
HR 06.04	III Health Retirement Records	Medical records for staff members including: Med 1 forms; records; OH Reports; Consent Forms	Date of Birth	83 years	Destroy	Limitation Act 1980, Section 14a;	

## ICT MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: ICT Systems Design</b>							
ICT 01.01	Developing, modifying and maintaining ICT systems	Records relating to the development, modification and maintenance of ICT systems (including the development of abandoned ICT systems).	Date of closure of system	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Regular conversion is required to retain the readability of source records. Previous code: ICT 05.01
ICT 02.01	Monitoring and Testing ICT Systems	Records relating to the monitoring and testing of ICT systems and of any actions needed to rectify problems and enhance performance.	Date of closure of system	1 year	Review with Gloucestershire Archives	GCC Business Need	Previous code: ICT 06.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
ICT 02.02	Data Storage Management	Records relating to managing system data storage including routine back-up, archiving and deletion.	Date of closure of system	6 months	Review with Gloucestershire Archives	GCC Business Need	Previous code: ICT 06.02
ICT 02.03	Data Retrieval Management	Records relating to user requests to recover data from backup / archive stores and relevant action taken.	Date of last action	6 months	Review with Gloucestershire Archives	GCC Business Need	Previous code: ICT 06.02
ICT 02.04	Maintaining Software Licences	Records relating to the maintenance of software licences for live ICT applications	When superseded	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ICT 06.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: ICT Systems Operation Management</b>							
<b>ICT 03.01</b>	Implementing ICT Systems Security	Records relating to any security arrangements made for ICT systems	Date of Closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: ICT 07.01
<b>ICT 03.02</b>	Monitoring Breaches of ICT Systems Security	Records relating to any breaches or attempted breaches of ICT security	Date of last action	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ICT 07.03
<b>ICT 03.03</b>	Managing Requests for Connections to Third Party Equipment	Records relating to requests to be connected to third party equipment via the GCC network.	End of contract	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: ICT 07.04
<b>ICT 03.04</b>	Managing the supply/return of GCC mobile ICT	Records relating to the supply/return of the GCC mobile ICT	End of contract	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: ICT 07.05 Any personal data stored on the assets must be transferred/

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	systems and software	systems & Software to/from Council owned premises					managed according to the relevant retention and information security requirements
<b>ICT 03.05</b>	Formatting GCC Equipment	Records relating to the formatting of GCC equipment prior to disposal e.g. certificates of data destruction	Date of disposal	2 years	Destroy	GCC Business Need	Any personal data stored on the assets should be transferred/removed before formatting and disposal according to the relevant retention and information security requirements
<b>SUB-FUNCTION: ICT Systems User Support</b>							
<b>ICT 04.01</b>	Training ICT User Groups	Records relating to the development and application of training for ICT user groups	When superseded	2 years	Destroy	GCC Business Need	Previous code: ICT 08.01

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
ICT 04.02	Managing User Requests for Support	Records relating to: Requests from individual users or departments for technical and application support. Outcomes to requests for support	Date of last action	1 year	Destroy	GCC Business Need	Previous code: ICT 08.02
ICT 04.03	Auditing and Reviewing ICT Support Function	Records relating to reviews/audits of the ICT Support (Help Desk) and subsequent results	End of contract	1 year	Destroy	GCC Business Need	Previous code: ICT 08.03
ICT 04.04	Managing User Accounts	Records relating to: Opening, maintenance & closure of user accounts. Reported faults with ICT user	Date of last action	1 year	Destroy	GCC Business Need	Previous code: ICT 08.04

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		groups and the action taken to resolve issues					

# INFORMATION MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Information and Records Standards Management</b>							
IM 01.01	Managing information standards; authorities; and verifications	Classification schemes; Thesauri; File plans; Records Retention Schedules; Information Asset Register	When superseded	6 years	Transfer to Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Archives Accessions Management</b>							
IM 02.01	Managing corporate and community records transferred to the Archives	Accessions Register/database; depositor files	Date of creation	Permanent	Maintained by Gloucestershire Archives	GCC Business Need	
IM 02.02	Recording files and boxes deposited with the corporate Records Centre	File In-take sheets	Date of last action	6 years	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Information and Records Access Management</b>							
<b>IM 03.01</b>	Maintaining access and retrieval tools for records held by Gloucestershire Archives and the Records Centre	Catalogues; handlists; indexes; transcripts calendars; records management database	Date of creation	Permanent	Maintained by Gloucestershire Archives	GCC Business Need	
<b>IM 03.02</b>	Managing production of records to / from storage	File request forms/document production forms	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Electronic audit trail for production of archives is maintained on the archive management system
<b>IM 03.02b</b>	Documenting loans of records (Records Management Database)	Signed paper production requests forms generated through records management database	Date of completion	Immediate	Destroy	GCC Business Need	An electronic audit trail is maintained on records management database
<b>IM 03.04</b>	Managing Gloucestershire Archives	Electronic registration details maintained on	Date of closure	7 years	Destroy	Limitation Act 1980, Section 2	Legacy details maintained

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	membership/user registration (electronic records)	archive management system					on archive management system until expiry of registration/destruction. (ARA now responsible)
<b>IM 03.05</b>	Managing information scheduled for destruction but subject to a Freedom of Information / Environmental Information / Data Protection / GDPR requests	Original files scheduled for destruction but retained due to involvement in Freedom of Information / Environmental Information / Data Protection and Disclosure Requests	Date of closure	6 years	Destroy	The National Archives Retention Guidance (TNA) 14	Previous code: IM 03.06
<b>IM 03.06</b>	Managing reference material copied from original records	Copies of original records held in the archive used as accessible materials e.g. digital images;	Date of creation	5 years	Destroy	GCC Business Need	Previous code: IM 03.07

