

Contents

1.	Purpose of this Document	2
2.	Background	2
3.	Legal Requirements	2
4.	What is a Retention Schedule?	3
5.	Destruction of Records	3
6.	Retention of Records	3
6.1	Personal information	3
6.2	Records that can be destroyed after effective use	4
7.	Retention Schedule listed by Council Directorate	4
7.1	London Borough of Barnet – Cross-Council Retention Periods	5
7.2	Barnet Education and Learning Service	8
7.3	Information and Communication Technology	10
7.4	Public Health and Protection	11
7.5	Public Health and Protection – Health and Safety	13
7.6	Assurance and Public Protection	15
7.7	Family Services	25
7.8	Adults and Health	30
7.9	Strategy and Resources – HR	32
7.10	Strategy and Resources - Finance	34
7.11	Customer and Place	38
8	Governance, Approval and Review	51
8.1	Governance	51
8.2	Approval and review	51

1. Purpose of this Document

This document sets out Barnet Council's Retention Schedule. The retention schedule classifies council documents and sets how long they need to be stored before they can be destroyed. The retention schedule applies to all records irrespective of the format in which they are maintained or the format on which they are held. This document should be read in conjunction with Records and Information Management's wider suite of policies and procedures.

2. Background

Barnet Council is required by the Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 to have and to implement a records retention and disposal schedule. This document sets out details about all the records created and kept by us.

The Schedule sets out best practice regarding record retention and incorporates Retention guidelines and legislation pertaining to the records themselves. It is a live document that will be amended and modified as and when retention details change, new information is kept, or regulations and legislation that govern information and its use are changed.

The Council stores a vast amount of information. The schedule creates best practice by:

- Identifying records that may be worth preserving permanently
- Prevention of premature destruction of records that need retaining for a specified period to satisfy legal, financial, and other requirements of public administration
- Allowing consistency for the destruction of those records not required permanently
- Ensures the Council does not hold on to information or records for longer than necessary

The purpose of a retention schedule is to provide the minimum periods of retention of records of all types.

3. Legal Requirements

Each entry in the retention schedule details the legislation, regulations, guidelines, or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation exists, Barnet Council directorates have been consulted to determine the retention requirements that best suit each business activity – aligning with best and common practice across the public sector. These include, but are not limited to General Data Protection Regulations, Freedom of Information Act, and the Local Government Act – as well as legislation linked to statutory council services.

4. What is a Retention Schedule?

The retention schedule does not look at individual records, but details all information which is created, collected, processed, used, stored and/or disposed of by all staff, partners, and agents during the Authority's activities.

When records reach their retention period, they should be reviewed before deletion/destruction. Where retention is based on common practice/business need, there may be a need to retain the information for longer than stated. Where justified, an extension of 1 year can be applied.

London Borough of Barnet uses a Big Bucket Retention Schedule. The justification for this is that officers can more easily classify records for retention, correctly classify records to mitigate risks of retaining records longer than necessary, approvers are more likely to review records, reduced maintenance and applying the big bucket approach provides benefits from a technical perspective when working with digital systems.

5. Destruction of Records

The destruction of records is an irreversible act. Many records contain sensitive and/or confidential information, and their destruction must be undertaken in accordance with Council policy, and where possible, proof of secure destruction should be obtained.

Any records transferred to offsite storage should be destroyed by the relevant records company.

6. Retention of Records

6.1 Personal information

Unless otherwise stated, personal data should not be held for longer than 10 Years after the data subject's last contact with the Council. Exceptions to the 10 Year period could occur when records:

- Are held in legal documents "under seal" where they may have to be retained for up to 20 Years
- Need to be retained because the information contained is relevant to legal action
- Are required to be kept for longer (or shorter) period by statute

6.2 Records that can be destroyed after effective use

As a rule, the following types of records have no significant operational, information or evidential value. They can therefore be destroyed as soon as they have served their primary purpose:

- Announcements and notices of meetings and other events – notifications or apologies and acceptance
- Requests for, and confirmation of, reservations for internal services (e.g. meeting rooms) where no internal changes are made
- Transmission documents
- Message slips
- Superseded address and distribution lists
- Duplicate documents such as cc and FYI copies
- Unaltered drafts and reports
- Snapshots from databases
- Working papers, where the results have been written into an official document and which are not required to support it
- Published or reference materials received from other parts of the Council

7. Retention Schedule listed by Council Directorate

Agreed retention periods for Council records are listed in this section of Barnet Council's Retention Schedule. Each schedule entry is also classified in accordance with the Local Government Classification Scheme 2021.

It has been compiled following consultation with Heads of Service and Assistant Directors, as well as Council officers, using guidance and best practice from across the public sector. It should be seen as the single source of advice regarding retention of records and any local guidance should always follow information contained in this master document.

- **Cross Council Retention Periods**
- **Assurance and Public Protection**
- **Adults and Health**
- **Public Health and Protection**
- **Strategy and Resource**
- **Family Services**
- **Customer and Place**
- **Barnet Education and Learning Services**

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.1 London Borough of Barnet – Cross-Council Retention Periods

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Management & Administration	Covid-19	Records are under a legal hold as part of the Covid-19 Inquiry			
Management & Administration	Volunteers	Records related to volunteers and volunteering	5 Years	Closed Date	Best Practice
Management & Administration	Campaigns and Events	The process of developing and promotion of local authorities' campaigns and events	Permanent	Permanent	Best Practice
Management & Administration	Interaction with the media		5 Years	Closed Date	Best Practice
Management & Administration	Media	Media Publications	Permanent	Permanent	Best Practice
Management & Administration	Policies, procedures, and strategies	Activities that develop policies, procedures, strategies, and structures for the local authorities	Permanent	Permanent	Best Practice
Management & Administration	Consultations	Consulting the public and staff in the development of minor policies of the local authority	5 Years	Closed Date	Best Practice
Management & Administration	Policies, procedures, and strategies	Strategic plans, policies, or procedure to assess their compliance with guidelines	5 Years	Closed Date	Best Practice
Management & Administration	Publications	Published work of the local authority	Permanent	Permanent	Best Practice
Management & Administration	Review	The process of assessing the quality, efficiency, or performance of a local authority service or unit	5 Years	Closed Date	Best Practice
Management & Administration	Local Government	The process of preparing information to be passed on to central government as part of statutory requirements	10 Years	Closed Date	Best Practice
Management & Administration	Policies, procedures, and strategies	The process of preparing business for cross departmental or Unit/Team consideration and	5 Years	Closed Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

		making the record of discussion, debate, and resolutions			
Management & Administration	Meetings	Team Meetings/Management Team Meeting Minutes held by individuals where no corporate decisions were made	1 Year	Date of Meeting	Best Practice
Management & Administration	Business Continuity	Plans	Dynamic		Best Practice
Management & Administration	Systems	All records relating to the creation and implementation of information systems and security measures	5 Years	System Decommissioning	Best Practice
Management & Administration	Project Management	All records relating to the management of projects where there is limited (or no) budget involved	10 Years	Last Action	Limitations Act 1980
Management & Administration	Contract Management	Contract operation and monitoring	5 Years	Last Action	Best Practice
Management & Administration	Contract Management	Unsuccessful tender documents	18 Months	Last Action	Best Practice
Management & Administration	Contract Management	Successful tender documents	10 Years	Last Action	Best Practice
Management & Administration	Contract Management	Contract operation and monitoring	5 Years	Last Action	Best Practice
Management & Administration	Contract Management	Process of agreeing terms between organisations – concordat	10 Years	Last Action	Best Practice
Management & Administration	Contract Management	The process awarding of contract and contracts and process of awarding tenancies in welfare housing	20 Years	Last Action	Best Practice
Management & Administration	Contract Management	The process awarding of contract and contracts and the process of awarding tenancies in welfare housing	10 Years	Last Action	Best Practice
Management & Administration	Communication	Outlook Emails	5 Years / Dynamic	Start Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Management & Administration	Communication	Senior Management Communication and decision making	Permanent	Start Date	Best Practice
Management & Administration	Risk Assessments		5 Years	Date of Assessment and/or superseded	Best Practice
Management & Administration	Management	1-2-1 and Line Management documentation	6 Months	Individual last payment	Best Practice
Management & Administration	Administration	Administration – announcements, notifications, address lists, snapshots, working papers	Immediate	When use has ceased	Best Practice
Communications	Strategy and Resources	Records relating to Communications, Photography, Advertising, and the capture of events across Barnet – photographs and consent forms, videos, internal and external communications publicising corporate policy, procedures, and marketing	3 Years	Date of photograph / consent given	Best Practice

