

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### Using the retention schedule

Please be aware that the retention schedule is currently undergoing review in parallel with the review of the information asset register which is taking place. Some retention periods will be removed or amended and others added over the next 12 months.

If you are looking at a specific part of the retention schedule (e.g. Children's Services), please contact the Records Manager who will supply you with a specific sections in a more manageable format.

The retention schedule contains all the retention periods which have been agreed across KCC. These are minimum retention periods, so once documentation has reached the end of its retention period you may wish to review it to see if it needs to be retained any longer. If you decide that records should be kept for a longer period of time then this decision should be documented and a new review date assigned.

GDPR states that personal information must not be kept for longer than necessary<sup>1</sup>. If you wish to keep personal data beyond the retention period shown in this document then please contact the Information Resilience and Transparency Team [InformationGovernance@kent.gov.uk] for further advice or assistance.

The destruction, modification or movement of records must be halted if KCC is directed to do so by court order or similar legal action. Destruction of records must also be halted if they are needed for a current Freedom of Information request or Data Subject Access Request.

When records have reached the end of their agreed retention period they should be securely disposed of. Please see sections 9.3-6 in the Information Management Manual.

Please do not transfer records which have reached the end of their agreed retention period to the Records Management Service unless you have decided they need to be kept for a longer period of time. If this is the case, the records must be transferred with information about the new review date. If you need to do this please contact the Records Manager.

The schedule is arranged into different sections or classifications. This is to assist the Records Manager to manage the schedule and to allow users to navigate around the document by function. If there is no entry under a heading, then it means no record series have yet been assigned to that section.

An additional column has been added to the retention schedule, called RL. This shows the retention label that the record series will be allocated in M365. This is for reference purposes only. Where this column contains N/A, it means that either the records are only held in physical format or are held in a database or client system that will not be allocated a retention label. [See a list of the Retention Labels at the end of the retention schedule.](#)

The column marked "Protective Marking" has been replaced with a new "Sensitivity Labels" column. This is to reflect the introduction of sensitivity labels as part of the M365 project. [A brief outline of what each sensitivity label includes can be found at the end of the retention schedule.](#) More information will be available in the Information Management manual once the governance documents have been approved and added to the information management manual. If you have any questions please contact either your Directorate DP lead or the Records Manager.

To find a particular section of the retention schedule you can either search the whole retention schedule using a keyword or you can use the Quick Find Guide below which will take you to the beginning of each section.

Version control information has now been added to each individual entry to make changes easier to track. The only version control information which will be included at the end of the document will be when an entry has been removed from the retention schedule during the quarterly review.

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<sup>1</sup> See Article 5 section 1e. Personal data shall be: kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to Implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation')

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## Quick Find Guide

<b>AS</b>	<b>Adult Services .....</b>	<b>13</b>
<b>AS1</b>	<b>Residential Services (Adults) .....</b>	<b>13</b>
	AS1.1 Adult Residential Services - Operational Management of Residential Homes .....	13
	AS1.2 Adult Residential Services - Inspection Regime .....	14
	AS1.3 Client Residential Services - Short Breaks .....	15
	AS1.4 Residential Services (Adults) - Kent Registered Managers Hub .....	16
<b>AS2</b>	<b>Adult Carers .....</b>	<b>16</b>
	AS2.1 Foster Carers .....	16
	AS2.2 Adoptive Parents .....	18
	AS2.3 Other Adults Working with Children or Vulnerable Adults.....	18
	AS3 Integrated Services .....	19
	AS3.1 Channel Panel.....	19
<b>AS4</b>	<b>Client Services (Adults).....</b>	<b>20</b>
	AS4.1 Physical Impairment (Adults) .....	20
	AS4.2 Learning Impairment (Adults) .....	21
	AS4.3 Sensory Impairment (Adults).....	22
	AS4.4 Substance Misuse .....	23
	AS4.5 Kent Supported Employment .....	24
	AS4.6 Occupational Therapy .....	24
	AS4.7 Mental Health Services .....	25
	AS4.8 Home Care Service (Kent Enablement at Home) .....	26
	AS4.9 Hospitals Team .....	26
	AS4.10 Refugee Management.....	27
	AS4.11 Lifelong Learning.....	27
	AS4.12 Other Client Services .....	41
	AS4.13 Supporting People.....	44
	AS4.14 Technology Enhanced Lives .....	45
<b>AS5</b>	<b>Safeguarding (Adults) .....</b>	<b>46</b>
	AS5.1 Safeguarding Adults .....	46
	AS5.2 Local Authority Checks .....	47
<b>AS6</b>	<b>Public Health .....</b>	<b>48</b>
	AS6.1 Statistical Analysis .....	48
	AS6.2 COVID19 Pandemic Response.....	49
	AS6.3 National Data Opt Out Policy .....	49
	AS6.4 Dental.....	50
	AS6.5 Public Health Champions.....	50
	AS6.6 Public Health Campaigns.....	50
<b>AS7</b>	<b>Business Management.....</b>	<b>52</b>
	AS7.1 Business Management Systems.....	52
<b>CA</b>	<b>Consumer Affairs.....</b>	<b>53</b>
<b>CA1</b>	<b>Advice (Consumer Affairs).....</b>	<b>53</b>
	CA1.1 Advice (Consumer Affairs) .....	53
<b>CA2</b>	<b>Campaigns and Schemes .....</b>	<b>53</b>
	CA2.1 Campaigns (Consumer Affairs).....	53
	CA2.2 Schemes (Consumer Affairs).....	53
<b>CA3</b>	<b>Business Management.....</b>	<b>54</b>
	CA3.1 Business Management .....	54
<b>CA4</b>	<b>Kent County Council Act 2001.....</b>	<b>54</b>
	CA4.1 Kent County Council Act 2001 .....	54
<b>CA5</b>	<b>Animal Health and Welfare.....</b>	<b>54</b>
	CA5.1 Farm Visits .....	54
	CA5.2 Animal Plant Health Agency .....	55
	CA5.3 Smallholdings.....	56
	CA5.4 Animal Transport.....	56
	CA5.5 Avian Flu Regulations .....	56
<b>CA6</b>	<b>Inspections (Consumer Affairs) .....</b>	<b>56</b>
	CA6.1 Food Inspections.....	56
	CA6.2 Farm Inspections .....	57
<b>CA7</b>	<b>Investigations (Consumer Affairs) .....</b>	<b>57</b>
	CA7.1 Regulation of Investigatory Powers Act 2000 .....	57
	CA7.2 Requests for Information .....	58
	CA7.3 Investigations .....	58
	CA7.4 Safeguarding Victims .....	60
<b>CA8</b>	<b>Monitoring (Consumer Affairs).....</b>	<b>61</b>

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	CA8.1	Scientific Services .....	61
	CA8.2	Monitoring .....	62
	CA8.3	Weights and Measures .....	63
	CA8.4	Under Age Sales .....	63
<b>CA9</b>		<b>Licensing .....</b>	<b>64</b>
	CA9.1	Animal Movements .....	64
	CA9.2	Kent County Council Act 2001 .....	64
	CA9.3	Licence Reviews .....	64
	CA9.4	Consumer Credit.....	64
	CA9.5	Petroleum.....	64
	CA9.6	Explosives .....	65
	CA9.7	Certificates .....	65
<b>CA10</b>		<b>Pest Control .....</b>	<b>65</b>
<b>CA11</b>		<b>Registers (Consumer Affairs) .....</b>	<b>65</b>
	CA11.1	Property Register .....	65
	CA11.2	Animal and Poultry Registers.....	66
	CA11.3	Equipment Registers.....	66
<b>CP</b>		<b>Council Property .....</b>	<b>66</b>
<b>CP1</b>		<b>Farm Management .....</b>	<b>66</b>
	CP1.1	Smallholdings.....	66
<b>CP2</b>		<b>Fleet Management .....</b>	<b>66</b>
	CP2.1	Fleet Management – Vehicles .....	66
<b>CP3</b>		<b>Land Use and Property History .....</b>	<b>67</b>
	CP3.1	Building Design and Construction.....	67
	CP3.2	Disposal of Properties.....	67
	CP3.3	Distribution .....	67
	CP3.4	Feasibility .....	68
	CP3.5	Property Asset Register .....	68
	CP3.6	Property Deeds .....	68
	CP3.7	Property Valuations.....	68
	CP3.8	Surveys .....	68
	CP3.9	Acquisitions .....	68
<b>CP4</b>		<b>Property Management .....</b>	<b>68</b>
	CP4.1	Accessibility .....	68
	CP4.2	Asbestos Register.....	69
	CP4.3	Car Parking .....	69
	CP4.4	Certification .....	69
	CP4.5	Energy Management.....	69
	CP4.6	Equipment.....	69
	CP4.7	Health and Safety .....	70
	CP4.8	Planned Maintenance .....	70
	CP4.9	Property Services.....	70
	CP4.10	Refurbishment.....	71
	CP4.11	Responsive Maintenance.....	71
	CP4.12	Security .....	71
	CP4.13	Service Level Agreements .....	72
	CP4.14	Usage Statistics .....	72
<b>CS</b>		<b>Children's Services .....</b>	<b>72</b>
<b>CS1</b>		<b>Children's Social Services .....</b>	<b>72</b>
	CS1.1	Looked After Children .....	72
	CS1.2	Fostering (Private) .....	74
	CS1.3	Adoption .....	75
	CS1.4	Children in Need .....	76
	CS1.5	Children with a Disability .....	77
	CS1.6	Children's Centres.....	78
	CS1.7	Early Years Provision.....	80
	CS1.8	Asylum (Unaccompanied Minors).....	80
	CS1.9	Social Connections [formerly Family Group Conference].....	80
	CS1.10	Youth Justice .....	80
	CS1.11	Front Door .....	82
	CS1.12	Headstart Kent.....	82
	CS1.13	Occupational Therapy.....	82
<b>CS2</b>		<b>Safeguarding (Children) .....</b>	<b>83</b>
	CS2.1	Child Protection.....	83
	CS2.2	Child Protection Register .....	85
	CS2.3	Register of Persons Posing a Risk to Children .....	85
	CS2.4	Contact Point (Obsolete).....	86

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	CS2.5	Local Authority Designated Officers (LADO) .....	86
	CS2.6	Multi Agency Panels .....	86
<b>CS3</b>		<b>Residential Services (Children) .....</b>	<b>87</b>
	CS3.1	Children's Residential Services - Operational Management of Residential Homes .....	87
	CS3.2	Children's Residential Services – Appledore .....	89
<b>CS4</b>		<b>Education Services (Local Authority) .....</b>	<b>90</b>
	CS4.1	Admissions and Appeals .....	90
	CS4.2	Attendance and Educational Welfare.....	92
	CS4.3	Closed Schools .....	93
	CS4.4	Educational Psychology .....	94
	CS4.5	Adolescent Resource Centres .....	96
	CS4.6	Grants and Awards .....	96
	CS4.7	Hospital and Home Tuition.....	98
	CS4.8	School Exclusions .....	100
	CS4.9	Special Educational Needs .....	101
	CS4.10	Specialist Teaching Service .....	103
	CS4.11	Alternative Curriculum.....	103
	CS4.12	Home to School Transport.....	104
<b>CS5</b>		<b>Extra Curricular Activities .....</b>	<b>105</b>
	CS5.1	Outdoor Education including Outdoor Education Centres [To be reviewed].....	105
	CS5.2	Child Employment.....	106
	CS5.3	Extended Schools Development.....	107
	CS5.4	Kent Children's University .....	107
	CS5.5	Youth Services .....	107
	CS5.6	National Careers Advice Service (formerly Connexions).....	109
<b>CS6</b>		<b>Local Authority Support Services .....</b>	<b>109</b>
	CS6.1	Management Information .....	109
	CS6.2	Teacher Development.....	109
	CS6.3	Schools Organisation .....	110
	CS6.4	Advisory Services (Schools) .....	110
	CS6.5	Early Help Services.....	111
	CS6.6	Children and Families Information Service (The Education People) .....	112
	CS6.7	Kent Choices (The Education People).....	112
	CS6.8	Kent Choices (The Education People).....	112
	CS6.9	Specialist Employment (The Education People).....	113
	CS6.10	Kent and Medway Designated Keyworker Early Adopter Programme .....	113
<b>D</b>		<b>Democracy .....</b>	<b>114</b>
<b>D1</b>		<b>Council Members .....</b>	<b>114</b>
	D1.1	Independent Remuneration Panel.....	114
	D1.2	Member Details .....	114
	D1.3	Register of Interests .....	114
	D1.4	Code of Conduct .....	115
	D1.5	Member Training .....	115
	D1.6	Honorary Appointments .....	115
<b>D2</b>		<b>County Council .....</b>	<b>115</b>
	D2.1	Constitution .....	115
	D2.2	Constitution .....	116
	D2.3	Delegation .....	118
	D2.4	Forward Plan .....	118
	D2.5	Cabinet Meeting .....	118
	D2.6	Member Panels .....	119
	D2.7	Representation .....	119
	D2.8	Scrutiny Panel .....	119
	D2.9	Statutory Appointments .....	119
	D2.10	Kent Youth County Council .....	119
<b>D3</b>		<b>Crown Appointments.....</b>	<b>120</b>
	D3.1	Lord Lieutenancy .....	120
	D3.2	Honours Submissions .....	120
<b>D4</b>		<b>Electoral Process.....</b>	<b>120</b>
	D4.1	Elections .....	120
	D4.2	Electoral Register .....	122
	D4.3	Emparishment.....	122
	D4.4	Wards and Boundaries.....	122
<b>ED</b>		<b>Economic Development .....</b>	<b>122</b>
<b>ED1</b>		<b>Business Development .....</b>	<b>122</b>
	ED1.1	Business awards.....	122
	ED1.2	Business Development .....	122



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	ED1.3 Business Directory .....	123
	ED1.4 Workforce Support .....	124
<b>ED2</b>	<b>Economic Data .....</b>	<b>124</b>
	ED2.1 Economic Data .....	124
<b>ED3</b>	<b>International Development .....</b>	<b>124</b>
	ED3.1 Overseas Development .....	124
	ED3.2 International Relations .....	125
<b>ED4</b>	<b>Media Management .....</b>	<b>125</b>
	ED4.1 Film and Television Development .....	125
<b>ED5</b>	<b>Regeneration and Development .....</b>	<b>126</b>
	ED5.1 Regeneration .....	126
	ED5.2 Regional Development .....	126
	ED5.3 Rural Development .....	126
	ED5.4 Sustainability .....	127
	ED5.5 Town Centre Management .....	127
	ED5.6 Voluntary Sector Development .....	127
<b>ED6</b>	<b>Tourism Development .....</b>	<b>127</b>
	ED6.1 Tourism Development .....	127
<b>EM</b>	<b>Emergencies .....</b>	<b>127</b>
<b>EM1</b>	<b>Emergency Planning .....</b>	<b>127</b>
	EM1.1 Emergency Planning .....	127
	EM1.2 Internal Emergency Warnings .....	128
	EM1.3 Community Emergency Warnings .....	128
<b>EM2</b>	<b>Fire Services .....</b>	<b>129</b>
	EM2.1 Fire Certification .....	129
	EM2.2 Fire Safety .....	129
<b>EM3</b>	<b>Emergency Services .....</b>	<b>129</b>
	EM3.1 Emergency Agencies .....	129
	EM3.2 Emergency Call-outs .....	129
	EM3.3 Emergency Calls – 999 .....	130
	EM3.4 Special Service Provision .....	130
	EM3.5 Community Safety Practice .....	130
<b>EP</b>	<b>Environmental Protection .....</b>	<b>133</b>
<b>EP1</b>	<b>Advice and Campaigns .....</b>	<b>133</b>
	EP1.1 Campaigns (Environmental Protection) .....	133
	EP1.2 Advice and Campaigns .....	133
<b>EP2</b>	<b>Environmentally Sensitive Areas .....</b>	<b>133</b>
	EP2.1 Biodiversity .....	133
	EP2.2 Coastal Protection .....	135
	EP2.3 Flood and Water Management .....	135
	EP2.4 Forestry and Woodland Management .....	137
	EP2.5 Soil and Minerals .....	137
	EP2.6 Countryside Management .....	137
	EP3.1 Monitoring and Impact Assessment .....	137
	EP3.1.1 Monitoring .....	137
	EP3.2 Impact Assessment .....	138
<b>EP4</b>	<b>Policy and Service Level Agreements (Environmental Protection) .....</b>	<b>138</b>
	EP4.1.1 Policy .....	138
	EP4.1.2 Service Level and Agreements .....	138
<b>FN</b>	<b>Finance .....</b>	<b>138</b>
<b>FN1</b>	<b>Asset Management .....</b>	<b>138</b>
	FN1.1 Property Valuation (Finance) .....	138
	FN1.2 Asset Register .....	138
	FN1.3 Asset Management .....	139
<b>FN2</b>	<b>Benefits and Subsidies .....</b>	<b>139</b>
	FN2.1 Benefits .....	139
<b>FN3</b>	<b>Budget .....</b>	<b>139</b>
	FN3.1 Budget .....	139
	FN3.2 Reconciliation .....	141
<b>FN4</b>	<b>Expenditure .....</b>	<b>141</b>
	FN4.1 Accounts and Statements .....	141
	FN4.2 Authorisation .....	143
	FN4.3 Donations (Expenditure) .....	144
	FN4.4 Payroll .....	144
	FN4.5 Pensions .....	144
	FN4.6 Refunds .....	145

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	FN4.7	Kent Card .....	145
	FN4.8	Early Payments .....	145
<b>FN5</b>		<b>Fraud .....</b>	<b>146</b>
	FN5.1	Audit .....	146
	FN5.2	Fraud Investigation.....	146
<b>FN6</b>		<b>Funding.....</b>	<b>147</b>
	FN6.1	Funding Applications.....	147
	FN6.2	Funding Bids .....	148
	FN6.3	External Funding .....	149
	FN6.4	Allocation and Management of Grants to other Bodies .....	149
<b>FN7</b>		<b>Income .....</b>	<b>151</b>
	FN7.1	Borrowing .....	151
	FN7.2	Donations (Income).....	151
	FN7.3	Internal Recharging .....	151
	FN7.4	Banking (Income).....	151
	FN7.5	Funds (Internal).....	152
	FN7.6	Grants.....	152
	FN7.7	External Recharging.....	153
	FN7.8	Debt Recovery .....	153
<b>FN8</b>		<b>Investment Management .....</b>	<b>154</b>
	FN8.1	Investments .....	154
	FN8.2	Trust Funds .....	154
	FN8.3	Strategy and Planning (Finance).....	154
<b>FN9</b>		<b>Taxation .....</b>	<b>154</b>
	FN9.1	Local Taxation .....	154
	FN9.2	National Taxation .....	155
	FN10	Annual Accounts .....	155
	FN10.1	Annual Accounts .....	155
<b>FN11</b>		<b>Strategy and Planning (Finance) .....</b>	<b>155</b>
	FN11.1	Strategy (Finance).....	155
	FN11.2	Planning .....	156
<b>H</b>		<b>Housing .....</b>	<b>157</b>
<b>H1</b>		<b>Housing Stock Management.....</b>	<b>157</b>
	H1.1	Enforcement (Housing) .....	157
	H1.2	Equipment (Housing).....	157
	H1.3	Estate Management (Housing).....	157
	H1.4	Garage application .....	157
	H1.5	Mutual Exchange List (Housing) .....	157
	H1.6	Neighbour Disputes .....	157
	H1.7	Property Files (Housing Stock).....	158
	H1.8	Rent setting .....	158
	H1.9	Tenant Files.....	158
<b>H2</b>		<b>Housing Allocation .....</b>	<b>158</b>
	H2.1	Housing Needs Assessment .....	158
	H2.2	Housing Applications .....	158
	H2.3	Allocations (Housing) .....	158
<b>H3</b>		<b>Accommodation other than housing stock .....</b>	<b>158</b>
	H3.1	Homelessness .....	158
	H3.2	Hostel Providers .....	158
	H3.3	Gypsy and Traveller sites .....	159
<b>HR</b>		<b>Human Resources .....</b>	<b>159</b>
<b>HR1</b>		<b>Human Resources Strategy .....</b>	<b>159</b>
	HR1.1	Employee Relations .....	159
	HR1.2	Equal opportunities .....	160
	HR1.3	Terms and Conditions of Employment.....	160
	HR1.4	Trade Union Liaison.....	160
	HR1.5	Workforce Development .....	160
<b>HR2</b>		<b>Personnel Management.....</b>	<b>162</b>
	HR2.1	Absence Reporting .....	162
	HR2.2	Disciplinary Matters Reporting.....	162
	HR2.3	Disclosure of Interest .....	163
	HR2.4	Occupational Health .....	164
	HR2.5	Personnel Information relating to individual members of staff.....	164
	HR2.6	Staff Benefits .....	165
	HR2.7	Staff Directory .....	166
	HR2.8	Staff Facilities .....	167
	HR2.9	Staff Recognition .....	167

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	HR2.10	Staff Statistics .....	167
	HR2.11	Redundancies .....	167
	HR2.12	Staff Transferred to Other Organisations (TUPE) .....	167
	HR2.13	Work Experience .....	168
<b>HR3</b>		<b>Recruitment.....</b>	<b>168</b>
	HR3.1	Job Evaluation .....	168
	HR3.2	Induction .....	168
	HR3.3	Job Descriptions and Person Specifications.....	168
	HR3.4	Recruitment Process .....	169
<b>HR4</b>		<b>Training.....</b>	<b>169</b>
<b>HR4.1</b>		<b>Corporate Training Plan.....</b>	<b>169</b>
	HR4.2	Training Arrangements .....	169
	HR4.3	Training Materials .....	171
	HR4.4	Training Statistics .....	171
	HR4.5	Training - Directorate Specific .....	171
<b>HS</b>		<b>Health and Safety.....</b>	<b>173</b>
<b>HS1</b>		<b>Operational Health and Safety.....</b>	<b>173</b>
	HS1.1	Accident and Incident Reporting .....	173
	HS1.2	Risk Assessments.....	173
	HS1.3	Equipment Hire and Management (Health and Safety) .....	174
	HS1.4	Health and Safety Training .....	174
<b>HS2</b>		<b>Health and Safety Monitoring .....</b>	<b>174</b>
	HS2.1	Inspections (Health and Safety).....	174
	HS2.2	Medical Assessments .....	175
	HS2.3	Routine Required Checks (Health and Safety).....	175
	HS2.4	Registers (Health and Safety).....	176
	HS2.5	Administration (Health and Safety Monitoring) .....	176
	HS2.6	Lone Working.....	176
<b>HS3</b>		<b>Strategy and Planning (Health Safety).....</b>	<b>176</b>
	HS3.1	Campaigns (Health and Safety).....	176
	HS3.2	Strategy (Health and Safety).....	177
<b>HS4</b>		<b>Policies and Procedures (Health and Safety).....</b>	<b>177</b>
	HS4.1	Policies (Health and Safety).....	177
<b>IC</b>		<b>Information and Communication.....</b>	<b>177</b>
<b>IC1</b>		<b>Access to Information .....</b>	<b>177</b>
	IC1.1	Access to Information - Data Protection and Third Party Requests .....	177
	IC1.2	Access to Information - Environmental Information Regulations .....	178
	IC1.3	Access to Information - Freedom of Information .....	178
	IC1.4	Access to Information - Enforcement .....	179
<b>IC 2</b>		<b>Communication and Marketing .....</b>	<b>179</b>
	IC2.1	Correspondence .....	179
	IC2.2	Customer Profiles.....	180
	IC2.3	Demographic and Spatial Data .....	180
	IC2.4	Staff communications .....	181
	IC2.5	Web Development.....	181
	IC2.6	Campaigns and Marketing .....	181
	IC2.7	Consultations.....	183
	IC2.8	Contact Centre .....	184
	IC2.9	Digital Kent.....	184
<b>IC3</b>		<b>Information Resources.....</b>	<b>184</b>
	IC3.1	Information and Data Standards .....	184
	IC3.2	Knowledge Management.....	185
	IC3.3	Publications .....	185
	IC3.4	Information Asset Register .....	185
	IC3.5	Licences .....	185
	IC3.6	Management Information and Statistics .....	185
	IC4	Information and Records Management .....	186
	IC4.1	Records Management - Retention .....	186
	IC4.2	Information Security .....	186
	IC4.3	Individual Unit Record Keeping Systems .....	187
	IC4.4	Records Management - Information Surveys.....	187
	IC4.5	Records Management - Disposal .....	187
	IC4.6	Records Management Service .....	188
	IC4.7	Records Management Policy .....	188
<b>IC5</b>		<b>Information Communication and Technology .....</b>	<b>188</b>
	IC5.1	Network Maintenance and Monitoring.....	188
	IC5.2	Systems - Change Control.....	189

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	IC5.3	Systems - Configuration Management.....	189
	IC5.4	Systems - Data Management.....	189
	IC5.5	Systems - Design and Construction.....	189
	IC5.6	Systems - Development.....	190
	IC5.7	Systems – Disposal.....	190
	IC5.8	Systems - Fault Reporting.....	190
	IC5.9	Systems - Forms Development.....	190
	IC5.10	Systems - Hardware Maintenance.....	190
	IC5.11	Systems - Help Desk Support.....	191
	IC5.12	Systems - Implementation.....	191
	IC5.13	Systems - Integration and Interfaces.....	191
	IC5.14	Systems - Licensing.....	191
	IC5.15	Systems - Maintenance.....	191
	IC5.16	Systems – Manuals.....	191
	IC5.17	Systems - Process Mapping.....	191
	IC5.18	Systems - Security.....	192
	IC5.19	Systems – Tracking.....	193
	IC5.20	Systems - User profile.....	194
	IC5.21	Business Solutions.....	194
<b>LC</b>		<b>Leisure and Culture.....</b>	<b>194</b>
<b>LC1</b>		<b>Allotments.....</b>	<b>194</b>
	LC1.1	Administration of Allotments.....	194
<b>LC2</b>		<b>Archives, Libraries and Museums.....</b>	<b>195</b>
	LC2.1	Archive Management.....	195
	LC2.2	Archives, Libraries and Museums Programme and Events.....	196
	LC2.3	Library management.....	197
	LC2.4	Museum Management.....	198
<b>LC3</b>		<b>Arts and Sports Development.....</b>	<b>198</b>
	LC3.1	Arts Development.....	198
	LC3.2	Sports Development.....	200
	LC3.3	Explore Kent.....	203
<b>LC4</b>		<b>Country Parks.....</b>	<b>204</b>
	LC4.1	Country Parks Administration.....	204
	LC4.2	Country Parks Programme and Events.....	205
<b>LC5</b>		<b>Tourism.....</b>	<b>205</b>
	LC5.1	Management of Tourist Information.....	205
<b>LS</b>		<b>Legal Services.....</b>	<b>205</b>
<b>LS1</b>		<b>Criminal Injuries Compensation.....</b>	<b>205</b>
	LS1.1	Criminal Injuries Compensation Claims.....	205
<b>LS2</b>		<b>Litigation.....</b>	<b>206</b>
	LS2.1	Injunctions.....	206
	LS2.2	Prosecutions.....	206
<b>LS3</b>		<b>Debt Recovery Law.....</b>	<b>206</b>
	LS3.1	Debt Recovery Cases.....	206
<b>LS4</b>		<b>Education Law.....</b>	<b>206</b>
<b>LS5</b>		<b>Employment Law.....</b>	<b>207</b>
	LS5.1	General Employment.....	207
	LS5.2	Pension Scheme.....	207
<b>LS6</b>		<b>Judicial Review.....</b>	<b>207</b>
	LS6.1	Judicial Review Cases.....	207
<b>LS7</b>		<b>Land Law.....</b>	<b>207</b>
	LS7.1	Deeds.....	207
	LS7.2	Legal Charges.....	208
	LS7.3	Conveyancing.....	208
	LS7.4	Grant of Easement.....	208
	LS7.5	Recovery of Land.....	208
	LS7.6	Sale of Property (including Right to Buy).....	209
	LS7.7	Common Land.....	209
	LS7.8	Leases and Mortgages.....	209
<b>LS8</b>		<b>Licensing Law.....</b>	<b>210</b>
<b>LS9</b>		<b>Planning Law.....</b>	<b>210</b>
	LS9.1.1	Agreements under the Town and Country Planning Act 1990.....	210
	LS9.2	Compulsory Purchase Orders.....	210
	LS9.3	Planning Contravention.....	210
<b>LS10</b>		<b>Social Welfare Law.....</b>	<b>211</b>
	LS10.1	Social Services Case Law.....	211

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

<b>LS11</b>	<b>Highways Law .....</b>	<b>211</b>
	LS11.1 Agreements under the Highways Act 1980 .....	211
	LS11.2 Blight Notices.....	212
	LS11.3 Side Road Orders.....	212
	LS11.4 Road Building and Maintenance.....	212
	LS11.5 Road Accidents .....	212
<b>LS12</b>	<b>Procurement Law.....</b>	<b>212</b>
<b>LS13</b>	<b>Land Compensation Claims.....</b>	<b>213</b>
	LS13.1 Land Compensation Act 1973 .....	213
<b>LS14</b>	<b>Public Law .....</b>	<b>213</b>
	LS14.1 Byelaws .....	213
<b>LS15</b>	<b>General Client Management.....</b>	<b>213</b>
	LS15.1 Client Files.....	213
<b>LS16</b>	<b>Copyright and Intellectual Property Law .....</b>	<b>213</b>
	LS16.1 Intellectual Property.....	213
<b>LS17</b>	<b>Contract Law .....</b>	<b>214</b>
	LS17.1 Action founded on a simple contract .....	214
	LS17.2 Action founded on a speciality.....	214
	LS17.3 General Contracts .....	214
<b>LS18</b>	<b>Common Law .....</b>	<b>214</b>
	LS18.1 General Common Law Issues .....	214
<b>LS19</b>	<b>Company Law .....</b>	<b>215</b>
	LS19.1 Company Formation .....	215
<b>MN</b>	<b>Management.....</b>	<b>215</b>
<b>MN1</b>	<b>Business Planning.....</b>	<b>215</b>
	MN1.1 Business Plans.....	215
<b>MN2</b>	<b>Civic and Royal Functions .....</b>	<b>215</b>
	MN2.1 Civic Functions .....	215
	MN2.2 Royal Functions.....	216
	MN2.3 Memorial Services .....	216
<b>MN3</b>	<b>Customer Feedback.....</b>	<b>216</b>
	MN3.1 Complaints - Level 1.....	216
	MN3.2 Complaints - Level 2.....	217
	MN3.3 Customer Feedback .....	217
	MN3.4 Compliments .....	218
	MN3.5 Customer Feedback .....	218
<b>MN4</b>	<b>Internal Communication.....</b>	<b>219</b>
	MN4.1 Director Offices and Portfolio Offices .....	219
	MN4.2 Meetings.....	219
	MN4.3 Policies and Procedures.....	220
<b>MN5</b>	<b>Organisational Development .....</b>	<b>221</b>
	MN5.1 Officer Representation .....	221
	MN5.2 Organisational Restructure.....	221
	MN5.3 Strategy and planning .....	221
<b>MN6</b>	<b>Partnership and agency working .....</b>	<b>221</b>
	MN6.1 Service Level Agreements .....	221
	MN6.2 Partnership Working.....	222
<b>MN7</b>	<b>Performance Management.....</b>	<b>223</b>
	MN7.1 External Audit and Inspections.....	223
	MN7.2 Performance Management.....	223
	MN7.3 Customer Service .....	225
	MN7.4 Returns – Central Government .....	225
	MN7.5 Internal Audit .....	226
<b>MN8</b>	<b>Public Relations .....</b>	<b>226</b>
	MN8.1 Media Liaison and Media Releases .....	226
	MN8.2 Press Cuttings .....	226
	MN8.3 Permissions to Publish .....	227
<b>MN9</b>	<b>Research.....</b>	<b>227</b>
	MN9.1 Research commissioned/carried out by Kent County Council .....	227
<b>MN10</b>	<b>Project Management.....</b>	<b>227</b>
	MN10.1 Project Management Files.....	227
<b>MN11</b>	<b>Traded Services .....</b>	<b>228</b>
	MN11.1 Schools Financial Services .....	228
	Schools Financial Services is now part of The Education People. ....	228
<b>PBC</b>	<b>Planning and Building Control .....</b>	<b>228</b>
	PBC1.1 Environmental Assessment.....	228

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

	PBC1.2	Housing Development .....	229
	PBC1.3	Planning Appeals.....	229
	PBC1.4	Planning Applications .....	229
	PBC1.5	Planning Register .....	230
	PBC1.6	Special Projects - Channel Tunnel .....	231
	PBC1.7	Planning Enquiries.....	231
	PBC1.8	Developer Contributions .....	231
<b>PBC2</b>		<b>Planning Enforcement.....</b>	<b>231</b>
	PBC2.1	Planning Enforcement Processes .....	231
<b>PBC3</b>		<b>Planning Policy and Legislation.....</b>	<b>231</b>
	PBC3.1	Planning Policy .....	231
	PBC3.2	Planning Legislation .....	232
<b>PBC4</b>		<b>Planning Public Enquiries.....</b>	<b>232</b>
	PBC4.1	Public Enquiries.....	232
<b>PBC5</b>		<b>Historic Environment Record .....</b>	<b>233</b>
	PBC5.1	Heritage Listing.....	233
	PBC5.2	Historic Environment Record.....	233
	PBC5.3	Building Restoration .....	234
	PBC5.4	Portable Antiquities and Treasure Trove.....	234
<b>PC</b>		<b>Procurement.....</b>	<b>234</b>
<b>PC1</b>		<b>Advice (Procurement).....</b>	<b>234</b>
	PC1.1	Procurement Advice.....	234
	PC1.2	Policies and Procedures .....	235
<b>PC2</b>		<b>Contract Process .....</b>	<b>235</b>
	PC2.1	Contract Files .....	235
	PC2.2	Tenders.....	236
	PC2.3	Tendering Policies .....	236
	PC2.4	Register of Contracts .....	237
<b>PC3</b>		<b>Purchase of Goods and Services.....</b>	<b>237</b>
	PC3.1	Product Evaluation .....	237
	PC3.2	Product Information.....	237
	PC3.3	Purchase Orders.....	237
<b>PC4</b>		<b>Sale of Goods and Services.....</b>	<b>237</b>
	PC4.1	Sale of Services .....	237
<b>PC5</b>		<b>Contract Management .....</b>	<b>238</b>
	PC5.1	Contract Management Meetings.....	238
<b>RC</b>		<b>Registration and Coroners.....</b>	<b>238</b>
	RC1.1	Registration of Births .....	238
	RC1.2	Registration of Deaths .....	238
	RC1.3	Registration of Stillbirths .....	239
	RC1.4	Registration of Marriages.....	240
<b>RC2</b>		<b>Civil Ceremonies.....</b>	<b>240</b>
	RC2.1	Civil Marriage Ceremonies .....	240
	RC2.2	Civil Partnership Ceremonies .....	240
	RC2.3	Naming Ceremonies .....	240
	RC2.4	Administration of Civil Ceremonies.....	241
	RC2.5	Citizenship Ceremonies.....	241
<b>RC3</b>		<b>Coroners.....</b>	<b>241</b>
	RC3.1	Inquest Files .....	241
	RC3.2	Non Inquest Files.....	241
	RC3.3	Register of Deaths .....	241
	RC3.4	Treasure Trove .....	242
	RC3.5	Administration of Coroners .....	242
<b>RC4</b>		<b>Administration of Registration Service .....</b>	<b>243</b>
	RC4.1	Administration of the Registration Service.....	243
	RC4.2	Registration Officers .....	243
<b>RM</b>		<b>Risk Management and Insurance .....</b>	<b>244</b>
<b>RM1</b>		<b>Risk Management .....</b>	<b>244</b>
	RM1.1	Business Continuity .....	244
	RM1.2	Risk Register .....	244
<b>RM2</b>		<b>Insurance .....</b>	<b>245</b>
	RM2.1	Insurance Claims.....	245
	RM2.2	Insurance Policies .....	245
	RM2.3	Register of Insurance Claims .....	245
	RM2.4	Valuations for Insurance Claims.....	245
<b>TR</b>		<b>Transport and Infrastructure .....</b>	<b>246</b>

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

<b>TR1</b>	<b>Car Parking.....</b>	<b>246</b>
	TR1.1 Car Parking Sites .....	246
<b>TR2</b>	<b>Design and Construction .....</b>	<b>246</b>
	TR2.1 Highways Asset Management.....	246
	TR2.2 Signs, Lines and Barriers .....	246
	TR2.3 Drainage.....	247
	TR2.4 Road Design .....	247
	TR2.5 Cycle Paths and Footpaths .....	247
	TR2.6 Surface Dressing.....	248
<b>TR3</b>	<b>Development Control.....</b>	<b>248</b>
	TR3.1 Development Control - Management .....	248
<b>TR4</b>	<b>Enforcement (Transport).....</b>	<b>248</b>
	TR4.1 Enforcement - Highway Issues .....	248
	TR4.2 Infringements - Parking fines .....	250
	TR4.3 Infringements - Speeding fines .....	250
	TR4.4 Licences and Permits.....	250
<b>TR5</b>	<b>Highways Definition.....</b>	<b>251</b>
	TR5.1 Rights of Way .....	251
	TR5.2 Road Classification .....	254
	TR5.3 Street Naming and Numbering.....	256
	TR5.4 Land Enquiries .....	256
<b>TR6</b>	<b>Ports and Harbours .....</b>	<b>256</b>
<b>TR7</b>	<b>Public Transport .....</b>	<b>256</b>
	TR7.1 Concessions.....	256
	TR7.2 Public Transport Planning .....	257
<b>TR8</b>	<b>Road Maintenance .....</b>	<b>258</b>
	TR8.1 Hazard Removal .....	258
	TR8.2 Inspections .....	258
	TR8.3 Maintenance - Emergency maintenance.....	259
	TR8.4 Maintenance - Scheduled maintenance.....	259
	TR8.5 Street Works .....	260
<b>TR9</b>	<b>Road Safety .....</b>	<b>261</b>
	TR9.1 Driver training and NDORS Diversionary Schemes courses .....	261
	TR9.2 Road Safety Awareness.....	261
	TR9.3 Traffic Calming Measures .....	262
	TR9.4 Road Safety Engineering .....	263
	TR9.5 Active Travel .....	263
<b>TR10</b>	<b>Road Schemes .....</b>	<b>263</b>
	TR10.1 Acquisitions .....	263
	TR10.2 Construction Design and Management "Health and Safety" files .....	264
	TR10.3 Road Schemes.....	264
<b>TR11</b>	<b>Road Structures .....</b>	<b>265</b>
	TR11.1 Bridge Management.....	265
	TR11.2 Street Furniture .....	265
	TR11.3 Road Structure Construction.....	266
	TR11.4 Intelligent Traffic Systems (ITS) .....	266
<b>TR12</b>	<b>School Transport Provision.....</b>	<b>266</b>
	TR12.1 School Crossing Patrols.....	266
	TR12.2 School Transport.....	267
<b>TR13</b>	<b>Traffic Management.....</b>	<b>267</b>
	TR13.1 Traffic Management .....	267
	TR13.2 Traffic Orders .....	268
<b>TR14</b>	<b>Transport Planning.....</b>	<b>269</b>
	TR14.1 Joint Transportation Boards .....	269
	TR14.2 Surveys .....	269
	TR14.3 Weather data.....	270
	TR14.4 Transport Plans.....	270
	TR14.5 Transport Schemes.....	270
<b>WM</b>	<b>Waste Management .....</b>	<b>271</b>
<b>WM1</b>	<b>Recycling.....</b>	<b>271</b>
	WM1.1 Composting .....	271
	WM1.2 Recycling .....	271
<b>WM2</b>	<b>Street Cleaning .....</b>	<b>272</b>
	WM2.1 Street Cleaning Processes .....	272
<b>WM3</b>	<b>Waste Collection .....</b>	<b>272</b>
	WM3.1 Collections - Bulk.....	272

