

KNOWLEDGE CENTRE	STORAGE FORMAT:	RETENTION PERIOD:	ACTION:	DATE OF NEXT ACTION	REASON FOR RETENTION:
General data across the teams					
Committee Minutes – High Level Decisions on contract - originals	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 Information
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 – general day to day operations	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data
Plans and Policies	Computer & paper	Need to be kept while in force	Destroy	Annual Review	Public Realm Information
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 Asset data
Miscellaneous Share drive & paper folders –	Computer & paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data

relating to general correspondence i.e. basic one-off enquiries, catalogues etc					
Waste tickets	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Asset data
Trade Bag Figures	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Asset data
Health & Safety documents (inspections, TBT's etc)	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Asset data
Purchasing bank deposit slips	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information
Purchasing Order Records	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Purchasing Invoices	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Payroll & Plant Timesheets	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Payroll & Plant Returns	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Holiday Forms	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information

Sickness Forms	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Observation information	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Public Realm Asset data
Confirm Data	System	6 years after system use ends	Liase with HC legal department at end of contract	No action	Public Realm Information
Programme Management Data – general (i.e. letter drops, programmes, maps/ diversion plans)	System	2 years	Destroy	Annual Review	Public Realm Information
Customer Service System Records evidencing works	Confirm computer system	Need to be kept throughout contract	Liase with HC legal department at end of contract	To be discussed with HC re handover at the end of the contract	Public Realm Information
Customer Service Documentation - general	Stored in various formats: Computer & Paper	1 Year	Destroy	Annual Review	Operational information
Localities Documentation	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information
Community Commissioning Documentation	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information
Performance statistical data	Stored in various formats: Computer & Paper	3 Years	Destroy	Annual Review	Public Realm underpinning data

Performance Reports	Stored in various formats: Computer & Paper	3 Years	Destroy	Annual Review	Public Realm underpinning data
Performance – general information	Stored in various formats: Computer & Paper	1 Year	Destroy	Annual Review	Public Realm underpinning data