7.2 Barnet Education and Learning Service

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Education and Skills	Case Files	Admissions, appeals and exclusions files	7 Years	Closed Date	Best Practice
Education and Skills	The process involving in assessing and providing individual support for children who have need of special education support	SEN files, Educational Psychology, Specialist Team, Visual impairment, Hearing impairment, BEAM Team, Home-schooling, attendance records, application forms, payment records	31 Years	Date of Birth	Best Practice
Education and Skills	The process involved in provision of services or programmes to support the development of children	Attendance records	Permanent	Permanent	Best Practice
Education and Skills	BEAM Resources	Barnet Early Autism Model	6 Months	Child leaving BEAM Service	Business Requirement
Education and Skills	Notes of visit and setting information	EYFS, Early Years Foundation Stage, Nursery	5 Years	Start Date	Best Practice
Education and Skills	Setting causing concern, Setting monitoring	EYFS, Early Years Foundation Stage, Nursery	5 Years	Start Date	Best Practice
Education and Skills	Assessing vulnerable young people who are at risk of being radicalised or being drawn into violent extremism	ECINS Case Records, Prevent Contacts, Panel Meetings	10 Years	Start Date	Best Practice
Education and Skills	Returns	Audit of High Need Pupils for Barnet maintained schools and colleges	3 Years	Start Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Education and Skills	Brokerage and Contract Management	Contractor files, financial information agreements and policies	6 Years	Closed Date	Best Practice
Education and Skills	Interventions to secure school attendance	Education welfare case work files	18 Years	Case Closure	Best Practice
Education and Skills	Management of disputes arising from FPNs		1 Year	Case Closure	Best Practice
Education and Skills	Application forms	Records of FPN requests from schools	5 Years	Financial Year End	Best Practice
Education and Skills	Documentation required to assess suitability of application re safeguarding of children	Applications and licences	18 Years	Date of Birth	Best Practice
Education and Skills	BEAM - Barnet Early Autism Model	Support for autism parent programmes, parent support group, feedback	10 Years	Start Date	Best Practice
Education and Skills	Governor Services	Minutes, governing body minutes	10 Years	Date of Meeting	Best Practice
Education and Skills	Area SENCOs	Children's Files	20 Years	DOB	Best Practice

7.3 Information and Communication Technology

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Information and Communication Technology	Microsoft Team Sites	Teams site including all channels, posts, and files	1 Year	Start Date of inactivity	Best Practice
Information and Communication Technology	Microsoft Teams - Chat	Chat	24 Hours	Start Date	Best Practice
Information and Communication Technology	Microsoft Channel Posts	Posts	1 Year	Start Date	Best Practice
Information and Communication Technology	Microsoft Teams - Meeting recordings	Meeting Recordings	60 Days	Start Date	Best Practice
Information and Communication Technology	Microsoft Teams - Files saved in Chat	Files saved within Chat	As per the retention policy of the file location		
Information and Communication Technology	Outlook Inbox	Junk Items	30 Days	Deletion	Best Practice
Information and Communication Technology	Outlook Inbox	Deleted Items	60 Days	Deletion	Best Practice
Information and Communication Technology	Telephone Calls - some telephone calls are recorded for monitoring, training, or quality purposes.	Telephone, call	6 Months	Start Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.4 Public Health and Protection

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Public Health	Insight & Intelligence – NHS datasets	1. Hospital Episodes Statistics 2. Primary Care Mortality Dataset	10 Years	Review business/operational requirement	Best practice, based on operational requirement and NHS Records Management Code of Practice 2023
Public Health	Public Health - Stop Smoking Service	Aggregated data and analysis relating to the Stop Smoking Service	Retain records for a minimum of 5 years	Creation Date	Best Practice
Public Health	Public Health - Stop Smoking Service	10 years then review business/operational requirement	Last contact (with service)	Last contact (with service)	Best practice, based on operational requirement and NHS RM CoP 2023
Public Health	Suicide Statistics	Suicide Statistics provided by the Thrive London's Real Time Surveillance System	20 Years, or 8 years after the patient has died	Last Contact	Best Practice
Public Health	Incident Reports	Incident reports and lessons learned reports, which are sent by commissioned services to LBB	10 years then review business/operational requirement	Last contact (with service)	Best practice, based on operational requirement and NHS RM CoP 2023
Public Health	Rehab and Detox	Client information relating to applications for substance misuse detoxification and rehabilitation treatment.	10 years then review business/operational requirement	Date of decision, discharge or patient last seen	Best practice, based on operational requirement and NHS RM CoP 2023
Public Health	Substance Misuse	Patient identifiable information held on the care management system commissioned by Public Health.	10 years then review business/operational requirement	Last contact (with service)	Best practice, based on operational requirement and NHS RM CoP 2023
Public Health	Substance	Patient identifiable information held on the care	10 years then review	Last contact (with	Best practice, based on

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	Misuse – Young People	management system commissioned by Public Health.	business/operational requirement	service)	operational requirement and NHS RM CoP 2023
Public Health	Sexual health providers	Anonymised excel sheets, activity data from providers that bill for sexual health services, dates partial post codes, connected to financial information	10 years then review business/operational requirement	Creation Date	Best Practice
Public Health	NHS Health Checks	Anonymised data for each NHS Health Check carried out and invitation sent	10 Years	Review business/operational requirement	Best Practice
Public Health	Weight Management	Service records related to providing structured support and treatment for individuals who are overweight or obese	5 Years	End of pilot service (02/12/2023)	Best Practice
Public Health	National Child Measurement Programme	Child level information related to height and weight screening	Personal data is kept until the child's 25th birthday, or 26th birthday if the child was 17 at conclusion of treatment for 25 years	Date of first measurement	The Children Act 2004 and Children and Social Work Act 2017
Public Health	Insight and Intelligence – Project Data	Data analysis and outputs/recommendations produced by the analysis of data	3 years	Close of project	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.5 Public Health and Protection – Health and Safety

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Health and Safety	The processes that permit work, the process to ensure safe systems of work and the process to assess the level of risk	inspections, monitoring, assessments, risk assessments	5 Years	Last Action or Date Superseded	Health and Safety at Work Act 1974
Health and Safety	The process that records injuries to adults	Accident books, online database	10 Years	Closed Date	Health and Safety at Work Act 1974
Health and Safety	The process that records injuries to children	Accident books, online database	40 Years	Closed Date	Health and Safety at Work Act 1974
Health and Safety	The process of inspecting equipment to ensure it is safe	Equipment inspection records	10 Years	Disposal Date	Health and Safety at Work Act 1974
Health and Safety	The process of conducting monitoring to ensure that the process is safe	Monitoring results	5 Years	Last Action	Health and Safety at Work Act 1974
Health and Safety	The process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Property asbestos files, occupational health records	40 Years	Last Action	Health and Safety at Work Act 1974
Health and Safety	The process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Radiation monitoring	50 Years	Last Action	Health and Safety at Work Act 1974
Health and Safety	SoloProtect - Lone Worker System	Audio communications data	3 Years	Closed date or end of contract	Best Practice
Health and Safety	SoloProtect - Lone Worker System	Medical data (false alarms are retained for 90 days from collection. Genuine alarms are retained for 2 years from collection. Genuine alarms which	3 Months	Collection date or end of contract	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

		required emergency services are dispatched are retained for 3 years from the end of contract.)			
Health and Safety	SoloProtect - Lone Worker System	Personal data, work pattern, vehicle details, identity details, location data, mobile app data, ARC, or incident records, contact data	2 Years	End of contract	Best Practice
Health and Safety	SoloProtect - Lone Worker System	Customer history, key contract data, financial data, contract billing & payments	7 Years	End of contract	Best Practice
Health and Safety	Individual persons record on the Potentially Violent Persons Register	PVPR	Reviewed after 1 Year	Start Date	Business Need
Health and Safety	Report and letter confirming removal of persons from the Potentially Violent Persons Register	PVPR, letter, report	Case-by-case basis. Where a risk of violence no longer exists, the entry will be removed from the register.	Start Date	Business Need