KENT COUNTY COUNCIL: RETENTION SCHEDULE  
Quarter 1: April 2025

	WM3.2	Collections - Controlled .....	273
	WM3.3	Collections – Domestic .....	273
	WM3.4	Collections – Trade.....	273
<b>WM4</b>		<b>Waste Sites.....</b>	<b>273</b>
	WM4.1	Waste Sites Management .....	273
	WM4.2	Waste Sites Development .....	274
	WM4.3	Waste Sites Aftercare .....	275
<b>WM5</b>		<b>Waste Tipping .....</b>	<b>275</b>
	WM5.1	Abandoned Vehicles.....	275
	WM5.2	Fly Tipping .....	275
	<b>M365</b>	<b>Retention Labels .....</b>	<b>275</b>
	<b>M365</b>	<b>Sensitivity Labels .....</b>	<b>276</b>
	<b>Version Control .....</b>		<b>277</b>



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS Adult Services**

AS1 Residential Services (Adults)

**AS1.1 Adult Residential Services - Operational Management of Residential Homes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.1.1	Yearly Diaries held by Adult Residential Homes		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.2	RL2	
AS1.1.2	Medication Administration Records held by Adult Residential Homes	Limitation Act 1980 (Section 2)	Date of administration of medicine + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS1.3	RL10	
AS1.1.3	Signing in sheets for adult residential homes (staff and visitors)	Limitation Act 1980 (Section 2)	Date of visit + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.4	RL2	
AS1.1.4	Handover sheets used in residential homes	Limitation Act 1980 (Section 2)	Date of handover + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.6	RL10	
AS1.1.5	Admission and Discharge Registers kept by Adult Residential Homes	Limitation Act 1980 (Section 2)	Last date on register + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.7	RL2	
AS1.1.6	Records relating to the return of medication to the pharmacy in Adult Residential Homes	Limitation Act 1980 (Section 2)	Date medication returned to the Pharmacy + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.8	RL2	
AS1.1.7	Records relating to medication audits	Limitation Act 1980 (Section 2)	Date of medication audit + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS1.9	RL10	
AS1.1.8	Correspondence with the Coroner relating to deaths in the residential home		Date of death + 12 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.16	RL7	26/03/2020: Text: "Date of death + 15 years then review" replaced with "Date of death + 12 years then review"
AS1.1.9	Records relating to nurse call out system in older persons residential homes	Limitation Act 1980 (Section 2)	Date of the call out + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.17	RL10	
AS1.1.10	Learning Disability Residential Establishments: Records relating to issues to do with providers including training provision and national guidance and policy		Life of the home + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	RL3	24/10/2019: Text: "Learning Disability West - Safeguarding Coordination: " replaced with "Learning Disability Residential Establishments"; 26/03/2020: Text: "Life of the home" replaced with "Life of the home + 1 year"
AS1.1.11	Records relating to the general administration of residential homes	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL2	12/07/2017: Entry added to retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.1.12	Records relating to the management of the COVID 19 pandemic in KCC owned residential homes	Limitation Act 1980 (Section 2)	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	RL2	17/06/2020: Entry added to retention schedule
AS1.1.13	Records relating to the management of personal property	Limitation Act 1980 (Section 2)	Date of last contact + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	24/06/2020: Entry added to the retention schedule
AS1.1.14	Photographs and videos and the associated consents taken by the Adult Short Break Team		The photographs will be deleted from the device used to take the pictures once they have been placed on the client file	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	17/12/2020: Entry added to the retention schedule
AS1.1.15	Adult residential and respite homes Covid-related data regarding staff and people we support (vaccination status; individual risk assessments; personalised care plans; enhanced cleaning ; testing consent)		Current year + a minimum of 6 years (this will be subject to change as the Public Enquiry progresses)	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	11/03/2022: Entry added to the retention schedule

### AS1.2 Adult Residential Services - Inspection Regime

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.2.1	Commission for Social Care Inspectorate		Date of next inspection + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		AS1.1	RL5	24/06/2020: Text: "7 years" replaced with "6 years"
AS1.2.2	Care Quality Commission – Notification		Life of Notification + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.10	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed
AS1.2.3	Care Quality Commission - Quality Assurances		Life of Quality Assurances + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.11	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed
AS1.2.4	Care Quality Commission - Provider Compliance		Life of Provider Compliance + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.12	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed
AS1.2.5	Care Quality Commission - Statement of Purpose		Life of Statement of Purpose + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.13	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed
AS1.2.6	Care Quality Commission - Service Unit Guide		Life of Service Unit Guide + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.14	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed
AS1.2.7	Care Quality Commission - Registration Certificate		Life of Registration Certificate + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS1.15	RL5	24/06/2020: Text: "7 years" replaced with "6 years" and Text: "Care Quality Commission Guidelines" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS1.3 Client Residential Services - Short Breaks**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.3.1	Kent Shared Lives - Monitoring visits/annual reviews [also known as Host files]		Year of review/visit + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS1.5	RL2	19/01/2017: Text: "[also known as Host files]" added; 17/06/2020: Text: "Date of review/visit + 7 years" replaced with "Year of review/visit + 6 years"; 17/06/2020: SharePoint Label changed to RL2; 17/06/2020: Text “Kent Adult Placement Scheme” replaced with “Kent Shared Lives”
AS1.3.2	Records relating to the management of Kent Shared Lives		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL3	24/10/2019: Text: "Learning Disability West - Safeguarding Coordination: Records relating to the management of the Adult Placement Scheme" replaced with "Records relating to the management of the Kent Adult Placement Scheme"; 17/06/2020: Text “the Kent Adult Placement Scheme” replaced with “Kent Shared Lives”
AS1.3.3	Kent Shared Lives: Adult placement handbook		Until superseded, then one copy of each superseded policy/procedure should be retained for a minimum of 6 years	SECURE DISPOSAL		OFFICIAL - General		MN25.9; MN4.3.09	RL2	06/01/2017: Entry renumbered from MN4.3.9 to AS1.3.3; 17/06/2020: Text “the Kent Adult Placement Scheme” replaced with “Kent Shared Lives”; 17/06/2020: Text “7 years” replaced with “6 years”; 17/06/2020: SharePoint label changed to RL2
AS1.3.4	Learning Disability Short Breaks: Service user client files		Service user information are returned to the care manager when the service user leaves short breaks. If the client dies in care then records are kept for year the death occurred + 6 years	RETURN TO CARE MANAGER	Y	OFFICIAL – Sensitive Personal		AS4.2.5	RL2	24/10/2019: Text: "Learning Disability West - Respite: Service user client files" replaced with "Learning Disability Respite: Service user client files"; 19/06/2020: Text: date of death + 7 years” replaced with “year the death occurred + 6 years”; 15/12/2021: Entry re-numbered from AS4.2.5 to AS1.3.4; Text: "Respite" replaced with "Short Breaks"
AS1.3.5	Learning Disability Short Breaks: Records relating to the management of clients' personal allowances whilst they are in care		Information is returned to the Care Manager when the client leaves short breaks care	RETURN TO CARE MANAGER	Y	OFFICIAL – Sensitive Personal		AS4.2.7	N/A	15/12/2021: Entry renumbered from AS4.2.7 to AS4.2.5; 15/12/2021: Entry renumbered from AS4.2.6 to AS1.3.5; Text: "Respite" replaced with "Short Breaks"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.3.6	Learning Disability Short Breaks: Service user client files where the client is under 18 years of age		DOB + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL14	15/12/2021: Entry added to the retention schedule
AS1.3.7	Learning Disability Short Breaks: Records relating to the management of clients' personal allowances whilst they are in care where the client is under 18 years of age		DOB + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL14	15/12/2021: Entry added to the retention schedule

**AS1.4 Residential Services (Adults) - Kent Registered Managers Hub**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS1.4.1	Records relating to membership of the Kent Registered Managers Hub		End of membership of the Kent Registered Managers Hub	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	13/08/2024: Entry added to the retention schedule
AS1.4.2	Records relating to the management of the Kent Registered Managers Hub Mailing List		End of membership of the mailing list	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	13/08/2024: Entry added to the retention schedule
AS1.4.3	Records relating to the management of training for the Kent Registered Managers Hub		Once the training has been completed	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	13/08/2024: Entry added to the retention schedule

**AS2 Adult Carers**

**AS2.1 Foster Carers**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS2.1.1	Foster Parents Approved by KCC - Including any person with whom a child is placed (under Regulation 34 or 38 of the Fostering Services Regulations 2002) and records of foster parent applicants who are not approved.	Fostering Services Regulations 2002 – amended to suit local practice	Last contact with the Foster Carer + 75 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS2.1	RL11	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS2.1.2	Private Foster Parents Where parents made own arrangements for child to be fostered	Regulation 34 or 38 of the Fostering Services Regulations 2002	Last contact with the Private Foster Parent + 10 years or date of death of Private Foster Parent + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS2.2	RL8	02/03/2016: Retention period text changed to: "Last contact with the Private Foster Parent + 10 years or date of death of Private Foster Parent + 2 years"
AS2.1.3	All records relating to the payment of foster carers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN1.13; FN4.1.14	RL2	01/03/2017: Entry renumbered from FN4.1.14 to AS 2.1.3; 18/06/2020: Text: "Finance and Procurement: Financial Services: Payments:" removed
AS2.1.4	Information relating to the assessment of parental contributions to the cost of foster care	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN1.14; FN4.1.15	RL2	01/03/2017: Entry renumbered from FN4.1.15 to AS 2.1.4
AS2.1.5	All records relating to the administration of the foster payments system including short breaks payments	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	RL2	02/03/2016: Entry added to the retention schedule//n06/11/2019: Entry renumbered from CS1.1.10 to AS2.1.5; 18/06/2020: Text: "Finance and Procurement: Financial Services: Payments:" removed
AS2.1.6	Fostering applicants who are 'counselled out, or turned down or approved but decided not to proceed further.		Date application is terminated + 10 years or date of death of fostering applicant + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a Head of Service	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL11	22/01/2021: Entry added to the retention schedule
AS2.1.7	KCC Supported Homes Hosts approved by KCC		Date of last contact with Host +75 years.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL8	22/01/2021: Entry added to the retention schedule
AS2.1.8	Fostering enquiries who do not go on to return an application		Date of enquiry + 3 years. In exceptional cases, records may be retained beyond this period on the authorisation of a Head of Service.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	12/12/2023: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS2.2 Adoptive Parents**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS2.2.1	Adoptive Parents Including both Kent Adoptive Agency placements and non-agency placements (Stepparent adoptions)	Adoption Agencies Regulations 2005 Disclosure of Adoption Information Regulations 2005	On granting of Adoption Order and completion of outstanding work, transfer all records to the Records Management Service for 100 years from date of Adoption Order.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS2.3	RL6	
AS2.2.2	Adoptive parents who were ‘counselled out’ or turned down or approved but they decided not to proceed further		Date approval is terminated + 10 years or date of death of adoptive parent + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS2.4	RL8	02/03/2016: Retention period text changed to: "Date approval is terminated + 10 years or date of death of adoptive parent + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager"

**AS2.3 Other Adults Working with Children or Vulnerable Adults**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS2.3.1	Community Care Helpers, Family Aides, Sessional Workers, Voluntary Escorts Link Families		Date of last contact + 6 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS2.5	RL2	02/03/2016: Retention period text changed to: "Date of last contact + 5 years or date of death + 2 years"; 26/03/2020: Text: "5 years " replaced with "6 years"
AS2.3.2	Kinship: turned down host families		Termination + 10 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS2.6	RL2	19/01/2017: Text: "Kinship and assessment team" replaced with "Kinship:"
AS2.3.3	Shared Life Hosts Approved by KCC		Last contact + 6 years or date of death of Shared Life Host + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager.	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS2.7	RL2	See Foonote <sup>2</sup>

<sup>2</sup> 02/03/2016: Retention period text changed to: "Last contact + 5 years or date of death of Adult Placement Carer + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager."; 12/05/2017: Replacement of text "Adult Placement Carer" with "Shared Life Host"; 13/12/2018: Text: "Last contact + 5 years or date of death of Shared Life Host + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager." replaced with "Last contact + 6 years or date of death of Shared Life Host + 2 years. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager."

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS2.3.4	Social Worker diaries		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	
AS2.3.5	Learning Disability: Records relating to the setting up and management of the student placement scheme		End of placement scheme + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	
AS2.3.6	Kent Link Scheme: Carer Files		End of role as carer + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR11.13.5; HR2.5.10	RL14	15/03/2017: Entry renumbered from HR2.5.10 to AS2.3.6
AS2.3.7	Kent Link Scheme: Volunteer files		Current year + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.14.2; HR2.5.14	RL14	15/03/2017: Entry renumbered from HR2.5.14 to AS2.3.7
A2.3.8	Records relating to the management of Newly Qualified Social Workers		End of NQSW process + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	RL2	19/12/2024: Entry added to the retention schedule

**AS3 Integrated Services**

**AS3.1 Channel Panel**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS3.1.1	All records relating to the activities of the Channel Panel	Counter-Terrorism and Security Act 2015 Sections 36-41	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Political			RL2	15/11/2019: Entry added to the retention schedule

**AS3.2 Innovation Delivery Team**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS3.2.1	Records relating to the administration of The Transforming Integrated Care in the Community Project (TICC) such as the newsletters. [NB This does not relate to services provided as part of the TICC project]		When the project closes in 2023	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL13	11/03/2020: Entry added to the retention schedule; 23/03/2022: Text "When the project closes in 2021" replaced with "When the project closes in 2023"

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS3.2.2	Records relating to the administration of the projects managed by the Innovation Delivery Team		The information will be kept until the individual withdraws their consent with the exception of sign in sheets for workshops which will be kept for 3 months from the date of the workshop and case studies, video and other media which will be kept for 3 years from the date that they are created unless consent is withdrawn prior to this time	SECURE DISPOSAL	Y	OFFICIAL- Personal		SECURE DISPOSAL	N/A	11/03/2020: Entry added to the retention schedule; 23/03/2022: Text: "Design and Learning Centre for Clinical and Social Innovation" replaced with "Innovation Delivery Team"

#### AS4 Client Services (Adults)

##### AS4.1 Physical Impairment (Adults)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.1.1	Records relating to clients with a physical impairment		Retain in Area for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.1	RL2	
AS4.1.2	Records relating to clients who are registered as Disabled, or Severely Sight-Impaired/Blind, or Sight-Impaired/Partially Sighted, or Deaf, or with a Hearing Impairment		Retain only the manual registration documentation (in Area) and the electronic record of registration until the person reaches the age of 100 years, or 3 years from date of death. All other records to be retained in Area for 5 years from date of last contact or 2 years from date of death, and then destroyed. If sensory impairment equipment has been provided all records should be retained until 2 years after the service ceases. In exceptional cases, such as where protection or other serious issues exist, records may be retained beyond these periods on the authorisation of a Sensory Disability Manager or Principal Occupational Therapist.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.4	RL6	



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.1.3	Records relating to clients issued with a Disabled Driver Permit (Blue Badge) - Refused Applications		Date of last involvement with the Blue Badge Service + a maximum of 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.5	RL1	23/10/2019: Text: "Date of application + 12 months" replaced with "Date of application + 24 months"; 18/06/2020: Text "Date of application + 24 months" replaced with "Date of last involvement with the Blue Badge Service + a maximum of 1 year"
AS4.1.4	Records relating to clients issued with a Disabled Driver Permit (Blue Badge)		Date of last involvement with the Blue Badge Service + a maximum of 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.6	RL1	20/06/2019: Text: "- Accepted Applications" removed; 20/06/2019: Text: "Date of application + 3 years 6 months" replaced with "Date of last involvement with the Blue Badge Service + 1 year. Where the application is successful the date of last involvement; 18/06/2020: Text "Expiry date of last active badge + 24 months" replaced with "Date of last involvement with the Blue Badge Service + a maximum of 1 year"
AS4.1.5	All records relating to the administration of Direct Payments (including Wizard Uploads)	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		FN4.1.37	RL2	24/10/2019: Text: "Finance and Procurement: Financial Services: Payments: All records relating to the administration of Disability Direct Payments (including Wizard Uploads)" replaced with "All records relating to the administration of Direct Payments (in

### AS4.2 Learning Impairment (Adults)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.2.1	Records relating to clients with a learning impairment		Retain in Area for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.2	RL2	
AS4.2.2	Learning Disability: Records relating to clients in transition held in a spreadsheet	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/10/2019: Text: "Learning Disability East - Locality Dover and Thanet: Records relating to clients in transition held in a spreadsheet" replaced with "Learning Disability: Records relating to clients in transition held in a spreadsheet"

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.2.3	Learning Disability: Referral Database	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/10/2019: Text: "Learning Disability East - Locality Dover and Thanet: Referral Database" replaced with "Learning Disability: Referral Database"
AS4.2.4	Learning Disability: Records relating to eligibility for access to care	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/10/2019: Text: "Learning Disability East - Locality Dover and Thanet: Records relating to eligibility for access to care" replaced with "Learning Disability: Records relating to eligibility for access to care"
AS4.2.5	Learning Disability: Ordinarily Resident Applications		If the application is accepted then the record is kept on the case file; if the application is unsuccessful then current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/10/2019: Text: "Learning Disability West - Respite: Service user client files" replaced with "Learning Disability Respite: Service user client files"; 19/06/2020: Text: date of death + 7 years" replaced with "year the death occurred + 6 years"; 15/12/2021: Entry renumbered from AS4.2.7 to AS4.2.5
AS4.2.6	Learning Disability: Records relating to the management of data quality	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN7.3.14; IC5.4.7	RL2	31/03/2017: Entry added to retention schedule; 24/10/2019: Text: "Learning Disability East - Locality Dover and Thanet: Records relating to the management of data quality" replaced with "Learning Disability: Records relating to the management of data quality"; 15/12/2021: Entry renumbered from AS4.2.8 to AS4.2.6
AS4.2.7	Quality Assurance questionnaires completed by service users and their families		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	23/10/2019: Entry added to the retention schedule; 15/12/2021: Entry renumbered from AS4.2.9 to AS4.2.7

### AS4.3 Sensory Impairment (Adults)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.3.1	Records relating to clients with a sensory impairment		Date of last contact + 6 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.3	RL2	19/06/2020: Text: "Retain in Area for 5 years from date of last contact, or 2 years from date of death" replaced with "Date of last contact + 6 years or date of death + 2 years"
AS4.3.2	Sensory and Autism Services: Records relating to the management of the Interpreting Service		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	24/10/2019: Text: "Kent Sensory Services: Records relating to the management of the Interpreting Service" replaced with "Sensory and Autism Services: Records relating to the management of the Interpreting Service"

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.3.3	Sensory and Autism Services: Gateway Spreadsheet	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	
AS4.3.4	Sensory and Autism Services: Spreadsheet recording the path of referrals and performance statistics	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	
AS4.3.5	Sensory and Autism Services: Internal spreadsheet relating to services offered by Supporting People	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	
AS4.3.6	Sensory and Autism Services: Spreadsheet relating to equipment supplied to clients	Limitation Act 1980 (Section 2)	Life of the equipment + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	

### AS4.4 Substance Misuse

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.4.1	Records relating to clients who misuse drugs and alcohol		Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS5.2; AS4.4.2	RL2	01/12/2016: Entry renumbered from AS4.4.2 to AS4.4.1; 19/06/2020: Text: “Retain in Area for 5 years from date of last contact, or 2 years from date of death” replaced with “Date of last contact + 6 years or date of death + 2 years”; 20/08/2024: Text: “Date of last contact + 6 years or date of death + 2 years” replaced with “Date of last contact + 6 years”
AS4.4.2	Drug and Alcohol Services: Partially identifiable information collected from providers in order to monitor how effective drug and alcohol treatment services are, plan and develop services that best meet local needs and produce statistics and support research about drug and alcohol use and treatment.		Date of last contact with the Drug and Alcohol Services + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous number	RL2	12/11/2020: Entry added to the retention schedule; 20/08/2024: Text: "Date of last contact with the Drug and Alcohol Services + 5 years" replaced with "Date of last contact with the Drug and Alcohol Services + 6 years"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.4.3	Records relating to clients who misuse drugs and alcohol who are under 18		Retain until the client's 25th birthday or 26th birthday if the young person was 17 at conclusion of treatment, or 8 years after death	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	Various	20/08/2024: Entry added to the retention schedule

**AS4.5 Kent Supported Employment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.5.1	Kent Supported Employment – Social Services client files		Last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS6.1	RL2	19/06/2020: Text: “Last contact + 5 years” replaced with “Last contact + 6 years”
AS4.5.2	Kent Supported Employment – Employment client files		Last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS6.2	RL2	19/06/2020: Text: “Last contact + 7 years” replaced with “Last contact + 6 years”

**AS4.6 Occupational Therapy**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.6.1	Records relating to clients who have contact with the Occupational Therapy Bureau		Retain in Area for 2 years from date of last contact, unless a major piece of equipment is on loan, or a maintenance agreement applies, in which case the records should be retained in line with health and safety policy	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS7.1	RL1	19/12/2024: Text: "Retain in Area for 2 years from date of last contact, unless a major piece of equipment is on loan, or a maintenance agreement applies, in which case the records should be retained in line with health and safety policy" replaced with "Retain in Area for 2 years from date of last contact, unless a major piece of equipment is on loan, or a maintenance agreement applies, in which case the records should be retained for 7 years from the date the equipment is returned or the end of the maintenance agreement."

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## AS4.7 Mental Health Services

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.7.1	Records relating to clients with mental illness including Guardianship records		Retain in Mental Health Trust for 5 years from date of last contact, and then transfer all records to the Records Management Service for retention until 20 years from date of last contact, or 8 years from date of death. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS8.1	RL14	22/01/2016: Text "including Guardianship records" added to description field; Text "or Kent County Council" added to retention period field
AS4.7.2	Diaries created by members of staff working in mental health		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS8.2	RL2	19/06/2020: Text: "Current year + 7 years" replaced with "Current year + 6 years"
AS4.7.3	Client records created by the Deprivation of Liberty Service (DOLS)		The electronic record is deemed to be the principal copy and should be retained for year last contact takes place + 6 years. All paper copies will be destroyed on a routine basis once every six months.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS8.3	RL2	13/01/2017: Text: "until guidance from the DOLS Board is received" removed; 19/06/2020: Text: "7 years from the date of the last contact." replaced with "year last contact takes place + 6 years"
AS4.7.4	Adult Safeguarding: Deprivation of Liberty Service (DOLS) High Risk meeting		Year meeting takes place + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	13/01/2017: Entry added to the retention schedule; 19/06/2020: Text: "Date of meeting + 7 years then review" replaced with "Year meeting takes place + 6 years then review"
AS4.7.5	Adult Safeguarding: Deprivation of Liberty Service (DOLS) Local Implementation Network meeting		Date of meeting + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL8	13/01/2017: Entry added to the retention schedule
AS4.7.6	Adult Safeguarding: Deprivation of Liberty Service (DOLS) Safeguards Assessment		End of the authorisation + 6 years unless there is a safeguarding investigation in which case the records transfer to safeguarding and are retained in line with safeguarding activity.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	06/06/2018: New entry allocated (DOLS)
AS4.7.7	Mental Health Professional Assurance Team (MHPAT): Complex Needs Panel (multi agency panel)		Date of meeting + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL8	13/04/2017: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.7.8	Kent Enablement Recovery Service (KERS): Service User Feedback Forms		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS4.7.6; AS4.7.9	RL2	12/04/2017: Entry added to retention schedule; 06/06/2018: Entry renumbered from AS4.7.6 to AS4.7.9; 19/06/2020: Text: “Current year + 5 years” replaced with “Current year + 6 years”; 04/02/2022: Entry renumbered from AS4.7.9 to AS4.7.8

### AS4.8 Home Care Service (Kent Enablement at Home)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.8.1	Kent Enablement at Home: Client timesheets		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS9.5	RL2	
AS4.8.2	Kent Enablement at Home: Client records		Last contact + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.6	RL1	
AS4.8.3	Records used by the Kent Enablement at Home teams held in clients' homes (including risk assessments)		These are held in the clients' homes until contact ceases and are then retrieved where possible and then archived for 7 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.13	N/A	

### AS4.9 Hospitals Team

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.9.1	Closed client records relating to hospitals held at the Records Management Service		Date of birth + 100 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.8	RL6	
AS4.9.2	Physical client records created by the Hospital Teams		These records are returned to the local area office when contact has ceased to be included with the main client record		Y	OFFICIAL – Sensitive Personal		AS9.10	N/A	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS4.10 Refugee Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.10.1	Records relating to adults who have had contact with the Asylum Team (Transition Team - East Kent)		Last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.9	RL2	19/06/2020: Text: “Last contact + 7 years” replaced by “Last contact + 6 years”
AS4.10.2	All records relating to the administration of payments made in relation to Asylum Seekers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years the review	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		FN4.1.38	RL2	24/10/2019: Text: "Finance and Procurement: Financial Services: Payments: All records relating to the administration of payments made in relation to Asylum Seekers" replaced with "All records relating to the administration of payments made in relation to
AS4.10.3	Financial records concerning the Home Office grant to support asylum seekers		All records to be retained until 2020	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		FN22.1; FN7.6.1	N/A	
AS4.10.4	Database maintained by the Asylum Unit to monitor the grant reclaim for the provision of service to asylum seekers	HMRC - Compliance Handbook Manual CH15400	Date grant claim resolved + 6 years then review	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		FN22.4; FN7.6.4	RL2	
AS4.10.5	Information held on refugee families supported by KCC		Date support of family starts + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	RL2	03/01/2024: Entry added to the retention schedule; 19/12/2024: Text "Date support of family starts + 7 years" replaced with "Date support of family starts + 5 years"

**AS4.11 Lifelong Learning**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.01	Individual Learner Records (ILR) created for Learners enrolled with Community Learning and Skills	Audit requirements of the Skills Funding Agency	Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL13	13/04/2018: Text "Current academic year + 6 years" replaced with "Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030"
AS4.11.02	Individual Learner Plans (ILP) created for Learners enrolled with Community Learning and Skills		Current academic year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.03	Learner Tracking Sheets		Current academic year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.06	RL2	13/04/2018: Text "Current academic year" replaced with "Current academic year + 6 years"; 03/05/2018: Entry renumbered from AS4.11.06 to AS4.11.03
AS4.11.04	CLS: Adult Learning - Copies of learning agreements		Date course started + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.10	RL3	03/05/2018: Entry renumbered from AS4.11.10 to AS4.11.04; 02/05/2018: Text "Skills for Life: Enquirer screening forms [currently in physical format but which will be entered into UNIT E]" replaced with "CLS: Adult Learning - Copies of learning agreements"
AS4.11.05	CLS: Adult Learning - Screening forms and Initial assessment forms		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.11	RL3	
AS4.11.06	Community Learning and Skills - Senior Management Team Business Support: Additional Learning Support applications		Entered onto Unit E and paper copies kept for 7 years.	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.14	N/A	
AS4.11.07	Community Learning and Skills: Skills for Life - ESOL: Application forms (retained with consent of applicant)		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.4.13; HR3.4.10; AS4.11.71	RL3	03/05/2018: Entry renumbered from AS4.11.71 to AS4.11.07
AS4.11.08	CLS – Programme Management: Student application forms for counselling courses		Current academic year	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.75	RL3	18/04/2018: Entry added to the retention schedule; 03/05/2018: Entry renumbered from AS4.11.75 to AS4.11.08
AS4.11.09	CLS – Programme Management: Student literacy assessment results for counselling courses		Current academic year	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.76	RL3	18/04/2018: Entry added to the retention schedule; 03/05/2018: Entry renumbered from AS4.11.76 to AS4.11.09
AS4.11.10	Community Learning and Skills - Community Based Learning: NDLC/RESPONSE electronic learner database		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.43	RL2	03/05/2018: Entry renumbered from AS4.11.43 to AS4.11.10
AS4.11.11	Foundation Learning: Learner Portfolios		Once assessed and marked the portfolio is returned to the learner.	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.41	N/A	03/05/2018: Entry renumbered from AS4.11.41 to AS4.11.11
AS4.11.12	Skills for Life: Risk assessments and personal evaluation plans		Whilst the learner is on the course	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.35	N/A	03/05/2018: Entry renumbered from AS4.11.35 to AS4.11.12



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.13	Programme Manager: Student Complaints and Refund Letters		The information is added to the E-Tracker system and the letters are then shredded	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.55	N/A	03/05/2018: Entry renumbered from AS4.11.55 to AS4.11.13
AS4.11.14	Programme Manager: Correspondence to and from students		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.57	RL3	03/05/2018: Entry renumbered from AS4.11.57 to AS4.11.14
AS4.11.15	Community Learning and Skills: Partnership Team: Learner details and employee details held on the CRM system		These are held in the CRM System for no longer than one year and then are transferred to Unit E	SECURE DISPOSAL	Y	OFFICIAL – Personal		AS4.11.13	N/A	03/05/2018: Entry renumbered from AS4.11.13 to AS4.11.15; Text "These are held in the CRM System for no longer than one year and then are transferred to the Unit E or Maytas" replaced with "These are held in the CRM System for no longer than one year and then are transferred to Unit E"
AS4.11.16	Adult Education Centre Management: Class Registers		The information is entered on the system at the end of the class and the physical copy retained for Enrolments before 2016 until Dec 2022 Enrolments after Dec 2016 Until Dec 2030	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES8.2; AS4.11.32	RL13	13/04/2018: Text "The information is entered on the system at the end of the class and the physical copy retained for current year + 7 years" replaced with "The information is entered on the system at the end of the class and the physical copy retained for Enrolments before 2016 until Dec 2022 Enrolments after Dec 2016 Until Dec 2030"; 03/05/2018: Entry renumbered from AS4.11.32 to AS4.11.16
AS4.11.17	Community Learning and Skills: Skills Plus Centre: Appointment Sheets		Current year	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES8.10; AS4.11.33	RL3	03/05/2018: Entry renumbered from AS4.11.33 to AS4.11.17
AS4.11.18	CLS: Adult Learning - Appointment books and signing in books – Registers		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	02/05/2018: Retention period "Last date in book + 2 months" replaced with "Current year + 6 years"; Text "Skills for Life: Appointment books and signing in books" replaced with "CLS: Adult Learning - Appointment books and signing in books - Registers"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

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AS4.11.19	Community Learning and Skills - Business Support: Course files		Enrolments starting prior to 01/08/2016: until Dec 2022 Enrolments starting on or after 01/08/2016: Until Dec 2030	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL13	13/04/2018: Text "Current year + 7 years - It is recommended that current year + 1 year are retained at the Centre and that the remaining years are microfilmed or scanned" replaced with "Enrolments starting prior to 01/08/2016: until Dec 2022 Enrolments starting on or after 01/08/2016: Until Dec 2030"
AS4.11.20	Community Learning and Skills - Business Support: CVs sent to KEY Training		Retained electronically on CLS UNIT E System	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.16	N/A	13/04/2018: Text "Entered onto MAYCAS and paper copies kept for 6 months" replaced with "Retained electronically on CLS UNIT E System"; 03/05/2018: Entry renumbered from AS4.11.16 to AS4.11.20
AS4.11.21	Skills for Life: Lesson plans and schemes to track learners		Academic year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.22	RL13	03/05/2018: Entry renumbered from AS4.11.22 to AS4.11.21
AS4.11.22	CLS: Adult Learning - Records to inform planning and course development		Current academic year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.77	RL13	02/05/2018: Entry added to the retention schedule; 03/05/2018: Entry renumbered from AS4.11.77 to AS4.11.22
AS4.11.23	Programme Manager: Records relating to Partnership Courses		Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	19/06/2020: Text: "Current year + 7 years then review" replaced with "Current year + 6 years then review"
AS4.11.24	Community Learning and Skills - Business Support: New course details received via the CRM system with a physical copy retained in the course file		Academic year records created + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.73	RL2	13/04/2018: Entry added to retention schedule; 03/05/2018: Entry renumbered from AS4.11.73 to AS4.11.24; 19/06/2020: Text "Academic year records created + 7 years" replaced with "Academic year records created + 6 years"
AS4.11.25	Programme Manager: Records relating to the planning of future courses		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		AS4.11.29	RL3	03/05/2018: Entry renumbered from AS4.11.29 to AS4.11.25
AS4.11.26	Evaluation Forms including course evaluation and tutor evaluation		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.28	RL3	03/05/2018: Entry renumbered from AS4.11.28 to AS4.11.26
AS4.11.27	Community Learning and Skills – Administration Team Surveys around quality performance		Academic year records created + 6 years	SECURE DISPOSAL	Y	OFFICIAL – General		AS4.11.74	RL2	13/04/2018: Entry added to retention schedule; 03/05/2018: Entry renumbered from AS4.11.74 to AS4.11.27

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

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AS4.11.28	Community Learning and Skills: Records relating to the administration of the Training, Assessment and Quality Assurance scheme		End of the course + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS4.11.52	RL2	24/04/2018: Text "End of the course + 2 years" replaced with "End of the course + 6 years"; 03/05/2018: Entry renumbered from AS4.11.52 to AS4.11.28
AS4.11.29	Community Learning and Skills: Community Based Learning: Records relating to the management of engagement events		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		AS4.11.58	RL2	24/04/2018: Text "Current year" replaced with "Current year + 6 years"; 03/05/2018: Entry renumbered from AS4.11.58 to AS4.11.29
AS4.11.30	CLS: Adult Learning - Exam portfolios/Reflective Logs and assessment evidence		Current academic year	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.72	RL3	11/04/2018: Entry added to retention schedule; 02/05/2018: Text "CLS: Skills & Family Learning Exam portfolios" replaced with "CLS: Adult Learning - Exam portfolios/Reflective Logs and assessment evidence" 03/05/2018: Entry renumbered from AS4.11.72 to A
AS4.11.31	CLS: Adult Learning - QA records relating to Exams & Exam related MI and Awarding Body QA and Guidance		Current academic year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.78	RL2	02/05/2018: Entry added to the retention schedule; 03/05/2018: Entry renumbered from AS4.11.78 to AS4.11.31
AS4.11.32	Programme Manager: all records relating to the internal verification of courses		Life of the qualification	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.44	RL3	24/04/2018: Text "Life of the qualification" replaced with "Current year + 3 years"; 03/05/2018: Entry renumbered from AS4.11.44 to AS4.11.32
AS4.11.33	Programme Manager: Specifications from the accreditation bodies		Operational Use	SECURE DISPOSAL	N	OFFICIAL - General		AS4.11.46	RL3	03/05/2018: Entry renumbered from AS4.11.46 to AS4.11.33
AS4.11.34	Key Training: Vocational: Records relating to liaison with awarding organisations when they come to verify courses		Date of visit + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		AS4.11.49	RL1	03/05/2018: Entry renumbered from AS4.11.49 to AS4.11.34
AS4.11.35	Key Learning - Work Based Learning: Samples of assessor work as required by the awarding body		Date of assessment + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		AS4.11.51	RL1	03/05/2018: Entry renumbered from AS4.11.51 to AS4.11.35; Text " [on MAYTAS and in physical format]" removed
AS4.11.36	Community Learning and Skills: Skills for Life - ESOL Team: Tutor files containing OTL information, learner forms, appraisals, leave and so on		These files are only held whilst the tutor is employed	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS4.11.54	RL3	03/05/2018: Entry renumbered from AS4.11.54 to AS4.11.36

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

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AS4.11.37	Community Learning and Skills: Staff pay claims and associated correspondence		Current year + 3 years		Y	OFFICIAL - Personal		FN4.1.31;AS4.11.59	RL1	02/05/2018: Text "Community Learning and Skills: Skills for Life - ESOL: Staff pay claims and associated correspondence" replaced with "Community Learning and Skills: Staff pay claims and associated correspondence"; 03/05/2018: Entry renumbered from AS4.1
AS4.11.38	Personal files – records relating to the employment of sessional staff by Kent Adult Education Services (e.g. tutors)		Date that programme manager authorises removal of member of staff from the books + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		HR11.13.3; HR2.5.09; AS4.11.67	RL2	03/05/2018: Entry renumbered from AS4.11.67 to AS4.11.38
AS4.11.39	Adult Education - Area Operations: Application forms used in the recruitment process		Date of appointment + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		HR11.10.5; HR3.4.05; AS4.11.69	RL1	03/05/2018: Entry renumbered from AS4.11.69 to AS4.11.39
AS4.11.40	Adult Education - Area Operations: Forms used for setting up members of staff on the system		Destroyed once the information has been entered on the system	SECURE DISPOSAL	Y	OFFICIAL - Personal		HR11.10.6; HR3.4.06; AS4.11.70	N/A	03/05/2018: Entry renumbered from AS4.11.70 to AS4.11.40
AS4.11.41	Community Learning and Skills: Finance Operations: All records relating to refunds made to students	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years [personal data removed]	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		FN4.6.1; AS4.11.60	RL2	02/05/2018: Text "Current year + 6 years" replaced with "Current year + 6 years [personal data removed]"; 03/05/2018: Entry renumbered from AS4.11.60 to AS4.11.41
AS4.11.42	Community Learning and Skills: Finance Operations: Debt recovery and write off letters		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN7.8.1; FN7.8.1; AS4.11.64	RL3	02/05/2018: Retention period "Current year + 6 years" replaced with "Current year + 1 year"; Text "HMRC - Compliance Handbook Manual CH15400" removed; 03/05/2018: Entry renumbered from AS4.11.64 to AS4.11.42

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.43	Community Learning and Skills: Individual Learner Records (ILR) for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.44	Community Learning and Skills: E-mail Learner declarations for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.45	Community Learning and Skills: Programme forms for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.46	Community Learning and Skills: Commitment packs for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.47	Community Learning and Skills: Attendance registers for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.48	Community Learning and Skills: Attendance registers for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

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AS4.11.49	Community Learning and Skills: Awarding body examination results for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.50	Community Learning and Skills: Agreed Break in learning evidence for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