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		photocopies; microform					
<b>IM 03.07</b>	Managing applications for permission to copy material where a third-party owns copyright, outside any pre-existing contract terms.	Copyright Declaration forms	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: IM 03.08
<b>IM 03.08</b>	Managing copy requests	Archives Copy Request forms, including camera requests; lists of documents photographed; list of individuals who have purchased a camera pass.	Date of completion	6 years	Destroy	GCC Business Need	Previous code: IM 03.09
<b>IM 03.09</b>	Managing reference material copied from original records as preservation copies	Scans of original records held in the archive used as surrogate and preservation materials e.g. digital images;	Date of completion	Permanent	Maintained by Gloucestershire Archives	GCC Business Need	Previous code: IM 03.10

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>IM 03.10</b>	Publication Scheme required under the Freedom of Information Act	Publication Scheme	When superseded	Permanent	Transfer to Gloucestershire Archives	GCC Business Need	Previous code: IM 03.11
<b>IM 03.11</b>	Management of the Publication Scheme	Documents relating to the management of and rationale behind the Publication Scheme	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	
<b>IM 03.12</b>	Managing Courier Services	Courier Service delivery forms - delivery sheets to/from Records Centre; Job Sheets	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	
<b>IM 03.13</b>	Processing requests made under: the Environmental Information Regulations; the Freedom of Information Act;	Case files records detailing the EIR / FOI / DPA / Disclosure request, the consideration of possible exemptions and	Date of closure	6 years	Review	The National Archives Retention Guidance (TNA) 14	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	the Data Protection Act; or GDPR	subsequent appeals.					
<b>IM 03.14</b>	Managing reference material / guidance for users depositing, retrieving, disposing of records	Records Management Database Guides; Instructions on Records Centre / Archives Processes	When superseded	6 years	Destroy	GCC Business Need	Previous code: IM 03.13
<b>SUB-FUNCTION: Information and Records Performance Management</b>							
<b>IM 04.01</b>	Monitoring Performance relating to Access	Search room signing in book; records sheets; statistics	End of financial year	2 years	Destroy	GCC Business Need	
<b>IM 04.02</b>	Monitoring Performance	Statistical data compiled internally with guidance from the National Archives (TNA)	End of financial year	Permanent	Maintained by Gloucestershire Archives	GCC Business Need	Previously Chartered Institute of Public Finance and Accountancy (CIPFA) statistics

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Information and Records Enquiries Management</b>							
IM 05.01	Managing enquiries for information from reference materials and archives	Records of enquiries made to Gloucestershire Archives for information from its holdings (records maintained in the archive management system)	Date of last action	3 years	Review with Gloucestershire Archives	GCC Business Need	
IM 05.02	Managing enquiries for information from reference materials and archives relating to copyright	e.g. Correspondence relating to copyright	Date of last action	6 years	Review with Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Information and Records Retention Management</b>							
IM 06.01	Surveying records and information to identify holdings and determine retention procedures	Records Surveys; Information Audits	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
IM 06.02	Authorising the ongoing retention or disposal of individual records	Paper Retention and Destruction Authority (RDA) Schedules returned pre-2012 Electronic RDA documentation returned post-2012	Date of completion	Permanent	Transfer to Gloucestershire Archives	GCC Business Needs	Paper RDAs returned post 2012 will be disposed of as duplicates
IM 06.03	Managing destructions involving confidential waste services	Confidential waste services collection certificates	Date if issue	6 years	Destroy	Limitation Act 1980, Section 2	
IM 06.04	Recording the destruction of records	Destruction of Records forms; audit trails for destruction of duplicate and ROT information	Date of disposal	6 years	Destroy	Limitation Act, Section 2	
<b>SUB-FUNCTION: Information and Records Data Protection / Governance / Security Management</b>							
IM 07.01	The process of notifying the Information Commissioner about the	Records relating to notifications under DPA 2018 (including	When superseded	6 years	Review	GCC Business Need; Limitation	These are legacy records

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	processing of personal data held by GCC and registering entities with the Information Commissioner	Coroners and Registrars)				Act 1980, Section 2	
<b>IM 07.03</b>	Advising GCC and external services on information governance/ security	Records of advice given to GCC Clusters, Third Party Providers, Partner Organisations, Schools, etc.	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	
<b>IM 07.04</b>	Processing information security incidents	Case file records detailing the type of security incident, the steps taken to handle the case and subsequent appeals	Date of closure	6 years	Review	The National Archives Retention Guidance (TNA) 14	
<b>IM 07.05</b>	Demonstrating compliance with outside organisations' data	Records relating to compliance with outside organisations' data protection	End of financial year	6 years	Review	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	protection requirements	requirements, e.g. DSP Toolkit; PSN Code of Connection; Cyber Essentials Plus, etc.					
<b>IM 07.09</b>	Identifying information/records	Records Surveys of GCC premises; Information Audits	Date of completion	25 years	Destroy	GCC Business Need	
<b>IM 07.11</b>	Managing data protection assessments and privacy notices	Completed privacy notices, Legitimate Interests Assessments, Compatibility Assessments, Data Flow Mapping, CCTV Assessments and related correspondence	End of financial year	6 years	Permanent	Limitation Act 1980, Section 2	
<b>IM 07.12</b>	Managing Information Sharing Agreements	Information Sharing Agreements and related correspondence	End of financial year	6 years	Permanent	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Records Preservation</b>							
<b>IM 09.01</b>	Conserving and repairing records and published materials	Records repair slips; log books; registers; conservation records sheets	Date of completion	Permanent	Maintain in Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Strongroom Maintenance</b>							
<b>IM 10.02</b>	Managing and Maintaining records of strongrooms	Lock up checklists (Forest Store and Records Centre)	Date of last action	2 months	Destroy	GCC Business Need	