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.6 Assurance and Public Protection

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Community Safety and Emergencies	CCTV	<ul style="list-style-type: none"> • Council Buildings • Borough Cameras • Community Safety Public Spaces CCTV • Libraries • Body-worn camera footage BWC 	Up to 31 Days	Start Date	The Office of Surveillance Commissioners (OSC)
Community Safety and Emergencies	CCTV	Secure images - for criminal and/or civil proceedings	7 years	Start Date	The Office of Surveillance Commissioners (OSC)
Community Safety and Emergencies	Community Safety - external and internal facing procedures	Information relating to hate crimes, anti-social behaviour, FPNs, PSPOs and Community Safety.	10 Years	Last Action	Best Practice
Community Safety and Emergencies	Community Safety - Environmental Enforcement	Investigation, informal resolution, and enforcement action.	10 Years	Last Action	Best Practice
Community Safety and Emergencies	Community Safety - Anti Social Behaviour	Anti-Social Behaviour records - client records.	10 Years	Last Action	Best Practice
Community Safety and Emergencies	Major Incident records	All records relating to the incident, including incident logs, rotas of emergency responders, frameworks, plans and any action cards activated.	50 Years	Start Date	London Humanitarian Assistance Framework
Community Safety and Emergencies	Minor Incident records	All records relating to the incident, including incident logs, rotas of emergency responders, frameworks, plans and any action cards activated.	10 Years	Start Date	London Humanitarian Assistance Framework
Community Safety and Emergencies	Plans - Business Continuity Plans,	Fuel Plans, CBRN, Joint Barnet Harrow Public Health BC Plan, Action Cards, Directorate level	Review	N/A	N/A

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	Emergency Planning Plans, Action Cards	Business Continuity Plans			
Community Safety and Emergencies	Designated Emergency Centres	Telephone Numbers, emails	Review	N/A	N/A
Community Safety and Emergencies	Emergency Responders, Barnet Responders	Contact details, rotas, on call contact lists	1 Year	Closed Date, from fiscal year end	Best Practice
Compliance	Licensing - Alcohol, Late Night Refreshments, Gambling, Night Clubs, Street Trading, Regulated Entertainment, Special Treatments (Massage/Nail Bars), Animal Welfare, Street Trading and Sex Establishments	Final licences, statistics, information relating to licences - granted or otherwise, justification and explanation.	10 years	Death of individual or bankruptcy of organisation	Limitations Act 1980 (Section 2)
Compliance	The process of investigation, monitoring, or inspection laws in the responsibility of the local authority	Fire certificate compliance inspections, trading standards sample and inspection records	10 Years	Last Action	Best Practice
Compliance	Management of goods and services within the Borough	Documentation on the seizure of evidence, creates an audit trail of evidence.	7 years	Last Action	Limitations Act 1980 (Section 2)
Compliance	Auditing	Final audit reports	10 Years	Final Report and Issue Date	Best Practice
Compliance	Auditing	Supporting documentation and working documents	4 Years	Final Report and Issue Date	Best Practice
Customer Service	The management of	Correspondence, ombudsman, reports, returns	10 Years	Closed Date	Limitation Act

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	detailed responses on council actions, policy, or procedures				
Customer Service	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Correspondence, Reports, Returns	Permanent	Permanent	Best Practice
Customer Service	Report and summary of enquiries and complaints directed to council	Reports	Permanent	Permanent	Best Practice
Democracy and Governance	Names of those registered to speak at planning meetings	Name and contact information - generated by the Planning and Building Control Team	1 Day	Close of meeting	Best Practice
Democracy and Governance	Independent panel members - volunteers on Panel Appeal Meetings (Schools Admissions and Exclusion Appeals)	Contact information, personal information	Immediate	Upon resignation	Best Practice
Democracy and Governance	Council's Committee	Contact information, personal information	Immediate	Upon resignation	Best Practice
Democracy and Governance	The process of preparing documentation for School admission appeals panel hearings for the Local Authority and for non-maintained	Notification letters, preparing appeal hearing paperwork, minutes of the appeal and decision letters	2 Years	Last Action	School Admission Appeals Code 2012

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	schools.				
Democracy and Governance	The process of preparing documentation for an Exclusion review hearing.	Notification letters, preparing review paperwork, minutes of the review.	5 Years	Conclusion of review	Statutory guidance on the exclusion of pupils
Democracy and Governance	Declaration forms by staff of any gifts received	Name of officer, gift information, hospitality, and gift lists	5 Years	End Date – (in this instance the end date is when the officer’s employment ends)	Business Need
Democracy and Governance	Recorded Teams Live meetings	Live Recording of Committee meetings, available on the Council webpage	5 Years	Start Date	Business Need
Democracy and Governance	AudioMinutes	Audio minutes of Committee and Council Meetings - and WebCast Meetings	1 Year	Start Date	Business Need
Democracy and Governance	Members disclosable interests	Register of interest (hard copy)	Immediate	Upon scanning	Local Government Act 1972 94 (1)
Democracy and Governance	Members disclosable interests	Register of interest published on the Internet	6 Months	Councillor leaves office	Local Government Act 1972 94 (1)
Democracy and Governance	Councillors’ information	Contact information, personal information (on election or re-election)	Immediate	Each electoral cycle	Best Practice
Democracy and Governance	The process of preparing of honours and submissions - from LBB.	Documentation including and facilitating Honours nominations from the Deputy Lieutenant (King's Representative in the Borough)	10 Years	Last Action	Best Practice
Democracy and Governance	Assets of Community Value	Asset Register, nomination forms, evidence received in relation to nominations.	Permanent	When removed from the Community Value Asset Register	Localism Act 2011; The Assets of Community Value (England) Regs 2012