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AS4.11.51	Community Learning and Skills: Work Placement attendance sheets for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.52	Community Learning and Skills: Destination & Progression Information for the following provision types: Kent Adult Education Learners aged 19+: Accredited courses Kent Adult Education Learners aged 19+: ESOL, Employability/Work Skills & English and Maths Kent Training and Apprenticeships Learners aged 16-18 and 19+ Kent Training and Apprenticeships - Study Programme Learners aged 16-18: Work Ready, Traineeships, Pathfinder, Supported Internships & Skills Study Programmes		Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.53	Community Learning and Skills: Individual Learner Records (ILR) for the following provision types: Kent Adult Education Community Learning, Learners aged 19+: PCDL and Pay as you go (PAYG) Kent Adult Education Community Learning, Family Programmes, Learners aged 19+: Family English, Maths and Language (FEML), Wider Family Learning (WFL) and Parenting Kent Adult Education Community Learning, Learners aged 19+: Neighbourhood Learning in Deprived Communities (NLDC)/RESPONSE		Current academic year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.54	Community Learning and Skills: E-mail Learner Declarations For the following provision types: Kent Adult Education Community Learning, Learners aged 19+: PCDL and Pay as you go (PAYG) Kent Adult Education Community Learning, Family Programmes, Learners aged 19+: Family English, Maths and Language (FEML), Wider Family Learning (WFL) and Parenting Kent Adult Education Community Learning, Learners aged 19+: Neighbourhood Learning in Deprived Communities (NLDC)/RESPONSE		Current academic year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.55	Community Learning and Skills: Attendance registers for the following provision types: Kent Adult Education Community Learning, Learners aged 19+: PCDL and Pay as you go (PAYG) Kent Adult Education Community Learning, Family Programmes, Learners aged 19+: Family English, Maths and Language (FEML), Wider Family Learning (WFL) and Parenting Kent Adult Education Community Learning, Learners aged 19+: Neighbourhood Learning in Deprived Communities (NLDC)/RESPONSE		Current academic year + 6 years		Y	OFFICIAL – Personal			RL2	09/032/2022: Entry added to the retention schedule
AS4.11.56	Community Learning and Skills: Individual Learning Plans (ILPs) for the following provision types: Kent Adult Education Community Learning, Learners aged 19+: PCDL and Pay as you go (PAYG) Kent Adult Education Community Learning, Family Programmes, Learners aged 19+: Family English, Maths and Language (FEML), Wider Family Learning (WFL) and Parenting Kent Adult Education Community Learning, Learners aged 19+: Neighbourhood Learning in Deprived Communities (NLDC)/RESPONSE		Current academic year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to retention schedule
AS4.11.57	Community Learning and Skills: Additional Learner Support (ALS) information		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.58	Community Learning and Skills: Apprenticeship Grant		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.59	Community Learning and Skills: Records relating to Learner refunds		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.60	Community Learning and Skills: Discretionary Learner Support (DLS)		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.61	Community Learning and Skills: Discretionary Learner Support (DLS)		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.62	Community Learning and Skills: Advanced Learner Loans (ALL) recording of financial information & allocation of income		Current financial year + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.63	Community Learning and Skills: Kent Adult Education Learner screening forms and Initial Assessment Forms		Current year + 1 year		Y	OFFICIAL – Personal			RL3	09/02/2022: Entry added to the retention schedule
AS4.11.64	Community Learning and Skills: Course evaluation forms – all Learners		Current year + 1 year		Y	OFFICIAL – Personal			RL3	09/02/2022: Entry added to the retention schedule
AS4.11.65	Community Learning and Skills: Learner records relating to Safeguarding		Retain by Community Learning and Skills: for 5 years from date of last contact, records to be transferred to Central KCC Records Management Service for retention until 10 years from date of last contact		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.66	Market Research outputs undertaken for Community, Learning and Skills		Current year + 3 years		Y	OFFICIAL – Personal			RL1	09/02/2022: Entry added to the retention schedule
AS4.11.67	Information relating to Learner Voice & Learner walks		Current year + 3 years		Y	OFFICIAL – Personal			RL1	09/02/2022: Entry added to the retention schedule
AS4.11.68	Community Learning and Skills: Learner health questionnaires		Current year + 2 years		Y	OFFICIAL – Personal			RL1	09/02/2022: Entry added to the retention schedule
AS4.11.69	Community Learning and Skills: Information relating to customer profiling		Operational use		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.70	Community Learning and Skills: Permission to publish photographs taken at KCC events - a copy should be stored with the photograph		Life of the photograph		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule
AS4.11.71	Community Learning and Skills: Parental permission slips for photographs taken of children to publicise KCC events		Date of birth of child + 16 years or the life of the photograph whichever is the longer		Y	OFFICIAL – Personal			N/A	09/02/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.11.72	Community Learning and Skills: Permission to publish wording/quotes obtained from learners for marketing purposes		Kept with copy of quote/wording, operational use + 6 years		Y	OFFICIAL – Personal			RL2	09/02/2022: Entry added to the retention schedule
AS4.11.73	Multiply programme: Individual Learner Records		Current academic year + 7 years		Y	OFFICIAL - Personal			RL2	18/12/2024: Entry added to the retention schedule

**AS4.12 Other Client Services**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.12.1	Records relating to older persons		Date of last contact + 3 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.1	RL1	19/06/2020: Text: “Retain in Area for 3 years from date of last contact, or 2 years from date of death” replaced with “Date of last contact + 3 years or date of death + 2 years”
AS4.12.2	All Other Records relating to Adults: Records of adults who don’t fall into any of the above categories and general papers where a file has not been opened including other local authority notifications	Y	Retain in Area for 2 years from date of last contact	SECURE DISPOSAL	Y	OFFICIAL - Personal		AS9.4	RL1	See Footnote below <sup>3</sup>
AS4.12.3	Access to Resources: Records relating to the management of the short term beds		These are held by the unit whilst the work is being carried out on it and then they are deleted. The principal records are held on the service user files in the teams.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	
AS4.12.4	Access to Resources: Tracker used by the Performance Team		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL1	
AS4.12.5	All records relating to the management of financial affairs on behalf of individual clients	HMRC - Compliance Handbook Manual CH15400	Last contact with client + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN4.1.32	RL2	

<sup>3</sup> 19/06/2020: Text: “Retain in Area for 2 years from date of last contact” replaced with “Date of last contact + 2 years”; 11/11/2021: Text: "All Other Records relating to Adults: Records of adults who don’t fall into any of the above categories and general papers where a file has not been opened" replaced with "All Other Records relating to Adults: Records of adults who don’t fall into any of the above categories and general papers where a file has not been opened including other local authority notifications"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.12.6	All records relating to payments made to adults	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN4.1.42	RL2	24/10/2019: Text: "Finance and Procurement: Financial Services: Payments: All records relating to payments made to adults" replaced with "All records relating to payments made to adults"
AS4.12.7	Access to Resources: Records relating to Direct Payments		Current month + 2 months. Finance hold the principal copies of the records	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN4.1.43	RL4	
AS4.12.8	Applications for Kent Card	HMRC - Compliance Handbook Manual CH15400	Original copy of the application retained by Kent Card administrator for 7 years. Copies held on files should be destroyed in accordance with the record retention criteria for the client/resource	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN9.3; FN4.7.1	RL2	
AS4.12.9	Summary spreadsheet maintained by Kent Card Team containing details of holders of Kent Cards	HMRC - Compliance Handbook Manual CH15400	Date card terminated + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN9.10; FN4.7.2	RL2	
AS4.12.10	Kent Card: Bank statements requested by the team on behalf of care manager		Copies held on files should be destroyed in accordance with the record retention criteria for the client/resource	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN9.11; FN4.7.3	N/A	
AS4.12.11	Records relating to the assessment of individuals for contributions to the cost of social care – residential	HMRC - Compliance Handbook Manual CH15400	Case closed + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN7.7.09	RL2	15/06/2022: Entry renumbered from AS4.12.12 to AS4.12.11
AS4.12.12	Records relating to the assessment of individuals for contributions to the cost of social care - non residential	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN7.7.10	RL2	15/06/2022: Text: "Current year " replaced with "Close of case"; Entry renumbered from AS4.12.13 to AS4.12.12
AS4.12.13	Records relating to data quality and control in the assessment and income section		Last contact with client + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN7.7.11	RL2	15/06/2022: Entry renumbered from AS4.12.14 to AS4.12.13
AS4.12.14	Kent Support and Assistance Service (KSAS): Data collected to refer clients to the Money and Pensions Service (MaPS): Money Adviser Network scheme		Current financial year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	N/A	15/06/2022: Entry renumbered from AS4.12.17 to AS4.12.14

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.12.15	Kent Support and Assistance Service (KSAS): Non successful applications	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	11/12/2019: Entry added to the retention schedule
AS4.12.16	Kent Support and Assistance Service (KSAS): Awarded Applications	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	11/12/2019: Entry added to the retention schedule
AS4.12.17	Kent Support and Assistance Service (KSAS): Financial Hardship Service: Referrals made via Refer Kent		Personal data will be kept on the system for 6 months before being anonymised by KCC. Anonymised data which will remain will include the number of referrals made and for what purpose. This is for the purpose of reporting.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous number	N/A	01/02/2022: Entry added to the retention schedule; 15/06/2022: 15/06/2022: Entry renumbered from AS4.12.17 to AS4.12.14
AS4.12.18	Data collected to support the management of the Household Support Fund		Current financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	RL2	16/11/2022: Entry added to the retention schedule
AS4.12.19	Records created as part of the Integrated Community Equipment Service		Date equipment returned + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	RL2	06/06/2023: Entry added to the retention schedule
AS4.12.20	Data collected to support the Pilot of Men's Antenatal and Postnatal Support programme		We keep contact details and accessibility data for the duration of the project, until April 2024, after which the information is made inaccessible to system users or securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous number	N/A	21/09/2023: Entry added to the retention schedule
AS4.12.21	Personal information collected as part of the Financial Hardship Referral programme		Data will be held by debt professionals for 6 years, unless the case has been subject to a serious complaint, insurance claim, or other dispute, then it will be kept for 16 years.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	N/A	13/12/2023: Entry added to the retention schedule
AS4.12.22	Information collected to support the implementation of the Bed Poverty Project where application is unsuccessful		Date application turned down + 12 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number		09/01/2024: Entry added to the retention schedule
AS4.12.23	Information collected to support the implementation of the Bed Poverty Project where application is successful		Date application approved + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	RL2	09/01/2024: Entry added to retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.12.24	Personal information collected as part of the Local Evaluation of the Start for Life and Family Hubs Programme		Data will be retained until the project ends in June 2025	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	N/A	14/03/2024: Entry added to the retention schedule
AS4.12.25	Correspondence and other records (other than financial) relating to the management of the Start for Life Family Hub grants scheme		Date of contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	RL2	21/03/2024: Entry added to the retention schedule
AS4.12.26	Financial records relating to the payment of the Start for Life Family Hub grants scheme		If the application is successful: 6 years from the date of the last payment of the grant. If the application is unsuccessful: date application turned down + 6 years.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number		21/03/2024: Entry added to the retention schedule

### AS4.13 Supporting People

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.13.1	Housing-Related Support: Incident Reporting - Serious		Year in which the incident occurred + a minimum of 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/01/2017: Text: "Supporting People" replaced with "Housing-Related Support"; 19/06/2020: Text: "Date of incident + a minimum of 7 years" replaced with "Year in which the incident occurred + a minimum of 6 years"
AS4.13.2	Housing-Related Support: Incident Reporting - Non Serious		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL3	24/01/2017: Text: "Supporting People" replaced with "Housing-Related Support"
AS4.13.3	Housing-Related Support: Safeguarding Logs		Last date in the log + a minimum of 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	24/01/2017: Text: "Supporting People" replaced with "Housing-Related Support"; 19/06/2020: Text: Last date in the log + a minimum of 7 years" replaced with "Last date in the log + a minimum of 6 years"
AS4.13.4	Housing-Related Support: Floating Support Referrals		Information entered on computer system - paper forms to be retained for a minimum of 6 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	24/01/2017: Text: "Supporting People" replaced with "Housing-Related Support"
AS4.13.5	Housing-Related Support: Records relating to performance monitoring	Limitation Act 1980 (Section 2)	Last action on the contract + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		MN24.21; MN7.3.07	RL2	24/01/2017: Text: "Supporting People" replaced with "Housing-Related Support"



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS4.14 Technology Enhanced Lives**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.14.01	Project documentation created as part of the Technology Enhanced Lives programme that may not result in a contract		Last action on the project + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	16/04/2024: Entry added to the retention schedule
AS4.14.02	Project files relating to research undertaken as part of the Technology Enhanced Lives programme to test the viability of the project		End of operational use	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL3	16/04/2024: Entry added to the retention schedule
AS4.14.03	Correspondence relating to the Technology Enhanced Lives programme which does not merit inclusion on the project files		Last action on project + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	16/04/2024: Entry added to the retention schedule
AS4.14.05	Records relating to clients with a physical impairment created as part of the Technology Enhanced Lives Project		Date of last contact + 5 years, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	16/04/2024: Entry added to the retention schedule
AS4.14.06	Records relating to clients with a learning impairment created as part of the Technology Enhanced Lives Project		Date of last contact + 5 years, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	16/04/2024: Entry added to the retention schedule
AS4.14.07	Records relating to clients with a sensory impairment created as part of the Technology Enhanced Lives Project		Date of last contact + 6 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	16/04/2024: Entry added to the retention schedule
AS4.14.08	Records relating to clients who have contact with the Occupational Therapy Bureau created as part of the Technology Enhanced Lives Project		Date of last contact + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL1	16/04/2024: Entry added to the retention schedule
AS4.14.09	Records relating to clients with mental illness including Guardianship records created as part of the Technology Enhanced Lives Project		Date of last contact + 20 years or date of death 8 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL14	16/04/2024: Entry added to the retention schedule
AS4.14.10	Client records created by the Deprivation of Liberty Service (DOLS) created as part of the Technology Enhanced Lives Project		The electronic record is deemed to be the principal copy and should be retained for year last contact takes place + 6 years . All paper copies will be destroyed on a routine basis once every six months.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	16/04/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS4.14.11	Records used by the Kent Enablement at Home teams held in clients' homes (including risk assessments) created as part of the Technology Enhanced Lives Project		These are held in the clients' homes until contact ceases and are then retrieved where possible and then archived for 7 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	16/04/2024: Entry added to the retention schedule
AS4.14.12	Records relating to safeguarding created as part of the Technology Enhanced Lives programme		Retain in Area for 5 years from date of last contact, and then transfer all records to the Records Management Service for retention until 10 years from date of last contact	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL8	16/04/2024: Entry added to the retention schedule
AS4.14.13	Physical client records created by the Hospital Teams as part of the Technology Enhanced Lives programme		These records are returned to the local area office when contact has ceased to be included with the main client record	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	25/04/2024: Entry added to the retention schedule
AS4.14.14	Records relating to older persons who are part of the Technology Enhanced Lives programme		Date of last contact + 3 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL1	25/04/2024: Entry added to retention schedule

**AS5 Safeguarding (Adults)**

**AS5.1 Safeguarding Adults**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS5.1.1	Records relating to safeguarding		Retain in Area for 5 years from date of last contact, and then transfer all records to the Records Management Service for retention until 10 years from date of last contact	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		AS9.3	RL8	23/10/2019: Text "adult protection" replaced with "safeguarding"; 23/10/2019: Entry renumbered from AS5.2.1 to AS5.1.1
AS5.1.2	Adult Safeguarding: Safeguarding Quarterly Report		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	
AS5.1.3	Adult Safeguarding: Countywide Safeguarding Meeting		Date of meeting + 6 years then review	SECURE DISPOSAL	N	OFFICIAL - Not Personal		MN19.8; MN4.2.8; AS5.2.06	RL2	13/01/2017: Entry renumbered from AS5.2.06 as AS5.2.05; 23/10/2019: Entry renumbered from AS5.2.05 to AS5.1.3
AS5.1.4	Adult Safeguarding: Records relating to Safeguarding Coordinator Meeting		Date of meeting + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		MN19.10; MN4.2.10; AS5.2.08	RL2	13/01/2017: Entry renumbered as AS5.2.07; 23/10/2019: Entry renumbered from AS5.2.07 to AS5.1.4
AS5.1.5	Adult Safeguarding: Provider issues	Limitation Act 1980 (Section 2)	Life of contract with provider + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		AS5.2.10	RL2	23/10/2019: Entry renumbered from AS5.2.09 to AS5.1.5

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS5.1.6	Adult Safeguarding: Quality Surveillance Group Report	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		AS5.2.11	RL2	13/01/2017: Entry added to the retention schedule; Entry renumbered as AS5.2.09; 23/10/2019: Entry renumbered from AS5.2.10 to AS5.1.6
AS5.1.7	Adult Safeguarding: Safeguarding Case Audit Report (conducted by independent auditor)	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		AS5.2.12	RL2	13/01/2017: Entry added to the retention schedule; Entry renumbered as AS5.2.11; 23/10/2019: Entry renumbered from AS5.2.11 to AS5.1.7
AS5.1.8	Adult Safeguarding: Safeguarding Case Audit Report (conducted by Adult Safeguarding Unit)	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		AS5.2.13	RL2	23/10/2019: Entry renumbered from AS5.2.12 to AS5.1.8
AS5.1.9	Footage from CCTV devices provided to victims and survivors of domestic abuse		Until overwritten or as required for criminal prosecution	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	12/04/2023: Entry added to the retention schedule

#### AS5.2 Local Authority Checks

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS5.2.1	Information Resilience and Transparency Team: Spreadsheet containing all information relating to the logging, tracking and monitoring of requests for Local Authority Checks		Current year + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL8	14/08/2014: Entry added to the retention schedule; 23/10/2019: Entry renumbered from AS5.3.1 to AS5.2.1
AS5.2.2	Information Resilience and Transparency Team: All records relating to the responses to requests for Local Authority Checks		Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	14/08/2014: Entry added to the retention schedule; 23/10/2019: Entry renumbered from AS5.3.2 to AS5.2.2

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS6 Public Health**  
**AS6.1 Statistical Analysis**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.1.1	Births and deaths data which are released to Local Authorities periodically for the purposes of epidemiological and statistical analyses required to satisfy the statutory obligations of the Director of Public Health.		31/05/2019 and this is subject renewal on a year by year basis through the Data Access Request Service (DARS) application portal	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL13	17/08/2018: Entry added to the retention schedule
AS6.1.2	Records and data collected to provide a Public Health Observatory Service		All data will be held in line with the retention schedules of the organisations sharing data with Kent Public Health Observatory. These retention schedules will determine the length of time data will be kept.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	24/06/2020: Entry added to the retention schedule
AS6.1.3	Sexual Health dataset provided by Preventx used for performance monitoring/contract management and assessment of population need.		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	26/01/2023: Entry added to retention schedule
AS6.1.4	Online Sexual Health Service dataset provided by Preventx used for performance monitoring/contract management and assessment of population need.		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	26/01/2023: Entry added to retention schedule
AS6.1.5	Domestic abuse data set used for performance monitoring/contract management		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	26/01/2023: Entry added to the retention schedule
AS6.1.6	Interaction with survivors of domestic abuse to inform the recommissioning of the service		We keep your personal and special category data for the duration of the recommissioning activity, until April 2026, after which the information will be securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	20/08/2024: Entry added to the retention schedule
AS6.1.7	Data collected as part of the National Child Measurement Programme		Original spreadsheet is anonymised and passed to relevant team. The original spreadsheet containing the personal data is then deleted.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	03/09/2024: Entry added to the retention schedule
AS6.1.8	Anonymised Data collected as part of the National Child Measurement Programme for use for research and analytical purposes		Date anonymised spreadsheet is supplied + 5 years	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	N/A	03/09/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS6.2 COVID19 Pandemic Response**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.2.1	Information collected to support members of the public during the COVID19 Pandemic		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL3	28/08/2020: Entry added to the retention schedule
AS6.2.2	Information collected to administer the symptom free lateral flow testing for Coronavirus		It is not possible at this stage to estimate the duration of the pandemic or how long KCC may need to keep the data. KCC will take account of guidance from the government to ensure a coordinated approach with other organisations.	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	N/A	15/04/2021: Entry added to the retention schedule
AS6.2.3	Correspondence in relation to the COVID 19 Grant Fund		Date of correspondence for a maximum of 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	08/09/2021: Entry added to the retention schedule
AS6.2.4	Information collected in relation to applications to the COVID 19 Grant Fund where the application is successful		Date of last payment on the grant + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	08/09/2021: Entry added to the retention schedule
AS6.2.5	Information collected in relation to applications to the COVID 19 Grant Fund where the application is unsuccessful		Date of application + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	08/09/2021: Entry added to the retention schedule
AS6.2.6	Information collected to support the function of the Local Tracing Partnership		It is not possible at this stage to estimate the duration of the pandemic or how long KCC may need to keep the data. We will take account of guidance from the government to ensure a coordinated approach with other organisations.	SECURE DISPOSAL	Yes	OFFICIAL - SENSITIVE PERSONAL		No previous reference	N/A	15/09/2021: Entry added to the retention schedule

**AS6.3 National Data Opt Out Policy**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.3.1	Lists of NHS numbers		Lists will be deleted 1 week after receiving the cleaned list from NHS	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No Previous Reference	N/A	09/07/2021: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**AS6.4 Dental**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.4.1	Records relating to the management of the Dental Epidemiology Survey (5 year olds)		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL SENSITIVE		No previous reference	RL14	12/05/2022: Entry added to the retention schedule
AS6.4.2	Records relating to the management of the Supervised Toothbrushing Programme		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL SENSITIVE		No previous reference	RL14	22/06/2023: Entry added to the retention schedule
AS6.4.3	Personal information collected from parents to send follow up impact survey on the Supervised Toothbrushing Programme		Date information supplied + 1 year	SECURE DISPOSAL	Y	OFFICIAL PERSONAL		No previous reference	N/A	22/06/2023: Entry added to the retention schedule
AS6.4.4	Records relating to the management of the Supervised Toothbrushing Pilot at Seashells Children's Centre (Holiday Activities and Food Programme)		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL PERSONAL		No previous reference	N/A	20/09/2023: Entry added to the retention schedule

**AS6.5 Public Health Champions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.5.1	Applications to become a Public Health Champion where the application is unsuccessful		Date application refused + 6 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	N/A	03/02/2023: Entry added to the retention schedule
AS6.5.2	Applications to become a Public Health Champion where the application is successful		Date examinations completed + 6 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	N/A	03/02/2023: Entry added to the retention schedule

**AS6.6 Public Health Campaigns**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.6.1	Personal information collected as part of the Design and Pilot of Men's Antenatal and Postnatal Support Offer		All personal data will be disposed of at the end of the project 31/03/2024	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	12/07/2023: Entry added to the retention schedule
AS6.6.2	Personal information collected as part of the KCC Perinatal Mental Health and Parent Infant Relationships Strategy Development		All personal and special category data for the duration of the project, until April 2024, after which the information is made inaccessible to system users or securely destroyed	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	04/10/2023: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.6.3	Records relating to the management of the KCC Infant Feeding Strategy Development		Personal and special category data will be retained for the duration of the project, and up to 6 months after the publication of the relevant report(s) that the data was collected to inform (until June 2024), after which any personal data is made inaccessible to system users or securely destroyed. Some fully anonymised data may be kept for up to 5 years where there is a specific use for it, such as to provide examples for educational purposes. This anonymised data is deleted after 5 years, or earlier if there is not a specific use for it.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	04/01/2024: Entry added to the retention schedule
AS6.6.4	Records relating to the management of Provision of Long-Acting Reversible Contraception (LARC) in Primary Care Settings		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	09/05/2024: Entry added to the retention schedule
AS6.6.5	Data collected to support the Healthy Start programme		Personal data will be retained for a maximum of 10 years, after which the information is made inaccessible to system users or securely destroyed	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	20/06/2024: Entry added to the retention schedule
AS6.6.6	Personal information collected to support the Domestic Violence Ambassador project as part of the Kent and Medway Domestic Violence Strategy		We keep your personal and special category data for the duration of the Kent and Medway Domestic Violence Strategy, until December 2029, after which the information will be securely destroyed unless the data subject asks for their personal data to be removed.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	13/11/2024: Entry added to the retention schedule
AS6.6.7	Anonmised narratives about domestic abuse experience collected to support the Domestic Violence Ambassador project as part of the Kent and Medway Domestic Violence Strategy		Duration of the Kent and Meday Domestic Violence Strategy, until December 2029 then review	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	13/11/2024: Entry added to the retention schedule
AS6.6.8	Records relating to the Infant Feeding Peer Support Groups Grant		6 years from the date of the last payment of the grant at which point your data will be permanently deleted. If your application is unsuccessful, your completed application will be stored for 6 years and then permanently deleted.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	18/12/2024: Entry added to the retention schedule
AS6.6.9	Records relating to the management of Perinatal mental health peer support groups: Correspondence		Date of correspondence + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference		19/03/2025: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS6.6.10	Records relating to the management of Perinatal mental health peer support groups: grants		6 years from the date of the last payment of the grant at which point your data will be permanently deleted. If your application is unsuccessful, your completed application will be stored for 6 years and then permanently deleted.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference		19/03/2025: Entry added to the retention schedule
AS6.6.11	Records relating to the management of Infant Feeding Peer Support Groups Grant: Correspondence		Date of correspondence + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference		19/03/2025: Entry added to the retention schedule
AS6.6.12	Records relating to the management of the National Child Measurement Programme (NCMP)		If you contact us (by email, telephone or by letter) to keep a record of that correspondence for future reference will be retained for up to 5 years; or date of the information is supplied plus 5 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference		02/04/2025: Entry added to the retention schedule

**AS7 Business Management**

**AS7.1 Business Management Systems**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
AS7.1.1	Business Management Systems: Situation Reports		Date of SitRep + 6 years	SECURE DISPOSAL	N	OFFICIAL - Not Personal		No previous reference	N/A	10/02/2022: Entry added to the retention schedule
AS7.1.2	Information captured by the Beam Magic Notes system		Information will be retained on the Beam Magic Notes system for 90 days, unless it is deleted beforehand once the Care Professional has uploaded the information to the appropriate electronic care record.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference		02/04/2025: Entry added to the retention schedule
AS7.1.3	Information captured by the TORTUS system		Information will be retained on the TORTUS system for 90 days, unless it is deleted beforehand once the Care Professional has uploaded the information to the appropriate electronic care record.	SECURE DISPOSALY	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference		02/04/2025: Entry added to the retention schedule



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CA Consumer Affairs**

**CA1 Advice (Consumer Affairs)**  
**CA1.1 Advice (Consumer Affairs)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA1.1.1	Trading Standards: Customer Information for Businesses		Deleted on request of recipient or when no longer required. Every contact made by us will include a link at the bottom to check that personal data is correct.	SECURE DISPOSAL	Y	OFFICIAL – Personal		CA1.2	RL1	05/12/2018: Personal information changed to "Y" and protective marking changed to "OFFICIAL"; 05/12/2018: Text: "Last action on file + 3 years then review" removed and replaced with "Current year + 3 years"; 05/12/2018: Text: "Trading Standards: Records relating to general advice issued by Trading Standards" removed and replaced with "Trading Standards: Customer Information for Businesses"; 17/11/2021: Text: "Current year + 3 years" replaced with "Deleted on request of recipient or when no longer required. Every contact made by us will include a link at the bottom to check that personal data is correct."
CA1.1.2	Trading Standards: Customer Information for Residents		Deleted on request of recipient or when no longer required. Every contact made by us will include a link at the bottom to check that personal data is correct.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	05/12/2018: Entry added to the retention schedule; 17/11/2021: Entry renumbered from CA1.1.5 to CA1.1.2; Text: "Current year + 3 years" replaced with "Deleted on request of recipient or when no longer required. Every contact made by us will include a link at the bottom to check that personal data is correct."
CA1.1.3	Trading Standards: Business advice		Last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	05/12/2018: Entry added to the retention schedule
CA1.1.4	Trading Standards: Advice given under sections 27-32 of the Regulatory Enforcement and Sanctions Act 2008	Regulatory Enforcement and Sanctions Act 2008 Section 25	Cessation of the partnership + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	05/12/2018: Entry added to the retention schedule

**CA2 Campaigns and Schemes**  
**CA2.1 Campaigns (Consumer Affairs)**  
**CA2.2 Schemes (Consumer Affairs)**

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA2.2.1	Trading Standards: Records relating to the administration of the Trading Standards Checked Scheme		Last request for information about the scheme, or after last contact with the scheme or following the end of membership + 1 year	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	03/07/2020: Entry added to the retention schedule; 19/11/2021: Entry numbered from CA2.2.9 to CA2.2.1

### CA3 Business Management

#### CA3.1 Business Management

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA3.1.1	Trading Standards: Records relating to the administration of the Primary Authority Scheme		End of the partnership + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		CA2.2.10	RL2	03/07/2020: Entry added to the retention schedule; 17/11/2021: Entry renumbered from CA2.2.10 to CA3.1.1

### CA4 Kent County Council Act 2001

#### CA4.1 Kent County Council Act 2001

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA4.1.1	Trading Standards: Applications to register under the Kent County Council Act		Date of registration + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CA12.1	RL2	06/12/2018: Text: "Date of registration + 4 years" replaced with "Date of registration + 6 years"; 19/12/2021: Entry renumbered from CA12.1.1 to CA4.1.1
CA4.1.2	Trading Standards: Kent County Council Act - occasional sales		Date of registration + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	05/12/2018: Entry added to the retention schedule; 19/11/2021: Text: "Trading Standards: Kent County Council Act - occasional sales licences" replaced by "Trading Standards: Kent County Council Act - occasional sales"; Entry renumbered from CA12.1.3 to CA4.1.2

### CA5 Animal Health and Welfare

#### CA5.1 Farm Visits

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.1.01	Trading Standards: Animal Health: Cleanse and Disinfect forms - K:\GT EPE Public Protection\Trading Standards\Food Chain Team\Cleanse and Disinfect Forms		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		CA5.1.3	RL1	17/11/2021: Entry renumbered from CA5.1.3 to CA5.1.1; Text: "Trading Standards: Animal Health: Cleanse and Disinfect forms" replaced with "Trading Standards: Animal Health: Cleanse and Disinfect forms"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.1.02	Trading Standards: Animal Health: Feed Hygiene and Farm Visits forms		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		CA5.1.4	RL1	17/11/2021: Entry renumbered from CA5.1.4 to CA5.1.2
CA5.1.03	Applications for Registration and Approval under Feed Hygiene Regulations – Linked to CX		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA5.1.04	Annual allocated Farm and Feed Inspections and Sampling Lists (multiple documents in one folder) - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\Allocated Visits		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA5.1.05	Minutes of meetings with Ashford Market - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\Ashford Market		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	N/A	18/11/2021: Entry added to the retention schedule
CA5.1.06	Feed PA Inspection Forms - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\Feed - PA Inspection Forms		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	N/A	18/11/2021: Entry added to the retention schedule
CA5.1.07	Assurance Scheme Members List - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\Red Tractor & AIC Member Lists		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	N/A	18/11/2021: Entry added to the retention schedule
CA5.1.08	Project Calf Dairy Farm List - \\kccaz-rds009\DIP\FOOD CHAIN TEAM		6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA5.1.09	FOI returns and spreadsheets - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\FOI		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA5.1.10	LAAHF Contact details list		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	N/A	18/11/2021: Entry added to the retention schedule
CA5.1.11	Feed and Animal Health Statutory Returns - \\kccaz-rds009\DIP\FOOD CHAIN TEAM>Returns		Current Use + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule

**CA5.2 Animal Plant Health Agency**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.2.1	Trading Standards: Callout reports from Animal Plant Health Agency		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Text: "Trading Standards: Callout reports from Animal Health and Veterinary Laboratories Agency" replaced with "Trading Standards: Callout reports from Animal Plant Health Agency "
CA5.2.2	List of Holdings within a TB Radial Zone – \\kccaz-rds009\DIP\FOOD CHAIN TEAM\Kent Show\2019		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.2.3	Copy of Milk Register - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\19-20 TSSE Waste Milk Project		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA5.2.4	APHA TB Intel Lists - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\TB intel		Current year	SECURE DISPOSAL	N	OFFICIAL – General			RL2	18/11/2021: Entry added to the retention schedule

#### CA5.3 Smallholdings

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.3.1	Trading Standards: Smallholders spreadsheet (list of new smallholders - received from DEFRA)		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	

#### CA5.4 Animal Transport

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.4.1	Trading Standards: Import & Export data (Animal Welfare In Transport Notices issued to hauliers at Dover)	The Welfare of Animals (Transport) (England) Order 2006	Date of compliance with the order + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	
CA5.4.2	Trading Standards: Animal Health: Transporter Authorisations		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	
CA5.4.3	Trading Standards: Animal Health: Animal health TB movement restrictions		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		CA5.4.4	RL1	18/11/2021: Entry renumbered from CA5.4.4 to CA5.4.3
CA5.4.4	Vehicle inspection WATO Forms - \\kccaz-rds009\DIP\FOOD CHAIN TEAM\WATO - Completed Forms		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	18/11/2021: Entry added to the retention schedule

#### CA5.5 Avian Flu Regulations

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA5.5.1	Trading Standards: Animal Health: Bird gathering notifications		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous health	RL1	

#### CA6 Inspections (Consumer Affairs)

##### CA6.1 Food Inspections

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA6.1.1	Trading Standards: Food Inspection Reports		Date of report + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
CA6.1.2	Trading Standards: Food Sample Forms TS6 05-08 and summary of sample		Date of sample + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CA6.1.3	RL2	18/11/2021: Entry renumbered from CA6.1.3 to CA6.1.2
CA6.1.3	Kent Scientific Services: Sample Records		Date of sample + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CA6.1.6	RL2	18/11/2021: Entry renumbered from CA6.1.6 to CA6.1.3
CA6.1.4	Trading Standards: TS16a report of Food Standards Inspection and TS16B report of Food Standards/Feed Law Inspection		Date of report + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CA6.1.7	RL2	18/11/2021: Entry renumbered from CA6.1.7 to CA6.1.4

### CA6.2 Farm Inspections

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA6.2.1	Trading Standards: RPA/AH (Animal Health) Inspection List		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	

### CA7 Investigations (Consumer Affairs)

#### CA7.1 Regulation of Investigatory Powers Act 2000

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.1.1	Trading Standards: Surveillance Information	Regulation of Investigatory Powers Act Part 2	Current year + 6 years – weeded annually	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE PERSONAL		CA4.10	RL2	
CA7.1.2	Trading Standards: Covert Human Intelligence Source (CHIS) authorisation	Regulation of Investigatory Powers Act Part 2	Date of authorisation + 6 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE PERSONAL		CA4.6	RL2	
CA7.1.3	Trading Standards: All records relating to surveillance or monitoring activity which falls under the Regulation of Investigatory Powers Act 2000	Regulation of Investigatory Powers Act Part 2	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	
CA7.1.4	All records relating to communications data requests	Regulation of Investigatory Powers Act 2016	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	18/11/2021: Entry added to retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CA7.2 Requests for Information**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.2.1	Trading Standards: Investigations: Disclosure requests from police		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – General		No previous reference	RL3	18/1/2021: Text: "Trading Standards: Investigations: Disclosure requests from police and banks" replaced with "Trading Standards: Investigations: Disclosure requests from police"
CA7.2.2	Trading Standards: Data Protection Act Requests		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – General		No previous reference	RL3	18/11/2021: Text: "Trading Standards: Investigations: Data Protection Act Requests" replaced with "Trading Standards: Data Protection Act Requests"
CA7.2.3	Trading Standards: Enterprise Act Consultation		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – General		No previous reference	RL3	18/11/2021: Text: "Trading Standards: Investigations: Enterprise Act Consultation" replaced with "Trading Standards: Enterprise Act Consultation"

**CA7.3 Investigations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.3.01	Trading Standards: Investigations: Folders		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – General		No previous reference	RL2	18/11/2021: Text: "Trading Standards: Investigations: Ongoing Investigation Folders" replaced with "Trading Standards: Investigations: Folders"
CA7.3.02	Trading Standards Investigation Case Management Systems – Civica Legal and Crimson – holds all actions, evidence, continuity records, witness details, offender details	CPIA 1996	Last action on file or Proceeds of Crime Act + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	18/11/2021: Entry added to the retention schedule
CA7.3.03	Trading Standards: Personal Notebooks completed in relation to enforcement activities and day to day business, such as meeting attendance and training	Police and Criminal Evidence Act 1984	Date of last entry in notebook + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.01 to CA7.3.03
CA7.3.04	Trading Standards: Consumer complaints		Date complaint resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.2 to CA7.3.04
CA7.3.05	Trading Standards: Prosecution files including prosecution results copied to the Police		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CA4.1	RL2	17/11/2021: Entry renumbered from CA4.1.03 to CA7.3.05

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.3.06	Trading Standards: Simple cautions issued to traders		Date of caution + 6 years	SECURE DISPOSAL	N	OFFICIAL - Personal		CA4.3	RL2	26/10/2016: Text "Formal" replaced with "Simple" and text "Home Office" removed; retention period changed to 6 years; 17/11/2021: Entry renumbered from CA4.1.04 to CA7.3.06
CA7.3.07	Trading Standards: Warnings issued to traders		Information added to Civica CX and retained for 6 years	SECURE DISPOSAL	N	OFFICIAL - Personal		CA4.4	RL2	26/10/2016: Text "Local Cautions" replaced with "Warning"; text added "and retained for 6 years"; 17/11/2021: Entry renumbered from CA4.1.05 to CA7.3.07; Text: "APP" replaced with Civica CX
CA7.3.08	Trading Standards: Tasking & Co-ordination Group spreadsheet (current & ongoing cases)		Operational Use	SECURE DISPOSAL	N	OFFICIAL - Personal		No previous reference	RL3	17/11/2021: Entry renumbered from CA4.1.06 to CA7.3.08
CA7.3.09	Trading Standards: Statements & Evidence: Enforcement Weighing of Vehicles	Weights and Measures Act 1985	Last action on file + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.07 to CA7.3.09
CA7.3.10	Trading Standards: Statements & Evidence: Weights and Measures Act 1985 & European Communities Act 1972	Weights and Measures Act 1985; European Communities Act 1972	Last action on file or prosecution + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Text: "Last action on file + 6 years then review" replaced with "Last action on file or prosecution + 6 years then review"; entry renumbered from CA4.1.8 to CA7.3.10
CA7.3.11	Trading Standards: Statements & Evidence: Civil Statements		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.10 to CA7.3.11
CA7.3.12	Trading Standards: Statements & Evidence: Officer Statements		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.11 to CA7.3.12
CA7.3.13	Trading Standards: Statements & Evidence: Offence report folders		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.12 to CA7.3.13
CA7.3.14	Trading Standards: Statements & Evidence: Witness Statements (Section 9's)		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.13 to CA7.3.14
CA7.3.15	Trading Standards: Statements & Evidence: PACE Transcripts	Police and Criminal Evidence Act	Date of transcript + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.14 to CA7.3.15
CA7.3.16	Trading Standards: Investigations: Offence Report Folders		Close of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	17/11/2021: Entry renumbered from CA4.1.15 to CA7.3.16
CA7.3.17	Trading Standards: Commercial Agreements		Date agreement ends + 3 years then review	Offer to Archives	N	OFFICIAL – General		MN23.16; MN6.1.4	RL1	see footnote <sup>4</sup>

