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 these schedules, please contact informationgovernance@herefordshire.gov.uk

NETWORK MANAGEMENT & TRAFFIC REGULATION	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	Stored in various	Need to be kept	Liaise with HC legal	To be discussed with	Public Realm Asset

Public Realm	formats: System, Computer & Paper	throughout contract	department at end of contract	HC re handover at the end of the contract	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 Asset data
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 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 Asset data
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 Asset data
Holiday Forms	Stored in various	2 Years	Destroy	Annual Review	Operational information

	formats: Computer & Paper				
Sickness Forms	Stored in various formats: Computer & Paper	6 years	Destroy	Annual Review	Operational information
Confirm Data	System	6 years after system use ends	Liaise with HC legal department at end of contract	No action	Public Realm Information
Customer enquiries & documentation	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information
Traffic Regulation and Minor Engineering					
TRO data that relates to the operation of the contract in the public realm	Stored in various formats: Computer & Paper	6 years after end of contract	Liaise with HC Legal Department at end of contract re hand over	No action	Public Realm data
TRO data - general	Stored in various formats: Computer & Paper	7 years	Destroy	Annual Review	Public Realm underpinning data
Traffic Engineering data - general	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm underpinning data
Disabled bay – Personal information	Stored in various formats: Computer & Paper	Kept until request has been approved of rejected	Destroy	Annual Review	Public Realm underpinning data
Minor Engineering Schemes	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm underpinning data

NRSWA					
NRSWA data that relates to the operation of the contract in the public realm	Stored in various formats: Computer & Paper	6 years after end of contract	Liaise with HC Legal Department at end of contract re hand over	No action	Public Realm data
NRSWA data - general	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm underpinning data
Streetworks Fixed Penalty Notice contact details	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Public Realm underpinning data
Streetworks Inspector Details	Stored in various formats: Computer & Paper	22 years - statutory requirement	Destroy	Annual Review	Public Realm underpinning data
Streetworks Register	Stored in various formats: Computer & Paper	22 years - statutory requirement	Destroy	Annual Review	Public Realm underpinning data