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Democracy and Governance	Assets of Community Value	Documentation concerning Asset of Community Value process and unsuccessful requests	10 Years	Last Action	Localism Act 2011
Democracy and Governance	Petitions	Hard copy petitions, petitions within ModernGov or generic ePetitions	6 Months	Closed Date	Best Practice
Democracy and Governance	Gifts and Hospitalitys - Declaration forms by members of any gifts received	Name of member, gift information, hospitality, and gift lists	6 Months	End Date – (in this instance the end date is when the Councillor has left office)	Business Need
Democracy and Governance	Draft minute taking	Draft minutes	Immediate	Confirmation of minutes	Best Practice
Democracy and Governance	The process of preparing business for Council	Committee minutes including Council minutes, notice papers and proceedings, indexes, registers of delegations to special committees	Permanent	Permanent	Local Government Act 1972
Democracy and Governance	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate, and resolutions, where the local authority legally owns the record.	Agendas, council reports, documents establishing the committee, minutes, recommendations, supporting documents such as Council briefing and discussion papers	Permanent	Permanent	Best Practice
Democracy and Governance	Record of all the documents that have been officially sealed by the Council	Spreadsheet of all documents sealed by the Council. Authorised officer names	Permanent	Permanent	Best Practice
Democracy and Governance	Previous versions of the constitution	Previous re-iterations of the constitution	Permanent	Permanent	Local Government Act 2000
Democracy and Governance	Audit trail of decision-making within the	COD, DPR	Permanent	Permanent	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	Council, outside of committees.				
Democracy and Governance	The process of organising a ceremonial event or civic occasions and the recording of ceremonial events and civic occasions	Key documentation for the process and organisation of Civil and Royal Events	Permanent	Permanent	Best Practice
Democracy and Governance	Register of Outside Bodies	Bodies and organisations can request to have a representative from the Council to fit the specific conditions of their issue or cause.	1 Year	Annual Council (May)	Best Practice
Environmental Health	Food premises are regularly checked and inspected to ensure the public is protected and that high standards are maintained.	Inspection data and information.	10 years	Last Action (closure of premises)	Limitations Act 1980 (Section 2)
Environmental Health	Food, Health and Safety teamwork alongside Health and Safety for investigations relating to accidents within the workplace (RIDDOR)	Information relating to accidents within the workplace.	10 Years	Last Action	Health and Safety at Work Etc. Act 1974 and Statutory Instruments
Environmental Health	Health and Safety Certificates for events, stadiums, and venues.	For example, Stone X Stadium - physically held Health and Safety Certification.	10 Years	Last Action (closure of premises)	Best Practice
Environmental Health	Primary Authority for contacts with all Local Authority's for Gails, McDonalds and Iceland - LBB acts as the single	Two-way feedback, communications with local authorities and businesses.	10 Years	End of relationship	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	point of contact for these organisations				
Environmental Health	Councillor and MP's Enquiries, and Complaints		10 Years	Closed Date	Business Need
Environmental Health	CPOs, Work in default, prosecutions, Fixed penalties, and other enforcement activities	CPOs (Compulsory purchase of long-term empty properties)	10 years	Closed Date	Business Need
Environmental Health	Marketing Information, service promotion and consultations		10 years	Closed Date	Business Need
Environmental Health	All records relating to the administration of complaints about noise, air pollution	Notices, letters complaints [noiseapp]	10 Years	Closed Date	Limitations Act
Environmental Health	PPC Module - Air Quality - Public Register	PPC Module - Public Register for Air Quality	10 Years	Premises closure (end of process)	Best Practice
Environmental Health	Exhumations (burial locations)	Requests from the public for the moving of bodies from burial locations	10 Years	Closed Date	Best Practice
Financial Management	All documents relating to injury claims	Injury claims, property claims, motor claims	10 Years	Closed Date	Limitations Act
Financial Management	All documents relating to abuse claims	Child Sexual Abuse	75 Years	Closed Date	Recommendation seventeen from the Independent Inquiry into Child Sexual Abuse
Financial Management	Insurance Documentation	Evidence of policy	75 Years	Closed Date	Best Practice
Health and Safety - Monitoring	Asbestos	Complaints and Reports	40 Years	Last action	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Health and Safety - Monitoring	All records relating to the administration of scientific services	Notices, letters	10 Years	Closed Date	Limitations Act
Health and Safety - Monitoring	Enforcement Certification & Prosecution Registration, Certification & Licensing	Contaminated land charges	10 Years	Closed Date	Limitations Act
Health and Safety - Monitoring	Enforcement Certification & Prosecution Registration, Certification & Licensing	Contaminated land register/pollution, diesel licenses, hazardous substances, health and safety licensing, petroleum licenses	Permanent	Permanent	Best Practice
Information Management - Access to Information	Data Protection Incidents	Significant impact on Council policy and procedure, and significant impact on Council reputation and or finance	10 years	Last Action	Best Practice
Information Management - Access to Information	The management of routine responses on council actions, policy, or procedures	FOI Freedom of Information, EIR Environmental Information Requests & SARS Subject Access Requests, form letters, printed material, information rights requests	5 Years	Closed Date	Best Practice
Information Management - Access to Information	The management of collections of records transferred to the archives	Accession registers, depositor files	Permanent	Permanent	Best Practice
Information Management - Access to Information	The activity whereby standards, authorities, restraints, and verifications are introduced and maintained to manage	Authorised lists of file headings, classification schemes, Indexes, Registers	Permanent	Permanent	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	information effectively				
Information Management - Records Management	The process that records the disposal of records	Disposal certificates	20 Years	Last Action	Limitations Act
Information Management - Records Management	Records Management requests administration	Requests and correspondence relating to Sealing, Contracts and Legal Documents (e.g. S106s), Deeds, general queries, mailbox size, Stor-a-file, scanning and invoices	1 year	Financial Year End	Best Practice
Information Management - Records Management	Records Management administration - including offsite storage provider	The creation of new boxes and returns for ongoing work, Correspondence, arrangements relating to service	5 years	Financial Year End	Best Practice
Internal Audit, Risk Management, and Insurance - Counter-Fraud	Non-Criminal Work	Any document created or acquired during an investigation which does not result in a criminal conviction.	6 Years	Case closure date	Best practice
Internal Audit, Risk Management, and Insurance - Counter-Fraud	Criminal case work where a conviction is obtained	Any document created or acquired and retained for the purpose of creating a file which results in the criminal prosecution of an offender	7 Years	Conviction date	Rehabilitation of Offenders Act & Criminal Procedures Investigations Act
Management & Administration	The process that records insurance claims against the local authority or local authority officers	Property Claims records	10 Years	Closed Date	Best Practice
Street Cleansing	All records relating to the provision of pest control services	Correspondence (payments via website) and Reports	10 Years	Closed Date	Limitations Act
Democracy and Governance	Summary certification of those eligible to vote	Electoral register	Permanent	Permanent	RPA 1983, ERA 2013, RPR 2001, ER 2014

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Democracy and Governance	Canvass Form / Communication	Name and address - process of compiling and publishing an accurate register of electors on a yearly basis.	5 Years	Start Date	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Voting Application	Absent Vote Application form (Postal, Proxy or Postal Proxy) - Personal details, ability to verify eligibility to apply for an absent vote	Destroy	When absent vote is removed	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Registration	Individual Registration Form, special category registration forms and evidenced requests	Destroy	When elector is removed from Electoral Register	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Voting Application	Voter Authority Certificates and Anonymous Electors Documents	28 Days	Start of application	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Election(s)	Ballot papers, corresponding number lists and certificates of employment, marked copies of the Polling station Register of Electors and Marked copies of the absent voters list process and count.	1 Year	Date of election	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Election(s)	Ballot Paper Refusal List and Voter Identification evaluation forms	10 Years	Date of election	Regulation 32 & 35 of The Voter Identification Regulations 2022; 40B(7) Schedule 1 RPA 1983
Democracy and Governance	Election(s)	Nomination Papers, Consent to Nomination	1 Year	Date of election	RPA 1983, ERA 2013, RPR 2001, ER 2014
Democracy and Governance	Election(s)	Candidates Expenses - Parliamentary Election and Local Elections	2 Years	Date of receipt	RPA 1983, ERA 2013, RPR 2001, ER 2014

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.7 Family Services

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Children and Families Services	The process involving individual cases involving initial assessment	Initial assessment	5 Years	Closed Date	Best Practice
Children and Families Services	Process involving individual case management of services or support to youth	Youth justice, youth service client files	25 Years from DOB or 10 Years from Last Contact	DOB or Last contact	Best Practice
Children and Families Services	Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	Children in Need	10 Years	Closed Date	Best Practice
Children and Families Services	The process involving individual case management of services or support to unaccompanied minors	AST	10 Years	Closed Date	Best Practice
Children and Families Services	Children and young people subject to supervision orders	Looked After Child	21 years	18th Birthday	Best Practice
Children and Families Services	The process involved in checking the suitability of people to become adoptive parents or foster carers	Adoption files	100 years	Date of Birth	Best Practice, Statutory basis
Children and Families Services	Systems, which manage children, looked after by the local authority	Children's case records for children accommodated in children's homes.	50 years	18th Birthday	Children's Homes (England) Regulations 2015, Regulation 36.
Children and Families Services	Case records for approved foster carers	Any information relating to them contained in the register of foster carers.	35 years	Closed Date (termination of service)	The Fostering Services (England) Regulations 2011, s. 32.
Children and Families Services	The process involving individual case management of families or adults who have fostered children in their care	Foster carer files, Supported lodging files	35 Years	Carer ceases to foster	The Fostering Services (England) Regulations 2011, s. 32.