<sup>4</sup> 10/01/2017: Entry renumbered from MN6.1.4 to CA4.1.16; 17/11/2021: Entry renumbered from CA4.1.16 to CA7.3.17; Text: "Agreements including Home Authority Agreements (HA) - Agreements between KTS and various companies under the Home Authority Principle Food Standards Agency Agreements (FSA) - for Feed Business grant money Illegal Money Lending Agreements (IML) - delegation of

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.3.18	Trading Standards: Agreements		Date agreement ends + 6 years then review	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	17/11/2021: Entry added to the retention schedule
CA7.3.19	Trading Standards: Delegations, authorisations and warrants - Details of all delegations to Trading Standards Officers, legislations they are authorised to enforce, and their warrant cards (includes photo - held as separate files)		Date delegation ends + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		D2.3.2	RL2	See Footnote <sup>5</sup>
CA7.3.20	Trading Standards: Imported Goods Records – records related to imported goods, market surveillance work		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	17/11/2021: Entry added to the retention schedule
CA7.3.21	Trading Standards: Operational and enforcement activity records for all enforcement related to Covid19 pandemic		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	17/11/2021: Entry added to the retention schedule
CA7.3.22	Trading Standards: Product Safety Sample forms		Date of report + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	18/11/2021: Entry renumbered from CA6.1.2 to CA7.3.22
CA7.3.22	Trading Standards: Product Safety Sample forms		Date of report + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
CA7.3.23	Trading Standards: Completed visit sheets [a record of all visits undertaken by Trading Standards]		Date of visit + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	18/11/2021: Entry renumbered from CA6.1.4 to CA7.3.23

**CA7.4 Safeguarding Victims**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.4.1	Information collected in the course of providing activities that safeguard and protect victims of crime where a criminal investigation is instigated		Conclusion of the investigation and/or formal proceedings that may take place + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL2	14/07/2022: Entry added to the retention schedule

investigatory powers concerning IML from KTS to Birmingham City Council's IML Section Memorandum Of Understanding with Kent Police & Medway Council (MOU) - information exchange and joint operational activity Vehicles (Crimes) Act Agreements (VCA) - delegation of VCA powers to KTS from District / Borough Councils Poultry Register Confidentiality Agreement (PR) - between KTS and Animal Health Covert Human Intelligence Sources Agreement (CHIS) - between KCC and Kent Police" replaced with "Commercial Agreements"

<sup>5</sup> 17/11/2021: Entry renumbered from CA4.1.17 to CA7.3.19; Text: "Trading Standards: Delegations, authorisations and warrants" replaced with "Trading Standards: Delegations, authorisations and warrants - Details of all delegations to Trading Standards Officers, legislations they are authorised to enforce, and their warrant cards (includes photo - held as separate files)"; Text: "Limitation Act 1980 (Section 2)" removed



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA7.4.2	Information collected in the course of providing activities that safeguard and protect victims of crime where no criminal investigation is instigated		Last action by KCC + 3 years	SECURE DISPOSAL	Yes	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL1	14/07/2022: Entry added to the retention schedule
CA7.4.3	Information collected from the National Trading Standards Scams Team		Date information collected + 1 year	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL3	14/07/2022: Entry added to the retention schedule

**CA8 Monitoring (Consumer Affairs)**

**CA8.1 Scientific Services**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA8.1.1	Trading Standards: Metrology Appointment Request Form TS25		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.2	Trading Standards: Metrology Equipment Moved / Equipment Unserviceable		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.3	Kent Scientific Services: Client reports and Certificates <sup>6</sup>		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.4	Kent Scientific Services: Internal Procedures <sup>7</sup>		Current year + 7 years	SECURE DISPOSAL	N	OFFICIAL – General			RL5	
CA8.1.5	Kent Scientific Services: Client Database - Client details, samples submission, tests carried out, methods results, QC checks, results report		Current year + 6 years except RTA sample data which is destroyed after one year	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	
CA8.1.6	Kent Scientific Services: Internal Performance records - FAPAS tests undertaken, QA Assessments, monitoring		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.7	Kent Scientific Services: ISO14001 Documentation - Environment action plan, monitoring against plan.		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.8	Kent Scientific Services: Samples and Calibration items <sup>8</sup>		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
CA8.1.9	Various audits completed on Trading Standards, internal quality and metrology audits		Date of audit + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN1.2	RL2	

<sup>6</sup> Sample submission, tests carried out, methods, results, QC checks, result reports, certificates issued. Quotes provided

<sup>7</sup> Operating procedures and testing methods for analytical and Calibration

<sup>8</sup> Physical sample, submission form, sample registration form, tests carried out, results

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA8.1.10	Kent Scientific Services: Information collected to deliver the Alternative Dispute Resolution (ADR) scheme to resolve disputes between consumers and traders/businesses in relation to goods or services bought where the fee is paid		Resolution of the case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	15/09/2021: Entry added to the retention schedule
CA8.1.11	Kent Scientific Services: Information collected to deliver the Alternative Dispute Resolution (ADR) scheme to resolve disputes between consumers and traders/businesses in relation to goods or services bought where the fee is not paid		The application and all personal information will be destroyed once a period of reasonable notice is given	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	15/09/2021: Entry added to the retention schedule
CA8.1.12	Kent Scientific Services: Information relating to the provision of analytical services to local authorities and private customers		Date of the report + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	15/09/2021: Entry added to the retention schedule
CA8.1.13	Kent Scientific Services: Information relating to the provision of calibration services to local authorities and private customers		Date of the report + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	16/09/2021: Entry added to the retention schedule
CA8.1.14	Kent Scientific Services: Information relating to the provision of toxicology services		Date of the report + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	16/09/2021: Entry added to retention schedule

### CA8.2 Monitoring

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA8.2.1	Trading Standards: Call Out Rotas		Date of call out + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	19/11/2021: Text: "Date of call out + 6 years" replaced with "Date of call out + 1 year "
CA8.2.2	Trading Standards: Civica CX system - Details held include, Names, Address and information on Trading Standards enquires		Date of enquiry + 7 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL5	19/11/2021: Text: "Authority Public Protection (APP) system" replaced with "Civica CX system"
CA8.2.3	Trading Standards: FSSNet samples (Food Safety Surveillance samples)		Date of sample + 7 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL5	
CA8.2.4	Trading Standards: IDB Intelligence database		Date of last entry on the database + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	19/11/2021: Text: "Trading Standards: East of England Trading Standards Association Intelligence database [historical data only, no longer used]" replaced with "Trading Standards: IDB Intelligence database " Entry renumbered from CA8.2.6 to CA8.2.4"
CA8.2.5	Trading Standards: Intelligence Database (iBase)		Current year + 7 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL5	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CA8.3      Weights and Measures**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA8.3.1	Trading Standards: Procedures of Merchant Shipping/Weighbridge Testing		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	19/11/2021: Entry renumbered from CA8.2.8 to CA8.3.1; Text: "Trading Standards: Procedures on Merchant Shipping/Weighbridge Testing" replaced with "Trading Standards: Procedures of Merchant Shipping/Weighbridge Testing"
CA8.3.2	Trading Standards: Weighbridges and weighbridges used by the Police spreadsheets		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	
CA8.3.3	Trading Standards: Prescribed Officer Stamp Numbers		Date stamp issued + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
CA8.3.4	Trading Standards: Bakers Exemption Certificates [exemption for small bakers from keeping records about the weight of loaves]	Weights and Measures Act 1985; Weights and Measures Act (Packaged Goods) Regulations 2006	Date certificate revoked + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	19/11/2021: Entry renumbered from CA9.7.1 to CA8.3.4
CA8.3.5	Trading Standards: Weights & Measures Equipment Register		Last entry in register + 7 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL5	19/11/2021: Entry renumbered from CA11.3.1 to CA8.3.5
CA8.3.6	Trading Standards: Local Standard weights & measures equipment list		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	19/11/2021: Entry renumbered from CA11.3.2 to CA8.3.6

**CA8.4      Under Age Sales**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA8.4.1	Trading Standards: Records for Underage Sale Test Purchase Operations		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	19/11/2021: Text: "Trading Standards: Underage Sale Test Purchase Operations list" replaced with "Trading Standards: Records for Underage Sale Test Purchase Operations "

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### CA9 Licensing

#### CA9.1 Animal Movements

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.1.1	Trading Standards: Animal Movement Licences		Date of licence + 3 years	SECURE DISPOSAL	Y	OFFICIAL – General		No previous ref	RL1	
CA9.1.2	Trading Standards: Record Recall spreadsheet (list of farmers requested to send us their animal movement records)		Operational use	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous ref	RL3	

#### CA9.2 Kent County Council Act 2001

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.2.1	Trading Standards: Applicant/Trader details for the Kent County Council Act 2001 (Occasional Sales)	Kent County Council Act 2001	Electronic Copies: Life of the KCCA database as items can not be deleted from the database	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL10	19/11/2021: Text: "Paper Copies: Date registration ceases + 4 years; Electronic Copies: Life of the KCCA database as items can not be deleted from the database" replaced by "Electronic Copies: Life of the KCCA database as items can not be deleted from the database"

#### CA9.3 Licence Reviews

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.3.1	Trading Standards: Licence Reviews		Date of review + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	

#### CA9.4 Consumer Credit

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.4.1	Trading Standards: Consumer Credit Licence Applications		Date of licence + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	

#### CA9.5 Petroleum

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.5.1	Trading Standards: All information relating to the siting and condition of petroleum tanks		Life of the tank + a minimum of 100 years then review	SECURE DISPOSAL	N	OFFICIAL – General		CA9.3	RL6	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.5.2	Trading Standards: Petroleum licences issued under the Petroleum (Consolidation) Regulations 2014	Petroleum (Consolidation) Regulations 2014	Date of the end of the licence + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	05/12/2018: Entry added to the retention schedule
CA9.5.3	Personal information collected to administer the Trading Standards Petroleum Storage Licence		Date of the end of the licence + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	06/07/2023: Entry added to the retention schedule

**CA9.6 Explosives**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.6.1	Trading Standards: All records relating to the licencing of sites holding or manufacturing explosives (i.e. Fireworks)		Date of the licence + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**CA9.7 Certificates**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA9.7.1	Trading Standards: Sports Grounds		End of certificate + 15 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference		19/11/2021: Entry added to the retention schedule
CA9.7.2	Trading Standards: Weighbridge Operators Certificates	Merchant Shipping Act	Date certificate revoked + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
CA9.7.3	Trading Standards: Food and Feeding Stuffs Certificate	Agriculture Act 1970	Date certificate issued + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	19/11/2021: Entry renumbered from CA9.7.4 to CA9.7.3

**CA10 Pest Control**  
**CA11 Registers (Consumer Affairs)**  
**CA11.1 Property Register**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA11.1.1	Trading Standards: Property Register [listing all property seized in the course of Trading Standards enforcement action]		Close of register + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CA11.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CA11.2     Animal and Poultry Registers**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CA11.2.1	Trading Standards: Poultry Register (list of poultry keepers)		Until superseded by a new version from DEFRA	SECURE DISPOSAL	N	OFFICIAL – General			N/A	

**CA11.3     Equipment Registers**

**CP     Council Property**

**CP1         Farm Management**

**CP1.1       Smallholdings**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP1.1.1	All records relating to the allocation and management of smallholdings	Limitation Act 1980 (Section 2)	Life of the smallholding + 6 years	Offer to Archives	Y	OFFICIAL - Personal			RL2	

**CP2 Fleet Management**

**CP2.1       Fleet Management – Vehicles**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP2.1.1	The process of acquisition and disposal of vehicles through lease or purchase – e.g. contracts/leases, quotes. Approvals etc	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP7.1	RL2	
CP2.1.2	The process of managing allocation & maintenance of vehicles – e.g. lists of who was driving the vehicles and when, maintenance etc	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP7.2	RL2	
CP2.1.3	Service logs and vehicle logs	Limitation Act 1980 (Section 2)	Life of the vehicle then review either to be retained for 6 years by KCC or to be returned to lease company	SECURE DISPOSAL	N	OFFICIAL – General		CP7.3	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CP3 Land Use and Property History**  
**CP3.1 Building Design and Construction**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.1.1	Records relating to PFI schools built as part of the BSF programme		The contractors will retain ownership of these records as the liability in the case of building defect will remain with contractor. KCC will request copies of any documents in which KCC has any liability	Responsibility for destruction will not rest with KCC	N	OFFICIAL – General		CP4.5	N/A	
CP3.1.2	School files		These files are ongoing files and will be weeded on a routine basis. There will be the current year plus 2 years on each file	SECURE DISPOSAL	N	OFFICIAL – General		CP15.1	RL1	
CP3.1.3	Project files relating to the technical aspects of building projects	Limitation Act 1980 (Section 2)	Last action on the project plus 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP15.2	RL2	
CP3.1.4	Building inspection records	Limitation Act 1980 (Section 2)	Life of the building + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP15.9; CP3.1.6	RL2	20/01/2017: Entry renumbered from CP3.1.6
CP3.1.5	Kent County Council property files	Limitation Act 1980 (Section 8)	Last date on file + 12 years	Offer to Archives	N	OFFICIAL – General		CP20.3; CP3.1.7	RL7	20/01/2017: Entry renumbered from CP3.1.7
CP3.1.6	All records relating to the process of inspecting building work for the purpose of insuring compliance	Building Control Performance Standards 2006	Issue of final certificate of inspection + 10 years	Offer to Archives	N	OFFICIAL – General		CP3.1.8	RL8	20/01/2017: Entry renumbered from CP3.1.8

**CP3.2 Disposal of Properties**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.2.1	Records relating to the disposal of properties belonging to the authority	Limitation Act 1980 (Section 2)	Date property disposed of + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP16.1	RL2	

**CP3.3 Distribution**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.3.1	All records relating to land use		Current year + 6 years		N	OFFICIAL – General			RL2	

KENT COUNTY COUNCIL: RETENTION SCHEDULE  
Quarter 1: April 2025

CP3.4 Feasibility

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.4.1	Dover Mid Town Feasibility		Current year + 11 years	Offer to Archives	N	OFFICIAL – General		CP6.1	RL8	

CP3.5 Property Asset Register

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.5.1	All records relating to the history of individual land or property		Permanent	Offer to Archives	N	OFFICIAL – General		CP3.5.2	RL9	20/01/2017: Entry renumbered from CP3.5.2
CP3.5.2	Highways Compulsory Purchase Order and road land acquisition information held on the KCC Terrier		Permanent		Y	OFFICIAL - Personal		No previous reference	N/A	28/03/2024: Entry added to the retention schedule

CP3.6 Property Deeds  
CP3.7 Property Valuations

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.7.1	Valuation of property	Limitation Act 1980 (Section 12)	End of use of property + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		CP29.1	RL7	

CP3.8 Surveys

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP3.8.1	School Condition Surveys	Limitation Act 1980 (Section 2)	Date of survey + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP23.3	RL6	
CP3.8.2	Building Surveys	Limitation Act 1980 (Section 8)	Termination of the use of the building + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		CP36.1	RL12	

CP3.9 Acquisitions  
CP4 Property Management  
CP4.1 Accessibility

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
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**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.1.1	Disability Discrimination Act 1995 – audits of premises	Disability Discrimination Act 1995	Date of audit + 3 years then review	Offer to Archives	N	OFFICIAL – General		CP4.3	RL2	

**CP4.2 Asbestos Register**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.2.1	Strategic Asset Review - Asbestos	The Control of Asbestos Regulations 2006 SI 2006 2739	Permanent		N	OFFICIAL – General		CP32.1	RL9	

**CP4.3 Car Parking**

**CP4.4 Certification**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.4.1	Electrical installation certificates relating to individual properties	Limitation Act 1980 (Section 2)	Whole life of the installation + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP15.8	RL2	
CP4.4.2	Fire Certificates	The Regulatory Reform (Fire Safety) Order 2005	Date certificate expires + 6 years	DESTROY	N	OFFICIAL – General		CP35.1	RL2	

**CP4.5 Energy Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.5.1	All records relating to energy management in council buildings		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**CP4.6 Equipment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.6.1	Records relating to the testing of equipment such as fire extinguishers and PAT testing	Limitation Act 1980 (Section 11)	Date of next test + 4 years	SECURE DISPOSAL	N	OFFICIAL – General		CP4.10; CP4.9.7	RL10	24/01/2017: Entry renumbered from CP4.9.7
CP4.6.2	Instruction manuals, service agreements and maintenance records for individual pieces of equipment	Limitation Act 1980 (Section 2)	Last use of the equipment + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP8.1; CP4.9.10	RL2	24/01/2017: Entry renumbered from CP4.9.10
CP4.6.3	Inventory of equipment	HMRC - Compliance Handbook Manual CH15400	Date of inventory + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP9.1; CP4.9.11	RL2	24/01/2017: Entry renumbered from CP4.9.11

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CP4.7 Health and Safety**

**CP4.8 Planned Maintenance**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.8.1.1	Contracts for work to premises where the contract is under signature	Limitation Act 1980 (Section 2)	Last action on the contract plus 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP15.6	RL2	27/03/2020: Entry split into CP4.8.1.1 and CP4.8.2
CP4.8.1.2	Contracts for work to premises where the contract is under seal	Limitation Act 1980 (Section 8)	Last action on the contract plus 12 years	SECURE DISPOSAL	N	OFFICIAL – General		CP15.6	RL7	27/03/2020: Entry added to the retention schedule
CP4.8.2	Maintenance logs for schools which have closed	Limitation Act 1980 (Section 2)	Date school closed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP23.2	RL2	
CP4.8.3	Maintenance Agreements	Limitation Act 1980 (Section 2)	End of agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP23.4	RL2	
CP4.8.4	Records relating to all planned maintenance of council properties	Limitation Act 1980 (Section 2)	Date of work + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP23.5	RL2	

**CP4.9 Property Services**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.9.01	Premises files including floor plans, major works and other records	Limitation Act 1980 (Section 2)	Life of KCC's ownership of the building plus a minimum of 6 years	Offer to Archives	N	OFFICIAL – General		CP15.5	RL2	24/01/2017: Entry re-numbered from CP4.9.12
CP4.9.02	Cleaning Contracts and Specifications	Limitation Act 1980 (Section 2); Limitation Act 1980 (Section 8)	See CP4.8.1.1 and CP4.8.2 above	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		CP4.2	N/A	24/01/2017: Text: " Libraries and Archives" removed; 27/03/2020: Text: "Last action on the contract + 6 years if contract is under hand; 12 years if contract is under seal" replaced with "See CP4.8.1.1 and CP4.8.2 above"
CP4.9.03	Plans concerning office and furniture layouts		Most recent version replaces predecessors	SECURE DISPOSAL	N	OFFICIAL – General		CP4.4	N/A	
CP4.9.04	Estates Management	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL – General		CP4.6	RL2	
CP4.9.05	Records relating to the leasing of schools deposited in the Records Management Service		These records should be reviewed in July 2018	Offer to Archives	N	OFFICIAL – General		CP21.1; CP4.9.13	N/A	24/01/2017: Entry re-numbered from CP4.9.13

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.9.06	Technical Services documentation – Property Group		Closure of file + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP23.1; CP4.9.14	RL2	24/01/2017: Entry re-numbered from CP4.9.14; 16/07/2020: Text: "Closure of file + 5 years" replaced with "Closure of file + 6 years"
CP4.9.07	Property files [one file per school]	Limitation Act 1980 (Section 2)	Life of the building + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP26.1; CP4.9.16	RL2	24/01/2017: Entry re-numbered from CP4.9.16
CP4.9.08	Records relating to the servicing of equipment including lifts and boilers	Limitation Act 1980 (Section 2)	Date of service + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	11/04/2024: Entry added to the retention schedule

#### CP4.10 Refurbishment

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.10.1	Home Improvement Grants	HMRC - Compliance Handbook Manual CH15400	Last payment on grant + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CP25.1	RL2	
CP4.10.2	All records relating to the refurbishment of buildings in Council ownership	Limitation Act 1980 (Section 2)	Date refurbishment completed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

#### CP4.11 Responsive Maintenance

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.11.1	Work orders and other documents relating to the responsive maintenance of council properties	Limitation Act 1980 (Section 2)	Date work completed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CP26.2	RL2	

#### CP4.12 Security

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.12.1	CCTV footage of council properties		Until overwritten unless used in legal case in which case the CCTV footage will become part of the case file	SECURE DISPOSAL	Y	OFFICIAL – General		CP4.11	N/A	
CP4.12.2	Information collected during property maintenance and the use of enforcement surveillance equipment		Date footage taken for 30 days (unless this cannot be supported by an individual system) or for longer where footage has been captured to comply with statutory obligations		Y	OFFICIAL - Personal		No previous reference	N/A	28/08/2020: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CP4.12.3	Information collected by the app used for staff to sign in and out of KCC buildings		Specific information will be deleted after 7 days and it will be held in anonymised format for six months for data processing	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	24/05/2022: Entry added to the retention schedule
CP4.12.4	Quarry Wood Warehouse CCTV footage		We will hold your personal information securely and retain it for 40 days or for as long as it is necessary to fulfil the purpose of an investigation or insurance claim. Footage is automatically destroyed after 40 days or where it has been retained in relation to an investigation or insurance claim, personal information will be it has been disposed of.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	17/11/2022: Entry added to the retention schedule

**CP4.13      Service Level Agreements**

**CP4.14      Usage Statistics**

**CS      Children’s Services**

**CS1      Children's Social Services**

**CS1.1      Looked After Children**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.1.1	Looked After Children: Records on children who are in the care of KCC (i.e. subject to an Order under the Children Act or who are accommodated by KCC)	Children Act 1989: Sections 31, 38, 44	DOB of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS8.5	RL11	See Footnote <sup>9</sup>
CS1.1.2	Register of Children Placed: This category refers to any information held by KCC on Looked After Children who are the responsibility of other local authorities and have been placed in Kent	Arrangements for Placement of Children Regulations 1991 Regulation 10 (SI 1991/890)	Records for Children placed by other authorities, but who do not receive any services from KCC, should be retained at Headquarters until they reach the age of 21. Unless they receive any services from KCC, in which case the retention period will be dependent on the service provided.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS8.6	RL17	See Footnote <sup>10</sup>

<sup>9</sup> 16/07/2020: Text: “Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 75.” replaced with “DOB of child + 75 years.”

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.1.3	After Care: Records of young people who are provided with an after-care service under the Children Act This applies to any records kept relating to the after care of young people who were previously looked after either by KCC or another local authority/agency	The Children (Leaving Care) Act 2000	DOB of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS8.7	RL11	See Footnote <sup>11</sup>
CS1.1.4a	Pupil Premium Grant (formerly Personal Education Allowance) - Applications for Looked After Children – where the application is successful	Care Matters 2007; Children Act 2004 Section 52	Date of application + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS8.3	RL2	See Footnote <sup>12</sup>
CS1.1.4b	Pupil Premium Grant (formerly Personal Education Allowance) - Applications for Looked After Children – where the application is unsuccessful	Care Matters 2007; Children Act 2004 Section 52	Date of application + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL3	16/07/2020: Entry added to the retention schedule
CS1.1.5	Virtual Schools Kent: All records relating to the administration of the Children in Care Council Forum	Care Matters 2007; Children Act 2004 Section 52	Membership of the Children in Care Council + a minimum of 7 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL5	14/10/2021: Entry renumbered from CS1.1.07 to CS1.1.05
CS1.1.6	Pupil records for Looked After Children who have been adopted	Care Matters 2007; Children Act 2004 Section 52	New UPN number issued in accordance with protocol. Any information not held on Liberi that needs to be retained will be included with the Life Story work.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	See Footnote below <sup>13</sup>

<sup>10</sup> 14/10/2021: Text: "Records for Children placed by other authorities, but who do not receive any services from KCC, should be retained at Headquarters (by the appropriate Administrative Officer in the Performance Monitoring Unit) until they reach the age of 18. Unless they receive any services from KCC, in which case the retention period will be dependent on the service provided." replaced with "Records for Children placed by other authorities, but who do not receive any services from KCC, should be retained at Headquarters until they reach the age of 21. Unless they receive any services from KCC, in which case the retention period will be dependent on the service provided."

<sup>11</sup> 16/07/2020: Text: "Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 75." replaced with "DOB of child + 75 years"; 14/10/2021: Text: "DOB of child + 75 years" replaced with "DOB of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death."

<sup>12</sup> 16/07/2020: Entry renumbered from CS1.1.3 to CS1.1.4a; Text: "– where the application is successful" added to the description; Text: "If successful date of application + 6 years; if unsuccessful date of application + 1 year" replaced with "Date of application + 6 years"

<sup>13</sup> 14/10/2021: Entry renumbered from CS1.1.08 to CS1.1.06; 25/11/2021: Text: "Pupil record returned to Virtual Schools Kent for birth family data to be removed, new UPN issued and the file sent to the new school" replaced with "New UPN number issued in accordance with protocol. Any information not held on Liberi that needs to be retained will be included with the Life Story work."

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.1.7	Virtual Schools Kent: Reports from Management Information Unit relating to Looked After Children	Care Matters 2007; Children Act 2004 Section 52	Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL3	14/01/2021: Entry renumbered from CS1.1.09 to CS1.1.07
CS1.1.8	Scanned invoices relating to the funding of the placement of looked after children by the voluntary and community sector where the original has been sent to Exchequer Services for payment		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN9.7; FN4.1.29; CS1.1.12	RL3	01/03/2017: Entry renumbered from FN4.1.29 to CS1.1.12; 06/11/2019: Entry renumbered from CS1.1.12 to CS1.1.10; 14/10/2021: Entry numbered from CS1.1.10 to CS1.1.08
CS1.1.9	Information Resilience and Transparency Team: Card index relating to all looked after children prior to the introduction of electronic systems		PERMANENT	PERMANENT	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	02/03/2016: Entry added to the retention schedule; Entry renumbered from CS1.1.11 to CS1.1.09

**CS1.2 Fostering (Private)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.2.1	Private Foster Care: Children fostered by private arrangement supervised by KCC	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 Section 44	DOB of child + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS3.1	RL11	See Footnote <sup>14</sup>

<sup>14</sup> 16/07/2020: Text: “Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 75.” replaced with “DOB of child + 75 years”

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS1.3 Adoption**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.3.1	Adoption Records: Children who are adopted through the Adoption Partnership SE or placed by another agency where KCC staff have undertaken inquiries. Includes all records held in connection with an adoption or later counselling of adopted persons. (Both those placed by KCC and those placed by placed by another agency or through a non-agency adoption where they approach KCC for counselling services)	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Date of Adoption Order + 100 years <sup>15</sup>	Offer to Archives	Y	OFFICIAL – Sensitive Personal		CS1.1	RL6	See Footnote <sup>16</sup>
CS1.3.2	Records relating to children placed by other agencies in Kent (Welfare Supervision)		Return to placing agency when contact with adoptive family has ceased		Y	OFFICIAL – Sensitive Personal		CS1.2	N/A	
CS1.3.3	Adoption Panel Records	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Date of adoption order + 100 years	Offer to Archives	Y	OFFICIAL – Sensitive Personal		CS1.3	RL6	
CS1.3.4	Records relating to the Adoption and Special Guardianship Finance Support Board	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of the meeting of the Board + a minimum of 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		D2.18; D2.2.10	RL2	

<sup>15</sup> (Note: This retention period only applies to adoptions on or after 30th December 2005. For adoptions prior to this date the previous retention period of 75 years will still apply)

<sup>16</sup> 16/07/2020: Text: “Retain in Area for 2 years from date of adoption order, or date of last contact, and then transfer for at least 100 years” replaced with “Date of Adoption Order + 100 years”; 15/10/2021: Text “Adoption Records: Children who are adopted through the Kent Adoption Agency or placed by another agency where KCC staff have undertaken inquiries Includes all records held in connection with an adoption or later counselling of adopted persons (Both those placed by KCC and those placed by other agencies that approach KCC for counselling services)” replaced with “Adoption Records: Children who are adopted through the Adoption Partnership SE or placed by another agency where KCC staff have undertaken inquiries. Includes all records held in connection with an adoption or later counselling of adopted persons (Both those placed by KCC and those placed by placed by another agency or through a non-agency adoption where they approach KCC for counselling services)”

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.3.5	Post Adoption Support: All records relating to the provision of post adoption support	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	With the start of the Regional Adoption Agency "Adoption Partnership SE" records for post adoption support provided to children and young people in Medway and Bexley will be held on Kent's Social Care System (Liberi). The records haven't yet been migrated so a start date of 01/12/2021 can be used.	Offer to Archives	Y	OFFICIAL – Sensitive Personal		No previous reference	RL6	See Footnote <sup>17</sup>

### CS1.4 Children in Need

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.4.1	All Other Records relating to Children and Young People Records of children and young people who don't fall into any of the above categories, including Children in Need, and general papers where a file has not been opened		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS9.1	RL12	See Footnote <sup>18</sup>
CS1.4.2	Preventative Services (including Common Assessment Framework) pupil files	Every Child Matters: Change for Children Section 3.30; Children Act 2004	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS9.4; CS1.4.4	RL12	26/01/2017: Entry renumbered from CS1.4.4
CS1.4.3	Multi Agency Therapeutic records relating to children and their families		Date of birth + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS9.5; CS1.4.5	RL11	26/01/2017: Entry renumbered from CS1.4.5
CS1.4.4	Records relating to Intensive Early Help only (no Children's Social Work involvement)		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL12	11/11/2021: Entry added to retention schedule

<sup>17</sup> 07/06/2018: Entry added to the retention schedule; 14/10/2021: Text "Date of adoption order + 100 years" replaced with "With the start of the Regional Adoption Agency "Adoption Partnership SE" records for post adoption support provided to children and young people in Medway and Bexley will be held on Kent's Social Care System (Liberi). The records haven't yet been migrated so a start date of 01/12/2021 can be used."

<sup>18</sup> 27/02/2014: Text "Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 18." replaced with "Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 25."; 16/07/2020: Text: "Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 25." replaced with "DOB of child + 25 years"



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.4.5	Missing Episode (for those with no involvements with Children's Social Work, Early Help or children placed in Kent from other Local Authorities)		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL12	11/11/2021: Entry added to the retention schedule

### CS1.5 Children with a Disability

All information relating to a child with a disability who has been allocated to a social worker can be found on the child's social care client file.

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.5.1	Register of Children with a Disability		Date of last contact + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS1.5.6	RL1	26/01/2017: Entry renumbered from CS1.5.6; 31/03/2020: Text: "Date of last contact + 2 years" replaced with "Date of last contact + 3 years"; 15/10/2021: Entry renumbered from CS1.5.5 to CS1.5.1
CS1.5.2	Hearing Impaired – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS31.2	RL12	06/11/2019: Text: "Physical and Sensory Service " removed
CS1.5.3	Visually Impaired – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS31.3	RL12	06/11/2019: Text: "Physical and Sensory Service " removed
CS1.5.4	Physical Disability – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS31.4	RL12	06/11/2019: Text: "Physical and Sensory Service " removed
CS1.5.5	Integrated Children's Services: Making it Work Programme data		The pseudonymised information will be retained during the evaluation and for operational use. Once the testing is finished and the evaluation report has been written, the pseudonymised data will be deleted.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate			N/A	09/02/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS1.6 Children's Centres**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.6.01	Open Access: Registration Forms/Cards		Date entered on the system + 3 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS38.1.1.	N/A	12/12/2023: Text: "Children's Centres: Registration Forms" replaced with "Open Access: Registration Forms/Cards";
CS1.6.02	Core+ Database containing information about children, young people and families with an Open Access service		Records deleted when youngest child in family reaches the age of 25.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS38.1.3; CS1.6.03	N/A	See Footnote <sup>19</sup>
CS1.6.03	Client\Family files with an Open Access service(s) held which do not fall under any other category		Records deleted when youngest child in family reaches the age of 25.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL12	12/12/2023: Entry added to the retention schedule
CS1.6.04	Project documentation relating to Open Access projects including summary of service documentation	Limitation Act 1980 (Section 2)	Last action on project + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL2	12/12/2023: Entry added to the retention schedule
CS1.6.05	Open Access Photo consent forms		Record information on relevant option in the data protection tab, then store hard copies locally in Open Access setting, to be destroyed after 1 yr. Data Protection record to be updated with end date.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	12/12/2023: Entry added to the retention schedule
CS1.6.06	Resource sheet (evidence of work undertaken in sessions)		Restricted to only what is relevant and necessary. Records deleted when youngest child in family reaches the age of 25.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	12/12/2023: Entry added to the retention schedule

<sup>19</sup> 12/12/2023: Entry renumbered from CS1.6.3 to CS1.6.2; Text: "Client files containing contact sheet, detailed record sheet and referrals where there is child protection information" replaced with "Core+ Database containing information about children, young people and families with an Open Access service"; Text: "Where possible all this information should be attached to the electronic record on the system. Where paper records are held the file should be reviewed to ensure that all child protection information has been included in the principal social care file. " replaced with "Records deleted when youngest child in family reaches the age of 25. "

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.6.07	Focus Support Firmstep Form		Where possible information should be entered onto Core+. Any other information related to the referral must be stored in the relevant Open Access MS Team site. Where possible send link to individuals rather than document itself. Core+ records deleted when youngest child in family reaches the age of 25. Information stored on MS Teams, Date of contact +1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	12/12/2023: Entry added to the retention schedule
CS1.6.08	District Conversations		Date of contact +1 year Information must be stored in relevant Open Access MS Team site. Where possible send link to individuals rather than document itself.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference		12/12/2023: Entry added to the retention schedule
CS1.6.09	Open Access: Client/Family records relating to Multi Agency Risk Assessment Conferences (Relation to Domestic Abuse)		Where the Open Access establishment is not the MARAC coordinator then the records should be kept for a minimum of 6 years from date of last contact. If the Children's Centre is the MARAC coordinator, then the records will be kept in line with MARAC requirements	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	12/12/2023: Entry added to the retention schedule
CS1.6.10	Open Access Client/Family: records relating to evaluations connected to groups and services delivered to families. This will include details of families, progress, achievements etc.	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference		12/12/2023: Entry added to the retention schedule
CS1.6.11	Open Access establishments: Visitors Signing in sheets	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference		12/12/2023: Entry added to the retention schedule
CS1.6.12	Open Access establishments: Attendance Registers		Add to Core+ then destroy	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference		12/12/2023: Entry added to the retention schedule
CS1.6.13	All documents completed by parents whose children are registered in the Open access creches	Limitation Act 1980 (Section 2)	Date of last creche session + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference		12/12/2023: Entry added to the retention schedule
CS1.6.14	Records created to manage Family Coaches (working out of Family Hubs)	Limitation Act 1980 (Section 2)	End of term of volunteering + 6 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	03/04/2023: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### CS1.7 Early Years Provision

Support for Early Years Settings is now delivered through The Education People. The Education People have taken responsibility for the Early Years Toolkit. For more information please contact The Education People.

### CS1.8 Asylum (Unaccompanied Minors)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.8.1	Records created and managed by the Asylum Transition Teams	Children Act 1989: Sections 31, 38, 44	Date of birth + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS40.2; CS1.8.2	RL11	07/04/2017: Entry renumbered from CS1.8.2

### CS1.9 Social Connections [formerly Family Group Conference]

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.9.1	Records created by the Social Connections Service	Framework for the Assessment of Children in Need and their Families (Department of Health 2000)	Held on electronic child's file	Not applicable	Y	OFFICIAL – Sensitive Personal		CS9.3; CS1.4.3	N/A	See Footnote <sup>20</sup>

### CS1.10 Youth Justice

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.10.1	Records relating to young people who receive a withdrawn/dismissed outcome at court		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule
CS1.10.2	Records relating to young people who have convictions from the Criminal Justice System		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule
CS1.10.3	Records relating to young people who are in the Criminal Justice System and who have a conviction for a violent or sexual offence		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule

<sup>20</sup> 26/01/2017: Entry renumbered from CS1.4.3; 10/05/2018: Text "Retain in FGC team for 1 year then placed in sealed envelope on the client file of the youngest child involved in the conference and cross referenced on the files of all other children involved; 14/10/2021: Text "Family Group Conference" replaced with "Social Connections Service"; Text: "Held on electronic child's file" replaced with "DOB of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death."

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.10.4	Records relating to young people with a Multi-Agency Public Protection Arrangements (MAPPA) status		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule
CS1.10.5	Records relating to young people with a legal status (Child Protection Plan, Looked After Child)		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule
CS1.10.6	Records relating to volunteers working with the Youth Offending Team		Termination of work with the Youth Offending Team + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL3	16/05/2019: Entry added to retention schedule
CS1.10.7	Records relating to victims		Data will only be retained for as long as the victim consents to working with the service. As soon as they either decline further involvement, (communicated to us via telephone call, letter, email etc.), or the young person's Court Order/Disposal has finished, or the restorative work has been completed (which means the piece of work has been undertaken with the young person/victim, and a Restorative Justice outcome has been agreed and recorded as such on Core+), then this information will be expunged.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			N/A	See Footnote <sup>21</sup>
CS1.10.8	Records relating to parents or relations of a young person known to the Youth Offending Team		Any data is stored within the young person's paper and electronic file until the files are deleted (Date of birth of individual + 25 years)	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	16/05/2019: Entry added to retention schedule

<sup>21</sup> 16/05/2019: Entry added to retention schedule; 29/04/2021: Text: "Stored until the end of the young persons associated court order and then deleted on a monthly basis" replaced with "Data will only be retained for as long as the victim consents to working with the service. As soon as they either decline further involvement, (communicated to us via telephone call, letter, email etc.), or the young person's Court Order has finished, or the restorative work has been completed (which means the piece of work has been undertaken with the young person/victim, and a Restorative Justice outcome has been agreed and recorded as such on Core+), then this information will be expunged."; 12/05/2021: 16/05/2019: Entry added to retention schedule; 29/04/2021: Text: "Stored until the end of the young persons associated court order and then deleted on a monthly basis" replaced with "Data will only be retained for as long as the victim consents to working with the service. As soon as they either decline further involvement, (communicated to us via telephone call, letter, email etc.), or the young person's Court Order has finished, or the restorative work has been completed (which means the piece of work has been undertaken with the young person/victim, and a Restorative Justice outcome has been agreed and recorded as such on Core+), then this information will be expunged."

