

## **What is the Council Retention and Disposal Schedule?**

The Retention and Disposal Schedule is for everyone to use and shows what records the council creates and manages daily, plus how long we should be keeping them for. These retention periods apply to both paper and electronic records.

It was revised in July 2018 to be legally compliant with General Data Protection Regulations (GDPR), which came into force from 25<sup>th</sup> May 2018. And it is regularly reviewed by the Records Management Service.

## **What do the different tabs relate to?**

It consists of 28 tabs, but all the records can be found on the 3<sup>rd</sup> tab called "Master". The other tabs numbered 1-25 are done so that Services can easily see the different record types they hold; but they are all duplicate entries of the records shown on the "Master" tab.

There is an index for the different tabs shown on the 2<sup>nd</sup> tab called "Business Classification".

## **What do the different colours mean?**

The changes and additions made in July 2018 have been highlighted on the Retention Schedule, so you can easily identify what has been changed from the previous Retention Schedule:

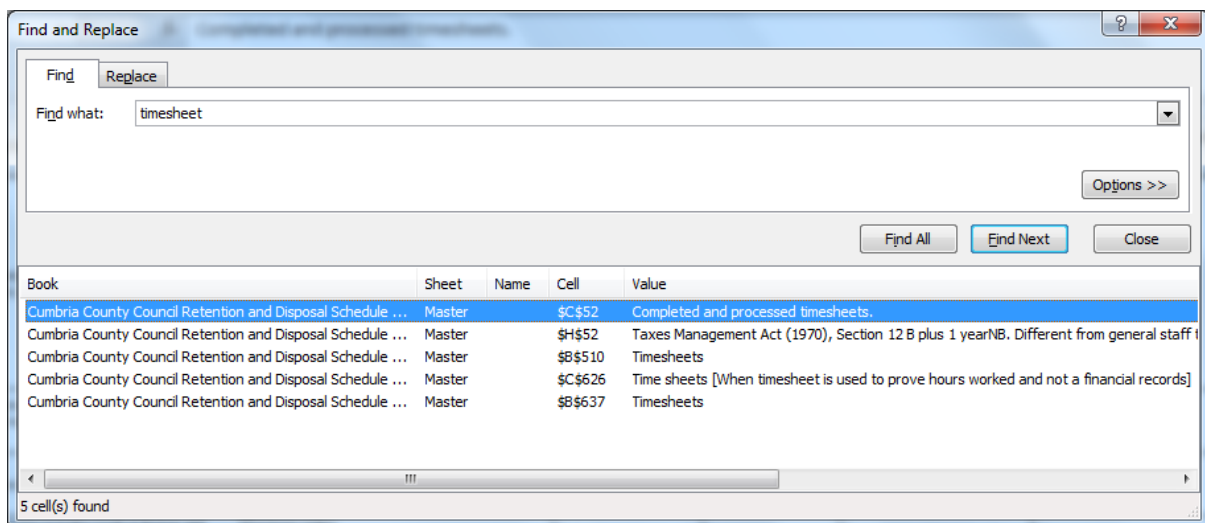
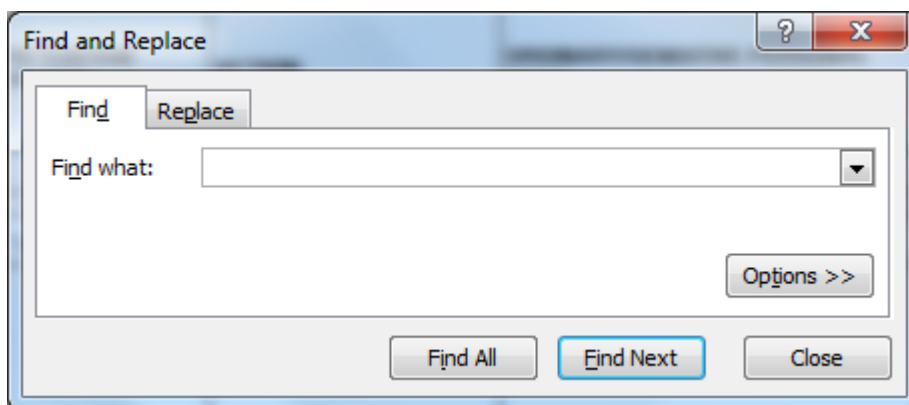
- Green = new entry or listed with a different title than before.
- Yellow = retention period has changed (see column I for details).

## What's the easiest way to search the Retention Schedule?

There are two different ways to search the Retention Schedule. When searching, you may need to think of alternative terms that could have been used to describe that type of record. The Schedule shows how long to keep different types of records.