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Children and Families Services	The process involving individual case management of children	Guardian ad litem, Guardian CAFCASS files, privately fostered children's files, looked after children's files, residential care children's files	75 years	18th Birthday	Care Planning, Placement and Case Review (England) Regulations 2010, s. 50.
Children and Families Services	The process involving individual case management of children looked after by the local authority	Young person's being looked after files.	75 years	18th Birthday	Care Planning, Placement and Case Review (England) Regulations 2010, s. 50.
Children and Families Services	Adoption records where an Adoption Order is made.	All adoption records	100 Years	Date of Adoption Order	Disclosure of Adoption Information
Children and Families Services	Supporting immigration for children in care		75 years	18th Birthday	Best and Legal Practice aligned with CF 2.1.11
Children and Families Services	The process involving individual cases involving initial assessment and provision of advice in regards child protection	Child protection files, CP. Initial assessment, and advice only.	5 Years	Closed Date	Best Practice
Children and Families Services	The process involving summary case management of children under the protection of local authority.	Child protection register including Schedule 1 offenders, CP	Permanent	Permanent	Best Practice
Children and Families Services	Investigated, conferenced, and registered	All client notes and files	35 years	Closed Date	Best Practice
Children and Families Services	The process involved in assessing a family's suitability in the care of children adoptive or fostering	FST	35 years	Closed Date	Best Practice
Children and Families Services	Documents relating to the operation of the establishment	Daily logs, diaries, rotas, secure unit records	25 years	Creation date	Best Practice
Children and Families Services	Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)		10 years	18th Birthday	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Children and Families Services	Client files (contact sheet, detailed record sheet and referrals where there is no child protection information), Registration Forms, Parent's Registration Forms and Daily Records.		5 years	Child permanently leaving the children's centre	Statutory Framework for the Early Years Foundation Stage
Children and Families Services	Process involving in assessing and providing individual support for children who have need of special education support		31 years	From Date of Birth	Best Practice
Children and Families Services	Assessing children for special educational needs and assisting children who may need counselling because of an incident	Assessments and Reports	35 years	From file closure	Best Practice
Children and Families Services	Process involving individual case assessment of a child with a disability	Core assessments, pathway plans and reports	Destroy 6 years after last contact or 2 years from the date of death if the child dies before they reach 18 years	Last contact	Best Practice
Children and Families Services	Child Death Mortality Review	CDMR. Previously known as Child Death Overview Panel or CDOP. North Central London Child Death Overview Panel (NCL CDOP)	15 years	Date of death	Best Practice and Working Together to Safeguard Children (2018)
Children and Families Services	Virtual School Register, Enrichment attendance, laptop allocation list, education panel	Early Years register, Post 16 Register, Statutory Register; Education Panel Meetings, Minutes	3 years	End of academic year	Business Need
Children and Families Services	Virtual School Composite Pupil Exam Results	Pupil Exam Results – end of Year 11 and 13	6 Years	End of academic year	Business Need

Records & Information Management Framework

Retention Schedule 2024/25

London Borough of Barnet

Children and Families Services	Attendance records		5 Years	End of academic year	Business Need
Children and Families Services	<ul style="list-style-type: none"> • School nursing • Health visiting • School oral health/dental • Healthy weight • Breastfeeding 		25 years	From Date of Birth	NHS Records Management Code of Practice 2023
Children and Families Services	Early Help Module, the process involving individual case management in the provision of support by the local authority to families and Parenting skills, special education, attendance records, project files, FST, Universal Plus or Universal Services		10 years	After 18th Birthday	Best Practice
Community Safety and Emergencies	Domestic abuse support services	MARAC, Domestic violence, Multi Agency Risk Assessment Conference	Review after an initial 10-year clear period.	Closed Date	If the subject is deemed to pose a high risk of harm, retain and review after a further 10-year clear period.
Community Safety and Emergencies	Integrated offender management (YJS)		10 Years	Closed Date	Best Practice
Community Safety and Emergencies	Violence Vulnerability and Exploitation		10 Years	Closed Date	Best Practice
Children and Families Services	The process involved in provision of services or programmes to support the development of young persons		20 Years	Closed Date	Best Practice
Children and Families Services	Images and Recordings commissioned and used by Family Services	Includes photographs, film, and consent forms	3 Years	Creation date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Children and Families Services	Translation and interpreting	The Council provides interpreting and translation services to people who need it because the national language is not their first language and provide support where sign language is required	5 Years	Creation date	Best Practice
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7.8 Adults and Health

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Adult Care Services	The process involving summary case management of services or support to adults	Mental Health files	20 Years	Date of closure	NHS Records Management Code of Practice 2023
Adult Care Services	The process involving in assessing and providing individual support or services for all other people including all those assessed as Adult Protection	Day service provision Learning disability Physical disabilities Sensory disability Rehabilitation & discharge Communication support Drug and alcohol misuse Occupational therapy Home Care Safeguarding adults alert/referral form 1 Records of adult protection meetings Safeguarding strategy minutes Carers assessments / support Deep Cleaning Service Complaints Legal Advice given r.e individual support and case management	10 Years	Date of closure/date of death	NHS Records Management Code of Practice 2023
Adult Care Services	Financial Assessment and Invoice Team,	Direct payments letter, direct payments monitoring letter, financial declaration forms, supplementary finance information, financial assessment forms	10 Years	Last Contact or Date of Death	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Adult Care Services	Quality and Purchasing Team - ordinary contracts from external providers to provide in-house services.	Contracts for residential, nursing, homecare, day-care, respite, meals. Supported living/housing related support	10 Years	Closed Date	Best Practice
Adult Care Services	Quality and Purchasing Team - procuring contracts under seal from external providers to provide in-house services.	Contracts for residential, nursing, homecare, day-care, respite, meals. Supported living/housing related support	20 Years	Closed Date	Best Practice
Adult Care Services	Client Feedback / Social Care Surveys	SMS Messages, Text Message, Client feedback. Data collection, contacts, survey data and anonymised general management information for reporting <ul style="list-style-type: none"> • Raw data of survey responses and phone number – retained for 1 year • Aggregated and anonymised survey responses – retained for 10 years 	10 Years	Data Creation	Business Requirement
Adult Care Services	Shared Lives Programme	Vacancy Filler, unsuccessful applicants, Interview notes and unsuccessful applications records	1 Year	Date of closure	The Fostering Services Regulations 2011
Adult Care Services	Shared Lives Programme	Carers / Hosts files	10 Years	Date of closure	The Fostering Services Regulations 2011
Adult Care Services	Adult Social Care Referrals and Funding Negotiations - not accepted		2 Years	Date of closure	NHS Records Management Code of Practice 2023
Adult Care Services	Financial Support	Disabled Facilities Grant	10 Years	Last Contact	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.9 Strategy and Resources – HR

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Human Resources	Appointment files, S151 Officer, Chief Executive, SIRO, DCS, Caldicott Guardian	Appointment files, S151 Officer, Chief Executive, SIRO, DCS, Caldicott Guardian	Permanent	Permanent	Best Practice
Human Resources	Interview notes, unsuccessful applications records, vacancies and applications records, prospective staff records, registers of applicants	Interview notes, unsuccessful applications records, vacancies and applications records, prospective staff records, registers of applicants	1 Year	Start Date	Best Practice
Human Resources	HR Personnel File		10 Years	Final Payment	Best Practice
Human Resources	Administration		10 years	Final Payment	Best Practice
Human Resources	Adjustment to workplace, medical clearance, recommendations	Adjustment to workplace, medical clearance, recommendations	75 years	DOB	Best Practice
Human Resources	Adjustments (note from Hiring Managers) within Oracle	Adjustments (note from Hiring Managers) within Oracle	3 Years	Closed Date	Best Practice
Human Resources	Advertisements, interview notes	Advertisements, interview notes	1 Year	Closed Date	Best Practice
Human Resources	Employment register – permanent staff, casual staff, temporary staff, history cards, registers of personnel files, salary master record, superannuation history cards		Permanent	Permanent	Best Practice
Human Resources	Annual leave, attendance books, clock on/off cards, flexitime sheets, jury service, leave applications, sick leave, special leave, personal leave, study leave	Annual leave, attendance books, clock on/off cards, flexitime sheets, jury service, leave applications, sick leave, special leave, personal leave, study leave	10 years	Final Payment	Best Practice
Human Resources	Claims, employment tribunal and final decision documents	Claims, employment tribunal and final decision documents	Permanent	Permanent	Best Practice
Human	Disciplinary and grievance investigations	Disciplinary and grievance investigations	10 years	Closed Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Resources					
Human Resources	Disciplinary and grievance investigations	Disciplinary and grievance investigations	10 years	Closed Date	Best Practice
Human Resources	Disciplinary and grievance investigations	Disciplinary and grievance investigations	Closed date	Closed Date	Best Practice
Human Resources	Disputes, generic agreements, negotiations, local agreements e.g. with Unions	Disputes, generic agreements, negotiations, local agreements e.g. with Unions	Permanent	Permanent	Best Practice
Human Resources	PDR, Performance Reviews, Objectives, Performance management - on CoreHR and not, retained even when an employee change role.	PDR, Performance Reviews, Objectives, Performance management - on CoreHR and not, retained even when an employee change role.	10 years	Final Payment	Best Practice
Human Resources	Death, dismissal, resignation, retirement including redundancy (Section 188) resignation	Death, dismissal, resignation, retirement including redundancy (Section 188) resignation	10 Years	Final Payment	Best Practice
Human Resources	Exit interview notes	Exit interview notes	1 Year	Final Payment (in role)	Best Practice
Human Resources	Submission data, evidence of consent	Submission data, evidence of consent	5 Years	Final action	Business Need
Human Resources	Learning and Development	Training (concerning children)	40 Years	Training completion	Best Practice
Human Resources	Learning and Development	Training (occupational health and safety training)	40 Years	Training completion	Best Practice
Human Resources	Learning and Development	Mandatory Training Attendance Records	40 Years	Final payment	Best Practice