## LEGAL SERVICES

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Litigation - Children</b>							
LS 01.01	Child Case Management (Legal)	Social Services child care files	Date of birth	100 years	Destroy	GCC Business Need	
LS 01.02	Child Case Management (Legal)	Special case files	Closure of case	100 years	Transfer to Gloucestershire Archives	GCC Business Need	Previous Code LDS 01.03
LS 01.03	Managing Special Educational Needs Duty	Special Educational Needs Duty Advice Files (excluding childcare files)	Closure of case	10 years	Destroy	Limitation Act 1980, Section 2; GCC Business Need	Previous code: LDS 01.05
LS 01.03b	Managing Special Educational Needs Duty	Special Educational Needs Duty Advice Files for looked after children	Date of birth	100 years	Destroy	GCC Business Need	
LS 01.04	Social Services Litigation	Social Services litigation files	Date of birth	25 years	Review with Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		(excluding childcare files)					
<b>LS 01.05</b>	Age Assessments - if child	Age assessment case files	Closure of case	100 years	Destroy	GCC Business Need	
<b>LS 01.05b</b>	Age Assessments - if adult	Age assessment case files	Closure of case	25 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Litigation - Other</b>							
<b>LS 02.01</b>	Managing Civil Litigation (non-childcare files)	Records relating to civil litigation cases excluding childcare cases	Date of closure	7 years	Review	GCC Business Need	
<b>LS 02.02</b>	Employment Law Litigation	Records relating to employment law cases e.g. employment law files	Date of closure	7 years	Review	Limitation Act 1980, Section 2	
<b>LS 02.03</b>	Criminal Litigation	Records relating to criminal litigation cases e.g. breach of probation	Date of closure	7 years	Delete	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
LS 02.04	Debts with County Court Judgments	Debts with County Court Judgments files	Date of closure	6 years	Review	Limitation Act 1980, Section 2	
LS 02.05	Managing Prosecutions	Prosecution files (including trading standards files)	Date of closure	7 years	Delete	Limitation Act 1980, Section 2	
LS 02.06	Managing cases relating to health authority	Health Authority files	Date of closure	5 years	Destroy	GCC Business Need	
LS 02.07	Managing cases relating to Adult Social Care	Adult case files	Date of closure	15 years	Review	GCC Business Need	
LS 02.08	Managing Criminal Injuries Compensation Authority claims	Records relating to compensation claims	Date of birth	85 years	Review	GCC Business Need	Previous code: LDS 03.24
LS 02.09	Recording involvement in judicial reviews relating to children	Records relating to GCC involvement in judicial reviews relating to children	Date of birth	25 years	Review	Limitation Act 1980, Section 2	Previous code: LDS 02.13

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
LS 02.10	Recording involvement in judicial reviews (general)	Records relating to GCC involvement in general judicial reviews	Date of closure	6 years	Review	Limitation Act 1980, Section 2	Previous code: LDS 02.14
LS 02.11	Managing Legal Complaints (Excluding Children in Care Complaints)	e.g. Legal Complaints case files	Date of closure	10 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: LDS 02.15
LS 02.12	Managing court of protection cases	Court of Protection case files Court of Protection case files – children	Date of last action	100 years	Review	GCC Business Need	Previous code: LDS 02.16
LS 02.13	Managing Debt Recovery Repayments	Debt Recovery – Legal files	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: LDS 02.19
<b>SUB-FUNCTION: Legal Activities – Highways, Environment and Property</b>							
LS 03.01	Managing Public Path Orders, Path Creation	Records relating to changes to the Definitive Map	Date of completion	Permanent	Transfer to Gloucestershire Archives	Highways Act 1980; GCC	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	Orders and Definitive Map Modification Orders - <b>Order</b>					Business Need	
<b>LS 03.01b</b>	Managing Public Path Orders, Path Creation Orders and Definitive Map Modification Orders - <b>Related Records</b>	Records relating to changes to the Definitive Map	Date of completion	10 years	Destroy	Highways Act 1980; GCC Business Need	
<b>LS 03.02</b>	Managing Road Traffic Orders	Records relating to Road Traffic Orders - original orders;	Date of completion	10 years	Transfer to Gloucestershire Archives	GCC Business Need	
<b>LS 03.02b</b>	Managing Road Traffic Orders	Records relating to Road Traffic Orders - correspondence and drafts	Date of completion	10 years	Destroy	GCC Business Need	
<b>LS 03.03</b>	Managing Temporary Road Closures	Temporary Road Closure Orders	End of closure	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
LS 03.04	Planning and Highway Advice	Records relating to planning and highway advice	Date of closure	10 years	Review with Gloucestershire Archives	Council Practice	
LS 03.05	Managing Highway Licences	Highway Licence files - Original Licence	Date of closure	6 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.07a
LS 03.05b	Managing Highway Licences	Highway Licence files – Drafts and correspondence	Date of closure	6 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.07b
LS 03.06	Managing Section 106 Agreements	Uncompleted Agreements and related papers	Date of closure	10 years	Review with Gloucestershire Archives	Town and Country Planning Act 1990; GCC Business Need	Previous code: LDS 03.10
LS 03.07	Managing Section 106 Agreements	Completed original Agreements	Date of closure	10 years	Transfer to Gloucestershire Archives	Town and Country Planning Act 1990; GCC Business Need	Previous code: LDS 03.11a

