

Introduction

This retention schedule lists the minimum length of time to keep the records generated as a result of the business processes for Finance for the Public Realm. This schedule is updated according to Acts of Parliament, Statutory Instruments, Approved Codes of Practice, 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 General Data Protection Regulations 2018 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 2000 request.

Records for permanent preservation should be passed to:

- the Herefordshire Record Office, where there is a known recognition of value to maintain indefinitely e.g. of historical record, major projects where the infrastructure of Herefordshire has changed etc. Contact the Senior Archivist, [REDACTED] 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.
- or Modern Records, for other items that require medium to long-term storage. Contact [REDACTED]

Adhering to the retention schedule is a requirement of Herefordshire Council's Records Management Policy, and it gives 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 Archives Service, 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 informationgovernance@herefordshire.gov.uk

FINANCE	STORAGE FORMAT:	RETENTION PERIOD:	ACTION:	DATE OF NEXT ACTION	REASON FOR RETENTION:
Committee Minutes – High Level Decisions	Stored in various formats: System, Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Information
Committee Minutes - general	Stored in various formats: System, Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Information
Contracts relating to Public Realm	Stored in various formats: System, Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Asset data
Employment Contractual information	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Meeting Minutes where relevant to infrastructure	Stored in various formats: Computer & Paper	Need to be kept throughout contract	Liaise with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm information
Meeting Minutes –	Computer & paper	1-2 years dependent on	Destroy	Annual Review	Public Realm

general day to day operations		content			information
Plans and Policies	Computer & paper	Need to be kept while in force	Destroy	Annual Review	Public Realm Asset data
Personnel Records	Stored in various formats: System, Computer & Paper	Kept as long as required operationally as HR information is maintained by BB portal	Destroy	Annual Review	Public Realm Asset data
Miscellaneous Share drive & paper folders – relating to maintenance of assets	Computer & paper	6 years minimum	Destroy	Annual Review	Public Realm information
Miscellaneous Share drive & paper folders – relating to general correspondence i.e. basic one-off enquiries, catalogues etc	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm information
Creditor information	Electronic/ Paper	6 years + current year	Destroy	Annual Review	Public Realm information
Supplier information	Electronic/ Paper	6 years + current year	Destroy	Annual Review	Public Realm information
Subcontractor information	Electronic/ Paper	6 years + current year	Destroy	Annual Review	Public Realm information
Supplier Invoices	Paper	6 years + current year	Destroy	Annual Review	Public Realm information
Non-invoiced transactions &	Paper	6 years + current year	Destroy	Annual Review	Public Realm information

associated papers					
Payment Requisitions	Paper / Electronic	6 years + current year	Destroy	Annual Review	Public Realm information
Payment run and associated paperwork	Paper / Electronic	1 year + current year	Destroy	Annual Review	Public Realm information
Bank Statements	Paper / Electronic	6 years + current year	Destroy	Annual Review	Public Realm information
General Correspondence	Electronic	If part of file, please refer to file retention, otherwise 2 years for routine enquiries 6 years after resolution of correspondence for non-routine correspondence	Destroy	Annual Review	Public Realm information
Inland Revenue Monthly contractor return (online)	Paper copies	Original held by Inland Revenue. Working document retained for 6 years plus current year	Destroy	Annual Review	Public Realm information