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS1.11 Front Door**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.11.1	Recording of incoming phone calls		Date of call + 3 months	SECURE DISPOSAL	Yes	OFFICIAL SENSITIVE PERSONAL		No previous reference	N/A	02/09/2021: Entry added to the retention schedule

**CS1.12 Headstart Kent**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.12.1	Records relating to the management of the Headstart Kent programme including the Talents and Interests grant scheme		HeadStart Kent will hold personal information until July 2022 when the project ceases. After this time the data will be anonymised and it may then be used for related research for another 20 years,after which the information is made inaccessible to system users or securely destroyed	SECURE DISPSOAL	Yes	N/A	OFFICIAL - PERSONAL	No previous reference		10/09/2021: Entry added to the retention schedule

**CS1.13 Occupational Therapy**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS1.13.1	Occupational therapy client files (children only)		DOB + 25 years or 2 years from case closure, whichever is the greater	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL12	14/10/2021: Entry added to the retention schedule; 11/11/2021: Text: "DOB + 25 years" replaced with text: "DOB + 25 years or 2 years from case closure, whichever is the greater"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS2 Safeguarding (Children)**  
**CS2.1 Child Protection**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.1.1	Child Protection Records of children who have been the subject of a Child Protection Conference whether or not they are placed on the Child Protection Register	Children Act 1999; Children Act 2004	DOB of individual + 40 years <sup>22</sup>	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS7.4	RL16	16/07/2020: Text: “Retain in Area for 2 years from date of last contact, and then transfer all records to the Records Management Service for retention until the person reaches the age of 40” replaced with “DOB of individual + 40 years”
CS2.1.2	Records relating to child protection in schools held by the Local Authority including consultation forms and allegation forms	Children Act 2004	Date of birth + 85 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS7.1	RL6	
CS2.1.3	Records of child protection allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002. “Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services” (September 2008) p17	These records should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS7.6	N/A	

<sup>22</sup> In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager, where they are still relevant for the protection of children eg continued involvement with an extended family

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.1.4	Outcome of a child protection allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation is that is longer	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS7.7	RL11	
CS2.1.5	Kent Safeguarding Children's Board: Database relating to children who have died in Kent	Limitation Act 1980 (Section 2)	Until the end of 2025"	SECURE DISPOSAL	Y			No previous reference		OFFICIAL – Sensitive Personal
CS2.1.6	All records relating to Serious Case Reviews (including the final report)		Date report issued + 15 years then review. Although serious case reviews no longer exist the current Kent Safeguarding Children Multi-agency Partnership do hold historic serious case reviews	SECURE DISPOSAL	Y			No previous reference		OFFICIAL – Sensitive Personal
CS2.1.7	Kent Safeguarding Children Multi-agency Partnership: Records relating to the administration of meetings of the board and the sub groups associated with the board	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y			MN4.2.20		OFFICIAL – Sensitive Personal
CS2.1.8	Kent Safeguarding Children's Multi-Agency Partnership records relating to Local Child Safeguarding Practice Reviews (LCSPRs) including all records relating to cases which have a Rapid Review even if resulting in No Further Action (NFA).	Part 3 of the Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018 and Working Together 2018 & 2023 statutory guidance	Date of incident + 75 years or date of incident +20 years (if child has died)	SECURE DISPOSAL	Y			No previous reference		OFFICIAL - Sensitive Personal



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.1.9	Practice Development: Audit and Tracking Reports		Date report issued + 15 years then review	<b>SECURE DISPOSAL</b>	Y			No previous reference; CS2.1.8		OFFICIAL – Sensitive Personal
CS2.1.10	Child Protection: Records relating to all investigations carried out under Section 47 of the Children Act 1989	Children Act 1989	DOB of individual + 40 years	<b>SECURE DISPOSAL</b>	Y			No previous reference; CS2.1.9		OFFICIAL – Sensitive Personal

**CS2.2 Child Protection Register**

The Child Protection Register was replaced by Child Protection Plans in 2008.

**CS2.3 Register of Persons Posing a Risk to Children**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.3.1	Register of People Posing a Risk to Children	Children and Young Persons Act 1933	Date of caution or conviction + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS7.5	RL11	16/07/2020: Text: “Retain in Area for 5 years from notification and then transfer all records to the Records Management Service for retention until 75 years from date of caution or conviction” replaced with “Date of caution or conviction + 75 years”
CS2.3.2	People cautioned/convicted of Offences against Children	Children and Young Persons Act 1933	Date of caution or conviction + 75 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Personal		CS25.1	RL11	16/07/2020: Text: “Retain in Area for 5 years from notification and then transfer all records to the Records Management Service for retention until 75 years from date of caution or conviction” replaced with “Date of caution or conviction + 75 years”

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### CS2.4 Contact Point (Obsolete)

All the Contact Point data which still needs to be retained is being held on external hard drives in the Records Management Service. Contact Point was closed in 2010.

### CS2.5 Local Authority Designated Officers (LADO)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.5.1	Allegations resulting in a joint section 47 investigation under the Children Act 1989 or a single agency criminal investigation		Date of referral + 40 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL16	19/06/2018: Entry added to the retention schedule
CS2.5.2	Records relating to a substantiated allegation		Date of referral + 40 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL16	19/06/2018: Entry added to the retention schedule
CS2.5.3	Records relating to "Risk by Association" [Disqualification under the Child Care Act 2006]		Date of referral + 10 years or until the person has reached normal retirement age (65 years) if that is longer	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL11	19/06/2018: Entry added to the retention schedule
CS2.5.4	Records relating to all other Local Authority Designated Officer (LADO) contacts	Limitation Act 1980 (Section2)	Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	19/06/2018: Entry added to the retention schedule
CS2.5.5	Register of those Posing A Risk to Children	Children and Young Persons Act 1933	Date of the caution/conviction + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL11	19/06/2018: Entry added to the retention schedule

### CS2.6 Multi Agency Panels

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS2.6.1	Records relating to people with a Multi-Agency Public Protection Arrangements (MAPPA) status		Date of Panel meeting + 100 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL6	See footnote <sup>23</sup>
CS2.6.2	Records relating to people with a Multi-Agency Risk Assessment Conference (MARAC) status		Date of Panel meeting + 12 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL7	See footnote <sup>24</sup>

<sup>23</sup> 16/05/2019: Entry added to retention schedule; 10/06/2022: Entry renumbered from "CS1.10.4" to AS3.3.1; Text: "Date of birth of individual + 25 years" with "Date of caution or conviction + 100 years"; Text: "young people" replaced with "people"; 05/10/2022: Entry renumbered from AS3.3.1 to CS2.6.1; 05/10/2022: Text "Date of caution or conviction + 100 years" replaced with "Date of Panel meeting + 100 years"

<sup>24</sup> 10/06/2022: Entry added to the retention schedule; 05/10/2022: Entry renumbered from AS3.3.2 to CS2.6.2; 05/10/2022: Text "Date of caution or conviction + 12 years" replaced with "Date of Panel meeting + 12 years"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS3 Residential Services (Children)**

**CS3.1 Children's Residential Services - Operational Management of Residential Homes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS3.1.01	Records relating to children accommodated in residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	a) kept securely in the children's home so long as the child to whom it relates is accommodated there; and (b) thereafter retained in a place of security, for at least seventy-five years from the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of fifteen years from the date of his death	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.1	RL11	
CS3.1.02	Yearly diaries	The English Children's Homes Regulations 2001 (2001 No 3967)	Last entry in the diary + 75 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS23.2	RL11	
CS3.1.03	A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself	Limitation Act 1980 (Section 2)	Date of birth of the child taking the medicine + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.3	RL14	
CS3.1.04	Log books for children's residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Last date in the log book + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.4	RL11	
CS3.1.05	Incident books for children's residential homes	Limitation Act 1980 (Section 2)	Date of birth of children involved in incident + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.5	RL14	
CS3.1.06	Admission and Discharge Registers for children's residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Last date in register + 75 years	Offer to Archives	Y	OFFICIAL – Sensitive Personal		CS23.6	RL11	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS3.1.07	Building inspection records relating to children's residential homes	Building Control Performance Standards 2006	Date of inspection + 10 years then review	SECURE DISPOSAL	N	OFFICIAL – General		CS23.7	RL8	
CS3.1.08	Equipment inspection records relating to children's residential homes	Limitation Act 1980 (Section 2)	Date equipment destroyed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		CS23.8	RL2	
CS3.1.09	Signing in sheets for children's residential homes	Limitation Act 1980 (Section 2)	Date of visit + 6 years	SECURE DISPOSAL	Y	OFFICIAL – General		CS23.9	RL2	31/03/2020: Text: "Date of visit + 7 years" replaced with "Date of visit + 6 years"
CS3.1.10	Minutes and reports of meetings held in Childrens' Homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of last meeting in the book + 75 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		D2.13; CS3.1.20	RL11	01/02/2017: Entry renumbered from CS3.1.20
CS3.1.11	Unit planners created by children's residential homes		Current year + 1 year then review	SECURE DISPOSAL	N	OFFICIAL – General		CS3.1.19	RL3	01/02/2017; Entry renumbered from CS3.1.19
CS3.1.12	Shift logs and staff rotas	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of shift + 75 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS23.18; CS3.1.18	RL11	01/02/2017: Entry renumbered from CS3.1.18
CS3.1.13	Fridge/food temperature checks carried out in the kitchens in residential homes	Kent County Council's Food Hygiene Policy and Procedures Document	Date of check + 6 months	SECURE DISPOSAL	N	OFFICIAL - General		CS23.17; CS3.1.17	RL4	01/02/2017: Entry renumbered from CS3.1.17
CS3.1.14	Residential Home – Fire Drill records	Limitation Act 1980 (Section 2)	Date of fire drill + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		CS23.14	RL2	
CS3.1.15	Records created by the Asylum Unit Transition team relating to accommodation in East Kent	Limitation Act 1980 (Section 2)	Current year + 8 years	SECURE DISPOSAL	N	OFFICIAL - General		CS23.15	RL8	
CS3.1.16	Inspections under Regulation 34 of the Children's Home Regulations 2001	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of inspection + 75 years	SECURE DISPOSAL	Y	OFFICIAL - General		CS23.16	RL11	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS3.1.17	Records relating to the management of a medication room including medication handover sheets, medication room temperatures, medication room fridge temperature records and medication area checklists	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	30/04/2019: Entry added to the retention schedule

## CS3.2 Children's Residential Services – Appledore

Appledore Children's Home was an establishment used to house unaccompanied young people who were seeking asylum. The home is now closed and these entries relate to records held in the Records Management Service

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS3.2.1	Appledore Children's Home – Clothing Log	Limitation Act 1980 (Section 2)	Date of last entry in log + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		CS23.10; CS3.1.10	N/A	01/02/2017: entry renumbered from CS3.1.10
CS3.2.2	Appledore Children's Home – health and safety information	Limitation Act 1980 (Section 11)	Date of last incident in file + 4 years then review	SECURE DISPOSAL	Y	OFFICIAL - General		CS23.11; CS3.1.11	N/A	01/02/2017: entry renumbered from CS3.1.11
CS3.2.3	Appledore Children's Home – residents' move book	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of last entry in the book + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.12; CS3.1.12	N/A	01/02/2017: entry renumbered from CS3.1.12
CS3.2.4	Appledore Children's Home – message book	Limitation Act 1980 (Section 2)	Date of last entry + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS23.13; CS3.1.13	N/A	01/02/2017: entry renumbered from CS3.1.13

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4 Education Services (Local Authority)**

**CS4.1 Admissions and Appeals**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.1.1	Admissions – if the admission is successful	School Admissions Code 2012	Date of birth of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS4.1	RL12	28/03/2019: Text: "Date of admission + 1 year" replaced with "Date of birth of pupil + 25 years".; 16/05/2019: Entry renumbered from CS5.1.1 <sup>25</sup>
CS4.1.2	Admissions – if the appeal is unsuccessful	School Admissions Appeals Code 2012	Resolution of case + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS4.2	RL3	16/05/2019: Entry renumbered from CS5.1.2
CS4.1.3	Admissions – Secondary Schools – Casual	School Admissions Code 2012	Date of birth of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS4.3	RL12	28/03/2019: Text: "Current year + 1 year" replaced with "Date of birth of pupil + 25 years".; 16/05/2019: Entry renumbered from CS5.1.3 <sup>26</sup> .
CS4.1.4	Admissions Policies	School Admissions Code 2012	Date of policy + 6 years	Offer to Archives	N	OFFICIAL – General		CS4.4	RL2	16/05/2019: Entry renumbered from CS5.1.4; 31/03/2020: Text: "Date of policy + 5 years" replaced with "Date of policy + 6 years"
CS4.1.5	Procedure for Entrance to Secondary Education (PESE) – PESE 3 and PESE 4 forms	School Admissions Code 2012	Date of birth of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS4.5	RL12	See Footnote <sup>27</sup>

<sup>25</sup> This retention period was altered to reflect the information given in the privacy notice. <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/admissions>

<sup>26</sup> This retention period was altered to reflect the information given in the privacy notice. <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/admissions>

<sup>27</sup> 28/03/2019: Text: "Records cannot be deleted from the IMPULSE system. Correspondence will be kept for 3 years then reviewed" replaced with "Date of birth of pupil + 25 years".<sup>27</sup>; 16/05/2019: Entry renumbered from CS5.1.5

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.1.6	Admissions data entered on the IMPULSE database including all paper based correspondence		Date of birth of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS4.6	N/A	28/03/2019: Text: "Records can not be deleted from the IMPULSE system. Correspondence will be kept for 3 years then reviewed" replaced with "Date of birth of pupil + 25 years". <sup>28</sup> ; 16/05/2019: Entry renumbered from CS5.1.6
CS4.1.7	School Admissions Appeals	School Admissions Appeals Code 2012	Date the appeal process resolved + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES3.1	RL1	16/05/2019: Entry renumbered from CS5.1.7
CS4.1.8	Home to School Transport Appeals		Reference purposes until the child reaches Year 13 in case of involvement by the Local Government Ombudsman	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES3.2	RL17	16/05/2019: Entry renumbered from CS5.1.8
CS4.1.9	Admissions – 11+ papers	School Admissions Code 2012	Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – Personal		ES5.1	RL3	16/05/2019: Entry renumbered from CS5.1.9
CS4.1.10	Admissions and Transport Day Files of correspondence with members and others		Current year + 3 years then review in case of involvement by the Local Government Ombudsman	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN4.1.05	RL1	01/02/2017: Entry renumbered from MN4.1.5 to CS5.1.10; 16/05/2019: Entry renumbered from CS5.1.10 to CS4.1.10
CS4.1.11	Pupil Educational Record		DOB of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL12	16/05/2019: Entry renumbered from CS5.1.11
CS4.1.12	Fair Access: Bank details / payment information collected as part of the appeals process		Current year + 6 years (from the last time individual was an active supplier as an external clerk or Panel Member in receipt of a payment or allowance – any elected members' bank details will be held in accordance with privacy arrangements for their role as a KCC member)	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	10/02/2022: Entry added to the retention schedule

<sup>28</sup> This retention period was altered to reflect the information given in the privacy notice. <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/education/admissions>

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4.2 Attendance and Educational Welfare**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.2.1	Records relating to individual children created by the Attendance and Behaviour Service held in the Area Office	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to Records Management Service until child reaches 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.1	RL12	16/05/2019: Entry Renumbered from CS5.2.1; 06/11/2019: Text: "MRC" replaced with "Records Management Service"
CS4.2.2	Records created by the District Inclusion Forums relating to individually named pupils	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to Records Management Service until child reaches 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.2	RL12	16/05/2019: Entry Renumbered from CS5.2.2; 06/11/2019: Text: "MRC" replaced with "Records Management Service"
CS4.2.3	Records created by the District Inclusion Forum - Chronological Series		Review at the end of each year to remove information about pupils no longer part of the Forum	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.3	N/A	16/05/2019: Entry Renumbered from CS5.2.3
CS4.2.4	District Court files created by the Attendance and Behaviour Service	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to Records Management service until child reaches 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.4	RL12	16/05/2019: Entry Renumbered from CS5.2.3
CS4.2.5	Rapid Response files created by the Attendance and Behaviour Service		Academic year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.5	RL3	16/05/2019: Entry Renumbered from CS5.2.4; 06/11/2019: Text: "MRC" replaced with "Records Management Service"
CS4.2.6	Forms created as part of Inclusion or Exclusion Sweeps under Section 16 of the Crime and Disorder Act and Sections 7 and 44 of the Education Act	Crime and Disorder Act Section 16 and Education Act 1996 sections 7 and 44	If the pupil has an authorised absence then the form should be destroyed immediately; if the pupil has not an authorised absence then the form will become part of any further action.	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.6	N/A	16/05/2019: Entry Renumbered from CS5.2.5
CS4.2.7	Records created by the Alternative Curriculum Forum and the District Inclusion Forums		Date of birth of youngest child discussed at the meeting + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN4.2.21	RL12	01/05/2014: Entry added to the retention schedule; 06/01/2017: Entry renumbered from MN4.2.21 to CS5.2.7; 16/05/2019: Entry renumbered from CS5.02.7 to CS4.02.7



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.2.8	All records relating to tracking the destinations of young people post-16 and providing support to reduce those who are Not in Education, Employment or Training (NEET)		Date of birth of the pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL12	11/03/2020: Entry added to the retention schedule
CS4.2.9	All records relating to the payment of school penalty notices		Date of birth of the pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference		19/03/2025: Entry added to the retention schedule

**CS4.3 Closed Schools**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.3.1	Pupil files held by Local Authority if the school has closed	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS10.1	N/A	16/05/2019: Entry renumbered from CS5.3.1
CS4.3.2	Curriculum Development records for schools which have closed	Limitation Act 1980 (Section 2)	Date school closed + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		ES5.2; CS5.17.1	N/A	26/01/2017: Entry re-numbered from CS5.17.1; 16/05/2019: Entry renumbered from CS5.3.2
CS4.3.3	Coursework submitted by pupils for B Tec which the accrediting body requires to be retained		Date school closed + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		CS5.17.2	N/A	26/01/2017: Entry renumbered from CS5.17.2 to CS5.03.3; 16/05/2019: Entry renumbered from CS5.03.3 to CS4.03.3
CS4.3.4	Examination Papers		Date of the examination + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference number	N/A	18/01/2018: Entry added to retention schedule; 16/05/2019: Entry renumbered from CS5.3.4
CS4.3.5	Governing body records relating to closed schools where they are the principal set and have been signed	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	Permanent		Y	OFFICIAL – Personal		No previous reference number	N/A	19/02/2021: Entry added to the retention schedule
CS4.3.6	Plans and property history relating to closed schools		Permanent		Y	OFFICIAL – Personal		No previous reference number	N/A	19/02/2021: Entry added to the retention schedule
CS4.3.7	Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference number	N/A	19/02/2021: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.3.8	Records relating to the management of Schools		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference number	N/A	19/02/2021: Entry added to the retention schedule
CS4.3.9	Returns made to both central and local government		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference number	N/A	19/02/2021: Entry added to the retention schedule

### CS4.4 Educational Psychology

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.4.01	Pupil files created by the Educational Psychology Service where provision is made only up to age 18	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive – Personal		CS11.1	RL12	04/01/2017: Text: "where provision is made only up to age 18" added; Text "Education" replaced with Educational"; 16/05/2019: Entry renumbered from CS5.01.01 to CS4.01.01
CS4.4.02	Client files created by the Educational Psychology Service where provision is made up to age 25	Limitation Act 1980 (Section 2)	Last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive – Personal		No previous reference	RL2	04/01/2017: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.4.2 to CS4.4.2
CS4.4.03	Spreadsheet relating to the management of critical incident response by the Education Psychology Service		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		CS11.3	RL3	04/01/2017: Text "Database" replaced with "Spreadsheet"; 16/05/2019: Entry renumbered from CS5.04.03
CS4.4.04	Anonomised parent survey data		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		CS11.5; CS5.4.5	RL3	04/01/2017: Entry renumbered from CS5.4.5 to CS5.4.4; 16/05/2019: Entry renumbered from CS5.4.4 to CS4.4.4
CS4.4.05	Yearly audit reports relating to the Education Psychology Service		Date of audit report + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		CS11.6; CS5.4.6	RL1	04/01/2017: Entry renumbered from CS5.4.6 to CS5.4.5; 16/05/2019: Entry renumbered from CS5.4.5 to CS4.4.5

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.4.06	Education Psychology Service reports: Statutory and Traded		Principal copy is the paper copy which is to be included on the record shown above. Electronic copies to be retained for current academic year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE CORPORATE		CS11.10; CS5.4.10	RL1	See Footnote <sup>29</sup>
CS4.4.07	Records created by the Educational Psychology Service concerning the management of autism		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		CS11.11; CS5.04.11	RL1	04/01/2017: Entry renumbered from CS5.4.11 to CS5.4.7; Text "Education" replaced with "Educational"; 16/05/2019: Entry renumbered from CS5.04.07 to CS4.04.07
CS4.4.08	Traded Service Brochure and Service Level Agreement		This will be a dynamic document all the time that the Education Psychology Service is trading with schools	SECURE DISPOSAL	N	OFFICIAL - General		CS11.12; CS5.4.12	N/A	04/01/2017: Entry renumbered from CS5.4.12 to CS5.4.8; 16/05/2019: Entry renumbered from CS5.4.8 to Entry renumbered as CS4.4.8
CS4.4.09	Leaflets used by Education Psychology Service to assist schools in a crisis		Operational use	SECURE DISPOSAL	N	OFFICIAL - General		CS11.13; CS5.4.13	RL1	05/01/2017: Entry renumbered from CS5.4.13 to CS5.4.9; Text "Crisis Support" removed; 16/05/2019; Entry renumbered from CS5.4.9 to CS4.4.9
CS4.4.10	Educational Psychology Unit: Practice Framework and supporting Appendices		Life of the Educational Psychology Unit + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		CS11.14; CS5.4.14	RL2	05/01/2017; Entry renumbered from CS5.4.14 to CS5.4.10; 16/05/2019: Entry renumbered from CS5.4.10 to CS4.4.10

<sup>29</sup> 04/01/2017: Entry renumbered from CS5.4.10 to CS5.4.6; Text "Statutory and Traded" added to the schedule; 05/07/2018: CS5.04.06: Text "Principal copy is the paper copy which is to be included on the record shown at CS5.4.1. Electronic copies to be retained for current academic year + 1 year" replaced with "Principal copy is the paper copy which is to be included on the record shown at CS5.4.1. Electronic copies to be retained for current academic year + 5 years"; 16/05/2019: Entry renumbered from CS5.04.06 as CS4.04.06; 31/03/2020: Text: "at CS5.4.1" replaced with "above"

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.4.11	Educational Psychology Service: Emails and other information relating to the management of crisis incidents in schools		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS5.04.17	RL3	05/01/2017: Entry renumbered from CS5.4.17 to CS5.4.11; 16/05/2019: Entry renumbered from CS5.4.11
CS4.4.12	Service Level Agreement between the Educational Psychology Unit and Schools	Limitation Act 1980 (Section 2)	Life of the agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE CORPORATE		MN31.6; MN6.1.9	RL2	10/01/2017: Entry renumbered from MN6.1.9 to CS5.4.12; 16/05/2019: Entry renumbered from CS5.4.12

### CS4.5 Adolescent Resource Centres

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.5.1	Adolescent Resource Centre pupil files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS30.2; CS5.16.1	RL12	16/05/2019: Entry renumbered from CS5.5.1 to CS4.5.1

### CS4.6 Grants and Awards

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.6.1	Free School Meals application forms and details	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS14.2.1.	RL2	16/05/2019: Entry renumbered from CS5.6.1
CS4.6.2	Student awards files	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS14.3.1.	RL2	16/05/2019: Entry renumbered from CS5.6.2
CS4.6.3	Student Awards - Post 16 Access Funds	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS14.3.2.	RL2	16/05/2019: Entry renumbered from CS5.6.3

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.6.4	Student Awards University/College	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS14.3.3.	RL2	16/05/2019: Entry renumbered from CS5.6.4
CS4.6.5	Post-16 School Access Funds	HMRC - Compliance Handbook Manual CH15400	Current Year + 6 Years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS14.5.1.	RL2	16/05/2019: Entry renumbered from CS5.6.5
CS4.6.6	Financial records relating to the EU welfare milk subsidy		End of year in which claims are made + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		FN22.2; FN7.6.2	RL1	02/03/2017: Entry renumbered from FN7.6.2 to CS5.6.6; 16/05/2019: Entry renumbered from CS5.6.6 to CS4.6.6
CS4.6.7	Information collected to administer the free school meals and voucher scheme		Records will be retained for no longer than 6 years plus the current financial year from the date of application before the records and all data held will be permanently deleted from its secure storage	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	12/11/2020: Entry added to the retention schedule; 16/11/2022: Text "Information collected to administer the free school meals holiday food voucher scheme" replaced with "Information collected to administer the free school meals and voucher scheme"
CS4.6.8	Applications by students to apply for monetary awards to aid funding for humanitarian projects overseas		Date of last payment on the grant + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference		29/03/2023: Entry added to the retention schedule
CS4.6.9	Records relating to the administration of competitions organised by CYPE		Personal information will be held for no longer than 28 days following the announcement of the competition winner(s), after which the information is made inaccessible to system users or securely destroyed. For competition winners, certain personal information (name, age and details of entry) may be retained for up to one year following the announcement of the competition winner(s), if additional consent is given	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4.7 Hospital and Home Tuition**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.7.1	Pupil files relating to pupils who have left school and have either moved into elective home education, moved abroad or for whom the current school is not known	Education Act 1996 Sections 7, 437-443	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS12.1	N/A	See Footnote <sup>30</sup>
CS4.7.2	Historical pupil files transferred to the Records Management Service by the Kent Health Needs Education Service prior to 2014	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS12.3	N/A	See Footnote <sup>31</sup>
CS4.7.3	Historical pupil files transferred to the Records Management Service by the Alternative Curriculum provision prior to 2014	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS12.4	N/A	24/04/2019: Entry renumbered to CS7.5.3; Text: "Pupil files relating to the provision within the Alternative Curriculum service" replaced with "Historical pupil files transferred to the Records Management Service by the Alternative Curriculum provision prior to 2014"; 16/05/2019: Entry renumbered from CS5.7.3
CS4.7.4	Record of children in Kent who are being offered a programme of tuition by the Education Programme	Education Act 1996	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL12	24/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.4

<sup>30</sup> 24/04/2019: Text: "Home Educated pupils pupil files" replaced with "Pupil files relating to pupils who have left school and have either moved into elective home education, moved abroad or for whom the current school is not known" 16/05/2019: Entry renumbered from CS5.7.1

<sup>31</sup> 24/04/2019 Entry renumbered to CS5.7.2; Text: "Health Needs Education - pupil files where the unit retains the pupil record" replaced with "Historical pupil files transferred to the Records Management Service by the Kent Health Needs Education Service prior to 2014" 16/05/2019: Entry renumbered from CS5.7.2

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.7.5	Academic reports relating to work pupils complete whilst on the Education Programme	Education Act 1996	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL12	24/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.5
CS4.7.6	Historical pupil records relating to Children Educated at Home held by the Records Management Service	Education Act 1996 Sections 7, 437-443	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	SECURE DISPOSAL	No previous reference	N/A	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.6
CS4.7.7	Record of children in Kent known to be home educated	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	SECURE DISPOSAL	No previous reference	RL12	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.7
CS4.7.8	Records relating to the provision of advice and guidance to home educating families		Operational use	SECURE DISPOSAL	N	OFFICIAL – General	SECURE DISPOSAL	No previous reference	RL3	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.8
CS4.7.9	Records relating to information given to families about how to access services and facilities from other agencies that would generally be delivered via school		Operational use	SECURE DISPOSAL	N	OFFICIAL – General	SECURE DISPOSAL	No previous reference	RL3	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.9
CS4.7.10	Records relating to advice and support given to families who request support with returning to children to school or identifying a school place	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	SECURE DISPOSAL	No previous reference	RL12	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.10
CS4.7.11	Records relating to establishing the identities of children who are not registered at a school and who are not receiving a suitable education otherwise.	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	SECURE DISPOSAL	No previous reference	RL12	11/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.7.11

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.7.12	Microsoft Teams recorded tuition sessions held as part of the Education Programme		Maintained until the child/ young person leaves the Education Programme, or the allocated member of staff is no longer employed by KCC		Y	OFFICIAL - Sensitive Personal	SECURE DISPOSAL	No previous reference	N/A	19/02/2021: Entry added to the retention schedule
CS4.7.13	Information used by pupils to log in to the in-house Virtual Learning Platform		Maintained until the child/ young person leaves the Education Programme		Y	OFFICIAL - Sensitive Personal	SECURE DISPOSAL	N/A	N/A	18/11/2021: Entry added to the retention schedule
CS4.7.14	Records relating to the management of the 'my-Ed' Virtual Learning Platform		The 'my-Ed' VLP holds personal information securely and retains it from the point the data subjects join 'my-Ed' VLP until they decide to leave, or if the account has been inactive for 182 days (6 months). The online account and associated user data will be deleted after termination.		Y	OFFICIAL – Personal	SECURE DISPOSAL	No previous reference	N/A	16/11/2022: Entry added to the retention schedule

**CS4.8 School Exclusions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.8.1	Permanent Exclusions files	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to Records Management Service until child reaches 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS18.1	RL12	16/05/2019: Entry renumbered from CS5.8.1; 06/11/2019: Text: "MRC" replaced with "Records Management Service"
CS4.8.2	Fixed Term Exclusion files		Add to the appropriate client database then destroy paper files	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS18.2	N/A	16/05/2019: Entry renumbered from CS5.8.2; 17/07/2020: Text: "IMPULSE database" replaced with "appropriate client"
CS4.8.3	Spreadsheets containing information for monitoring the Exclusions process		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS18.3	RL1	16/05/2019: Entry renumbered from CS5.8.3



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4.9 Special Educational Needs**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.9.1	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made only up to age 18	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.1	RL12	See Footnote <sup>32</sup>
CS4.9.2	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made over the age of 18	Limitation Act 1980 (Section 2)	Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.1	RL2	See Footnote <sup>33</sup>
CS4.9.3	Special Educational Needs – Officer Diaries		Current year + 20 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS19.8; CS5.9.9	N/A	16/05/2019: Entry renumbered from CS5.9.3
CS4.9.4	Records relating to the mediation or resolution of disagreements and processes relating to appeals made to the Special Educational Need and Disability Tribunal	Limitation Act 1980 (Section 2)	Date of birth +25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.3	RL12	04/01/2017: Entry renumbered from CS5.9.3 to CS5.9.4; 24/04/2019: Text: "Tribunal files" replaced with "Records relating to the mediation or resolution of disagreements and processes relating to appeals made to the Special Educational Need and Disability Tribunal"; 16/05/2019: Entry renumbered from CS5.9.4
CS4.9.5	Pre-School Special Educational Needs pupil files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.4	RL12	16/05/2019: Entry renumbered from CS5.9.5

<sup>32</sup> 04/01/2017: Text: "Additional Educational Needs" replaced with "Special Educational Needs"; Text "where provision is made only up to age 18"; 24/04/2019: Text: "Special Educational Needs pupil files where provision is made only up to age 18" removed and replaced with "Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made only up to age 18"; 16/05/2019: Entry renumbered from CS5.9.1

<sup>33</sup> 04/01/2017: New entry added to the retention schedule; 24/04/2019: Text: "Special Educational Needs pupil files where provision is made up to the age of 25" removed and replaced with "Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made over the age of 18"; 16/05/2019; Entry renumbered from CS5.09.02 to CS4.09.02

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.9.6	Special Educational Needs – Statements – no longer active (Not looked after children)		Last contact + 40 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.5	RL16	16/05/2019: Entry renumbered from CS5.9.6
CS4.9.7	Special Educational Needs – Statements – where the statement is refused (Looked after children)		Last contact + 40 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.6	RL16	16/05/2019: Entry renumbered from CS5.9.7
CS4.9.8	Special Educational Needs – Statements – no longer active (Looked after children)		Last contact + 40 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.7	RL16	16/05/2019: Entry renumbered from CS5.9.8
CS4.9.9	Information, Advice and Support Kent - Client files where last contact with the client is before their 18th birthday	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS19.9	RL12	See Footnote <sup>34</sup>
CS4.9.10	Information, Advice and Support Kent - Client files where last contact with the client is after their 18th birthday	Limitation Act 1980 (Section 2)	Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	05/07/2018: Entry added to the retention schedule; 26/04/2019: Entry renumbered from CS5.09.11; 16/05/2019: Entry renumbered from CS5.9.10
CS4.09.11	Inclusion Leadership Service Applicants and Leaders: Applications where the applicant is successful		Date of application + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	09/02/2022: Entry added to the retention schedule
CS4.09.12	Inclusion Leadership Service Applicants and Leaders: Applications where the applicant is not successful		Date of application + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL4	09/02/2022: Entry added to the retention schedule
CS4.09.13	Inclusion Leadership Service Applicants and Leaders: Records relating to the Leader Scheme		Date registered on service + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	09/02/2022: Entry added to the retention schedule
CS4.09.14	Inclusion Leadership Service Applicants and Leaders: Photographs and images that are taken at events		Date of event + 6 years or upon withdrawal of consent, whichever comes first	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	09/02/2022: Entry added to the retention schedule

<sup>34</sup> 04/01/2017: Entry renumbered from CS5.9.8 to CS5.9.9; Text: "Additional Educational Needs" replaced with "Special Educational Needs"; 04/01/2017: Entry renumbered from CS5.9.9 to CS5.9.10; 05/07/2018: Text "Kent Parent Partnership Service" replaced with "Information, Advice and Support Kent" and Text " where last contact with the client is before their 18th birthday"; 26/04/2019: Entry renumbered from CS5.09.10 to CS5.09.09; 16/05/2019: Entry renumbered from CS5.09.09 to CS4.09.09

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4.10 Specialist Teaching Service**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.10.1	Records relating to teachers employed by the Specialist Teaching Service	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS26.2	RL2	16/05/2019: Entry renumbered from CS5.10.1
CS4.10.2	Pupil records created by the Specialist Teaching Service	Limitation Act 1980 (Section 2)	Date of Birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		CS26.1	RL12	16/05/2019: Entry renumbered from CS5.10.2
CS4.10.3	Kent Specialist Teaching Service reports		Principal copy is the paper copy. Electronic copies to be retained for current financial year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS26.4	RL3	16/05/2019: Entry renumbered from CS5.10.3
CS4.10.4	Records relating to specialist teaching provision for early years pupils	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS26.3	RL2	16/05/2019: Entry renumbered from CS5.10.4

**CS4.11 Alternative Curriculum**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.11.1	Alternative Provision – pupil files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS18.4; CS5.15.1	RL12	02/02/2017: Entry renumbered from CS5.15.1 to CS5.11.1; 16/05/2019: Entry renumbered from CS5.11.1 to CS4.11.1
CS4.11.2	Alternative Curriculum – Pupil Files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		CS20.1;CS5.15.2	RL12	02/02/2017: Entry renumbered from CS5.15.2 to CS5.11.2; 16/05/2019: Entry renumbered from CS5.11.2 to CS4.11.2

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS4.12 Home to School Transport**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS4.12.1	Records relating to the application for Home to School Transport covering Years R-11		Date of birth of pupil + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS5.12.1	RL12	See footnote below <sup>35</sup>
CS4.12.2	Payments: All records relating to personal transport budgets	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN4.1.39	RL2	
CS4.12.3	Home to School Transport Appeals: Records relating to the hearing	Local Government Act 1972 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Date of Appeal + a minimum of 100 years	These records are the core historical record of the authority and MUST be sent to the Archives	Y	OFFICIAL - Personal		No previous reference	RL6	See Footnote below <sup>36</sup>
CS4.12.4	Home to School Transport Appeals: Transport Appeals via the Regulation Committee – details of attendees (name and role within the appeal)	Local Government Act 1972 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Date of Appeal + a minimum of 100 years	These records are the core historical record of the authority and MUST be sent to the Archives	Y	OFFICIAL - Personal		No previous reference	RL6	See Footnote below <sup>37</sup>
CS4.12.5	Fair Access: Records relating to School admission appeals: personal data of appellant		Date the appeal process resolved + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	10/02/2022: Entry added to the retention schedule

<sup>35</sup> 17/04/2019: Entry added to the retention schedule; 16/05/2019: Entry renumbered from CS5.12.1; 27/03/2024: Text: "Records relating to the application for, allocation and management of Home to School Transport covering Years R-11" replaced with "Records relating to the application for Home to School Transport covering Years R-11"

<sup>36</sup> 29/04/2021: Entry added to the retention schedule; 11/11/2021: Text: "Local Government meetings (Regulation Committee Appeal Panel)" replaced with "Local Government Act 1972 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012"; Text: "These records are the core historical record of the authority and MUST be sent to the Archives" added to the permanent preservation column

<sup>37</sup> 29/04/2021: Entry added to the retention schedule; 11/11/2021: Text: "Local Government meetings (Regulation Committee Appeal Panel)" replaced with "Local Government Act 1972 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012"; Text: "These records are the core historical record of the authority and MUST be sent to the Archives" added to the permanent preservation column

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS5 Extra Curricular Activities**

**CS5.1 Outdoor Education including Outdoor Education Centres [To be reviewed]**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.1.1	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom [including GOF1 and GOF2 and data entered on the e-go system]	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years - This retention period has been agreed with the Safeguarding Children officer	SECURE DISPOSAL	N	OFFICIAL – General		ES11.1a; CS6.7.1	RL7	03/02/2017: Entry renumbered from CS6.7.1 to CS6.1.1; 14/06/2019: Entry renumbered from CS6.1.1 to CS5.1.1
CS5.1.2	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom [including GOF1 and GOF2 and data entered on the e-go system]	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years - This retention period has been agreed with the Safeguarding Children officer	SECURE DISPOSAL	N	OFFICIAL – General		ES11.1b; CS6.7.2	RL8	14/06/2019: Entry renumbered from CS6.1.2
CS5.1.3	Records created by Outdoor Education Unit in order to “vet” providers to ensure that the facilities fall in line with LEA requirements	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 85 years - This retention period has been agreed with the Safeguarding Children officer	SECURE DISPOSAL	N	OFFICIAL – General		ES11.2; CS6.7.3	RL6	03/02/2017: Entry renumbered from CS6.7.3 to CS6.1.3; 14/06/2019: Entry renumbered from CS6.1.3 to CS5.1.3
CS5.1.4	Parental consent forms allowing minors to take part in activities (including trips, courses, summer schools and so on)	Limitation Act 1980 (Section 2)	Duration of event unless there has been a major incident in which case the consent forms should be kept with the incident report	SECURE DISPOSAL	Y	OFFICIAL - Personal		HS1.3; CS6.7.4	N/A	03/02/2017: Entry renumbered from CS6.7.4 to CS6.1.4; 14/06/2019: Entry renumbered from CS6.1.4 to CS5.1.4
CS5.1.5	Property files relating to the Hardelet Centre held by the International Development Unit	Limitation Act 1980 (Section 2)	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – General		CP4.9; CS6.1.1; CS5.1.9	RL2	24/01/2017; Entry renumbered from CP4.9.6 to CS6.1.1; 14/06/2019: Entry renumbered from CS6.1.1 to CS6.1.9; Entry renumbered from CS6.1.9 to CS5.1.9; 06/11/2019: Entry renumbered from CS5.1.9 to CS5.1.5
CS5.1.06	Data collected to manage visits to the Hardelet Centre		Children’s data will be kept for 1 month after the conclusion of the trip. Contact details for the school and trip leader will be kept for 3 years.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous number	N/A	20/06/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS5.2 Child Employment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.2.1	Work Permits		End of permit + 12 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.1	RL7	14/06/2019: Entry renumbered from CS6.2.1
CS5.2.2	Entertainment Licences – when licence is issued	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.2	RL12	14/06/2019: Entry renumbered from CS6.2.2
CS5.2.3	Entertainment Licences – when licence is refused		Destroy once the licence has been refused	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.3	RL3	14/06/2019: Entry renumbered from CS6.2.3
CS5.2.4	Investigation of illegalities files		Last contact with employer + 12 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.4	RL7	14/06/2019: Entry renumbered from CS6.2.4
CS5.2.5	Applications to be a chaperone in a place of entertainment		Last contact + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.5	RL8	14/06/2019: Entry renumbered from CS6.2.5
CS5.2.6	Inspections of places of entertainment	Limitation Act 1980 (Section 2)	Date of inspection + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.6	RL2	14/06/2019: Entry renumbered from CS6.2.6
CS5.2.7	PACE Notebooks	Police and Criminal Evidence Act 1984	Closure of notebook + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS13.7	RL2	14/06/2019: Entry renumbered from CS6.2.7
CS5.2.8	Body of Persons Approvals	Children (Performances and Activities) (England) Regulations 2014	End of certificate expiry date + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	29/01/2020: Entry added to the retention schedule
CS5.2.9	Notification of children's details for inspection purposes and monitoring performances of children		Date of notification + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	29/01/2020: Entry added to the retention schedule
CS5.2.10	Exemptions		Date of notification + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	29/01/2020: Entry added to the retention schedule
CS5.2.11	All records relating to applications for work experience in KCC as part of the 16-19 Work Study Programme where a placement is allocated		Date placement ends + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous number	RL3	26/08/2020: Entry added to the retention schedule
CS5.2.12	All records relating to applications for work experience in KCC as part of the 16-19 Work Study Programme where a placement is not allocated		Date of application + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous number	RL3	26/08/2020: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS5.3 Extended Schools Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.3.1	Playing for Success Registers created by Extended Services		Date of birth of the children attending the event + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES10.1	RL12	14/06/2019: Entry renumbered from CS6.3.1
CS5.3.2	Learning Plus: Pupil Activity Registers		Date of birth of the children attending the event + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES10.2	RL12	14/06/2019: Entry renumbered from CS6.3.2
CS5.3.3	Information collected to support the Reconnect: Kent children and young people programme		Personal information will be held securely and retained for the duration of the Reconnect programme (to the end of 2022), after which the information is made inaccessible to system users or securely destroyed, unless there is a financial or contractual requirement to hold for up to six years. This will be clearly detailed in the contract or grant documentation.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	16/09/2021: Entry added to the retention schedule

**CS5.4 Kent Children's University**

The Kent Children's University is now a part of The Education People. For retention periods concerning Kent Children's University please contact The Education People.