7.10 Strategy and Resources - Finance

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Asset Management	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Leases, licences, and legal documents for the purchase/sale under the value of £50,000	10 Years	Closed Date	HMRC Compliance Handbook Manual
Asset Management	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Leases, licences, and legal documents for the purchase/sale over the value of £50,000	20 Years	Closed Date	HMRC Compliance Handbook Manual
Accounts	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Cash flow statements consolidated monthly & quarterly financial statements. VAT and taxes	10 Years	Closed Date	HMRC Compliance Handbook Manual
Accounts	The process that supports and consolidates financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports, consolidated financial statements of financial position, operating statements, general ledger, debtor listings and report, monthly accrual statements, working papers for the preparation of above	10 Years	Closed Date	HMRC Compliance Handbook Manual
Asset Management	Process of reporting and reviewing assets status	Acquisition, disposal reports & proposals, inventories, routine returns and reports on asset status, stocktaking, surveys of usage	10 Years	Closed Date	HMRC Compliance Handbook Manual
Asset	Management systems that allow the	Subsidiary asset registers	10 Years	Closed Date	HMRC

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Management	monitoring & management of assets in summary form				Compliance Handbook Manual
Asset Management	The process of maintaining assets, plant machinery and equipment	Cleaning, garden maintenance & painting, plant machinery files & service records	10 Years	Last Action	HMRC Compliance Handbook
Taxation	The valuation of domestic and rateable properties within a municipal district for the purpose of local taxation.	Correspondence, reports, valuation and rating lists and reports	Permanent	Permanent	Best Practice
Taxation	The activity of corresponding to benefit claimants relating to claim	Appeals, Applications, Claims for benefit & correspondence, notices, Notices of acquisition and disposition, Objections, Rate Certificates, Rate property files.	10 Years	Last Action	Limitation Act 1980
Accounts	The process of finalising local authorities' annual budget		10 Years	Last Action	Best Practice
Accounts	The process of developing local authorities' annual budget and reporting which examines the budget in relation to actual revenue and expenditure	Departmental budgets, draft budgets and date estimates including quarterly statements	10 Years	Last Action	Best Practice
Financial Payments	Identification of the receipt, expenditure and write offs of public monies	Allowances	10 Years	Last Action	Best Practice
Financial Payments	The process involving the provision and support for individuals using public transportation	Applications, card issue, rail warrants	10 Years	Last Action	Best Practice
Financial Payments	Management of the approvals process for purchase, including investigations	Appointments & delegations, arrangements for the provision of goods and /or services, audit investigations, Arrangements for the provision of goods and/or services	10 Years	Creation Date	HMRC Compliance Handbook
Financial Payments	Identification of the receipt, expenditure and write offs of public monies	Bank statements, Cash books, cheque counterfoils, credit card statements,	10 Years	Last Action	HMRC Compliance

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

		Invoices, journal (annual), receipts, subsidiary ledgers (annual), vouchers, work orders			Handbook
Financial Payments	Taxation records	Fringe benefits tax records, group certificates, motor vehicle logs	10 Years	Closed Dates	Taxes Management Act
Financial Payments	The processes that balance & reconcile financial accounts	Reconciliation	10 Years	Closed Date	Taxes Management Act
Financial Payments	Taxation records	Taxation records	10 Years	Create Date	Taxes Management Act
Asset Management	Home improvement grants	Agreement to pay loan	20 Years	Last Payment	HMRC Compliance Handbook
Asset Management	Home improvement grants	Details of payments	Permanent	Permanent	HMRC Compliance Handbook
Asset Management	Mortgages - With signed contracts	Mortgage agreements, correspondence	10 Years	Last Payment	Best Practice
Asset Management	Mortgages- With sealed contracts	Mortgage agreements, correspondence	20 Years	Last Payment	Best Practice
Asset Management	Rent payments	Rent books	10 Years	Create Date	Best Practice
Treasury Management	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Loan files	10 Years	Closed Date (repayment)	Money Laundering Regulations 2007
Treasury Management	Summary management of loans	Loans registers	10 Years	Closed Date (repayment)	Best Practice
Payroll	Accountable processes relating to payment	Authority sheets, employee pay records,	10 Years	Last Action	Companies Act

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	of employees	employee taxation records, payroll, employee deduction authorities, payroll disbursement			2006, Value Added Tax Act, Finance Act 1999
Payroll	Non-accountable processes relating to payment of employees	Summary employee pay reports	10 Years	Closed Date	Companies Act 2006, Value Added Tax Act, Finance Act 1999
Asset Management	The recording of information for rateable properties identifying the person or company rated	Register of rateable properties	Permanent	Permanent	Best Practice
Asset Management	Summary management reporting on the overall assets of the local authorities	Annual reports, Asset registers, consolidated current asset reports, Schedule of acquisitions, Summary of current assets	Permanent	Permanent	Best Practice
Pension	Pension	Pension records for Barnet Finance and HR related finance records	10 Years	Last Payment	HMRC Compliance Handbook

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

7.11 Customer and Place

Local Government Classification	Function Description	Examples of Records	Retention Period	Retention Trigger	Justification
Street Scene					
Street Scene Garden Waste	Opt-in payment for residents to have green bin garden waste collection	Garden waste, green bin, collections, waste management	6 months	Final payment for service	Best Practice
Street Scene Garden Waste	Bulky Waste Collections	Charged service for bulky or large waste collections	6 months	Termination of service	Best Practice
Street Scene	Vehicle Mounted Closed-circuit television (CCTV)	Vehicle mounted CCTV cameras on council vehicles, Mobile DVR. Refuse vehicles	21 Days	Start Date	Best Practice
Waste Management - Collection	The process of arranging the collection or transportation of household waste	Addresses only	5 Years	Last Action	Best Practice
Waste Management - Collection	The process of arranging the collection or transportation of controlled waste	Addresses only	10 Years	Last Action	Best Practice
Fleet Maintenance	The process of the management of the Council's vehicle fleet	Includes maintenance information, accident data, PCN's and information passed onto the insurance team	10 Years	Ownership of vehicle	Best Practice
Parking Permits	All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	Application and distribution of Parking Permits	10 Years	Expiry of permit	Best Practice
Penalty Charge Notices	All records relating to the enforcement of on street parking regulations	Issued, individuals provide information or received from the DVLA	10 Years	Issue date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