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
LS 03.07b	Managing Section 106 Agreements	Drafts and correspondence relating to completed Agreements	Date of closure	10 years	Review with Gloucestershire Archives	Town and Country Planning Act 1990; GCC Business Need	Previous code: LDS 03.11a
LS 03.08	Managing Section 38 Agreements	Uncompleted Agreements and related papers	Date of closure	10 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
LS 03.09	Managing Section 38 Agreements	Completed original Agreements	Date of closure	10 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	
LS 03.09b	Managing Section 38 Agreements	Drafts and correspondence relating to completed Agreements	Date of closure	10 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
LS 03.10	Managing Legal Cases involving the Environment	Legal case files – Environment including Long term files e.g. Reservoirs Act	Date of closure	20 years	Review with Gloucestershire Archives	GCC Business Need	Previous code: LDS 03.13
LS 03.11	Managing Commons Searches	Records relating to Commons Searches	Date of completion	6 years	Review with Gloucestershire Archives	Commons Registration Act 1965; Limitation	Previous code:

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Act 1980, Section 2	LDS 03.14
<b>LS 03.12</b>	Managing Legal Charges	Records relating to legal charges including legal charge files under seal	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.16
<b>LS 03.13</b>	Managing Legal Cases involving Travelers	Legal case files - travelers possession files	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.27
<b>LS 03.14</b>	Managing Legal Cases involving Highways	Legal case files – Highways files	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.28
<b>LS 03.15</b>	Managing Village Greens	Village Green register; applications; objections	Date of closure	Permanent	Transfer to Gloucestershire Archives	Commons Registration Act 1965	
<b>LS 03.16</b>	Managing Licences to Cultivate	Licences to Cultivate and related records	Date of Licence	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: LDS 03.29

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
LS 03.17	Managing Deeds	Correspondence and other papers relating to deeds	Date of creation	20 years	Review with Gloucestershire Archives	GCC Business Need	
LS 03.18	Managing Part I compensation claims	Records relating to Part I compensation claims	Date of closure	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
LS 03.19	Managing Planning Enforcement	Original notice and related correspondence	Date of closure	10 years	Review with Gloucestershire Archives	GCC Business Need	
LS 03.20	Managing planning appeals	Original appeal, decision and related correspondence	Date of closure	10 years	Review with Gloucestershire Archives	GCC Business Need	
<b>SUB-FUNCTION: Legal Activities – General Legal Advice</b>							
LS 04.01	Recording legal advice given to internal and external customers	Records relating to legal advice given to internal and external customers	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: LDS 04.12

## LIBRARIES MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Libraries Acquisition Management</b>							
LIB 01.01	Selecting publications to purchase	Records evidencing the process of selecting publications to purchase e.g. stock selection order lists	Date of completion	2 years	Destroy	HMRC Compliance Handbook CH15400	
LIB 01.02	Purchasing publications	e.g. Order books/Library Management system/Standin Order database	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	
<b>SUB-FUNCTION: Libraries Membership Management</b>							
LIB 02.01	Managing library membership/ customer access to material	Registration database	Date of closure of membership	6 years	Destroy	Limitation Act 1980, Section 2	
LIB 02.03	Managing library membership/Customer access to material including storage of	Registration forms/registers	Date of creation	Immediate	Destroy	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	membership information						
<b>SUB-FUNCTION: Libraries Catalogue Management</b>							
<b>LIB 03.01</b>	Managing the Library catalogue	Individual entries in the Library Catalogue	Date of disposal	Immediate	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Libraries Loan Management</b>							
<b>LIB 04.01</b>	Managing loans of books and other media by the library	Records relating to the loan of books and other media by the library	End of loan	6 years	Destroy	Limitation Act 1980, Section 2	
<b>LIB 04.02</b>	Recovering library fines	Records relating to the recovery of fines	End of financial year	6 years	Destroy	HMRC – Compliance Handbook Manual CH15400	
<b>SUB-FUNCTION: Mobile Library Service Management</b>							
<b>LIB 05.01</b>	Managing the Gloucestershire Mobile Library Service	Records relating to the Gloucestershire	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	Mobile library service no

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Mobile Library Service					longer in use
<b>SUB-FUNCTION: Managing Library Volunteers</b>							
LIB 06.01	Managing library volunteers	Records relating to the management of library volunteers	End of contract	6 years	Destroy	Limitation Act 1980, Section 2	

## PROCUREMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Tender Management</b>							
PRO 01.01	Managing Tenders – Pre-tender processes	All records relating to pre-qualification questionnaires	Award of contract	6 years	Destroy	Limitation Act 1980, Section 5	Where no contract is awarded use date of tender completion
PRO 01.02	Managing Tenders – Unsuccessful tenders	Records relating to unsuccessful tenders e.g. tender documents; pre-qualification forms; correspondence; evaluation documents.	Award of contract	6 years	Destroy	Limitation Act 1980, Section 5	Where no contract is awarded use date of tender completion
PRO 01.03	Managing Tenders – Successful Tenders	Records relating to successful tenders for <b>contracts not under seal</b> . e.g. tender documents; quotation; evaluation and	End of contract	6 years	Destroy	Limitation Act 1980, Section 5	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		report; precontract correspondence; order or letter of intent					
<b>PRO 01.04</b>	Managing Tenders – Successful Tenders	Records relating to successful tenders for <b>contracts under seal</b> . e.g. tender documents; quotation; evaluation and report; precontract correspondence; order or letter of intent	End of contract	12 years	Destroy	Limitation Act 1980, Section 5	
<b>SUB-FUNCTION: Contract Management</b>							
<b>PRO 02.01</b>	Managing contracts not under seal	Records relating to the management of contracts not under seal for services and supplies	End of contract	6 years	Destroy	Limitation Act 1980, Section 5	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
PRO 02.02	Managing contracts under seal	Records relating to the management of contracts under seal for services and supplies	End of contract	12 years	Destroy	Limitation Act 1980, Section 5	
PRO 02.03	Managing contracts for building and engineering	Records relating to the management of contracts for building and engineering	End of contract	16 years	Transfer to Gloucestershire Archives	Limitation Act 1980, sections 5, 8; Latent Damage Act 1986	
PRO 02.04	Managing PFI contracts	Records relating to the management of PFI contracts	End of contract	16 years	Transfer to Gloucestershire Archives	Limitation Act 1980, sections 5, 8; Latent Damage Act 1986	
PRO 02.06	Managing contract advice	Records relating to contract advice e.g. contract advice files	End of contract	6 years	Destroy	GCC Business Need	Where the contract is challenged or has representations the advice should be

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							retained until the challenge has been concluded
<b>SharePoint Retention</b>							
<b>PRO 00.01</b>	For the labelling of all contractual and Tender records stored in SharePoint not signed under seal	PRO 01.03 PRO 02.01 PRO 02.06	End of contract	6 years	Destroy	As per individual codes	
<b>PRO 00.02</b>	For the labelling of all contractual and tender records stored in SharePoint signed under seal	PRO 01.04 PRO 02.02	End of contract	12 years	Destroy	As per individual codes	

## PUBLIC HEALTH

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Strategy and Planning</b>							
PH 01.02	Developing and delivering Public Health initiatives	Scoping documents and action plans for various areas of Public Health activity	Date of completion	6 years	Destroy	GCC Business Need	
PH 01.03	Reporting on public health initiatives	Reports on significant work streams, covering evaluation, record of best practice or other significant information	Date of completion	30 years	Review with Gloucestershire Archives	GCC Business Need	
PH 01.04	Managing public health strategic needs assessments	All records relating to public health strategic needs assessments	Date of creation	6 years	Review with Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
PH 01.05	Managing Needs Assessments - <b>Analysis</b>	Interviews with service providers; service provider data; records of engagement with users; thematic analysis; reports.	When superseded	6 years	Destroy	GCC Business Need	
PH 01.06	Managing Needs Assessments - <b>Reporting</b>	Publications created by Gloucestershire County Council	Date of publication	Permanent	Transfer to Gloucestershire Archives	Legal Deposit Libraries Act 2003	
PH 01.07	Developing health and wellbeing strategies	All records relating to the creation, implementation and management of health and wellbeing strategies	When superseded	6 years	Transfer to Gloucestershire Archives	Code of Practice for Health and Social Care 2021	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Managing Advice and Support</b>							
<b>PH 02.01</b>	Provision of contraception advice	Records relating to advice and information about contraception and access to emergency contraception services	Date of last action	Immediate	Destroy	GCC Business Need	These records are held by NHS provider in patient records
<b>PH 02.02</b>	Provision of childhood immunisation support	Records relating to the provision of advice and information on health issues relating to childhood immunisation	Date of last action	Immediate	Destroy	GCC Business Need	These records are held by NHS provider in patient records
<b>PH 02.03</b>	Managing health checks	All records relating to the provision of free health checks	Date of completion	Immediate	Destroy	GCC Business Need	These records are held by NHS provider in patient records
<b>PH 02.04</b>	Managing HIV / AIDS support	Client records relating to support provided	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		to adults with HIV					
<b>PH 02.05</b>	Infectious disease investigations and outbreak management (Including Covid19)	All records relating to the investigation into infectious diseases and outbreak management	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	UK Covid-19 Inquiry: Until further notice, teams must not destroy any records relating to Covid-19.
<b>PH 02.06</b>	Managing procedures, channels and processes for providing health advice	Procedural documents supporting the provision of advice on health issues of concern to individuals and the community	When superseded	6 years	Destroy	Limitation Act 1980, Section 2	
<b>PH 02.07</b>	Healthy lifestyle interventions	All records relating to interventions to assist people to manage weight, stop smoking, reduce alcohol intake and	Date of last action	6 years	Review with Gloucestershire Archives	GCC Business Need	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		increase physical activity					
<b>PH 02.08</b>	Managing water fluoridation schemes	All records relating to the creation, implementation and management of water fluoridation schemes	Date of completion	20 years	Review with Gloucestershire Archives	GCC Business Need	No longer actively managed by GCC
<b>PH 02.09</b>	Managing screening information	Failsafe records; correspondence; Annual Reports, Action Plans	Date of last action	8 years	Destroy	Code of Practice for Health and Social Care 2021	Copies of screening reports held for DPH assurance role and health protection
<b>PH 02.11</b>	Domestic abuse services framework agreement	All records relating to the framework agreements for the provision of domestic abuse services	End of contract	8 years	Destroy	Limitation Act 1980 Section 2 Requirement of framework terms and conditions	This only applies to the 2018 - 2023 framework, all other frameworks for domestic abuse will use the standard