### Using the find function

- Click on the 3<sup>rd</sup> tab called “Master” to see the list of all Council records.
- Press and hold “CTRL” key and F key to search. Then type a keyword into the “Find what” box > click on “Find All” to see a list of all results > then click on each entry in that list to see the full entry on the Schedule (Master tab).



### Using the tabs

The tabs numbered 1 to 25 are different functions of the Council; and can be used by Services to easily see the different record types they hold. E.g. If you work for Adults Services, look on the tab numbered “1 – Adult Social Care”. Or if you have financial records, look on tab numbered “9 – Financial Management”.

The “Master” tab contains all Council records. But all of the entries are duplicated on the tabs numbered 1 to 25; so you can search using the “Master” tab or the numbered tabs.

- Click on the 2<sup>nd</sup> tab called “Business Classification” for the index of tabs.
- Click on the blue header to go to that tab (e.g. 9 – FINANCIAL MANAGEMENT”).

	A	B	C
76	9.0	FINANCIAL MANAGEMENT	
77	9.1	Accounts & Audit (Reporting)	
78	9.2	Asset Management	
79	9.2.1	Monitoring and Maintenance	
80	9.2.2	Acquisition and Disposal	
81	9.3	Transactions	
82	9.4	Payroll and Personnel	
83	9.5	Pensions	
84	9.6	Other Financial Records	

## What do the different columns mean?

To find out how long records should be kept, look up each record type. Then look at the trigger date and add the retention period to that.

### Column letters mean:

- A = Section number listed on Business Classification tab (index).
- B = Type of record.
- C = Example of record type where known.
- D = Time from when the retention period should be added to (“trigger date”).
- E = Retention period is how long the record should be kept.
- F = Action is what you need to do with the record. They are:
  - **Confidentially destroy following review:** at the end of the retention period, review to see if the records are still needed, and if not confidentially destroy.
  - **Once administrative use ends contact Cumbria Archives Service:** contact [Cumbria Archive service](http://Cumbria Archive service) if you have records that have met their retention but may be worthy of permanent preservation (that have a historical value).
  - **Transfer to Records Management Service once administrative use ceases:** Once the administrative use of the records ceases, email [recordcentre@cumbria.gov.uk](mailto:recordcentre@cumbria.gov.uk) to arrange secure storage.
- G = Ordinary / sensitive personal data relates to whether they contain personal / sensitive data.

- H = Reasons for creating the records and retaining them for the specific time period (i.e. legislation that shows and that these records should be created or how long those records should be kept).
- I = Shows the changes from the previous Retention Schedule and gives an explanation for substantial differences.

## **What affect does the National Inquiry into Child Sexual Abuse have on how long records are kept?**

Particular caution should be taken by those who manage records relating to children or those who work closely with children. You can find more information in the Disposal Hold procedure, which is on the [Records Management InTouch pages](#).

The National Independent Inquiry into Child Sexual Abuse is an independent Government enquiry looking into historic failures relating to the safeguarding of children. Due to the nature and time periods covered by the enquiry, Local Authorities were advised in 2015 to make temporary suspensions to the disposal of children's information in case records were needed as evidence by the enquiry.

Examples of Records that should **NOT** be destroyed until further notice are:

- Case files about children,
- Records of staff working with children,
- Training records for staff working with children
- Investigation records relating to children
- Records that show how the Council has historically managed safeguarding children.

If you are unsure about whether you should destroy a record, contact [Records Management](#) for advice.

## **How should records be destroyed?**

- Put all papers in the lockable bins provided at Council sites.
- If you have a large amount of confidential waste, you can arrange for it to be collected by contacting Mary Lee (Programme Officer, Economy & Environment – Property). But your Service will be charged for these ad hoc collections, and you will need to put the waste into confidential waste bags (which can be provided by the Programme Officer, by arrangement).
- Electronic records should be deleted.

Version Control			
Version number	Description of version	Author Post or Group Name	Date Completed
1.0	Quick user guide for revised Retention and Disposal Schedule	Sarah Coombs (Service Manager - Records Management Service)	15/10/2018
1.0	Approved by GDPR Working Group and Assistant Director Organisational Change	General Data Protection Regulation Working Group	31/10/2018
1.1	Changed to insurance retention	Sarah Coombs (Service Manager - Records Management Service)	30/11/2018
1.2	Point added about electronic records	Sarah Coombs (Service Manager - Records Management Service)	14/05/2021
1.3	What do columns mean updated, and common retention periods removed	Helen Charnley (Records Manager)	04/11/2021
	Removed filter method of searching, due to Schedule being password protected to prevent editing	Sarah Coombs (Service Manager - Records Management Service)	19/11/2021

## Contact Details

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