	(meters, residential parking bays, yellow lines etc.) within the local authority area				
Waste Management - Disposal of Waste	The summary management of sites used for the disposal of waste and the process involved in managing the use, type, and amount of waste	Waste sites	Permanent	Permanent	Best Practice
Environmental Health					
Environmental Health	Paid for Services	Housing Inspections	5 Years	Closed Date	Business Need
House in multiple occupation	HMO Licensing Database	Houses in multiple occupation	10 Years	Closed Date	Business Need
House in multiple occupation	HMO Licences	Applications, statutory documents, supporting documents, reports, representations, letters, general correspondence	10 Years	Closed Date	Business Need
House in multiple occupation	Proactive Inspections (HMOs)	Houses in multiple occupation HMOs, Empty properties	10 Years	Closed Date	Business Need
Empty Property	Empty Property Grant Applications		10 Years	Closed Date	Business Need
Private Sector Housing	Private Sector Housing Advice / Assistance	Customer service requests in relation to private sector housing issues	10 Years	Closed Date	Business Need
Notification	The process of issuing notices to citizens with respect to responsibilities	Animal impounding notices and appeals against notices including fire prevention and infringement notices, infringement notices, objections to notices, registration of premises infringement notices	5 Years	Date Matter is Concluded	Best Practice
Place – Town Centre Management					
Town Centre Management	Projects identified within the Town Centre Strategy	community engagement, community involvement, communications, mailing lists	1 Year	Completion Date	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Town Centre Management	Town Centre Projects engagement and communications	Information from mailing lists, consultations, and engagements with public/community groups. Hendon Hub Engagement Burnt Oak North Finchley Public Realm Design North Finchley Creative Placemaking	1 Year	Close of project	Business Need
Town Centre Management	Information from mailing lists and participation and engagement data of the creative placemaking programme in Burnt Oak for those who opt in to be contacted about other related projects	Mailing lists, engagement	3 Years	Close of project	Business Need
Property and Land Management					
Leasing & Occupancy	The process of managing commercial leased property	Applications for leases, licences & rental revision, lease agreements, rental expenditure authorities, valuation queries - significant alterations	Permanent	Property sale	Best Practice
Leasing & Occupancy	Buildings meeting regulation - Fire, Gas, Water	All records relating to aspects of water, fire or gas damage to Council owned or leased property	10 Years	From creation	Best Practice
Leasing & Occupancy	Council owned buildings regulations - Asbestos	All records relating to aspects of asbestos management in Council owned or leased property	40 years	Building closure	Best Practice
Leasing & Occupancy	The process of managing the occupancy of property by Barnet Council	Basic cleaning and management.	10 Years	Expiry of the lease	Best Practice
Property & Land Management	Reports to management on overall property of the local authority	Consolidated property & buildings annual reports, register of leases, site register, summary of leased property, summary of local authorities owned property	Permanent	Permanent	Best Practice
Planning Scheme Development and	The process of maintaining the countryside and developing open spaces for public amenity	Land purchase agreements	Permanent	Date Concluded	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Amendment					
Property Acquisition & Disposal	Management of the disposal (by sale or write off) process for real property	Board of survey, conditions of contracts, legal documents relating to the sale, particulars of sale documents, tender documents	40 Years	Closed Date	Best Practice
Property Acquisition & Disposal.	Management of the acquisition (by financial lease or purchase) process for real property	Plans	20 Years	Life of Asset	Best Practice
Property & Land Management	Buildings and estates of “special interest”	Certificates of approval, installation manuals	20 Years	Life of Asset	Best Practice
Property & Land Management	All other buildings and estates	Certificates of approval	Permanent	End of Asset Life	Best Practice
Property & Land Management	The action process involved in the development and renovation of property	Conditions of contracts, tender documents, work orders	10 Years	Last Action	Best Practice
Property & Land Management	The process of managing and undertaking renovations and development of property	Plans, project specifications	20 Years	Life of Asset	Best Practice
Property & Land Management	Right to Buy Valuations	valuing, valuation file	10 Years	Closed Date	Best Practice
Regeneration					
Regeneration	Independent Community Advisor project records	community engagement, resident enquiries, West Hendon Partnership Board minutes/agenda/notes, capacity initiatives	10 Years	Close of project	Business Need
Project Management	Capital project delivery	Key project management documents (highlight reports, business case, budget management), Project Content (broken down by RIBA Plan of Work - Strategic Definition, Preparation and Briefing, Concept Design, Spatial Coordination, Technical Design, Construction, Handover, Use) and/or Gateway - Project Concept, Project	10 Years	Life of asset	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

		Assessment, Project Delivery, Project Closure.			
Project Management	Capital project delivery	Project Management Documentation - project proposals, initiation documents and supporting documentation, draft reports and working papers, provisional plans and documents, financial documents, and miscellaneous records - information on products, equipment, correspondence.	20 Years	Completion of project	Limitations Act 1980
Crematoria and Cemeteries					
Crematoria & Crematoriums	Hendon Cemetery & Crematorium, The process of regulation of burials and cremations	Applications, orders, permits and green sheets	1 Year	Last Action	Best Practice (General Register Office Guidelines)
Crematoria & Crematoriums	Hendon Cemetery & Crematorium, Summary management systems that record the location of burials and identity of deceased individuals	Cemetery plans, cemetery register, register of internment	Permanent	Permanent	Best Practice
Strategic Planning					
Sustainability	Net Zero Sustainability Action Plan - Barnet's Roadmap for getting to NetZero as a Council (2030) and as a Borough (2042). Sustainability Programmes sit under nine themes of delivery - some of which are delivered within Service Areas and some by Capital Projects. Work with Communities and Residents - working groups.	Citizens Assembly data and feedback for ongoing work up to the 2042 NetZero target - involving BarnetZero E-Newsletter	10 years	Closure date	Limitations Act 1980
Statutory					
Bye-laws - Enactment	The process of making local laws	Correspondence, master set of byelaws, policy development documents, submissions	Permanent	Permanent	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Registration and Coroners					
Coroners	Summary registration of reported deaths		Permanent	Permanent	Set by National Archives
Coroners Postmortem	The process and actions of inquiring into deaths which do not proceed to an inquest	Coroner's case files	1 Year	Last Action	Best Practice
Coroners Inquests	The process and actions of inquiring into deaths which proceed to an inquest	Coroner's case files	1 Year	Last Action	Best Practice
Registration, Certification and Permits					
Citizenship Ceremony	Documentation and nationality checking documents	Citizenship ceremony & documents, certificate cover sheets, certificate cover notes, Home Office returns	10 Years	Closed Date	Best Practice
Marriage Services	Marriages, Civil partnerships, and civil partnerships conversion	Certificate from a medical practitioner provided for the special procedure, religious consents, the additional information sheet where this contains, details of an interpreter which may have been used during any of the procedures Objections with Notice	5 Years	Last Action	Best Practice (General Register Office Guidelines)
Notices	Process of notification in relation to birth, death, or marriage		5 Years	Last Action	Best Practice (General Register Office Guidelines)
Registration	The process of the summary registration of a birth, death, or marriage	Birth, death, marriage register	Permanent	Permanent	Births and Deaths Registration Act 1953, The Registration of Births and Deaths (Electronic Communications and Electronic

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

					Storage) Order 2006
Registrars, Barnet Registration & Nationality Services	Naturalisation Certificate	Certificate held until returned to Home Office or original provided to the customer	1 Year	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	Notices of Marriage or Civil Partnership	Photo template for foreign national notices of marriage or civil partnership	5 Years	Closed Date	Best Practice
Registrars, Barnet Registration & Nationality Services	Books recording issue of books and forms of medical certificates	Counterfoil, blank medical certificate	5 Years	Last Entry	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	Counterfoils of certificates and forms	Standard certificates of birth, marriage, death and still-birth, Certificates of registration of births and still-births	2 Years	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	Counterfoils of certificates and forms	Certificates issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	6 Years	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality	Counterfoils of certificates and forms	Certificates issued for the purpose of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten	3 Years	Closed Date	Best Practice (General Register Office Guidelines)

