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

OPERATIONS	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

Contract documents relating to the Public Realm contract	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: Computer & Paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data
Plans and Policies	Stored in various formats: 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: 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,	Stored in various formats: Computer & Paper	1-2 years dependent on content	Destroy	Annual Review	Public Realm Asset data

catalogues etc					
Street Cleansing Asset data	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
Street Cleansing performance data	Stored in various formats: Computer & Paper	7 Years	Destroy	Annual Review	Operational information
Gully Cleansing Asset data	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
Gully Cleansing performance data	Stored in various formats: Computer & Paper	7 Years	Destroy	Annual Review	Operational information
Grounds Maintenance Asset data	Need to be kept throughout contract - Public Realm Assets	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
Grounds Maintenance performance data	Stored in various formats: Computer & Paper	7 Years	Destroy	Annual Review	Operational information
Winter Maintenance Asset data	Need to be kept throughout contract - Public Realm Assets	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

Winter Maintenance performance data	Stored in various formats: Computer & Paper	7 Years	Destroy	Annual Review	Operational information
Vehicle Servicing	Stored in various formats: Computer & Paper	6 Years	Destroy	Annual Review	Operational information
Vehicle Inspections	Stored in various formats: Computer & Paper	6 Years	Destroy	Annual Review	Operational information
Taxi MOT's	Stored in various formats: Computer & Paper	6 Years	Destroy	Annual Review	Operational information
Pool Car Information	Stored in various formats: Computer & Paper	2 Years	Destroy	Annual Review	Operational information
Vehicle Damage Information	Stored in various formats: Computer & Paper	6 Years	Destroy	Annual Review	Operational information
Store information	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Operational information
Yard information	Stored in various formats: Computer & Paper	Kept as long as required operationally	Destroy	Annual Review	Operational information