**CS5.5 Youth Services**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.5.01	Youth Services: Database recording information about volunteers including DBS checks		Current year + 99 years (life of a DBS check) In line with the retention period advised following Operation Yewtree.	SECURE DISPOSAL	OFFICIAL – Personal	No previous reference			N/A	12/12/2023: Entry added to the retention schedule
CS5.5.02	Duke of Edinburgh Award Scheme: Records held on the E DofE System, including name, date of birth and activities undertaken		Life of participation in the Duke of Edinburgh's Award Scheme	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.2			N/A	14/06/2019: Entry renumbered from CS6.5.2; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed
CS5.5.03	Duke of Edinburgh Award Scheme: Database of participants and leaders (legacy system)	Limitation Act 1980 (Section 2)	Date of birth of the youngest participant in the event + 25 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.3			RL12	14/06/2019: Entry renumbered from CS6.5.3; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.5.04	Duke of Edinburgh Award Scheme: Paper enrolment forms for the Duke of Edinburgh Scheme	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.4			RL2	14/06/2019: Entry renumbered from CS6.5.4; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed
CS5.5.05	Duke of Edinburgh Award Scheme: Leader Qualifications database		Life of qualification + a minimum of 3 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.5			RL1	14/06/2019: Entry renumbered from CS6.5.5; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed
CS5.5.06	Duke of Edinburgh Award Scheme: Project documentation relating to the management of individual trips	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.6			RL2	14/06/2019: Entry renumbered from CS6.5.6; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed
CS5.5.07	Duke of Edinburgh Award Scheme: Project documentation created and held by part time field officers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.7			RL2	14/06/2019: Entry renumbered from CS6.5.7; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: Youth Work: " removed
CS5.5.08	Records relating to the administration of the TRYANGLE scheme		Current year + 1 year	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.8			RL3	See Footnote <sup>38</sup>
CS5.5.09	All records relating to activities (day trips and residential) organised by the youth centres including parental permission forms, risk assessments and so on		Date of activity + 6 years	SECURE DISPOSAL	OFFICIAL – Personal	CS6.5.13			RL2	See Footnote <sup>39</sup>

<sup>38</sup> 17/04/2019: Description: Text "Kent Integrated Adolescent Support Services: Business and Finance: " removed; 14/06/2019: Entry renumbered from CS6.5.8

<sup>39</sup> 18/09/2014: Entry added to the retention schedule; 14/06/2019: Entry renumbered from CS6.5.13; 06/11/2019: Text: "Kent Integrated Adolescent Support Services: " removed; 12/12/2023: Entry renumbered from CS5.5.13 to CS5.5.9



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.5.10	All personal information collected to develop, implement and manage the RECONNECT scheme		KCC will hold your personal information securely and retain it for the duration of the Reconnect programme (to the end of 2022), after which the information is made inaccessible to system users or securely destroyed.	SECURE DISPOSAL	OFFICIAL – Personal	No previous reference			N/A	16/04/2021: Entry added to the retention schedule; 12/12/2023: Entry renumbered from CS5.5.16 to CS5.5.10

## CS5.6 National Careers Advice Service (formerly Connexions)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS5.6.1	Careers advice issued by the National Careers Advice Service (formerly Connexions)		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS6.9.1; CS6.6.1	RL1	20/07/2016: Entry added to the retention schedule: 03/02/2017: Entry renumbered from CS6.9.1 to CS6.6.1; 14/06/2019: Entry renumbered from CS6.6.1 to CS5.6.1

## CS6 Local Authority Support Services

### CS6.1 Management Information

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.1.1	Requests for analysis relating to secondary and primary school places forecasts		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		CS34.2	RL2	14/06/2019: Entry renumbered from CS7.1.1 to CS6.1.1
CS6.1.2	Primary School and Secondary School Places forecasts		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL – General		CS34.1	RL8	14/06/2019: Entry renumbered from CS7.1.2 to CS6.1.2;

### CS6.2 Teacher Development

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.2.1	Records from Nonington Teacher Training College		These records need to be retained until 2029	SECURE DISPOSAL	Y	OFFICIAL – Personal		ES12.2	N/A	14/06/2019: Entry renumbered from CS7.2.1

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS6.3 Schools Organisation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.3.1	Schools Organisation information documents		Whilst current then destroy	SECURE DISPOSAL	N	OFFICIAL - General		CS34.3	RL3	14/06/2019: Entry renumbered from CS7.3.1
CS6.3.2	LEO Cluster files		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE POLITICAL		CS34.4	RL2	14/06/2019: Entry renumbered from CS7.3.2
CS6.3.3	AEO Cluster files		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE POLITICAL		CS34.5	RL2	14/06/2019: Entry renumbered from CS7.3.3
CS6.3.4	AEO files – school closures		Closure of school + 15 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE POLITICAL		CS34.6	RL7	14/06/2019: Entry renumbered from CS7.3.4
CS6.3.5	Education Support Officer records relating to public consultation		Current year + 5 years	Offer to Archives	N	OFFICIAL – SENSITIVE POLITICAL		CS34.7	RL2	14/06/2019: Entry renumbered from CS7.3.5
CS6.3.6	Public Consultation documents resulting in the closure of the school		Closure of school + 15 years	Offer to Archives	N	OFFICIAL - General		CS34.8	RL7	14/06/2019: Entry renumbered from CS7.3.6
CS6.3.7	OfSted Reports		Last date of report + 10 years	Offer to Archives	N	OFFICIAL - General		CS34.9	RL8	14/06/2019: Entry renumbered from CS7.3.7
CS6.3.8	School Organisation records held and managed by Area Education Officers		Current year + 5 years then review	SECURE DISPOSAL	N	OFFICIAL - General		CS34.10	RL2	14/06/2019: Entry renumbered from CS7.3.8
CS6.3.9	Cluster data collation tool		End of project in 2010 then review	SECURE DISPOSAL	N	OFFICIAL - General		CS35.1	N/A	14/06/2019: Entry renumbered from CS7.3.9
CS6.3.10	School Net Capacity Assessments		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	27/09/2023: Entry added to the retention schedule

**CS6.4 Advisory Services (Schools)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.4.1	Information relating to the closure of schools		SOAB decision + 5 years	Offer to Archives	N	OFFICIAL – SENSITIVE POLITICAL		ES1.1	RL2	14/06/2019: Entry renumbered from CS7.4.1

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.4.2	Files supporting the activities of the Education Support Officers		Closure of file + 5 years	Offer to Archives	N	OFFICIAL – SENSITIVE POLITICAL		ES1.2	RL2	14/06/2019: Entry renumbered from CS7.4.2
CS6.4.3	Governor Support files		Life of the governing body	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE POLITICAL		ES1.3	RL3	03/04/2019: Entry added to the retention schedule; 14/06/2019: Entry renumbered from CS7.4.3
CS6.4.4	Records created in the course of KCC's sponsorship of Academies		Date Academy opens + 12 years	Offer to Archives	N	OFFICIAL – SENSITIVE POLITICAL		ES1.4	RL7	03/04/2019: Entry added to the retention schedule; 14/06/2019: Entry renumbered from CS7.4.4
CS6.4.5	Policy documents created by Strategy, Policy and Performance project officer		Current year + 5 years then review	Offer to Archives	N	OFFICIAL - General		ES1.5	RL2	14/06/2019: Entry renumbered from CS7.4.5
CS6.4.6	Advice offered to schools		Current year + 7 years	SECURE DISPOSAL	N	OFFICIAL - General		ES1.6	RL5	14/06/2019: Entry renumbered from CS7.4.6
CS6.4.7	Academies: Records relating to the conversion of schools to Academies	Limitation Act 1980 (Section 2)	Life of the lease of the buildings + a minimum of 6 years	Offer to Archives	N	OFFICIAL – SENSITIVE POLITICAL		No previous reference	RL2	14/06/2019: Entry renumbered from CS7.4.7; 06/11/2019: Text: "Finance and Procurement: Lead Business Partner and ELS: " removed

### CS6.5 Early Help Services

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.5.1	Early Help: Information collected in relation to managing provider funding		Date of contact + 7 years		No	OFFICIAL - SENSITIVE CORPORATE		No previous reference	RL2	12/11/2020: Entry added to the retention schedule
CS6.5.2	Early Help: Information about providers, compliance notes and notes of visit		Date of contact + 7 years		Yes	OFFICIAL - Personal		No previous reference	RL2	12/11/2020: Entry added to the retention schedule
CS6.5.3	Early Help: Personal information such as name and contact details of the registered provider		all the time the setting is open, and for 7 years after the setting closes or the manager changes		Yes	OFFICIAL - Personal		No previous reference	RL2	12/11/2020: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS6.6 Children and Families Information Service (The Education People)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.6.1	All personal information collected by the Children and Families Information Service (CFIS) apart from sensitive information relating to appeals		Date of collection of data + 7 years	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	RL5	18/02/2021: Entry added to the retention schedule
CS6.6.2	Sensitive information relating to appeals collected by the Children and Families Information Service (CFIS)		Close of the appeal + 4 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL10	18/02/2021: Entry added to the retention schedule

**CS6.7 Kent Choices (The Education People)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.7.1	Personal information collected by Kent Choices to provide access to post-16 education and training opportunities; undertake statutory duties around education and training of pupils aged 16+ to support and reduce those Not in Education, Employment or Training (NEET); undertake a statutory duty to track, collect and report on the September Guarantee, Intended Destination and post 16 destinations of 16 to 17 year olds; comply with the law regarding what to do when a pupil leaves school; provide support accessing work, training opportunities or careers advice; evaluate and quality assure service provision and inform future service provision and the commissioning of services.		DOB + 25 years	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	RL12	18/02/2021: Entry added to the retention schedule

**CS6.8 Kent Choices (The Education People)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.8.1	Personal information collected to manage the Newly Qualified teacher (NQT) induction process		Date of collection + 10 years	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	RL8	18/02/2021: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**CS6.9 Specialist Employment (The Education People)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.9.1	All records relating to the management of records created by the Supported Employment in Schools Service		Date registered for the service for 6 years, after which the information is made inaccessible to system users or securely destroyed. Any photographs and images that are taken at the event, will be stored securely and used only for the purposes detailed within this privacy notice, for 6 years or until you withdraw your consent, whichever comes first.	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	26/05/2022: Entry added to the retention schedule
CS6.9.2	All records relating to the management of records created by the Supported Employment in Schools Service relating to consultant learners		Any recording involving a Consultant Learner will only be kept for the duration of the training session itself and will be securely deleted by the trainer at the end of the day.	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	26/05/2022: Entry added to the retention

**CS6.10 Kent and Medway Designated Keyworker Early Adopter Programme**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
CS6.10.1	Data collected to support the Kent and Medway Designated Keyworker Early Adopter Programme where contact ends when the client reaches the age of 18		DOB of the client + 25 years	SECURE DISPOSAL	Yes	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL14	16/11/2022: Entry added to the retention schedule
CS6.10.2	Data collected to support the Kent and Medway Designated Keyworker Early Adopter Programme where contact continues after the client reaches the age of 18		Date of last contact + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - SENSITIVE PERSONAL		No previous reference	RL14	16/11/2022: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### D Democracy

#### D1 Council Members

##### D1.1 Independent Remuneration Panel

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.1.1	Records created by the Independent Remuneration Panel		Date of meeting + 6 years	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D9.1	RL2	22/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"

##### D1.2 Member Details

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.2.1	Register of Members addresses	Local Government Act 1972 Section 94 (1)	Date of next election + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		D13.1	RL1	22/10/2019: Text: "See Note 5" replaced with "SECURE DISPOSAL"; 01/04/2020: Text: "Date of next election + 2 years" replaced with "Date of next election + 3 years"
D1.2.2	Register of Members allowances	Local Government Act 1972 Section 94 (1)	Date of next election + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		D13.2	RL2	22/10/2019: Text: "See Note 5" replaced with "SECURE DISPOSAL"
D1.2.3	Records relating to the management of Member transport arrangements		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	08/04/2014: Entry added to the retention schedule

##### D1.3 Register of Interests

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.3.1	Register of Members interests, Register of Gifts and Hospitality and Register of Related Party Transactions	Local Government Act 1972 Section 94 (1)	Date of next election + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		D14.1	RL2	22/10/2019: Text: "See Note 5" replaced with "SECURE DISPOSAL"

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### D1.4 Code of Conduct

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.4.1	Records relating to the creation and maintenance of the Members Code of Conduct		Date code of conduct superseded + 6 years [one reference copy of each version of the code of conduct should be retained	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	08/04/2014: Entry added to the retention schedule
D1.4.2	Records relating to the investigation of complaints about breaches of the Members Code of Conduct		Date investigation completed + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL3	03/08/2016: Entry added to the retention schedule

### D1.5 Member Training

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.5.1	Records relating to the creation and management of Member induction and Member training		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	08/04/2014: Entry added to the retention schedule

### D1.6 Honorary Appointments

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D1.6.1	Records relating to the recording and processing of nominations for the appointment of Honorary Aldermen of Kent		Honorary Aldermen who attend a Council meeting to receive their award, name will be included in the minute of the meeting and the information will be kept for 7 years from the date the minute is archived	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL5	19/06/2019: Entry added to the retention schedule

## D2 County Council

### D2.1 Constitution

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.1.1	Kent County Council Constitution		PERMANENT	PERMANENT	N	OFFICIAL - General		No previous reference	RL9	08/04/2014: Entry added to the retention schedule
D2.1.2	All working papers relating to amendments made to the Kent County Council Constitution		PERMANENT	PERMANENT	N	OFFICIAL - General		No previous reference	RL9	08/04/2014: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**D2.2 Constitution**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.2.1	Notice of meetings	Public Bodies (Admission to Meetings) Act 1960	Date of meeting + 1 year	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D2.1	RL3	22/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"
D2.2.2.1	Agendas and reports for Council and other formal meetings Reports for Formal Decisions by Cabinet Members – Principal Set	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/Decision + 6 years then transfer to the Archives	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D2.2	RL2	22/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"
D2.2.2.2	Agendas and reports for Council and other formal meetings Reports for Formal Decisions by Cabinet Members – All other sets	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Operational	SECURE DISPOSAL	N	OFFICIAL - General		D2.2	RL3	22/10/2019: Text: "See Note 3" replaced with "SECURE DISPOSAL"
D2.2.3	Draft Minutes		Until formal minutes signed	SECURE DISPOSAL	N	OFFICIAL - General		D2.3	N/A	
D2.2.4	Minutes - Signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Permanent	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D2.4	RL9	23/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"
D2.2.5.1	Records of Decision - Signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Permanent	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D2.5	RL9	23/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.2.5.2	Records of Decision – all other copies apart from the signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of decision + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		D2.5	RL2	
D2.2.6	Minutes - Copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/decision + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		D2.6	RL2	
D2.2.7	Audio/Video Tapes of meetings	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting + 3 years	These records are the core historical record of the authority and MUST be sent to the Archives	Y	OFFICIAL - General		D2.7	RL1	23/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"; Text "see Note 4" removed; 01/04/2020: Text: "Date of meeting + 2 years" replaced with "Date of meeting + 3 years"
D2.2.8.1	Background papers to reports – Principal Set	Local Government Act 1972 s100d Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting + 4 years	Offer to Archives	N	OFFICIAL - General		D2.8	RL10	
D2.2.8.2	Background papers to reports – All other sets	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Operational Use	SECURE DISPOSAL		OFFICIAL - General		D2.8	RL3	23/10/2019: Text: "See Note 3" replaced with "SECURE DISPOSAL"
D2.2.9	Minutes, decisions and meeting papers of meetings other than those managed by Committee Services where the records are the principal copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/project + 4 years	Offer to Archives	N	OFFICIAL - General		D2.9	RL10	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.2.10	Records relating to the administration of the Council and Governance/Regulation Committees		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	08/04/2014: Entry added to the retention schedule; 03/03/2017: Entry renumbered from D2.2.12
D2.2.11	Records relating to the preparation of the Kent County Council diary		Current year + 4 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL10	08/04/2014: Entry added to the retention schedule; 03/03/2017: Entry renumbered from D2.2.11

**D2.3 Delegation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.3.1	Records relating to the allocation and delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions)(England) Direction 2000	Local Government Act 2000 (Constitutions)(England) Direction 2000	Date delegation ends + 7 years	Offer to Archives	N	OFFICIAL - General		D3.1	RL5	
D2.3.2	Records relating to the authorisation of staff members to appear in legal proceedings on behalf of Kent County Council.		Date delegation ends + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL5	04/02/2022: Entry added to the retention schedule

**D2.4 Forward Plan**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.4.1	Records relating to the management and publication of the Forward Plan of Key Decisions		PERMANENT		N	OFFICIAL - General		No previous reference	RL9	08/04/2014: Entry added to the retention schedule

**D2.5 Cabinet Meeting**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.5.1	Minutes of and reports presented to Cabinet Committee	Local Government Act 2000 (Section 15)	Date of meeting + 6 years	These records are the core historical record of the authority and MUST be sent to the Archives	N	OFFICIAL - General		D11.1	RL2	23/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"
D2.5.2	Records relating to the administration of the Cabinet Meetings		Current year + 1 year	SECURE DISPOSAL		OFFICIAL - General		No previous reference	RL3	08/04/2014: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### D2.6 Member Panels

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.6.1	Informal Member Group	Local Government Act 2000 (Section 15)	Retain in records management service for 30 years	These records are the core historical record of the authority and MUST be sent to the Archives	N	Official - Sensitive Political		D16.1	N/A	23/10/2019: Text: "See Note 2" replaced with "These records are the core historical record of the authority and MUST be sent to the Archives"

### D2.7 Representation

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.7.1	Records relating to the undertaking representation of the Local Authority		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		D15.1	RL1	
D2.7.2	Records relating to the management of petitions submitted in electronic and paper format		Date of petition + 4 years	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL10	08/04/2014: Entry added to the retention schedule

### D2.8 Scrutiny Panel

### D2.9 Statutory Appointments

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.9.1	Records created by the statutory appointments process		Cessation of appointment + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		D17.1	RL2	

### D2.10 Kent Youth County Council

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D2.10.1	All records relating to the administration of the Kent Youth County Council		Current year + 4 years then review	Offer to Archives	Y	OFFICIAL - Personal		No previous reference	RL10	19/09/2014: Entry added to the retention schedule; 23/10/2019: Text: "Kent Integrated Adolescent Support Services: Youth Services: " removed
D2.10.2	All records created by the Kent Youth County Council including agendas, minutes, presentations and debates		PERMANENT		N	OFFICIAL - General		No previous reference	RL9	19/09/2014: Entry added to the retention schedule; 23/10/2019: Text: "Kent Integrated Adolescent Support Services: Youth Services: " removed

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## D3 Crown Appointments

### D3.1 Lord Lieutenancy

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D3.1.1	Deputy Lieutenant's files	Forces Act 1871	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		D10.1	RL2	01/04/2020: Text: "Current year + 5 years" replaced "Current year + 6 years"
D3.1.2	Records relating to support given to the Lord Lieutenant		End of appointment + 6 years	Offer to Archives	Y	OFFICIAL - Personal		No previous reference	RL2	08/04/2014: Entry added to the retention schedule
D3.1.3	Records relating to the recording and processing of nominations for the appointment of Deputy Lieutenants		Until retirement from the appointment.	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL3	19/06/2019: Entry added to the retention schedule

### D3.2 Honours Submissions

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D3.2.1	Records relating honours submissions		PERMANENT	PERMANENT	Y	Official - Sensitive Political		No previous reference	RL9	08/04/2014: Entry added to the retention schedule

## D4 Electoral Process

### D4.1 Elections

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D4.1.1	Voting (local elections only)	Representation of the People Regulations 2001	Close of poll + 6 months	SECURE DISPOSAL		Official - Sensitive Political		D4.1	RL4	
D4.1.2	Declaration of results (Local elections only)	Representation of the People Regulations 2001	6 months from date of election	Offer to Archives		OFFICIAL - General		D4.2	RL4	
D4.1.3	Declaration of results (European Parliamentary elections)	Representation of the People Regulations 2001	12 months from date of election	Offer to Archives		OFFICIAL - General		D4.3	RL3	
D4.1.4	Record relating to County Council elections	Representation of the People Regulations 2001	PERMANENT			OFFICIAL - General		No previous reference	RL9	08/04/2014: Entry added to the retention schedule
D4.1.5	Information collected by the Returning Officer in the course of managing KCC elections: Candidate Information		Date of the election + 1 year	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	RL3	08/09/2021: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D4.1.6	Information collected by the Returning Officer in the course of managing KCC elections: candidate expenditure return, candidate expenses declaration and agent expenses declaration		Date on which the expenses are received + 2 years. At the end of the 2 year period, the respective candidate or agent can request the return of the expenses documents. Otherwise, the expenses documents will be securely disposed of	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	RL3	08/09/2021: Entry added to the retention schedule
D4.1.7	Information collected by the Returning Officer in the course of managing KCC elections: home address forms		35 working days by boroughs and districts after the result has been declared. If no petition relating to the election is presented within this period, then the forms will be destroyed the next working day. if a petition relating to the election is presented within that time, the home address forms will be securely stored until the petition proceedings are concluded, (including any appeals from the proceedings). The forms will then be securely destroyed on the next working day following the conclusion of the proceedings or the appeal.	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	N/A	08/09/2021: Entry added to the retention schedule
D4.1.8	Information collected by the Returning Officer in the course of managing KCC elections: Election Notices (Statement of Persons Nominated, Notice of Poll)		Published until the petition period for the election has expired. A petition must normally be presented within 21 calendar days after the day the election was held. If a petition relating to the election is presented within that time, the notices will be securely stored until the petition proceedings are concluded, (including any appeals from the proceedings). The forms will then be securely destroyed following the conclusion of the proceedings or the appeal	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	N/A	08/09/2021: Entry added to the retention schedule
D4.1.9	Information collected by the Returning Officer in the course of managing KCC elections: Election Notice (Statement of Election Agents)		Declaration of the result + 2 months	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	N/A	08/09/2021: Entry added to the retention schedule
D4.1.10	Information collected by the Returning Officer in the course of managing KCC elections: Press or Public enquiries		Date of election + 1 year	ECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	RL3	08/09/2021: Entry added to the retention schedule
D4.1.11	Information collected to manage the Be Councillor events		Date of registration for the event +6 months following the date of the event or if consent is withdrawn, whichever is shorter.	SECURE DISPOSAL		OFFICIAL - PERSONAL		No previous reference	N/A	18/12/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**D4.2 Electoral Register**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D4.2.1	Summary certification of those eligible to vote	Electoral Registration and Administration Act 2013	Permanent			OFFICIAL - General		D5.1	RL9	23/10/2019: Text: "See Note 2" removed

**D4.3 Emparishment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D4.3.1	Information relating to the establishment of a new civil parish council	Local Government and Rating Act 1997	Life of the parish council		N	Official - Sensitive Political		D6.1	RL9	23/10/2019: Text: "See Note 2" removed

**D4.4 Wards and Boundaries**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
D4.4.1	Records created by the process of managing wards and boundaries	Electoral Registration and Administration Act 2013	Permanent		N	OFFICIAL - General		D18.1	RL9	23/10/2019: Text: "See Note 2" removed

**ED Economic Development**

**ED1 Business Development**

**ED1.1 Business awards**

**ED1.2 Business Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED1.2.1	Historical records relating to business development created by Economic Development and transferred to the Records Management Service		Current year + 10 years then review	Offer to Archives	Yes	OFFICIAL - Sensitive Corporate			N/A	25/06/2020: Entry added to retention schedule
ED1.2.2	Correspondence in relation to ENSURE Innovation Grant		Date of correspondence for a maximum of 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	09/09/2021: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED1.2.3	Information collected in relation to applications to ENSURE Innovation Grant where the application is successful		Date of last payment on the grant + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	09/09/2021: Entry added to the retention schedule
ED1.2.4	Information collected in relation to applications to ENSURE Innovation Grant where the application is unsuccessful		Date of application + 6 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	RL2	09/09/2021: Entry added to the retention schedule
ED1.2.5	Information collected in relation to applications to relates to the administration and management of the UK Community Renewal Fund in Kent: where the application is successful		Closure of the bidding process + a maximum of 2 years	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	N/A	09/09/2021: Entry added to the retention schedule
ED1.2.6	Information collected in relation to applications to relates to the administration and management of the UK Community Renewal Fund in Kent: where the application is unsuccessful		UK Government's announcement regarding the funding award + 2 months	SECURE DISPOSAL	Yes	OFFICIAL - PERSONAL		No previous reference	N/A	09/09/2021: Entry added to the retention schedule
ED1.2.7	Economic Development: Records relating to C-Care is cross-Channel Interreg project which aims to respond to some of the socio-economic challenges brought about by the COVID-19 pandemic: technology resilience voucher pilot scheme		Until 31 December 2028, as this is the required retention period for the documentation evidencing the delivery of the scheme and set out in the grant offer letter signed by the managing authority of the Interreg Channel programme and Kent County Council, as Lead Partner of the C-Care project.	SECURE DISPOSAL	Yes	OFFICIAL - Sensitive Corporate			N/A	04/02/2022: Entry added to the retention schedule
ED1.2.8	Economic Development: Data collected to support the management of the C-Care Green Recovery voucher scheme		31 December 2028, as this is the required retention period for the documentation evidencing the delivery of the scheme and set out in the grant offer letter signed by the managing authority of the Interreg Channel programme and Kent County Council, as Lead Partner of the C-Care project.	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	N/A	16/11/2022: Entry added to the retention schedule

**ED1.3 Business Directory**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED1.3.1	Business Directory information		Until superseded	SECURE DISPOSAL	N	OFFICIAL - General		ED3.1	RL3	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**ED1.4 Workforce Support**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED1.4.1	Records relating to the provision of secretariat services to the Talent Accelerator Steering Group		Personal information for as long you are a member of the Steering Group. If KCC is informed that you are no longer a member all information will be removed from the Talent Accelerator mailing list.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	27/05/2020: Entry added to the retention schedule

**ED2 Economic Data**

**ED2.1 Economic Data**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED2.1.1	Economic Development – General File series		Current year + 6 years	Offer to Archives	N	OFFICIAL - General		ED2.1	RL2	01/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
ED2.1.2	Economic and demographic data collected and managed by KCC		Current year + 6 years then review	Offer to Archives	N	OFFICIAL - General		ED4.1	RL2	

**ED3 International Development**

**ED3.1 Overseas Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED3.1.1	Business and Enterprise: Records relating to the management of the Kent Trade Development project		Information will be retained until the end of December 2026 for activities funded by our European projects (ISE and Boost4Health) as this is the required retention period for documentation evidencing the implementation of these business support projects as set out in the grant offer letters in place between the managing authority of these programmes and ourselves or until notified by the data subject that personal data should be deleted	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	N/A	25/06/2020: Entry added to the retention schedule
ED3.1.2	Information collected in relation to applications to The Straits Committee Small Project Initiative where the application is successful		Date of last payment on the grant + 6 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	09/09/2021: Entry added to the retention schedule



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED3.1.3	Information collected in relation to applications to The Straits Committee Small Project Initiative where the application is unsuccessful		Date of application + 2 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL1	09/09/2021: Entry added to the retention schedule

**ED3.2 International Relations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED3.2.1	International Relations: Case files		Current year + 12 years	Offer to Archives	N	OFFICIAL - General		ED7.1	RL7	

**ED4 Media Management**

**ED4.1 Film and Television Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED4.1.1	Culture and Creative Economy: Kent Film Office: Location Database where the property has never hosted a production		Date subscription to database ends then remove all data from all systems and websites	SECURE DISPOSAL	Yes	OFFICIAL - General		No previous reference	N/A	12/05/2020: Entry added to the retention schedule
ED4.1.2	Culture and Creative Economy: Kent Film Office: Location Database where the property hosted a production		KCC will remove your property from our websites upon request and keep your details and any correspondence relating to the project you hosted for legal and audit purposes for ten years plus current since the last hosted filming project	SECURE DISPOSAL	Yes	OFFICIAL - Sensitive Corporate		No previous reference	N/A	12/05/2020: Entry added to the retention schedule
ED4.1.3	Culture and Creative Economy: Kent Film Office: Issue of permits for filming and management of enquiries concerning the filming		Date permit issued + 10 years	SECURE DISPOSAL	Yes	OFFICIAL - Sensitive Corporate		No previous reference	RL8	13/05/2020: Entry added to the retention schedule
ED4.1.4	Culture and Creative Economy: Kent Film Office: Personal data collected to administer the distribution of the Kent Film Office newsletter		Personal information will be held until data subject decides to unsubscribe, or the service is discontinued.	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	N/A	14/05/2020: Entry added to the retention schedule
ED4.1.5	Culture and Creative Economy: Kent Film Office: Records relating to applications to Kent Film Office and requests to be notified of any work experience, training and/or work opportunities on visiting productions where the individual does not take part in a project		Personal information will be held until data subject decides to unsubscribe, or the service is discontinued.	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	N/A	14/05/2020: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED4.1.6	Culture and Creative Economy: Kent Film Office: Records relating to applications to Kent Film Office and requests to be notified of any work experience, training and/or work opportunities on visiting productions where the individual does take part in a project		Date project is completed + 10 years	SECURE DISPOSAL	Yes	OFFICIAL - Personal		No previous reference	RL8	14/05/2020: Entry added to the retention schedule

## ED5 Regeneration and Development

### ED5.1 Regeneration

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED5.1.1	Rural Regeneration Grants	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	Y	OFFICIAL - General		ED10.1	RL2	
ED5.1.2	Regeneration Project Files	Limitation Act 1980 (Section 2)	Closure of file + 12 years	Offer to Archives	N	OFFICIAL - General		ED8.1	RL7	

### ED5.2 Regional Development

### ED5.3 Rural Development

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED5.3.1	Development Contributions	Limitation Act 1980 (Section 2)	Closure of file + 12 years	Offer to Archives	N	OFFICIAL - Sensitive Corporate		ED8.2	RL7	
ED5.3.2	All records relating to the management of the Better Broadband Scheme		Date application approved/rejected + 7 years	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	RL5	27/02/2020: Entry added to the retention schedule; 25/11/2020: Text: "[scheme ended December 2018]" added; Text: "Date of application + 7 years" replaced with "Date application approved/rejected + 7 years"
ED5.3.3	All records relating to the management to the Broadband Contract Extension Scheme		Duration of contract with BT plus 1 year	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	RL3	27/02/2020: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### ED5.4 Sustainability

### ED5.5 Town Centre Management

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED5.5.1	Ashford Arena		Closure of file + 15 years	Offer to Archives	N	OFFICIAL - General		ED13.1	N/A	

### ED5.6 Voluntary Sector Development

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED5.6.1	Business & Enterprise: Records relating to the circulation of the INSIDE TRACK newsletter (relating to the availability of external funding potential)		Personal data will be deleted from the system when individuals unsubscribe from the mailing list	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Corporate		No previous reference	N/A	28/04/2020: Entry added to the retention schedule

### ED6 Tourism Development

#### ED6.1 Tourism Development

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
ED6.1.1	Tourism Development: Case files		Current year + 3 years	Offer to Archives	N	OFFICIAL - General		ED12.1	RL1	

### EM Emergencies

#### EM1 Emergency Planning

##### EM1.1 Emergency Planning

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM1.1.1	Individual Directorate/Division/Unit business continuity plans		These are dynamic documents which are being constantly reviewed. Each version will replace the former unless the plan has had to be activated in which case it may be submitted with the major incident report.	SECURE DISPOSAL	Y	OFFICIAL - Personal		EM6.4	RL3	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM1.1.2	Records relating to the testing of individual Directorate/Division/Unit business continuity plans		Life of the plan being tested unless the plan has had to be activated in which case the test records may be submitted with the major incident report.	SECURE DISPOSAL	Y	OFFICIAL - Personal		EM6.5	RL3	
EM1.1.3	Records relating to the creation of emergency plans for Kent		These are dynamic documents which will remain active whilst the plan is an identified capability.	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM6.6	RL3	13/06/2018: Retention period replaced with "These are dynamic documents which will remain active whilst the plan is an identified capability."
EM1.1.4	Records relating to the management of serious incidents by duty directors	Limitation Act 1980 (Section 2)	Date incident resolved + 6 years	REVIEW	Y	OFFICIAL - Personal		No previous reference	RL2	26/10/2016: Entry added to the retention schedule
EM1.1.5	Emergency Planning Log books - Minor Incident		Date of incident + 6 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE			N/A	09/01/2019: Entry added to retention schedule
EM1.1.6	Emergency Planning Log books - Major Incident	Limitation Act 1980 (Section 2)	Date of incident + 21 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE			N/A	09/01/2019: Entry added to retention schedule
EM1.1.7	Adult Social Care: Incident Decision Log Book and associated records related to an emergency incident, health emergency or crisis in care.	Limitation Act 1980 (Section 2)	Last date in log book + 6 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		No previous reference	RL2	20/06/2020: Entry added to the retention schedule
EM1.1.8	Incident Response: Spontaneous volunteers registration document	Limitation Act 1980 (Section 2)	Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL-PERSONAL		No previous reference	RL2	13/07/2023: Entry added to the retention schedule

**EM1.2 Internal Emergency Warnings**

**EM1.3 Community Emergency Warnings**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM1.3.1	Records relating to community emergency warnings		Date of warning + 4 years	SECURE DISPOSAL	N	OFFICIAL - General		EM2.1	RL10	
EM1.3.2	Track and trace data collected as part of the COVID19 response	Coronavirus Act 2020	Date information collected + 21 days	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			N/A	17/07/2020: Entry added to retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**EM2 Fire Services**

**EM2.1 Fire Certification**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM2.1.1	Fire Certification Records	The Regulatory Reform (Fire Safety) Order 2005	Date certificate expires + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		EM8.1	RL2	

**EM2.2 Fire Safety**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM2.2.1	Records relating to fire safety precautions	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		EM9.1	RL2	
EM2.2.2	Records relating to advice about fire safety		Date advice given + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		EM1.1	RL1	

**EM3 Emergency Services**

**EM3.1 Emergency Agencies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.1.1	Records relating to liaison with emergency agencies		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM3.1	RL1	
EM3.1.2	Records relating to enforcement by the emergency services		Date of enforcement + 6 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM7.1	RL2	

**EM3.2 Emergency Call-outs**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.2.1	Records relating to the management of emergency call outs		Current year + 4 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM4.1	RL10	
EM3.2.2	Records relating to the monitoring of incidents involving the emergency services	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM10.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**EM3.3 Emergency Calls – 999**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.3.1	Records relating to the management of 999 Emergency Calls		Current year + 4 years	SECURE DISPOSAL	N	OFFICIAL – SENSITIVE CORPORATE		EM5.1	RL10	

**EM3.4 Special Service Provision**

**EM3.5 Community Safety Practice**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.5.01	Recordings taken in MS Teams to records minutes for Domestic Homicide Reviews		The recordings will be deleted as soon as the minutes have been approved	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	07/01/2022: Entry added to the retention schedule
EM3.5.02	Domestic Homicide Reviews [Data, Reports, Communications, Meetings, etc.]		Date the Domestic Homicide Review is closed + 6 years (unless there is a legal reason not to dispose of documentation)	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	See Footnote <sup>40</sup>
EM3.5.03	Records relating to the recruitment and support of Community Safety Support Volunteers and Volunteer Support Wardens		Termination of volunteering + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	17/06/2020: Entry added to retention schedule; 24/01/2023: Entry renumbered from EM3.5.08 to EM3.5.03
EM3.5.04	Depersonalised Ddata sets collected by Community Safety Unit for operational and strategic use		To be deleted once obsolete	Offer to Archives	N	OFFICIAL – General		EM20.1; EM3.5.1	RL3	See Footnote <sup>41</sup>
EM3.5.05	Community Safety Unit: PACE notebooks (daily diaries) used by the Community Wardens	Police and Criminal Evidence Act 1984	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		EM20.2; EM3.5.2	RL2	See Footnote <sup>42</sup>

<sup>40</sup> 07/01/2022: Entry added to the retention schedule; 15/07/2022: Text: "Current year + 6 years then review" replaced with " Closure of the domestic homicide review + 6 years"; 24/01/2023: Text: "Records created to support Domestic Homicide Reviews (except recordings taken in MS Teams)" replaced with "Domestic Homicide Reviews [Data, Reports, Communications, Meetings, etc.]"; Text: "Date the Domestic Homicide Review is closed + 6 years" replaced with "Date the Domestic Homicide Review is closed + 6 years (unless there is a legal reason not to dispose of documentation)"

<sup>41</sup> 24/01/2023: Entry renumbered from EM3.5.1 to EM3.5.4; Text: "Data sets collected by Community Safety Unit" replaced with "Depersonalised data sets collected by Community Safety for operational and strategic use"; Text: "Operational Use" replaced with "To be deleted once obsolete"

<sup>42</sup> 24/01/2023: Entry renumbered from EM3.5.2 to EM3.5.5; Text: "Community Safety Unit: PACE notebooks used by the Community Wardens" replaced with "Community Safety Unit: PACE notebooks (daily diaries) used by the Community Wardens"; Text: "After completion 1 year at Area Office and 6 years at WHQ" replaced with "Current years + 6 years"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.5.06	Community Warden Activity Form	Limitation Act 1980 (Section 2)	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		EM20.3; EM3.5.3	RL2	24/01/2023: Entry EM3.5.3 renumbered to EM3.5.6; Text: "Register of Community Warden's Activity Formies" replaced with "Community Warden Activity Form"
EM3.5.07	Referrals made to Safeguarding services	Limitation Act 1980 (Section 2)	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		EM3.5.4	RL2	24/01/2023: Entry renumbered from EM3.5.4 to EM3.5.7; Text: "Community Safety Unit: Referral Forms" replaced with "Referrals made to Safeguarding services"
EM3.5.08	Intelligence Reports submitted by Community Wardens		Deleted after submission.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	N/A	See Footnote <sup>43</sup>
EM3.5.09	Community Safety Unit: Kent Community Safety Team Events, Information and Promotion: Information collected to promote and administer events		Date of registration for event + 6 years or if consent is withdrawn whichever is the shorter	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	See Footnote <sup>44</sup>
EM3.5.10	Information collected to manage the Positive Wellbeing Scheme where the referral is made by a third party		All personal information of the third party recorded as part of the referral is stored in an electronic form. Recorded information is retained for the duration of the time until first contact is made with the person referred into the service. After successful contact is made with the person referred into the service, the third party's data is securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	24/07/2020: Entry added to the retention schedule

<sup>43</sup> 24/01/2023: Entry EM3.5.5 renumbered to EM3.5.8; Text: "Community Safety Unit: Intelligence Reports" replaced with "Intelligence Reports submitted by Community Wardens"; Text: "To be kept for a period not exceeding 30 days following the end of the relevant month" replaced with "Deleted after submission."