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Services					
Registrars, Barnet Registration & Nationality Services	Counterfoils of certificates and forms	Certificates issued for purposes of certain other Acts of Parliament	2 Years	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	Counterfoils of certificates and forms	Requisitions to persons liable to register who have failed to do so, Forms of report of death to coroner by registrar	1 Year	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	Counterfoils of certificates and forms	Certificates for disposal, before or after registration of death, still-births, or no liability to register	5 Years	Closed Date	Best Practice (General Register Office Guidelines)
Registrars, Barnet Registration & Nationality Services	<ul style="list-style-type: none"> • All certificate requests with relevant fees attached • Invoices • Merchant copy receipts • Stock balancing sheets • Daily reconciliation sheets 		7 Years		Finance/Limitations Act
Registrars, Barnet Registration & Nationality Services	Civil partnership schedules (records)	Civil partnership schedules with original signatures	2 Years	Closed Date	Best Practice (General Register Office Guidelines)
Risk Management					
Programmes,	Risk Registers, Quarterly Reports, and	Risk Registers, Reports, Updates	10 Years	From	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Performance and Risk	updates			completion date	
Programmes, Performance and Risk	Performance records, statistics, and analysis from across the Council	Reports and analysis - goes to Cabinet	20 Years	From completion date	Best Practice
Planning and Building Control					
Planning Scheme Development and Amendment	The activity of developing and adopting planning policies, developing a vision and strategic directions - Local Development Framework	Amendments to definitive map (Article 4 directions, local plan, evidence report), Country parks and nature reserves development plans and correspondence, land purchase agreements, Land use surveys, mineral register, successful mineral and waste planning applications, tree preservation orders, Local Development Framework (Development Plan Documents, Supplementary Planning Documents) including neighbourhood development plans. Stopping up orders, unitary development plans	Permanent	Permanent	Best Practice
Planning Scheme Development and Amendment	The process of receiving, considering, and responding to submissions and objections to planning applications and resulting inquiries - public, applications consultation, objection	(responses from statutory consultees, neighbour objections) Inquiries – public, mineral planning applications consultation, objections, waste planning application consultation	10 Years	After Decision is Made	<u>Town and Country Planning Act 1990 (legislation.gov.uk)</u>
Planning Scheme Development and Amendment	The activity of recording data on historical buildings, monuments, and ecology at a specific site	Commons registration, ecological records, definitive map, historically listed buildings, sites and monuments records, species records	Permanent	Permanent	<u>Town and Country Planning Act 1990 (legislation.gov.uk)</u>
Planning Scheme Development	The process of making planning decisions	(Decision notice planning drawings), Planning application files and plans, planning application register, appeals	Permanent	Permanent	<u>Town and Country Planning Act 1990 (legislation.gov.uk)</u>

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

and Amendment					1
Building Control	The process of enforcing the London Building Act	Dangerous structures notice	10 Years	Closed Date (close of case)	<u>Limitation Act 1980</u> (legislation.gov.uk)
Building Control	The process of approving building applications and compliance	Applications, Building Control, Building control registers, building files, certificates, correspondence, plans, specifications, structural calculation, Building inspection records, certificate of final Inspection, dairies	15 Years	Submission Date	Best Practice
Transport and Highways	Creation and implementation of Planning agreement S106s	Document between the developer and Council - drafted where necessary to make an application acceptable in planning terms, planning obligation	Permanent	Permanent	Best Practice
Planning Scheme Regulation	Tree Preservation Orders	tree preservation orders, TPOs	Permanent	Permanent	<u>The Town and Country Planning (Tree Preservation)(England) Regulations 2012</u> (legislation.gov.uk)
Street Naming and Numbering	The process of allocating names and numbers to streets and buildings	Street records, gazetteer, official delegated report, application details (excluding personal data), plans used to approve new street names, renaming of existing streets, naming of buildings, renaming of buildings, numbering and renumbering of buildings, street naming and numbering policy	Permanent	Permanent	<u>London Building Acts (Amendment) Act 1939</u> (legislation.gov.uk)
Street Naming and Numbering	Application forms	Consultation documents, representations, letters, and general correspondence	10 Years	Decision Date	
Planning	The activity of investigating planning	Correspondence related to enforcement	10 Years	Permanent	<u>Town and Country</u>

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Scheme Development and Amendment	enforcement breaches				Planning Act 1990 (legislation.gov.uk)
Enforcement decisions	The activity of recording planning enforcement decisions	Planning enforcement notices and the enforcement register	Permanent	Permanent	Best Practice
Community Infrastructure Levy	CIL is a planning charge that Local Authorities and the Mayor of London can set on new developments to help pay for community infrastructure		Permanent	Permanent	Best Practice
Highways					
Transport and Highways	The activity of responding to enquiries relating to works and or defects on the network from members of the public	Correspondence concerning enquiries and disputes.	10 Years	Closed Date	Best Practice
Transport and Highways	The activities involved in the management and provision of public transport	Customer and industry liaison, fares, maps, timetables and routes, fares, maps	5 Years	Superseded	Best Practice
Transport and Highways	All records relating to the creation of traffic regulation orders	Regulation orders issued by the Council where works on the highway require a road to be closed temporarily - activity of planning, and programming the continued flow or reduction of traffic	10 Years	From creation	Best Practice
Transport and Highways	All records relating to the maintenance and repairing of roads, streets, bridges, bridle paths, rights of way and tunnels		21 Years	Start Date	Limitations Act 1980

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Transport and Highways	New Roads and Street Works	New Roads and Street Works Safety, permit inspectors, inspection records	21 Years	Start Date	Best Practice
Transport and Highways	Highways Works Regulation	Regulation and co-ordination of works on the highway including licensing (skips, scaffolds, and works) and issue of permits for crosses, openings, cranes, licensing of amenities and facilities, minor improvements, private apparatus, temporary traffic lights and inspection of sites	10 Years	Start Date	Limitations Act 1980
Transport and Highways	Highways Asset Management	Traffic and asset data management, dispute resolution and inspections	15 Years	Start Date	Limitations Act 1980
Transport and Highways	Damage to Highways	Personal and property data used to recover costs of damage to the highway	10 Years	Start Date	Best Practice
Transport and Highways	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Enquiries, consultation documents, objections, and correspondence	10 Years	Date of Decision	Best Practice
Transport and Highways	Stopping Up Orders	The process where a highway land ceases to be a highway and the public rights of way are extinguished in law.	Permanent	Permanent	Best Practice
Transport and Highways	Vehicle cross over or dropped kerb requests	Property information	Permanent	Permanent	Best Practice

Records & Information Management Framework
Retention Schedule 2024/25
London Borough of Barnet

Transport and Highways	The activity of planning, designing, programming, and constructing roads, streets, bridges, and tunnels	Include different sections held in deeds room and offsite	Permanent	Permanent	Best Practice
Transport and Highways	Traffic Management	Congestion management, traffic incident management	10 Years	From creation	Limitations Act 1980
Transport and Highways	School Travel Plans	STAR with TFL, every school in the borough needs to show their commitment for active travel. GOLD / Silver and Bronze.	10 Years	From creation	Best Practice
Transport and Highways	The activity of providing municipal services in relation to infrastructure within the local authority	Advice / comment, us shelters, hedge clipping, tree planting, HGV application, including requests for, right of ways, roundabouts, level crossings.	10 Years	Last Action	Best Practice
Transport and Highways	The process of enforcing infrastructure and transport regulations		40 Years	Date of Enforcement Notice	Best Practice
Transport and Highways	Case files relating to Section 278, Section 38	The Council has a continuing programme of schemes to improve the safety and operation of the highway network.	10 Years or permanent offer to the Local Studies Centre	Life of the highway	Best Practice
Transport and Highways	Claims to change the definitive map	Advice and information about the location and status of public rights of way	Permanent	Permanent	Best Practice
Transport and Highways	Creation of right(s) of way	Correspondence and creation of a right of way	Permanent	Permanent	Best Practice

8 Governance, Approval and Review

8.1 Governance

This Schedule and wider Records and Information Management Policies are subject to continuous review and improvement. This policy is owned by the Records and Information management Team.

8.2 Approval and review

This policy has been formally signed off by Barnet Council's Security Forum and Security Board. It will be reviewed on an annual basis by the Records and Information Management Team and will be subject to contribution and input from Lead Specialists to ensure that the principles of the policy are adhered to.

Review date: April 2025.

Version	Date	Updated by	Notes
1.0	15/04/2024	Records Management Lead	