



**ICT Services  
Records Management Service**

## **Record Retention Schedule**

**Economy, Communities & Corporate  
Technical & Parking Services  
Markets, Fairs and Street Trading**

**June 2009**

## Introduction

This retention schedule lists the minimum length of time to keep the records generated as a result of the business processes for Markets, Fairs and Street Trading. This schedule is updated according to Acts of Parliament, Statutory Instruments, Approved Codes of Practice and current Council practices and financial regulations. The scheme follows the Retention Guidelines for Local Authorities produced by the Records Management Society of Great Britain.

The retention period is taken from the date of file closure, and applies to records stored in all media (including paper and electronic versions). When records are destroyed at the end of their retention period, all backup copies must also be destroyed as far as possible, in order to ensure compliance with the Data Protection Act 1998 and the Freedom of Information Act 2000. In cases of investigation by Police, Internal Audit, or the Audit Commission all destruction procedures on the information concerned must cease immediately regardless of storage format. Equally, no records should be destroyed once they are known to be the subject of a Freedom of Information Act 2000 request.

Records for permanent preservation should be passed to the Herefordshire Record Office. Contact the Senior Archivist for information on transfer procedures. The Record Office may choose to keep a sample of certain classes of record for permanent preservation, but this will be agreed beforehand with depositing departments.

Descriptions of each process are found in the Corporate File Plan for Markets, Fairs and Street Trading. Within the schedule, the storage format shows the medium in which the record is held. Special processes show if any changes are made to the class of record throughout its life, such as if it is scanned or microfilmed at a certain point. The retention period is the minimum length of time for which the class of record should be kept, whilst the action is to destroy, archive or review the records once they reach the end of their retention period, and Herefordshire Council has no further business use for them. The reason for retention includes any legislative or regulatory reason on which the retention period is based.

Adhering to the retention schedule is a requirement of Herefordshire Council's Records Management Policy, found on the Intranet Info Library under "*Records Management*". The schedules also give consistent instruction to all staff dealing with records.

## When to use the retention schedule

This retention schedule is designed for use in the following ways:

- When ***creating records***, this retention schedule will act as a guide to the conditions under which that record should be managed, stored and ultimately disposed of.
- When ***designing filing systems***, this retention schedule will give a clear understanding of the legal and business requirement for record keeping,
- When ***managing offices***, this retention schedule will give a clear understanding of which records should be transferred to the Modern Records Unit and/or the Herefordshire Record Office, and which records should eventually be destroyed, thus maximizing office space.
- When ***destroying records***, this retention schedule will minimize the risk that records are destroyed before they should be, or kept for longer than they need to be kept.

## Updates to the schedule

The schedules will be regularly reviewed to incorporate any changes to business practice. If you have any comments or queries regarding this schedule, please contact

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<b>Economic Development</b>		<b>Storage Format</b>	<b>Special Processes</b>	<b>Retention Period</b>	<b>Action</b>	<b>Reason for Retention</b>
	Bookings	Paper	None	2 Years + current year	Destroy	Operational
	Contact details	Electronic	None	Update and destroy once replaced by new version	Destroy	Operational
	Contracts/Agreements (etc Fairs)	Paper	None	Ordinary contracts - 6 years after the term of the contract has expired  Contracts under seal - 12 years after the term of the contract has expired	Destroy	Herefordshire Council Financial Regulations
	Correspondence	Paper/ Electronic	None	2 years for routine enquiries  6 years after resolution of correspondence for non-routine correspondence, or permanent if concerning a very significant issue.	Destroy	Operational
	Market - Cashing up sheets	Paper/ Electronic	None	6 years + current year	Destroy	Herefordshire Council Financial Regulations
	Open Markets - layouts/plans	Paper	None	Retain until superseded	Destroy	Operational
	Receipt books	Paper	None	2 years + current	Destroy	Herefordshire Council Financial Regulations
	Reports to Committee (originals)	Paper/ Electronic	None	Permanent	Offer one copy to Archives Services	Operational

		All Trader files/applications	Current	Paper/ Electronic	None	6 years after cease trading	Destroy	Operational
			Unsuccessful applications	Paper	None	5 years after application	Destroy	Operational in case of appeal or if space becomes available
		Traders' insurance (copies of)		Paper / Electronic	None	Destroy until superseded or until trader ceases their business	Destroy	Operational

<b>Economic Development</b>		<b>Storage Format</b>	<b>Special Processes</b>	<b>Retention Period</b>	<b>Action</b>	<b>Reason for Retention</b>
<b>Street Trading/Highways Amenity consents/licences</b>	Enforcement	Paper / Electronic	None	6 years after all action has ceased	Destroy	Limitation Act
	Hire of space forms	Paper/ Electronic	None	6 years	Destroy	Operational
	Pitch files	Paper / Electronic	None	Until pitch is no longer in use	Destroy	Operational
	Street Trading Panel Meeting minutes	Paper/ Electronic	None	Permanent	Offer to Archives Services once administrative used is over	Operational
	risk assessments	Paper / Electronic	None	6 years	Destroy	Operational

<b>Finance</b>		<b>Storage Format</b>	<b>Special Processes</b>	<b>Retention Period</b>	<b>Action</b>	<b>Reason for Retention</b>
<b>Invoices (original)</b>		Paper	None	6 years + current year (excluding invoices relating emptying of lorry wash catchment pit – see waste management section)	Destroy	Herefordshire Council Financial Regulations

<b>Health and Safety</b>		<b>Storage Format</b>	<b>Special Processes</b>	<b>Retention Period</b>	<b>Action</b>	<b>Reason for Retention</b>	
	<b>Accident forms (copies)</b>	Paper / Electronic	None	3 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	
	<b>Record of PPE issued</b>	Personal Protective Equipment	Paper / Electronic	None	6 years	Destroy	Operational
	<b>Risk Assessments</b>	Internal Council Processes	Paper/ Electronic	None	3 years after last assessment	Destroy	Management of Health and Safety at Work Regulations 1992
	<b>Safety Inspections</b>	Vehicles – sheets	Paper / Electronic	None	<p>If contain details of vehicle inspections/maintenance, retain for 7 years after the disposal of the vehicle</p> <p>If records details of driver usage, retain for 7 years after closure</p> <p>If records details of vehicle usage, retain for 3 years after the disposal</p>	Destroy	Operational

<b>Management</b>		<b>Storage Format</b>	<b>Special Processes</b>	<b>Retention Period</b>	<b>Action</b>	<b>Reason for Retention</b>
	<b>Timesheets</b>	Paper / Electronic	None	6 years + current year	Destroy	Herefordshire Council Financial Regulations
	<b>Meeting Minutes (copies)</b>	Paper / Electronic	None	2 years + current	Destroy	Operational
	<b>Office diaries</b>	Paper	None	6 years	Destroy	Operational
	<b>Performance indicators (copies)</b>	Electronic	None	Retain until administration use ceases	Destroy	Operational
	<b>Public consultations</b>	Paper/Electronic	None	Minor policies – 1 year from closure Major policies – 5 years from closure	Destroy	Operational
	<b>Governance Reports</b>	Paper/ Electronic	None	Retain until administration use ceases	Destroy	Operational