<sup>44</sup> 24/07/2020: Entry added to retention schedule; 24/01/2023: Entry EM3.5.9 to EM3.5.9; Text: "Community Safety Unit: Kent Community Safety Team Events, Information and Promotion: Information collected to promote and administer events" replaced with "Kent Community Safety Team Events, Information and Promotion: Information collected to promote and administer events including photographs, recordings of virtual events and associated consents"; Text: "Date of registration for event + 3 years" replaced with "Date of registration for event + 6 years or if consent is withdrawn whichever is the shorter"

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EM3.5.10	Information collected to manage the Positive Wellbeing Scheme where the referral is made by a third party		All personal information of the third party recorded as part of the referral is stored in an electronic form. Recorded information is retained for the duration of the time until first contact is made with the person referred into the service. After successful contact is made with the person referred into the service, the third party's data is securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	16/09/2021: Entry added to the retention schedule; 31/01/2023: Entry renumbered from EM3.5.11 to EM3.5.10
EM3.5.11	Information collected to manage the Positive Wellbeing Scheme relating to the individual who has been referred		All personal information recorded by the Community Connectors in accordance with the above is primarily stored on an electronic case management system. Recorded information is retained for the duration of the time the individual referred is actively engaged with the project. After the individual referred leaves the project, the health, ethnicity, gender, education, housing, employment & marital status data is also only held for 6 months; data on the case record is securely destroyed after 6 months. All the other personal data is held by us securely until 31/12/2027. After this time the complete case record is securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	16/09/2021: Entry added to the retention schedule; 31/01/2023: Entry renumbered from EM3.5.12 to EM3.5.11
EM3.5.12	Information collected to manage Kent Community Safety Support Volunteer and Volunteer Support Warden emergency contacts		The duration of the Community Safety Support Volunteer or Volunteer Support Wardens undertaking. One year after cessation, when the complete application will be securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	17/11/2022: Entry added to the retention schedule; 31/01/2023: Entry renumbered from EM3.5.13 to EM3.5.12
EM3.5.13	Kent Community Safety Team Communications: Contact information used to distribute newsletters / bulletins (subscription only)		Details deleted when unsubscribed	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	31/01/2023: Entry added to the retention schedule
EM3.5.14	Kent Community Safety Agreement (CSA): All information used to inform the refresh of the CSA, all associated action plans and reports/papers		Information used to inform the CSA will be held locally for 10 years then offered to archives. One copy of each published Agreement plus associated published reports will be retained.	Offer to Archives	Y	OFFICIAL - General		No previous reference	N/A	31/01/2023: Entry added to the retention schedule
EM3.5.15	Information collected by the Community Safety Wardens in the course of their work		Electronic records will be retained for no longer than 6 years from the last involvement with KCWS, at which point personal data will be securely destroyed.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	RL2	12/12/2023: Entry added to the retention schedule



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### EP Environmental Protection

#### EP1 Advice and Campaigns

##### EP1.1 Campaigns (Environmental Protection)

##### EP1.2 Advice and Campaigns

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP1.2.1	Records relating to the planning and management of the Kent Goes Wild event		Date of event + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		EP3.1	RL1	
EP1.2.2	Records relating to the management of the Kent REVS Up for cleaner air electric van scheme		Maximum of 3 years specifically in relation to the Kent REVS scheme, or until you unsubscribe from our business mailing list for all other business support	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	18/11/2020: Entry added to the retention schedule; 08/10/2021: Entry renumbered from EP1.2.3 to EP1.2.2
EP1.2.3	Information collected to support the Free Trees scheme		Date of application + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	17/11/2022: Entry added to the retention schedule
EP1.2.4	Personal information collected to support the Plan A Tree questionnaire process		Personal data will be retained until March 2025 when the current project deadline and scheme funding will be reviewed, and we will contact you regarding the future of volunteer opportunities on this scheme or until KCC receives an email from you requesting for us to stop further contact or withdraw your details	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	12/09/2023: Entry added to the retention schedule
EP1.2.5	Personal information collected to the support the Historic Treescape programme		Contact details, financial details, landowner status details, project information and details regarding the plot of land will be kept up until the end of the project (April 2025).	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	12/12/2023: Entry added to the retention schedule
EP1.2.6	Personal information collected to support the Green open homes: Faversham events and survey		Date of event + 7 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	28/06/2024: Entry added to the retention schedule

### EP2 Environmentally Sensitive Areas

#### EP2.1 Biodiversity

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.1.1	Biodiversity Action Plan		Date of plan + 15 years		N	OFFICIAL – General		EP2.1	RL17	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.1.2	Biodiversity Planning		Current year + 10 years	Offer to Archives	N	OFFICIAL – General		EP2.2	RL8	
EP2.1.3	Wildlife and Habitat surveys undertaken by the Country Parks		Life of the site	Whilst these may not be of interest to the historical archives these should be offered to the Biological Records Centre	N	OFFICIAL – General		EP2.3	RL9	
EP2.1.4	Records created in response to planning applications on behalf of the biodiversity division		Current year + 5 years then review	SECURE DISPOSAL	N	OFFICIAL – General		EP2.4	RL2	
EP2.1.5	Records created and received as part of the Wildlife Survey competitions run by the biodiversity project officers		Current year + 1 year	These records will be offered to the Biodiversity Records Centre on a routine basis	Y	OFFICIAL - Personal		EP2.5	RL3	
EP2.1.6	Kent Habitat Survey - all outcomes created as part of the Kent Habitat Survey		Permanent	These electronic records will be archived in line with the digital preservation policy	N	OFFICIAL – General		EP2.6	RL9	
EP2.1.7	Nature Conservation files deposited at the Modern Records Centre		Current year + 25 years	Offer to Archives	N	OFFICIAL – General		EP5.2	RL14	
EP2.1.8	Records relating to the biodiversity aspects of the South East England Forum		Current year + 25 years	Offer to Archives	N	OFFICIAL – General		MN23.7; MN6.2.08; MN6.2.07	RL14	01/12/2016: Entry renumbered from MN6.2.8 to MN6.2.7; 11/01/2017: Entry renumbered from MN6.2.7 to EP2.1.9; 21/07/2020: Entry renumbered from EP2.1.9 to EP2.1.8

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.1.9	Records relating to the creation and management of the Kent Biodiversity Net Gain Register		The data subject can deactivate their account themselves at any time, or KCC can deactivate the account at any time upon request. KCC will send an email to any inactive account users after 5 years; advising that if the account is not accessed in the next 90 days that the account will be deactivated. Non-personal information regarding the Biodiversity Net Gain Units and habitat of your parcel of land (which has been 'sold') will be kept by indefinitely for the purposes of informing decisions around service provision and service improvement, and to inform future projects.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	21/09/2023: Entry added to the retention schedule

## EP2.2 Coastal Protection

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.2.1	Shoreline Management Plan		Permanent		N	OFFICIAL – General		EP4.1	RL9	
EP2.2.2	Coastal Protection planning		Current year + 25 years	Offer to Archives	N	OFFICIAL – General		EP4.2	RL14	
EP2.2.3	Files relating to coastal protection deposited with the Records Management Service		Date reviewed at Records Management Service + 10 years	Offer to Archives	N	OFFICIAL – General		EP4.3	N/A	
EP2.2.4	Coastal Officer Project information, briefs		Current year + 20 years	Offer to Archives	N	OFFICIAL – General		EP4.4	RL14	
EP2.2.5	Interreg Funding for the Two Seas Project	HMRC - Compliance Handbook Manual CH15400	To be retained until 2028 [end of the project in 2013 + 15 years]	SECURE DISPOSAL	N	OFFICIAL – General		FN1.20; FN4.1.21; EP2.2.6	RL13	01/03/2017: Entry renumbered from FN4.1.21 to EP2.2.6; 03/03/2017: Entry renumbered from EP2.2.6 to EP2.2.5;

## EP2.3 Flood and Water Management

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.3.1	Flood and Water Management: flood incident case records		Permanent	Offer to Archives	N	OFFICIAL – General		No previous reference	RL9	20/06/2018: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.3.2	Preliminary Flood Risk Assessment		These records need to be retained until 2022	Offer to Archives	N	OFFICIAL – General		EP10.2	RL13	20/06/2018: Text "These records need to be retained until 2016" replaced with "These records need to be retained until 2022"
EP2.3.3	Local Flood Strategy		Until replaced by any new strategy then review	Offer to Archives	N	OFFICIAL – General		EP10.3	RL3	
EP2.3.4	Features and structures register		Permanent	Offer to Archives	Y	OFFICIAL – Sensitive Corporate		EP10.4	RL9	
EP2.3.5	Flood and Water Management: General enquiries		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	
EP2.3.6	Sandwich Flood Defence project file and deed with Environment Agency	HMRC - Compliance Handbook Manual CH15400	Duration of the funding agreement + 6 years	Offer to Archives	N	OFFICIAL - General		EP10.6	RL2	
EP2.3.7.1	Flood and Water Management: Ordinary Watercourse Consents		Where the application is successful the records will be kept permanently.	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL9	See footnote <sup>45</sup>
EP2.3.7.2	Flood and Water Management: Ordinary Watercourse Consents		If the application is unsuccessful then the application be stored for 6 years from the date the application is turned down and then destroyed	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	03/04/2020: Entry added to the retention schedule
EP2.3.8	Flood and Water Management: Planning application consultations		Permanent	Offer to Archives	N	OFFICIAL - General		No previous reference	RL9	20/06/2018: Entry added to the retention schedule
EP2.3.9	Flood and Water Management: Pre-application enquiries		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL2	20/06/2018: Entry added to the retention schedule
EP2.3.10	Flood and Water Management: Survey data		The completed application and any other personal information (for example, in a land drainage consent form) will be stored securely for 6 years, after which time, it will be permanently deleted (whether successful or not).	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference		02/04/2025: Entry added to the retention schedule

<sup>45</sup> 20/06/2018: Entry added to the retention schedule; 13/12/2018: Text: "Permanent" replaced with "Where the application is successful the records will be kept permanently. If the application is unsuccessful then the application be stored for 6 years from the date the application is turned down and then destroyed"; 03/04/2020: Entry renumbered from EP2.3.7 to EP2.3.7.1; Text "If the application is unsuccessful then the application be stored for 6 years from the date the application is turned down and then destroyed" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**EP2.4 Forestry and Woodland Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.4.1	Records relating to forestry management		Closure of file + 25 years	Offer to Archives	N	OFFICIAL - General		EP6.5	RL14	21/07/2020: Entry renumbered from EP2.4.2 to EP2.4.1

**EP2.5 Soil and Minerals**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.5.1	Minerals and Waste Planning		Current year + 10 years	Offer to Archives	N	OFFICIAL - General		EP5.1	RL8	
EP2.5.2	Soil data		Current year + 15 years	Offer to Archives	N	OFFICIAL - General		EP8.1; EP2.5.3	RL7	03/03/2017: Entry renumbered from EP2.5.3
EP2.5.3	Records relating to public consultation information supplied as part of the development of the Mineral and Waste Plan		All information submitted within representation and petitions, including names, addresses, signatures and contact details, will be retained indefinitely until such time as the consultee advises otherwise	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	06/12/2018: Entry added to the retention schedule

**EP2.6 Countryside Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP2.6.1	Records relating to the Countryside Management Partnership	Limitation Act 1980 (Section 2)	Last action on the partnership + 6 years then review	Offer to Archives	N	OFFICIAL - General		MN23.11; MN6.2.03; MN6.2.02	RL2	01/12/2016: Entry renumbered from MN6.2.3 to MN6.2.2; 11/01/2017: Entry renumbered from MN6.2.02 to EP2.6.1

**EP3.1 Monitoring and Impact Assessment**

**EP3.1.1 Monitoring**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP3.1.1	Records created to monitor the environmental performance for the whole authority against the ISO14001 certification		Date of last certification + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General		EP8.2	RL1	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**EP3.2 Impact Assessment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP3.2.1	Project outputs and contracts relating to the Lower Thames Crossing environmental impacts study		Until the decision is made about the Lower Thames Crossing then review	Offer to Archives	N	OFFICIAL - General		EP7.1	N/A	

**EP4 Policy and Service Level Agreements (Environmental Protection)**

**EP4.1.1 Policy**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
EP4.1.1	Policies, procedures and other records created by the Sustainability and Climate Change Unit for use in individual directorates		Date of creation + a minimum of 3 years	Offer to Archives	N	OFFICIAL - General		EP1.1	RL1	

**EP4.1.2 Service Level and Agreements**

**FN Finance**

**FN1 Asset Management**

**FN1.1 Property Valuation (Finance)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN1.1.1	Property Valuations	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	21/07/2020: Text: “Finance and Procurement: Financial Management: Capital Finance:” removed

**FN1.2 Asset Register**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN1.2.1	Asset Registers (including Property Register, Lease Property Register, Vehicles, Plant and Equipment Register, Infrastructure Asset Register and Community Asset Register)	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.10	RL2	21/07/2020: Text: “Finance and Procurement: Financial Management: Capital Finance:” removed
FN1.2.2	Asset Registers for schools which have closed	HMRC - Compliance Handbook Manual CH15400	Date school closed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.13	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## FN1.3 Asset Management

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN1.3.1	Stock Control reports created by Country Parks staff using the Electronic Point of Sale system (EPOS)	HMRC - Compliance Handbook Manual CH15400	Current years + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.15	RL2	

## FN2 Benefits and Subsidies

### FN2.1 Benefits

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN2.1.1	All records relating to assistance with applications with complex benefit appeals	Social Security Administration Act 1992 Part VII	Resolution of the application for benefit + 6 years or Case closed + 6 years		Y	OFFICIAL - Personal		No previous reference	RL2	15/06/2022: Text: "or Case closed + 6 years" added to entry

## FN3 Budget

### FN3.1 Budget

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN3.1.1	Annual Budget Plan		Date of budget + 3 years		N	OFFICIAL – General		FN7.7	RL1	
FN3.1.2	Papers supporting the successful bids for inclusion in the Annual Budget Plan		Date of budget + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		FN7.8	RL1	
FN3.1.3	Papers relating to unsuccessful bids for inclusion in the Annual Budget Plan		Date of budget + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN7.9	RL3	
FN3.1.4	Budget preparation	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN7.4	RL2	
FN3.1.5	Budget monitoring	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN7.5	RL2	
FN3.1.6	Staffing budgets	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN7.6	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN3.1.7	Revenue Budget files <sup>46</sup>	HMRC - Compliance Handbook Manual CH15400	Date of budget + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN7.10	RL2	
FN3.1.8	Monitoring reports sent to Corporate Board and Cabinet Committee		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN7.11	RL3	21/07/2020: Text: “Finance and Procurement: Financial Management: Revenue Finance.” removed
FN3.1.9	Budget spreadsheets and budget reconciliation spreadsheets (manager’s copy)		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN7.1	RL3	
FN3.1.10	Records relating to the creation of an annual budget (manager’s copy)		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN7.2	RL3	
FN3.1.11	Spreadsheets containing individual pupil data by UPN used to determine school budgets and allocations for pupils with special needs by Finance	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN7.17; FN3.1.14	RL2	24/02/2017: Entry renumbered from FN3.1.14 to FN3.1.11
FN3.1.12	Voluntary and Community Sector Funding for the placement of looked after children	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN7.18; FN3.1.21	RL2	24/02/2017: Entry renumbered from FN3.1.21 to FN3.1.12
FN3.1.13	Monthly Monitoring reports submitted to Cabinet - Principal Copy		Retained in Council Secretariat records			OFFICIAL – General		FN7.3a; FN3.1.22	N/A	24/02/2017: Entry renumbered from FN3.1.22 to FN3.1.13
FN3.1.14	Monthly Monitoring reports submitted to Cabinet Operational copies		Budget year + 3 years	SECURE DISPOSAL		OFFICIAL – General		FN7.3b; FN3.1.23	RL1	24/02/2017: Entry renumbered from FN3.1.23 to FN3.1.14
FN3.1.15	Capital Monitoring records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN3.1.24	RL2	24/02/2017: Entry renumbered from FN3.1.24 to FN3.1.15; 21/07/2020: Text: “Finance and Procurement: Financial Management: Capital Finance.” removed
FN3.1.16	Capital Budget working papers including capital funding spreadsheets	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN3.1.25	RL2	
FN3.1.17	Budget Forecasts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN3.1.26	RL2	24/02/2017: Entry renumbered from FN3.1.26 to FN3.1.17; 21/07/2020: Text: “Finance and Procurement: Financial Management: Revenue Finance.” removed

<sup>46</sup> These files contain information routinely made available to the public



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN3.1.18	Calculation of Schools budgets	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN3.1.27	RL2	24/02/2017: Entry renumbered from FN3.1.27 to FN3.1.18; 21/07/2020: Text: “Finance and Procurement: Financial Management: Revenue Finance:” removed
FN3.1.19	Budgets for Early Year Providers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		N	OFFICIAL – General		FN3.1.28	RL2	24/02/2017: Entry renumbered from FN3.1.28 to FN3.1.19; 21/07/2020: Text: “Finance and Procurement: Financial Management: Revenue Finance:” removed

## FN3.2 Reconciliation

## FN4 Expenditure

### FN4.1 Accounts and Statements

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.1.1	Copies of financial records where the main copy of the record has been sent to Finance for payment		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN1.1	RL3	
FN4.1.2	Financial records - main copy (held either in Finance or in individual Units) - KCC	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.2	RL2	
FN4.1.3	Creation of annual accounts - Operational copies		Operational use	SECURE DISPOSAL		OFFICIAL – General		FN1.3a	RL3	
FN4.1.4	Creation of annual accounts - Principal Copy		Permanent			OFFICIAL – General		FN1.3b	RL9	
FN4.1.5	Background records relating to the creation of the annual accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.4	RL2	
FN4.1.6	Financial records - main copy (held either in Finance or in individual Units) – Non KCC	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.7; FN4.1.08	RL2	24/02/2017: Entry added to the retention schedule; 01/03/2017: Entry renumbered from FN4.1.8 to FN4.1.6
FN4.1.7	All financial records which are subject to VAT and are not eligible for the three years concession	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.8; FN4.1.09	RL2	24/02/2017: Entry added to the retention schedule; 01/03/2017: Entry renumbered from FN4.1.09 to FN4.1.7

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.1.8	All income or expenditure financial records which are subject to tax (income or corporation taxation)	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.9; FN4.1.10	RL2	24/02/2017: Entry added to the retention schedule; 01/03/2017: Entry renumbered from FN4.1.10 to FN4.1.8
FN4.1.9	Collection and deposit books	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.10; FN4.1.11	RL2	24/02/2017: Entry added to the retention schedule; 01/03/2017: Entry renumbered from FN4.1.11 to FN4.1.9
FN4.1.10	Final accounts and main cash books		Permanent		N	OFFICIAL – General		FN1.11; FN4.1.12	RL9	24/02/2017; Entry added to the retention schedule: 01/03/2017: Entry renumbered from FN4.1.12 to FN4.1.10
FN4.1.11	Financial records relating to projects which have been funded by external funding bodies (including European Funding)	HMRC - Compliance Handbook Manual CH15400	Last payment + the length of time required by the funding body	SECURE DISPOSAL	N	OFFICIAL – General		FN1.21; FN4.1.22	RL13	01/03/2011: Text: "(including European funding)" added to entry; Entry renumbered from FN4.1.22 to FN4.1.11
FN4.1.12	Mobile Telephone Bills held by individual service units	HMRC - Compliance Handbook Manual CH15400	To be kept for a period of 12 months after completion of the applicable year	SECURE DISPOSAL	N	OFFICIAL – General		FN4.1.23	RL3	01/03/2017: Entry renumbered from FN1.2.23 to FN4.1.12
FN4.1.13	Officer Expenses	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN9.2; FN4.1.25	RL2	01/03/2017: Entry renumbered from FN4.1.25 to FN4.1.13
FN4.1.14	Delivery notes, confirmations of orders and orders		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN9.1; FN4.1.26	RL3	01/03/2017: Entry renumbered from FN4.1.26 to FN4.1.14
FN4.1.15	Copy revenue invoices where the original invoices have been sent to Exchequer Services for payment	HMRC - Compliance Handbook Manual CH15400	Current year	SECURE DISPOSAL	N	OFFICIAL – General		FN9.4; FN4.1.27	RL3	See footnote <sup>47</sup>
FN4.1.16	Capital Invoices - Original capital invoices sent to Exchequer Services for payment	Limitation Act 1980 (Section 8)	Date of invoice + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN9.6; FN4.1.28	RL7	01/03/2017: Entry renumbered from FN4.1.28 to FN4.1.16
FN4.1.17	All records relating to the management of the purchase cards	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN4.1.30	RL2	01/03/2017: Entry renumbered from FN4.1.30 to FN4.1.17

<sup>47</sup> 28/02/2014: Text "Revenue Invoices - Original Invoices sent to Exchequer Services for payment" replaced with "Copy revenue invoices where the original invoices have been sent to Exchequer Services for payment"; Entry renumbered from FN4.1.27 to FN4.1.15

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.1.18	All records relating to accounts payable to suppliers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		FN4.1.33	RL2	01/03/2017: Entry renumbered from FN4.1.33 to FN4.1.18; 21/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed
FN4.1.19	All records relating to IMPREST reconciliations	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN4.1.34	RL2	01/03/2017: Entry renumbered from FN4.1.34 to FN4.1.19; 21/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed
FN4.1.20	Transaction Data Matching Reports	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN4.1.35	RL2	01/03/2017: Entry renumbered from FN4.1.35 to FN4.1.20; 21/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed
FN4.1.21	Accounts Receivable Customer Amendments	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN4.1.36	RL2	01/03/2017: Entry renumbered from FN4.1.36 to FN4.1.21; 21/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed
FN4.1.22	IMPREST records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN4.1.40	RL2	01/03/2017: Entry renumbered from FN4.1.40 to AS4.1.22; 21/07/2020: Text: “Finance and Procurement: Financial Management: Revenue Finance:” removed
FN4.1.23	Finance Operations: Collection and management of data relating to creditors		Current financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	12/11/2020: Entry added to the retention schedule

**FN4.2 Authorisation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.2.1	Records relating to the authorisation of purchase card users	HMRC - Compliance Handbook Manual CH15400	Last action user makes on card + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN4.2	RL2	
FN4.2.2	Applications for International Travel	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN9.9	RL2	
FN4.2.3	All records relating to signatory forms		Life of the budget holder		Y	OFFICIAL - Personal		No previous reference	N/A	21/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.2.4	Leavers Reports	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		Y	OFFICIAL - Personal		No previous reference	RL2	21/07/2020: Text: "Finance and Procurement: Financial Services: Payments:" removed

**FN4.3 Donations (Expenditure)**

**FN4.4 Payroll**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.4.1	Payroll Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN18.1	RL2	
FN4.4.2	Payroll Forms		Duration of employment	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN18.2	RL3	

**FN4.5 Pensions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.5.1	All records relating to the monitoring of pension fund contributions (employer and employee)	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN19.1	RL2	21/07/2020: Text: "Finance and Procurement: Financial Services: Treasury and Investments:" removed
FN4.5.2	Pension Fund Contribution Income – Annual Year Spreadsheets		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN19.2	RL3	
FN4.5.3	Returns relating to members of staff transferring into the Pension Fund	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN19.3	RL2	
FN4.5.4	Monitoring of investments on behalf of the Pension Fund – monthly accounts	HMRC - Compliance Handbook Manual CH15400	Current year+ 6 years <sup>48</sup>	SECURE DISPOSAL	N	OFFICIAL – General		FN19.4	RL2	
FN4.5.5	Pension Fund Oracle reports	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN19.6	RL2	

<sup>48</sup> The records are transferred to the 4th floor each year

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN4.5.6	Files relating to individual members of the Pension Scheme (including dependents)		Date of last contact with scheme of all dependents etc + 100 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN19.7	RL6	
FN4.5.7	Bank details, pay details of the individual pensioners	HMRC - Compliance Handbook Manual CH15400	Date of the last payment + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN19.10	RL2	
FN4.5.8	Pension queries raised with the Teachers' Pension Unit		Date query resolved + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN19.11	RL5	
FN4.5.9	Superannuation Fund Committee reports <sup>49</sup>	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN19.5	RL2	
FN4.5.10	Bulk Transfer files		Date of the last contact with the scheme of the last pensioner/dependent + 100 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN19.8	RL6	
FN4.5.11	Records of former employers and Associations		Date of the last contact with the scheme of the last pensioner/dependent + 100 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN19.9	RL6	
FN4.5.12	Information relating to the management of the Pension Fund on behalf of admitted bodies		PERMANENT	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL9	21/07/2020: Text: "Finance and Procurement: Financial Services: Treasury and Investments:" removed

**FN4.6 Refunds**  
**FN4.7 Kent Card**

**FN4.8 Early Payments**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Previous reference numbers	RL	Version Control
FN4.8.1	Data collected to support the Oxygen Finance Early Payments project		Date contract completed + 7 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL SENSITIVE		No previous reference	N/A	27/06/2024: Entry added to the retention schedule

<sup>49</sup> These are a reference set for use within the Unit for answering enquiries. Council Secretariat will hold the principal copy for permanent retention

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN5**      **Fraud**  
**FN5.1**   **Audit**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN5.1.1	Records kept by individual sections for audit purposes	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN3.10	RL2	11/01/2017: Entry renumbered from FN5.1.08 to FN5.1.1
FN5.1.2	Invicta Audit and Counter Fraud: Personal data held to progress enquiries on any contracted services which are purchased where the enquiry resulted in the award of a contract		Duration of the contract	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Corporate			RL3	21/07/2020: Entry added to the retention schedule
FN5.1.3	Invicta Audit and Counter Fraud: Personal data held to progress enquiries on any contracted services which are purchased where the enquiry does not result in the award of a contract		Date of enquiry + 3 months	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Corporate			RL3	21/07/2020: Entry added to the retention schedule

**FN5.2**      **Fraud Investigation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN5.2.1	Records relating to the investigation and prosecution of fraud		Date case resolved + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN10.1	RL2	
FN5.2.2	Kent Intelligence Network <sup>50</sup> : Information collected where the referral is not actioned		Date of referral + a maximum of 6 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL3	22/07/2020: Entry added to retention schedule
FN5.2.3	Kent Intelligence Network: Information collected where the referral is closed or no further action is taken		Date referral closed + a maximum of 6 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL3	22/07/2020: Entry added to retention schedule
FN5.2.4	Kent Intelligence Network: Information collected where the referral results in an investigation		Date case resolved + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	22/07/2020: Entry added to retention schedule
FN5.2.5	Kent Intelligence Network: Campaign data		Campaign data resupplied + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL3	22/07/2020: Entry added to retention schedule

<sup>50</sup> The Kent Intelligence Network (KIN) is a collaboration arrangement between Kent local authorities including Kent County Council, Medway Council, Kent and Medway Town Fire Authority, and the Kent district/borough and city councils.

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## FN6 Funding

### FN6.1 Funding Applications

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN6.1.1	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Below £5,000		Last action on project + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.2	RL1	
FN6.1.2	Lottery Funding- Equipment and vehicles £500 and above		Reasonable economic life of the asset as determined by normal accounting practices	SECURE DISPOSAL	N	OFFICIAL – General		FN2.1	RL13	
FN6.1.3	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000		Last action on project + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.3	RL2	07/04/2020: Text: "Last action on project + 5 years" replaced with "Last action on project + 6 years"
FN6.1.4	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000		Last action on project +10 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.4	RL8	
FN6.1.5	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000		Last action on project + 15 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.5	RL17	
FN6.1.6	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million		Last action on the project + 20 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.6	RL14	
FN6.1.7	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million		Last action on project + 40 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.7	RL16	
FN6.1.8	Lottery Funding - Purchase of leasehold buildings / land		Either: Unexpired period of the lease; or 80 years; whichever of the above is the shorter.	SECURE DISPOSAL	N	OFFICIAL – General		FN2.8	RL11	
FN6.1.9	Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold basis elsewhere		Purchase + 80 years	SECURE DISPOSAL	N	OFFICIAL – General		FN2.9	RL11	
FN6.1.10	Funding received from the European Social Fund		Last payment from ESF + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – General		FN2.11	RL1	
FN6.1.11	Grant funding received from central government		Last action on grant + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		FN2.12	RL2	
FN6.1.12	European Funding projects		Date funding awarded + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.1	RL7	
FN6.1.13	European Funding projects: Sustainability and Climate Change		Date funding awarded + 25 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.1a	RL14	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN6.1.14	UK Funding projects		Bulk of the file destroyed post submission. Date of successful submission + 2 years unless a specific requirement of the funding agency for longer	SECURE DISPOSAL	N	OFFICIAL – General		FN11.2	RL1	
FN6.1.15	External Funding	Limitation Act 1980 (Section 8)	Last action on project + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.3	RL7	
FN6.1.16	Project files relating to PFI initiatives	Limitation Act 1980 (Section 8)	Last action on project + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN12.1	RL7	
FN6.1.17	All project documentation (including financial information) relating to the management of Interreg Projects		Length of time specified by Interreg at the beginning of the project	Offer to Archives	N	OFFICIAL – General		FN12.2	RL13	
FN6.1.18	Records relating to the development of the Primary Capital Programme (project likely to run for 14 years)		Operational use – these records need to be subject to a routine review to remove the records which are no longer relevant to the Primary Funding System	SECURE DISPOSAL	N	OFFICIAL – General		FN12.4	RL3	
FN6.1.19	Records relating to schools in deficit concerning the special transitional grant	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		FN9.8; FN6.1.20	RL2	02/03/2017: Entry renumbered from FN6.1.20 to FN6.1.19
FN6.1.20	Community Learning and Skills: Budget Support: Applications for funding from the Learning Skills (Bursary) Fund (funded by the Education and Skills Funding Agency)	ESFA Guidelines	Last action on project + 3 years Information held in line with ESFA guidelines	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL1	02/05/2018: Entry added to retention schedule

### FN6.2 Funding Bids

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN6.2.1	Funding Bids	Limitation Act 1980 (Section 8)	Last action on project + 12 years unless a longer period required by the funding body	Offer to Archives	N	OFFICIAL – General		FN12.3	RL7	
FN6.2.2	Records relating to funding bids made by school federations		Last payment on funding + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.4	RL7	



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN6.3 External Funding**

**FN6.4 Allocation and Management of Grants to other Bodies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN6.4.1	Records created as part of work undertaken for Voluntary Aided schools re capital projects and VAT	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		FN11.5	RL2	
FN6.4.2	Member Community Grants		Date last payment on grant made + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN8.1; FN6.4.4	RL2	02/03/2017: Entry renumbered from FN6.4.4 to FN6.4.2
FN6.4.3	KCC Village and Community Halls Grant Scheme: Correspondence and enquiries relating to the scheme		Date of enquiry + a maximum of 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	29/04/2020: Entry added to the retention schedule
FN6.4.4	KCC Village and Community Halls Grant Scheme: Applications for a grant where the application is successful	HMRC - Compliance Handbook Manual CH15400	Date of last payment on the grant + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	30/04/2020: Entry added to retention schedule
FN6.4.5	KCC Village and Community Halls Grant Scheme: Applications for a grant where the application is not successful		Date grant application refused + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	30/04/2020: Entry added to retention schedule
FN6.4.6	Kent and Medway Business Fund: Records relating to applications to the fund where the application is successful		Date of the loan + 10 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL8	30/04/2020: Entry added to retention schedule
FN6.4.7	Kent and Medway Business Fund: Records relating to applications to the fund where the application is unsuccessful		Date application turned down + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	30/04/2020: Entry added to retention schedule
FN6.4.8	Marsh Millions Scheme: Records relating to applications to the fund where the application is successful		Date of the loan + 10 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL8	26/05/2020: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN6.4.9	Marsh Millions Scheme: Records relating to applications to the fund where the application is unsuccessful		Date application turned down + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	26/05/2020: Entry added to the retention schedule
FN6.4.10	Kent Growing Space Loans Scheme: Records relating to applications to the fund where the application is successful		Date of the loan + 10 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL8	26/05/2020: Entry added to the retention schedule
FN6.4.11	Kent Growing Space Loans Scheme: Records relating to applications to the fund where the application is unsuccessful		Date application turned down + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	26/05/2020: Entry added to the retention schedule
FN6.4.12	Records relating to the management of the No Use Empty loan scheme	HMRC - Compliance Handbook Manual CH15400	Date last payment on grant made + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	27/05/2020: Entry added to the retention schedule
FN6.4.13	TIGER Scheme: Records relating to applications to the fund where the application is successful		Date of the loan + 10 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL8	05/06/2020: Entry added to the retention schedule
FN6.4.14	TIGER Scheme: Records relating to applications to the fund where the application is unsuccessful		Date application turned down + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	05/06/2020: Entry added to the retention schedule
FN6.4.15	Reconnect Scheme: Records relating to applications to the fund where the application is successful		Date of payment of grant + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	08/07/2021: Entry added to the retention schedule
FN6.4.16	Records relating the management of the Financial Hardship Programme (Household Support Fund)		We will only keep the personal data that supports your application for as long as it is needed for the purposes of addressing the cost of living crisis and for audit and payment purposes. Details of all financial transactions on our accounts are held in line with legislative requirements for the current financial year plus 6 further financial years.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	N/A	21/09/2023: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN7 Income**

**FN7.1 Borrowing**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.1.1	All records relating to the management of car loans	Limitation Act 1980 (Section 2)	Last payment on the loan + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	22/07/2020: Text: “Finance and Procurement: Financial Services: Payments:” removed

**FN7.2 Donations (Income)**

**FN7.3 Internal Recharging**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.3.1	Records relating to internal recharging		Current financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN14.1	RL2	

**FN7.4 Banking (Income)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.4.1	Till rolls	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN13.7	RL2	
FN7.4.2	Cash Register and Streamline audit rolls	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN13.8	RL2	
FN7.4.3	Bank paying in books/slips	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN13.9	RL2	
FN7.4.4	Collection and Deposit Books	HMRC - Compliance Handbook Manual CH15400	Current year + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		FN13.10	RL7	
FN7.4.5	Credit card terminal receipts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN7.4.7	RL2	02/03/2017: Entry renumbered from FN7.4.7 to FN7.4.6; 15/06/2022: Entry renumbered from FN7.4.6 to FN7.4.5

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN7.5 Funds (Internal)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.5.1	Kent Foundation - Final accounts and other accounting documents	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN24.1	RL2	
FN7.5.2	Kent Foundation - Application forms for payment from the Fund	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		FN24.2	RL2	
FN7.5.3	KCC Help Fund - Final accounts and other accounting documents	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN24.3	RL2	
FN7.5.4	KCC Help Fund - Application forms for payment from the Fund	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN24.4	RL2	
FN7.5.5	Voluntary Fund/Social Club records		Permanent		N	OFFICIAL – General		FN24.5	RL9	
FN7.5.6	School Trust Funds transferred to KCC from schools which have changed status		Permanent		N	OFFICIAL – General		FN24.6	RL9	
FN7.5.7	General funds maintained by individual divisions	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN24.7	RL2	
FN7.5.8	KCC Help Fund - records created by the chair		Permanent		Y	OFFICIAL – Personal		No previous reference	RL9	22/07/2020: Text: “Human Resources: Performance and Monitoring:” removed
FN7.5.9	Capital Finance: Project Approval Group minutes and recommendations		Date of meeting + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN4.2.16	RL2	06/01/2017: Entry renumbered from MN4.2.16 to FN7.5.9; Retention period changed to 6 years; 22/07/2020: Text: “Finance and Procurement: Financial Management:” removed