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							contractual terms under PRO 02.01
<b>SUB-FUNCTION: Data Management</b>							
PH 03.02	Managing accumulated qualitative and Quantitative research data	Research data relating to areas of public health activity not covered elsewhere in the schedule including child measurement data.	Date of completion	10 years	Review with Gloucestershire Archives	GCC Business Need	
PH 03.03	Service intervention / evaluation	Provider data	End of contract	6 years	Destroy	Limitation Act 1980, Section 2	
PH 03.03b	Service intervention/evaluation - <b>domestic abuse services</b>	Provider data	End of contract	8 years	Destroy	Limitation Act 1980, Section 2 Framework Agreement Requirements	This only applies to services under the 2018 - 2023 framework all other frameworks will use PH 03.03
PH 03.04	Service intervention / evaluation - <b>Research</b>	Research data sets, health impact assessments,	Date of completion	20 years	Review with Gloucestershire Archives	NHS Code of Practice for Health and	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		national and local health data				Social Care 2021	
<b>PH 03.05</b>	Managing the Pupil Wellbeing Survey	Data and records relation to the online Healthy Living & Learning pupil survey (completed every 2 years)	Date of completion	10 years	Destroy	GCC Business Need	
<b>PH 03.06</b>	Managing drug and alcohol data	Data relating to drug and alcohol treatment, alerts and investigations	Date of completion	8 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2, contract requirements	
<b>SUB-FUNCTION: Community Engagement</b>							
<b>PH 04.01</b>	Managing campaigns and publicity	Community marketing information; event records Mailing lists; training records	Creation of record	6 years	Review with Gloucestershire Archives	Code of Practice for Health and Social Care 2021	
<b>PH 04.02</b>	Managing engagement and	Visit records; Focus group transcripts	Creation of record	6 years	Destroy	Local Government Act 1972	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	interaction with the community						
<b>SUB-FUNCTION: Planning and Response to Covid-19</b>							
<b>PH 05.01</b>	Covid-19 Supermarket Referral Scheme (Defra)	Personal data collected as part of the referral scheme	Date of creation	18 months	Review	DEFRA Guidance	UK Covid-19 Inquiry: Until further notice, teams must not destroy any records relating to Covid-19.
<b>PH 05.02</b>	Supporting the NHS' national Track and Trace scheme	Personal data collected as part of the track and trace scheme	Date of creation	21 days	Review	NHS and Government Guidelines	UK Covid-19 Inquiry: Until further notice, teams must not destroy any records relating to Covid-19.
<b>SUB-FUNCTION: Managing Migration Schemes</b>							
<b>PH 06.01</b>	Supporting the Homes for Ukraine Scheme – Managing Hosts	All records relating to the management of Homes for Ukraine hosts	Date of closure	2 years	Review with Gloucestershire Archives	GCC Business Need	Unless specific instruction for retention issued from Home Office/Department for Levelling Up,

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							Communities and Housing
<b>PH 06.02</b>	Supporting the Homes for Ukraine Scheme – Managing Nationals	All records relating to the management of Homes for Ukraine Nationals	Date of closure	2 years	Review with Gloucestershire Archives	GCC Business Need	Unless specific instruction for retention issued from Home Office/Department for Levelling Up, Communities and Housing

## REGISTRATION SERVICES

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Registration</b>							
RS 01.01	Registration of births, marriages and deaths	Registers of births, marriages and deaths. Indexes to birth, marriage and death registers	Date of closure	Permanent	Transfer to Gloucestershire Archives	Births and Deaths Registration Act 1953, section 28(2); Marriage Act 1949, section 60	
RS 01.02	Registration of still births	Registers of still births	Date of closure	Permanent	Transfer to Gloucestershire Archives	Births and Deaths Registration Act 1953, section 28(3)	
RS 01.03	Managing correspondence regarding births, still-births, citizenship, marriages/civil partnerships and deaths	Correspondence regarding corrections of errors; certificates issued; irregular burials	Date last modified	3 years	Destroy	Registrar General Guidance Handbook, Appendix 12.16(b)	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
RS 01.04	Registration of Births, Deaths and still-births	Declarations of particulars to be registered. Coronial and medical documents recording cause of death or stillbirth	Date last modified	Permanent	Transfer to Gloucestershire Archives	The Births and Deaths Registration (Electronic Communications and Electronic Storage) Order 2021	Unless an updated instruction for the retention and disposal of these documents is received from the General Register Office
<b>SUB-FUNCTION: Certification</b>							
RS 02.01	Copy Certificate Applications	Records of applications for copies of birth, marriage, death certificates.	Date last modified	2 years	Destroy	GCC Business Need	
RS 02.02	Issuing certificates of births, marriages and deaths	Counterfoils of birth, marriage, death certificates	Date last modified	2 years	Destroy	Registrar General Guidance Handbook, Appendix 12.14(a)	All counterfoils must be scrutinized before destruction, retain until scrutinised

