

### 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](mailto:informationgovernance@herefordshire.gov.uk)

NETWORK MANAGEMENT & TRAFFIC REGULATION	STORAGE FORMAT:	RETENTION PERIOD:	ACTION:	DATE OF NEXT ACTION	REASON FOR RETENTION:
<b>General data across the teams</b>					
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 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 Asset data
Meeting Minutes – general day to day operations	Stored in various formats: System, Computer & Paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data
Plans and Policies	Stored in various formats: System, 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	Stored in various formats: System, 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	Stored in various formats: System, Computer & Paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data

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	Stored on computer	6 years after system use ends	Destroy	Annual Review	Operational information
<b>Public Rights of Way</b>					
Rights of way data	Stored in various formats: Computer & Paper	Need to be kept indefinitely	Transfer to Hereford Archive Service (HARC) or the Modern Records Unit (MRU)	To be discussed with HC re handover at the end of the contract	Public Realm Asset data including statutory legal documents