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
							(if not within 2 years)
<b>RS 02.03</b>	Summary Recording of Spoiled Certificates	Record of serial numbers of spoiled birth, still-birth, marriage, civil partnership, conversion and death certificates	End of financial year	6 years	Destroy	GCC Business Need	Held to support financial records
<b>RS 02.04</b>	Recording of GPs registered to certify deaths within Gloucestershire	Register of GPs signatures for verification of death certificates	End of contract	Immediate	Destroy	GCC Business Need	Register reviewed every 3 years
<b>SUB-FUNCTION: Notification</b>							
<b>RS 03.01</b>	Processing notifications of marriages/civil partnerships.	Notices of Marriage and Civil partnership	Date last modified	5 years	Destroy	Registrar General Guidance Handbook, Appendix 12.7	
<b>RS 03.02</b>	Proving Identity of non-EEA nationals in	Photo Identification of non-EEA nationals	Date of ceremony	Immediate	Destroy	Registrar General Guidance	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	relation to marriages	without settled status				Handbook M17.49	
<b>RS 03.03</b>	Processing Caveats	Processing objections to marriage ceremonies ("caveats")	Date of caveat	2 years	Destroy	Registrar General Guidance Handbook, Appendix 12.9	
<b>RS 03.04</b>	Gaining Consent for marriage of minors	Consent forms for the marriage of minors	Date of consent	1 year	Destroy	Registrar General Guidance Handbook, Appendix 12.8	
<b>RS 03.05</b>	Processing Marriage Licences	Notification of the issue of the Registrar General's licence or Superintendent Registrar's certificates for marriage	Date of ceremony	2 years	Destroy	Registrar General Guidance Handbook, Appendix 12.1012.11	
<b>RS 03.06</b>	Managing civil partnerships	Records relating to civil partnerships including schedules,	Date last modified	3 months	Transfer to Gloucestershire Archives	The Civil Partnership (Registration Provisions) Regulations	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		conversion declarations, etc.				2005, section 17.1(b); The Marriage of Same Sex Couples (Conversion of Civil Partnership) Regulations 2014, section 25(a)	
<b>RS 03.07</b>	Processing Requisitions	Requisitions to persons liable to register who have not done so	Date last modified	1 year	Destroy	Registrar General Guidance Handbook, Appendix 12.14(f)	
<b>RS 03.08</b>	Processing notifications of deaths	Certificates and notification of burials and cremations	Date of notification	5 years	Destroy	Registrar General Guidance Handbook, Appendix 12.5 and 12.14(h)	
<b>SUB-FUNCTION: Ceremonies</b>							
<b>RS 04.01</b>	Arranging and carrying out	Records relating to arranging and	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	These records

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
	marriage services / civil partnerships	carrying out marriage/civil partnerships and conversion services					contain financial information. Paper copies are destroyed after 1 month
<b>RS 04.04</b>	Administration relating to organising a citizenship ceremony	Online booking details	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	
<b>RS 04.05</b>	Process and summary recording of conducting a naming; renewal of vows; or commitment ceremony	Records relating to naming; renewal of vows and commitment ceremonies	End of financial year	2 years	Destroy	GCC Business Need	Renewal of vows and Commitment ceremonies are non-statutory services
<b>SUB-FUNCTION: Citizenship Checking</b>							
<b>RS 05.01</b>	Administration of Nationality Checking	Papers relating to an application for British	Date of completion	2 years	Destroy	Registrar General Guidance	These are legacy records

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		Citizenship to the Home Office. e.g. Booking and Payment details					
<b>SUB-FUNCTION: Managing Approved Premises</b>							
<b>RS 06.01</b>	Summary recording of premises approved to hold wedding / civil marriage services	Registers of premises approved to hold Civil Marriage services	Date of closure	Permanent	Transfer to Gloucestershire Archives	The Marriages (Approved Premises) Regulations 1995, section 10(5)	
<b>RS 06.02</b>	Approved Marriage Venue- Individual Case Management	Case files of premises approved to hold Civil Marriage Service	Date of closure	6 years	Destroy	Limitation Act 1980	
<b>SUB-FUNCTION: Requisitions</b>							
<b>RS 07.01</b>	Requisition for Births	Records relating to requisitions to persons liable to register births	Date last modified	2 years	Destroy	Registrar General Guidance	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		but who have not done so					

# TRANSPORT, HIGHWAYS AND INFRASTRUCTURE

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Road Safety</b>							
TRN 01.01	Promoting Road Safety Awareness	Educational and promotional Road Safety material	Date last modified	6 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
TRN 01.02	Motorcyclist Training	Records relating to enrolments for motorcycle and advanced motorcycle training	Date of creation	6 years	Destroy	Limitation Act 1980, Section 2	
TRN 01.03	Driver Assessment/ Driver Training	Records relating to driver education programmes	Date of completion	3 years	Destroy	National Police Chiefs' Council	
TRN 01.04	Managing and analysing collision and performance data	Collision Database – collision records, collision / resultant casualty data, camera performance, partnership data, Injury collisions	Date of creation	Permanent	Maintain records on Collision database until further notice	Council Practice	

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
TRN 01.05	Auditing Road Safety	Safety Audit records relating to all highway schemes since 1992-3	End of financial year	12 years	Destroy	GCC Business Need	
<b>SUB-FUNCTION: Managing Public Rights of Way (PROW)</b>							
TRN 02.01	Enforcing the Public Rights of Way network	Records relating to the enforcement to the Public Rights of Way network e.g. enforcement files	Date of closure	10 years	Transfer to Gloucestershire Archives	Highways Act 1980; GCC Business Need	Previous code: EV 06.03
TRN 02.02	Enforcing the Public Rights of Way network	Crown Court records relating to the enforcement to the Public Rights of Way network	Date of last action	10 years	Transfer to Gloucestershire Archives	Highways Act 1980; GCC Business Need	Previous code: EV 06.06
TRN 02.03	Physical management, protection and maintenance of Public Rights of Way network	Records relating to the management, protection and maintenance of the Public Rights of Way network	Date of completion	10 years	Review with Gloucestershire Archives	Highways Act 1980; GCC Business Need	Previous code: EV 06.07

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
<b>SUB-FUNCTION: Highways and Infrastructure Management</b>							
TRN 03.01	Recording Winter Maintenance works	Records relating to winter maintenance works	Date of completion	7 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 02.09
TRN 03.02	Designing and installing street lighting and street furniture	Installation/design records	Date of completion	10 years	Destroy	GCC Business Need	Previous code: EV 06.10
TRN 03.03	Programme Management	Records of programmes relating to transport management; road safety schemes; highway maintenance; urban/rural strategy; canals; urban regeneration	Date of closure	7 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 02.02
TRN 03.04	Recording encampments of travelling Communities	Records relating to travelling community encampments	Date last modified	6 years	Review with Gloucestershire archives	GCC Business Need; Limitation	Previous code: EV 06.12

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
						Act 1980, Section 2	
<b>TRN 03.05</b>	Maintaining Bridges	Bridge maintenance records; records relating to construction of new bridges	Date of completion	10 years	Transfer to Gloucestershire Archives	GCC Business Need; Limitation Act 1980, Section 2	Previous code: EV 06.13
<b>TRN 03.06</b>	Managing Snow Wardens	Snow Wardens' records	End of financial year	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 06.15
<b>TRN 03.07</b>	Hedges, Trees and Grass Cutting	Records relating to the cutting of hedges, trees and grass	Date of last action	6 years	Destroy	Limitation Act 1980, Section 2	
<b>TRN 03.08</b>	Recording maintenance works	Records relating to maintenance and repair of roads, bridges including maintenance performed by Division Maintenance Units.	Date of completion	12 years	Destroy	GCC Business Need	Previous code: EV 06.19

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
TRN 03.09	Maintaining Drainage	Records relating to drainage maintenance schemes.	Date of Closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 06.20
TRN 03.10	Inspecting and maintaining street lighting and street furniture	Records relating to street lighting infrastructure; night patrols records; fault reports; part-night lighting records	Date of completion	7 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 06.21
<b>SUB-FUNCTION: Network and Traffic Management</b>							
TRN 04.01	Development and adoption of Local Transport Plan	Final Local Transport Plan and related working papers	Date of Completion	7 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 08.01
TRN 04.02	Managing applications / permissions for licences and permits	Skip permits; Scaffolding and Hoarding licences; Highways Projection licences; Highways Occupation licences; Crane	Date of issue	7 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 06.26

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
		licences; Cultivation licences; Temporary sig permits; and related records					
TRN 04.03	Managing applications / permissions for vehicle dropped kerbs	Records relating to Vehicle Dropped Kerb permissions	Date of completion	7 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 06.27
TRN 04.03b	Managing H Marking and Disabled Bay Marking	Records relating to H Marking and Disabled Bay Marking	Date of completion	7 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	
TRN 04.04	Road Adoption / Estates Roads management	Records relating to road adoptions	Date of completion	7 years	Review with Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 08.04
TRN 04.05	Transport Monitoring	e.g. data from Manual Classified Counts, automated traffic counts etc.	Date created	Permanent	Maintain records on database until further notice	Council Practice	Previous code: EV 08.05  Stored on the C2 database

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
TRN 04.06	Transport Reporting	Transport Reports (short creation files)	Date of last action	10 years	Destroy	Council Practice	Previous code: EV 08.06
TRN 04.07	Transport Surveying	Transport Survey responses	Date of completion	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 08.07  Data collected from survey responses kept in line with TRN 01.04
TRN 04.08	Managing Road Openings	Records relating to road openings (Section 50)	Date of last action	Permanent	Transfer to Gloucestershire Archives	New Roads and Street Works Act 1991	Previous code: EV 06.17
TRN 04.09	Issuing and enforcing Penalty Charge Notices - Personal data	Personal data held in relation to the issue and enforcement of Penalty Charge Notices	Date of Issue	7 years	Destroy	Legal obligation from the DVLA. Limitation Act 1980 Section 2	Previous code: EV 03.11a

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
TRN 04.10	Issuing and Enforcing Penalty Charge Notices	Non-personal data held in relation to the issue and enforcement of Penalty Charge Notices	Date of issue	10 years	Review with Gloucestershire Archives	Council Practice	Previous code: EV 03.11b

## WASTE MANAGEMENT

CLASSIFICATION CODE	ACTIVITY	DESCRIPTION OF RECORD	TRIGGER	RETENTION PERIOD	ACTION	REASON	NOTES
WM 01.01	Strategic planning for the Waste Management Service	Monthly reports, OHIO, projects	Date of completion	5 years	Destroy	GCC Business Need	Previous code: EV 04.02
WM 01.02	Managing active landfill sites and waste treatment sites	Records relating to the management of active sites used for the short term disposal or treatment of waste	Date of closure	6 years	Destroy	Limitation Act 1980, Section 2	Previous code: EV 04.04
WM 01.03	Managing Waste Management contracts	Waste Management Contracts	End of contract	7 years	Transfer to Gloucestershire Archives	Limitation Act 1980, Section 2	Previous code: EV 04.03
WM 01.04	Managing closed landfill sites	Records relating to the management of closed waste disposal sites	Closed site monitoring period ends	6 years	Review with Gloucestershire Archives	GCC Business Need; Limitation Act 1980, Section 2	Previous code: EV 04.05

# SHAREPOINT RETENTION POLICIES

Policy Code	Codes Covered	Activity	Trigger	Retention Period
SPPL001	CGA 03.01	Applied to SharePoint sites used to manage projects	Date of Completion	6 years
SPPL002	CGA 03.01b	Applied to SharePoint sites used to manage projects which includes contracts signed under seal	Date of Completion	12 years
SPPL003	CGA 10.02	Applied to teams chat information	Date of Creation	2 weeks
SPPL004	CGA 10.03	Applied to emails	Date of Creation	6 years

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