**FN7.6 Grants**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN7.7 External Recharging**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.7.1	Assessments relating to the provision of Social Services including information used to collect debt	Limitation Act 1980 (Section 2)	Last action on file + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		FN13.1	RL2	
FN7.7.2	Letting forms	HMRC - Compliance Handbook Manual CH15400	Can be destroyed following External Audit	SECURE DISPOSAL	N	OFFICIAL – General		FN13.11	RL3	
FN7.7.3	Copies of cheques taken by the Highways Definitions Unit	HMRC - Compliance Handbook Manual CH15400	DESTROY once cheque has been paid in, cleared and accepted into the MIDAS system	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN13.13	N/A	
FN7.7.4	Capital Finance: records relating to developer contributions	Limitation Act 1980 (Section 8)	Life of the agreement + 12 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN7.7.12	RL7	03/03/2017: Entry renumbered from FN7.7.12 to FN7.7.4; 22/07/2020: Text: "Finance and Procurement: Financial Management:" removed
FN7.7.5	Records relating to developer contributions to education provision (Section 106)	Limitation Act 1980 (Section 8)	Life of the agreement + 12 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN13.15	RL7	
FN7.7.6	Accounts payable	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN13.3	RL2	
FN7.7.7	Records relating to rent collected by KCC for properties and way leaves		Expiry of lease + 15 years	OFFER TO ARCHIVES	Y	OFFICIAL – General		FN13.4	RL17	

**FN7.8 Debt Recovery**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN7.8.1	Records relating to the recovery or writing off of debts owed to the authority	HMRC - Compliance Handbook Manual CH15400	Last payment on debt + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		FN13.2; FN7.8.2	RL2	03/03/2017: Entry renumbered from FN7.8.2 to FN7.8.1

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## FN8 Investment Management

### FN8.1 Investments

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN8.1.1	Records relating to money loaned by KCC to other bodies	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN15.1	RL2	
FN8.1.2	Records relating to money borrowed by KCC	Limitation Act 1980 (Section 8)	Date of last repayment on the loan + 12 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN15.2	RL7	
FN8.1.3	Bonds records		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN15.3	RL8	
FN8.1.4	Records relating to investments made by KCC	Limitation Act 1980 (Section 8)	End of investment + 12 years then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN15.4	RL7	
FN8.1.5	Treasury and Investments: Working papers to support KCC's financial record	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	22/07/2020: Text: "Finance and Procurement: Financial Services:" removed
FN8.1.6	Treasury and Investments: All records relating to the treasury management of surplus pension funds	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	22/07/2020: Text: "Finance and Procurement: Financial Services:" removed
FN8.1.7	Business Investment: Business Loans Schemes - successful applications		Date of the loan + 10 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL8	06/12/2018: Entry added to retention schedule; 06/11/2019: Entry renumbered from FN8.1.8 to FN8.1.7
FN8.1.8	Business Investment: Business Loans Schemes - unsuccessful applications		Date of the loan + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	06/12/2018: Entry added to retention schedule; 06/11/2019: Entry renumbered from FN8.1.9 to FN8.1.8

### FN8.2 Trust Funds

### FN8.3 Strategy and Planning (Finance)

## FN9 Taxation

### FN9.1 Local Taxation

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**FN9.2 National Taxation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN9.2.1	VAT and Tax Returns	HMRC - Compliance Handbook Manual CH15400	Financial Year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN17.1	RL2	
FN9.2.2	VAT documents	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN17.2	RL2	
FN9.2.3	All records relating to the management of companies, VAT and taxation and the completion of the final accounts	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	09/04/2014: Entry added to retention schedule; 22/07/2020: Text: “Finance and Procurement: Financial Management: Chief Accountant:”

**FN10 Annual Accounts**

**FN10.1 Annual Accounts**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN10.1.1	All records relating to the closedown of the annual accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN21.1	RL2	
FN10.1.2	Capital Finance: Statement of Accounts Working Papers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	22/07/2020: Text: “Finance and Procurement: Financial Management:” removed
FN10.1.3	Finance: Corporate Director's Office: Annual Governance Statements	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	22/07/2020: Text: Finance and Procurement:” replaced with “Finance”

**FN11 Strategy and Planning (Finance)**

**FN11.1 Strategy (Finance)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN11.1.1	Records relating to the financing and monitoring of the programme		Financial year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		FN23.1	RL3	
FN11.1.2	Public Service Expenditure Plan		Reference	SECURE DISPOSAL	N	OFFICIAL – General		FN23.2	N/A	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN11.1.3	Finance: Policy, Planning and Strategy: Working papers relating to forward financial planning		Where strategies are not accepted then the records are disposed of; where the strategies are accepted current financial year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Political		FN11.1.6	RL2	03/03/2017: Entry renumbered from FN11.1.6 to FN11.1.3; 22/07/2020: Text: “Finance and Procurement: Financial Strategy:” replaced with “Finance: Policy, Planning and Strategy:”
FN11.1.4	Finance: Policy, Planning and Strategy: All records relating to responses made to central government initiatives		Date of government decision + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.1.7	RL2	03/03/2017: Entry renumbered from FN11.1.7 to FN11.1.4; 07/04/2020: Text: "Date of government decision + 5 years" replaced with "Date of government decision + 6 years"; 22/07/2020: Text: “Finance and Procurement: Financial Strategy:” replaced with “Finance: Policy, Planning and Strategy:”
FN11.1.5	Finance: Policy, Planning and Strategy: Records relating to financial arrangements with partners		Where a formal agreement has been reached then life of the agreement	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		FN11.1.8	RL3	03/03/2017: Entry renumbered from FN11.1.8 to FN11.1.5; 22/07/2020: Text: “Finance and Procurement: Financial Strategy:” replaced with “Finance: Policy, Planning and Strategy:”
FN11.1.6	Finance: Policy, Planning and Strategy: Statistical Returns to Central Government and CIPFA	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN11.1.9	RL2	03/03/2017: Entry renumbered from FN11.1.9 to FN11.1.6; 22/07/2020: Text: “Finance and Procurement: Financial Strategy:” replaced with “Finance: Policy, Planning and Strategy:”

## FN11.2 Planning

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
FN11.2.1	Revenue Finance: Budget Plan and MediumTerm Forward Plan	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	22/07/2020: Text: “Finance and Procurement: Financial Management:” removed
FN11.2.2	Revenue Finance: Statutory Returns to Central Government	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	22/07/2020: Text: “Finance and Procurement: Financial Management:” removed



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**H Housing**

**H1 Housing Stock Management**  
**H1.1 Enforcement (Housing)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H1.1.1	Records relating to housing enforcement leading to prosecution	Limitation Act 1980 (Section 2)	Conclusion of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		H3.1	RL2	

**H1.2 Equipment (Housing)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H1.2.1	Lifts: where maintenance responsibility of KCC	Limitation Act 1980 (Section 2)	Last use of lift + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		H4.1	RL2	
H1.2.2	Lifts: where maintenance is not the responsibility of KCC	Limitation Act 1980 (Section 2)	Date of last payment + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		H4.2	RL2	
H1.2.3	Occupational Therapy Bureau: Spreadsheets relating to equipment orders etc	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		H4.3	RL2	
H1.2.4	Community Services: Lift Maintenance Services maintained by Mouchel		Information is maintained by Mouchel (the Contract administrators) on the ATRIUM system		N	OFFICIAL - General		H4.4	N/A	

**H1.3 Estate Management (Housing)**  
**H1.4 Garage application**

**H1.5 Mutual Exchange List (Housing)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H1.5.1	Records held concerning mutual exchange of council housing		This is intended to be a dynamic document which will be constantly updated	SECURE DISPOSAL	Y	OFFICIAL - Personal		H11.1	N/A	

**H1.6 Neighbour Disputes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H1.6.1	All records relating to neighbour disputes	Limitation Act 1980 (Section 2)	Date of resolution of dispute + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		H12.1	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

**H1.7 Property Files (Housing Stock)**  
**H1.8 Rent setting**  
**H1.9 Tenant Files**

## H2 Housing Allocation

### H2.1 Housing Needs Assessment

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H2.1.1	Assessment of individual housing needs	Limitation Act 1980 (Section 2)	Last action on assessment + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		H2.1	RL2	

### H2.2 Housing Applications

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H2.2.1	Register of individuals' housing application		Permanent		Y	OFFICIAL - Personal		H9.1	RL9	
H2.2.2	Applications for Housing register including supporting information	Limitation Act 1980 (Section 2)	Last action on application + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		H9.2	RL2	

### H2.3 Allocations (Housing)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H2.3.1	All records relating to the allocation of housing	Limitation Act 1980 (Section 2)	Last action on application + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		1.2	RL2	24/09/2014: Entry added to the retention schedule

## H3 Accommodation other than housing stock

### H3.1 Homelessness

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H3.1.1	Records relating to the process of managing applications from those people who are homeless	Limitation Act 1980 (Section 2)	Last action on case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		H7.1	RL2	

### H3.2 Hostel Providers

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H3.2.1	Records relating to hostel providers	Limitation Act 1980 (Section 2)	Last use of hostel provider + 6 years		N	OFFICIAL – Sensitive Corporate		H8.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**H3.3 Gypsy and Traveller sites**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
H3.3.1	Files relating to the management of the Gypsy sites owned by KCC	Limitation Act 1980 (Section 2)	Current year + 6 years then review	Offer to Archives	Y	OFFICIAL – Sensitive Corporate		H10.1	RL2	
H3.3.2	Information supplied to other authorities as part of an advisory process		Operational Use	Offer to Archives	N	OFFICIAL - General		H10.2	RL3	
H3.3.3	Files relating to the management of unauthorised Gypsy encampments	Limitation Act 1980 (Section 2)	Current year + 6 years then review	Offer to Archives	N	OFFICIAL - General		H10.3	RL2	
H3.3.4	Records relating to adult and child protection matters relating to individuals on gypsy sites requiring the involvement of the Gypsy Unit		All records should be returned to Social Services for inclusion on the main client file. All remaining records must be disposed of once the case is concluded	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		H10.4	N/A	
H3.3.5	Records relating to the mistreatment of horses on gypsy sites	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		H10.5	RL2	
H3.3.6	Applications for plots on a Gypsy Site		Date application turned down + 12 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		H10.6	RL3	21/09/2018: Text "Current year (the database is cleansed once a year)" replaced with "Date application turned down + 12 months"
H3.3.7	Successful applications for plots on a Gypsy Site (which subsequently form the basis of the pitch licence agreement		End of the period the licence remains resident on site + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	21/09/2018: Entry added to the retention schedule

**HR Human Resources**

**HR1 Human Resources Strategy**  
**HR1.1 Employee Relations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.1.1	Staff Questionnaires		Date of questionnaire + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR5.1	RL2	
HR1.1.2	Industrial Action Monitoring		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR1.1.3	RL2	15/03/2017: Entry renumbered from HR1.1.3 to HR1.1.2; 08/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HR1.2 Equal opportunities**  
**HR1.3 Terms and Conditions of Employment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.3.1	Information relating to terms and conditions of employment		Date terms and conditions superseded + 6 years	Offer to Archives	N	OFFICIAL – Personal		HR19.3	RL2	
HR1.3.2	KCC Employment Policies	Limitation Act 1980 (Section 2)	Date policy superseded + 6 years	Offer to Archives	N	OFFICIAL – Personal		No previous reference	RL2	08/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed
HR1.3.3	Employment Guidance for Managers and Staff	Limitation Act 1980 (Section 2)	Date guidance superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL – Personal		No previous reference	RL2	08/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed
HR1.3.4	Kent County Council Terms and Conditions Manual (The Blue Book)	Limitation Act 1980 (Section 2)	Each copy of the Blue Book will supersede the preceding one; but a copy of each version should be held as an archive copy so that if necessary the terms and conditions in operation at any given time can be proved	SECURE DISPOSAL	N	OFFICIAL – Personal		No previous reference	RL3	08/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed
HR1.3.5	Politically Restricted Posts List	Limitation Act 1980 (Section 2)	Each copy of the list will supersede the preceding one; but a copy of each version should be held as an archive copy so that if necessary the politically restricted posts in operation at any given time can be proved	SECURE DISPOSAL	N	OFFICIAL – Personal		No previous reference	RL3	08/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed

**HR1.4 Trade Union Liaison**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.4.1	Trade Unions (Recognition, Facilities and Membership)	Limitation Act 1980 (Section 2)	Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		HR20.1	RL2	29/03/2017: Entry renumbered from HR4.2.20 to HR1.4.1; 06/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy: " removed

**HR1.5 Workforce Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.5.1	School Workforce Census Data - Access Database and data for workings/manipulations. Information gathered from Schools		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR1.5.7	RL2	06/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.5.2	Employment Policy: Employment Value Proposition (EVP)		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	06/11/2019: Text: "Human Resources: Employment Strategy: Employment Policy:" removed
HR1.5.3	KCC Workforce Staffing data - Access Databases of Oracle Outputs with all staffing information for workings/manipulations		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	06/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development:" removed
HR1.5.4	KCC Workforce Sickness data - Access Databases of Oracle Outputs with all staff sickness information for workings/manipulations		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	06/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development: " removed
HR1.5.5	Access Databases of Oracle Outputs of Starter and Leaver information - KCC Workforce Starter/Leaver Data		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	06/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development: " removed
HR1.5.6	Workings/Manipulations Data - All file types used when manipulating or creating data for output reports		Current year + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL10	07/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development:" removed
HR1.5.7	Project plan, agendas, minutes and papers relating to Health and Wellbeing Group meetings		Date of meeting + 4 years	SECURE DISPOSAL	N	OFFICIAL - General		MN4.2.19	RL10	06/01/2017: Entry renumbered from MN4.2.19 to HR1.5.15; 15/03/2017: Entry renumbered from HR1.5.15 to HR1.5.7; 07/11/2019: Text: "Human Resources: Organisation Effectiveness: Health and Wellbeing: " removed
HR1.5.8	Organisation Development Work Plans (Excel): Work plans for OE & WD		Life of the project	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	07/11/2019: Text: "Human Resources: Organisation Effectiveness: " removed
HR1.5.9	Organisational Development & People Plan report outlines our key people activities over the next four years.		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Organisation Effectiveness: OD & People Plan: " removed
HR1.5.10	Human Resources: Organisation Effectiveness: Workforce Data: Data relating to OE high priority areas.		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR1.5.11	RL2	07/11/2019: Text: "Human Resources: Organisation Effectiveness: Workforce Data: " removed; Entry renumbered from HR1.5.11 to HR1.5.10
HR1.5.11	Workforce Strategies: Strategy papers and supporting information documents		Current year + 4 years	SECURE DISPOSAL	N	OFFICIAL – General		HR1.5.12	RL10	07/11/2019; Text: "Human Resources: Organisation Effectiveness:" removed; Entry renumbered from HR1.5.12 to HR1.5.11
HR1.5.12	Agendas, minutes, papers, action plans, etc relating to individual Directorate Organisational Development Groups		Current year + 4 years then review	SECURE DISPOSAL	N	OFFICIAL – General		MN4.2.17; HR1.5.13	RL10	06/01/2017: Entry renumbered from MN4.2.17 to HR1.5.13; 07/11/2019; Text: "Human Resources: Organisation Effectiveness: OD Groups: " removed; Entry renumbered from HR1.5.13 to HR1.5.12

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR1.5.13	Change Champions: Agendas, minutes and papers relating to Change Champions Group and events		Date of meeting + 4 years	Offer to Archives	N	OFFICIAL – General		MN4.2.18; HR1.5.14	RL10	06/01/2017: Entry renumbered from MN4.2.18 to HR1.5.14
HR1.5.14	Workforce Development Plan for Kent Highways Services		This will be a dynamic document which is updated each time the business plan is updated	SECURE DISPOSAL	N	OFFICIAL – General		ED15.1; ED1.4.; HR1.5.15	RL3	08/06/2017: Entry renumbered from HR1.5.16 to HR1.5.15

## HR2 Personnel Management

### HR2.1 Absence Reporting

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.1.1	TRACE system	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	
HR2.1.2	Records relating to the monitoring of employee absence		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR1.2	RL3	
HR2.1.3	Sickness Absence Monitoring - monthly reports from HR electronically		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL3	07/11/2019: Text: "Finance and Procurement: Lead Business Partner and ELS: Business Operations: " removed

### HR2.2 Disciplinary Matters Reporting

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.2.1	Non Schools Case Work - Performance and Capability	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.1	RL2	
HR2.2.2	Personnel Tribunal	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.2	RL2	
HR2.2.3	Non-Schools Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.3	RL2	
HR2.2.4	Non-Schools Casework: Disciplinary where the case results in no case to answer		The records must be destroyed at the conclusion of the investigation	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.4	N/A	
HR2.2.5	Records relating to employment tribunal	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008; Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR3.5	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.2.6	First warning – Issued by line manager/senior manager, with a right of appeal to next level of management	People Management Handbook Section N – N22	Date of warning + 6 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.2.1	RL4	
HR2.2.7	Second warning – Issued by line manager/senior manager, with a right of appeal to the next level of management	People Management Handbook Section N – N22	Date of warning + 12 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.2.2	RL3	
HR2.2.8	Final warning – Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief Executive if issued by Managing Director	People Management Handbook Section N – N22	Date of warning + 18 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.2.3	RL1	
HR2.2.9	Non Schools Casework - Grievance procedure	Limitation Act 1980 (Section 2)	Date grievance resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.5.2	RL2	
HR2.2.10	Records created by the mediation service offered by Support Line relating to the mediation process		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.5.1	RL4	
HR2.2.11	Non Schools Casework - Harassment	Limitation Act 1980 (Section 2)	Date case resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	
HR2.2.12	Human Resources: Employment Strategy: Employment Policy: Complaints against members of staff (not the principal copy)		Complaint resolved	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	

**HR2.3 Disclosure of Interest**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.3.1	Financial and non-financial officer interests that could conflict with the County Council's interest	Local Government Act 1972	Termination of employment + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.1	RL3	
HR2.3.2	All records relating to the receipt of gifts or corporate hospitality	Limitation Act 1980 (Section 2)	Financial year of receipt + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	03/08/2016: Entry added to the retention schedule; 14/04/2020: Entry renumbered from MN9.3.1 to HR2.3.2

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## HR2.4 Occupational Health

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.4.1	Staff Care Services: Pre-Employment Health Questionnaires	Limitation Act 1980 (Section 2)	Date of questionnaire + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR10.1	RL5	15/03/2017: Text: "- Transfer to the MRC in quarterly bundles every six to nine months" removed
HR2.4.2	Health Referral files		Date of birth + 85 years - are microfilmed annually and retained in fiche format	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR10.2	N/A	
HR2.4.3	Health Surveillance forms		Date of questionnaire + 40 years - The questionnaires are completed annually. The forms relating to employees who no longer work for KCC are microfilmed.	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR10.3	N/A	15/03/2017: Text: "- Transfer to the MRC in quarterly bundles every six to nine months" removed
HR2.4.4	Food Handling Questionnaires		Date of questionnaire + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR10.4	RL5	15/03/2017: Text: "- Transfer to the MRC in quarterly bundles every six to nine months" removed
HR2.4.5	Training concerning occupational health and safety training – register		Training completed + 50 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.18	RL11	29/03/2017: Entry renumbered from HR4.2.18 to HR2.4.5
HR2.4.6	Training concerning occupational health and safety – individual course assessment records		Date of training + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.19	RL1	29/03/2017: Entry renumbered from HR4.2.19 to HR2.4.6

## HR2.5 Personnel Information relating to individual members of staff

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.5.1	Personal Files records relating to an individual's employment history		Termination of employment + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.13.1; HR2.5.8	RL2	15/03/2017: Entry renumbered from HR2.5.08 to HR2.5.1
HR2.5.2	Personal files maintained by managers for the purpose of managing individual members of staff		Termination of employment	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.3.1; HR2.5.1	RL3	15/03/2017: Entry renumbered from to HR2.5.01 to HR2.5.2
HR2.5.3	Appraisal documentation held by individual members of staff		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.8.1; HR2.5.5	RL3	15/03/2017: Entry renumbered from to HR2.5.05 to HR2.5.3
HR2.5.4	Supervision notes relating to social care case supervision	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.8.4; HR2.5.6	RL2	15/03/2017: Entry renumbered from to HR2.5.06 to HR2.5.4



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.5.5	Medical certificates presented in line with sickness reporting procedures - A copy of medical certificates should be kept by the line manager. They form part of the records for Statutory Sick Pay	People Management Handbook Section K – K3	Tax year to which they relate + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		HR11.12.2; HR2.5.7	RL1	15/03/2017: Entry renumbered from HR2.5.07 to HR2.5.5
HR2.5.6	Flexi Time Sheets		Current year + 2 years	SECURE DISPOSAL		OFFICIAL		HR2.5.18	RL1	16/03/2017: Entry renumbered from HR2.5.18 to HR2.5.06
HR2.5.7	Next of Kin information held		Termination of employment of employee to whom it relates	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR2.5.9	RL3	19/06/2018: Entry added to the retention schedule; 07/11/2019: Entry renumbered from HR2.5.09 to HR2.5.07

## HR2.6 Staff Benefits

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.6.1	Kent Rewards Gateway: Statistical Analysis		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL8	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.2	Teachers Salary Forms		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.3	Archive reference material		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL8	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.4	Senior Officers Medical Insurance (SOMI) [Scheme closed March 2012]	Limitation Act 1980 (Section 2)	Close of scheme + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.5	Value Plus Local		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.6	Market Premia Information		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
HR2.6.7	Local Pay Bargaining Information/Pay Modelling		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
HR2.6.8	Pay Modeller		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 2 years" replaced with "Current year + 3 years"; //n

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.6.9	Pay / Allowances Data		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL8	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 9 years" replaced with "Current year + 10 years"
HR2.6.10	Local Government Pensions Scheme (LGPS) Pensions Data	Limitation Act 1980 (Section 2)	Date that case is resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.11	Equalities Data (EqIA / Equal Pay Data etc.)		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
HR2.6.12	Staff Club bookings	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.13	Salary Sacrifice Schemes	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed
HR2.6.14	Job Evaluation Database/Benchmarking etc.		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
HR2.6.15	Workforce Data		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Rewards: " removed; 02/04/2025: Text: "incl TCP Moderation Reports" removed
HR2.6.16	Staff Awards: Nomination, judging and winners staff information, procedure and guidance information		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	07/11/2019: Text: "Human Resources: Organisation Effectiveness: " removed

**HR2.7 Staff Directory**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.7.1	Information used to compile staff directories		Operational Use	SECURE DISPOSAL	N	OFFICIAL – General		HR15.2	RL3	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HR2.8 Staff Facilities**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.8.1	Information relating to the management of staff facilities	Limitation Act 1980 (Section 2)	Last use of facility + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR16.1	RL2	

**HR2.9 Staff Recognition**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.9.1	Reward Strategy		Last action on file + 6 years then review	Offer to Archives	N	OFFICIAL – General		HR19.1	RL2	07/04/2020: Text: "Last action on file + 5 years then review" replaced with "Last action on file + 6 years then review"
HR2.9.2	Investors in People		Last action on file + 6 years then review	Offer to Archives	N	OFFICIAL – General		HR19.2	RL2	07/04/2020: Text: "Last action on file + 5 years then review" replaced with "Last action on file + 6 years then review"

**HR2.10 Staff Statistics**

**HR2.11 Redundancies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.11.1	Redundancies managed by Shared Services		Date of birth of the individual made redundant + 80 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.13.4	RL6	
HR2.11.2	Non Schools Change Projects		Completion of the restructure + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	
HR2.11.3	Records relating to the creation of Settlement Agreements		Date of agreement + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	18/12/2015: Entry added to the retention schedule

**HR2.12 Staff Transferred to Other Organisations (TUPE)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.12.1	People transferred out		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.11.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HR2.13 Work Experience**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR2.13.1	Work Experience at KCC: Records created to manage the Work Experience at KCC scheme		KCC will hold your application which contains your personal information securely in an electronic file on KCC databases which are only accessible by employees who have specific access. Paper copies of the application are disposed of securely after completion of placement or as soon as possible if no agreeable placement can be found. KCC will hold your personal information for no longer than one year, after which the information is made inaccessible to system users or securely destroyed.	SECURE DISPOSAL	Yes	OFFICIAL – Personal		No previous reference	N/A	10/02/2022: Entry added to the retention schedule

**HR3 Recruitment**

**HR3.1 Job Evaluation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR3.1.1	Records relating to job evaluation		Date job evaluation completed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR7.1	RL2	

**HR3.2 Induction**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR3.2.1	Records relating to employee induction		Date induction ends + 6 months then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR8.1	RL4	

**HR3.3 Job Descriptions and Person Specifications**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR3.3.1	Job descriptions and person specifications	Limitation Act 1980 /Sex Discrimination Act 1975 + 1986 / Race Relations Act 1976	Date JD/Person Specification superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR9.1	RL2	

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

#### HR3.4 Recruitment Process

Please note that all matters relating to schools' recruitment is handled by Schools Personnel Service. The Schools Personnel Service is part of Cantium Business Services.

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR3.4.1	The selection of an individual for an established position		Recruitment finalised + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR12.1; HR3.4.7	RL3	
HR3.4.2	Recruitment and Selection – records relating to the process concerning unsuccessful candidates		Date of interview + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR12.3; HR3.4.8	RL4	
HR3.4.3	Disclosure and Barring Service (DBS) checks		The certificate is the property of the person who has been checked, but the employer can take a copy and put it on an individual's file. The organization making the check should not take copies of documents but inspect the original documents provided by the person who is being checked	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	
HR3.4.4	Copy documentation taken as part of right to work evidence	<a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a>	Date of termination of employment + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	

#### HR4 Training

##### HR4.1 Corporate Training Plan

HR4.1.1	Corporate Training Plan		This is expected to be a dynamic document which will be regularly updated		N	OFFICIAL – General		HR2.1	RL3	
HR4.1.2	Data, reports and information relating to individual Directorate Training Plans		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	

##### HR4.2 Training Arrangements

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.2.1	Staff training records – general		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR21.2; HR4.2.10	RL1	07/04/2020: Text: "Current year + 2 years" replaced with "Current year + 3 years"
HR4.2.2	Spreadsheets monitoring training provision		Operational use	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR21.3; HR4.2.11	RL3	
HR4.2.3	Training (proof of completion such as certificates, awards, exam results)		Last action + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR21.4; HR4.2.12	RL5	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.2.4	Learning and Development: Course information - flyers, attendance lists, joining instructions, emails, application forms/booking forms		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – General		HR4.2.21	RL1	08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.5	Learning and Development: Course Cancellation Monitoring - Monthly reports		Current year	SECURE DISPOSAL	N	OFFICIAL – General		HR4.2.23	RL3	08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.6	Learning and Development: Checklist Diaries and Paper Venue Diaries - Details of courses arranged and checklist for follow-up checks		Current year	SECURE DISPOSAL	N	OFFICIAL – General		HR4.2.25	RL3	08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.7	Learning and Development: Course Commissioning Sheets now superseded by Costing Sheets - Details of courses commissioned	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR4.2.27	RL2	08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.8	Learning and Development: Interpreter booking forms		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.29	RL3	29/03/2017: Entry renumbered from HR4.2.29 to HR4.2.08; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.9	Learning and Development: Moving and Handling Forms - Moving and Handling Competency Forms		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.31	RL1	29/03/2017: Entry renumbered from HR4.2.31 to HR4.2.09; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.10	Learning and Development: Project training - Information for projects ie Kent Manager, Customer Services, ERP, KNet Migration, Staff Standard etc. Scoping training requirements, project plans.		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.32	RL1	29/03/2017: Entry renumbered from HR4.2.32 to HR4.2.10; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.11	Learning and Development: Kent Manager - Quality Assurance - Information about managers' 'Kent Manager' portfolios that have been quality assured.		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.33	RL1	29/03/2017: Entry renumbered from HR4.2.33 to HR4.2.11; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.2.12	Information relating to commissioning for training courses commissioned by Workforce Development	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR4.2.34	RL2	29/03/2017: Entry renumbered from HR4.2.34 to HR4.2.12; 08/11/2019: Text: "Human Resources: Organisation Effectiveness: Workforce Development Commissioning:" removed
HR4.2.13	Kent Manager: Data, reports and information relating to The Kent Manager Standard		Current year + 3 years then review		Y	OFFICIAL – Personal		HR4.2.35	RL1	29/03/2017: Entry renumbered from HR4.2.35 to HR4.2.13; 08/11/2019: Text: "Human Resources: Organisation Effectiveness: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HR4.3 Training Materials**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.3.1	Information Resilience and Transparency Team: Training packages relating to the training offered by the Information Resilience and Transparency Team		Retain until superseded by version after next	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	15/08/2014: Entry added to the retention schedule
HR4.3.2	Information Resilience and Transparency Team: All records relating to the development of the information governance and records management E-Learning modules.		Retain until superseded by version after next	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL3	15/08/2014: Entry added to the retention schedule
HR4.3.3	Training (materials)		Date of course + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		HR22.1; HR4.2.15	RL1	29/03/2017: Entry renumbered from HR4.2.15 to HR4.3.3
HR4.3.4	Training packages developed for use within different directorates		It is expected that these will be dynamic packages, where appropriate one copy should be kept each the time the package is changed	Offer to Archives	N	OFFICIAL – General		HR22.2; HR4.2.16	RL3	29/03/2017: Entry renumbered from HR4.2.16 to HR4.3.4

**HR4.4 Training Statistics**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.4.1	Training Statistics		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		HR23.1	RL2	

**HR4.5 Training - Directorate Specific**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.5.1	Training concerning Children		Training completed + 35 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		CS28.1; HR4.2.1	RL16	17/03/2017: Entry renumbered from to HR4.2.01 to HR4.5.01
HR4.5.2	Continuing Professional Development records relating to the Education Psychology Service		Current year + amount of time required by the professional body	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.2; HR4.2.2	RL13	17/03/2017: Entry renumbered from to HR4.2.02 to HR4.5.02
HR4.5.3	Training records created during the Financial Management in Schools process		Date of training + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.3; HR4.2.3	RL1	17/03/2017: Entry renumbered from to HR4.2.03 to HR4.5.03

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.5.4	Continuing Professional Development records relating to the Specialist Teaching Service		Current year + the amount of time required by the professional body	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.4; HR4.2.4	RL13	17/03/2017: Entry renumbered from to HR4.2.04 to HR4.5.04
HR4.5.5	Records relating to food hygiene training (Country Parks)		Date of training + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.6; HR4.2.5	RL1	17/03/2017: Entry renumbered from to HR4.2.05 to HR4.5.05
HR4.5.6	Records relating to first aid training (Country Parks)		Date of training + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.7; HR4.2.6	RL1	17/03/2017: Entry renumbered from to HR4.2.06 to HR4.5.06
HR4.5.7	Sports Development Unit: Application Forms for courses [Coaches or Volunteers]		Date training completed + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.8; HR4.2.7	RL1	17/03/2017: Entry renumbered from to HR4.2.07 to HR4.5.07
HR4.5.8	Petrol Passport Database: Trading Standards provide petrol forecourt training for its own officers and those from other authorities.		Expiry of passport + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR11.6.9; HR4.2.8	RL4	17/03/2017: Entry renumbered from to HR4.2.08 to HR4.5.08
HR4.5.9	Social Care – Training and Development – Course files		Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		HR21.1; HR4.2.9	RL2	17/03/2017: Entry renumbered from HR4.2.09 to HR4.5.09; 07/04/2020: Text: "Current year + 5 years then review" replaced with "Current year + 6 years then review"
HR4.5.10	Learning and Development: Adult Protection Reporting - Course information, checklists, handouts, certificate and evaluation templates, attendance sheets, venue booking info, guidelines for attending training		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.22	RL1	29/03/2017: Entry renumbered from HR4.2.22 to HR4.5.10; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.5.11	Learning and Development: Carers Awareness Training for Health and Social Care Professionals - Event attendance lists		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.24	RL1	29/03/2017: Entry renumbered from HR4.2.24 to HR4.5.11; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.5.12	Learning and Development: Child Protection Awareness Waiting Lists - List of staff unable to gain places		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.26	RL1	29/03/2017: Entry renumbered from HR4.2.26 to HR4.5.12; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.5.13	Learning and Development: Mental Capacity Act Training Courses - Training course information, flyers, application form, joining instructions, delegate lists, evaluation results, handouts and all associated information		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.28	RL1	08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HR4.5.14	Learning and Development: KMPT Improvement Plan - Mental Health staff course applications and attendance		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		HR4.2.30	RL1	29/03/2017: Entry renumbered from HR4.2.30 to HR4.5.14; 08/11/2019: Text: "Human Resources: Human Resources Business Centre: " removed
HR4.5.15	Public Transport Operator: staff training lists		Current year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	13/06/2018: Entry added to the retention schedule

## HS Health and Safety

### HS1 Operational Health and Safety HS1.1 Accident and Incident Reporting

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS1.1.1	Accident Reporting		Date of the accident + 4 years where the injured person is an adult at the time of the accident; date of birth + 22 years where the injured person is a minor at the time of the accident	Y	OFFICIAL - Sensitive Personal	SECURE DISPOSAL	This retention period has been set in consultation with the Risk and Insurance section and Legal Services.	HS1.1	RL10	
HS1.1.2	Records relating to the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) process	Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Although RIDDOR states that the date of notification + 3 years as the accident report forms are attached to these records the RIDDOR records will be managed against the same retention period outlined in HS1.1	Y	OFFICIAL - Sensitive Personal	SECURE DISPOSAL		HS1.4; HS1.1.3	RL10	
HS1.1.3	Health and Safety: Kent Fire and Rescue Notices		Date of notice + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS1.1.4	RL2	08/11/2019: Text: "Human Resources" removed

### HS1.2 Risk Assessments

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS1.2.1	Risk Assessments		Date the risk assessment superseded + 4 years	N	OFFICIAL - General	SECURE DISPOSAL		HS7.1	RL10	
HS1.2.2	COSHH Risk Assessments	Control of Substances Hazardous to Health	Date of creation + 40 years	Y	OFFICIAL - General	SECURE DISPOSAL		HS7.2	RL16	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS1.2.3	Risk Assessments relating to activities involving people under the age of 18	Limitation Act 1980 (Section 11)	Date of birth of the youngest participant + 22 years	N	OFFICIAL - General	SECURE DISPOSAL		HS7.3	RL14	
HS1.2.4	Driving At Work Forms - Driving risk assessments		Current year + 2 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		HS7.4	RL1	
HS1.2.5	Fire Risk Assessments	Limitation Act 1980 (Section 11)	Date the risk assessment superseded + 4 years		OFFICIAL - General	SECURE DISPOSAL		No previous reference	RL10	

**HS1.3 Equipment Hire and Management (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS1.3.1	All documents relating to the induction, hire and use of the Trumper Scooter at Shorne Country Park	Limitation Act 1980 (Section 11)	Last use of the scooter + 4 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		HS6.2	RL10	
HS1.3.2	Trading Standards: Health and Safety: H&S Equipment Register - log of all H&S equipment held by officers		Current year + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS6.5	RL2	

**HS1.4 Health and Safety Training**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS1.4.1	Records relating to health and safety training		Date of training + 7 years	N	OFFICIAL - General	SECURE DISPOSAL		HS9.4; HR4.2.20	RL5	

**HS2 Health and Safety Monitoring**

**HS2.1 Inspections (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.1.1	Investigations into health and safety incidents which may lead to HSE involvement	Limitation Act 1980 (Section 11)	Date of investigation + 4 years (unless the incident involves a minor in which case Date of birth of minor + 22 years) then review	Y	OFFICIAL - Personal	SECURE DISPOSAL	if the information is being used as a case study then the information should be anonymised	HS3.1	RL10	
HS2.1.2	Corporate audits, schools audits, monitoring reports	Limitation Act 1980 (Section 2)	Date of audit + 6 years then review	N	OFFICIAL - General	SECURE DISPOSAL		HS3.2	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.1.3	Health and Safety: Audits relating to Families and Social Care	Limitation Act 1980 (Section 11)	Date of audit + 4 years	N	OFFICIAL - General	SECURE DISPOSAL		No previous reference	RL10	08/11/2019: Text: "Human Resources" removed
HS2.1.4	Health and Safety Executive Communications (Notices Prosecutions)	Limitation Act 1980 (Section 2)	Date of notice + 6 years then review		OFFICIAL - General			No previous reference	RL2	08/11/2019: Text: "Human Resources" removed

**HS2.2 Medical Assessments**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.2.1	Assessments of individual members of staff		The master copy should be sent to Personnel for inclusion on the main file [see HR11.13.1]	Y	OFFICIAL - Personal	SECURE DISPOSAL		HS4.1	N/A	

**HS2.3 Routine Required Checks (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.3.1	Trading Standards: Health and Safety: H&S Monthly checks - record of monthly H&S checks		Current year + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS10.4	RL2	
HS2.3.2	Building Manual - containing fire logs, fire maintenance, legionella checks	Limitation Act 1980 (Section 2)	Life of building + 6 years then review	N	OFFICIAL - Personal	SECURE DISPOSAL		HS5.3	RL2	
HS2.3.3	Legionella and water checks undertaken in KCC premises	Limitation Act 1980 (Section 2)	Date of check + 6 years	N	OFFICIAL - Personal	SECURE DISPOSAL		HS5.4	RL2	08/11/2019: Text: "Human Resources" removed
HS2.3.4	Health and Safety: Display Screen Equipment Reports	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		No previous reference	RL10	08/11/2019: Text: "Human Resources" removed
HS2.3.5	Health and Safety: New and Expectant Mother Risk Assessments	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		No previous reference	RL10	08/11/2019: Text: "Human Resources" removed
HS2.3.6	Health and Safety: Stress (Positive Pressure Management) Assessments (individual or teams)	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		No previous reference	RL10	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HS2.4 Registers (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.4.1	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years	N	OFFICIAL - General	SECURE DISPOSAL		HS5.2	RL16	
HS2.4.2	Controlled Drug Register - held in a Residential Home	Safer management of controlled drugs: a guide to good practice in secondary care (England). October 2007, Dept of Health, 17th October 2007 section 9	Last date in register + 2 years	Y	OFFICIAL - Personal	SECURE DISPOSAL		HS6.3	RL1	
HS2.4.3	Fire Register maintained by Residential Homes	Fire Precautions (Workplace) Regulations 1997	Last date in register + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS6.4	RL2	
HS2.4.4	Human Resources: Health and Safety: Risk Registers relating to all directorates	Limitation Act 1980 (Section 11)	Last date in register + 4 years	Y	OFFICIAL - General	SECURE DISPOSAL		No previous reference	RL10	

**HS2.5 Administration (Health and Safety Monitoring)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS2.5.1	Health and Safety team meetings and working groups		Current year + 3 years	N	OFFICIAL - General	SECURE DISPOSAL		No previous reference	RL1	
HS2.5.2	Health and Safety: Safety Complaints	Limitation Act 1980 (Section 2)	Date complaint resolved + 6 years	Y	OFFICIAL - General	SECURE DISPOSAL		No previous reference	RL2	08/11/2019: Text: "Human Resources" removed

**HS2.6 Lone Working**

**HS3 Strategy and Planning (Health Safety)**

**HS3.1 Campaigns (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS3.1.1	Records relating to health and safety campaigns		Date of campaign + 3 years	N	OFFICIAL - General			HS2.1	RL1	
HS3.1.2	Records relating to health and safety strategy planning		Closure of file + 6 years then review	N	OFFICIAL - General	SECURE DISPOSAL		HS8.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**HS3.2 Strategy (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS3.2.1	Health and Safety Working Party	Limitation Act 1980 (Section 2)	Date of meeting + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS10.2	RL2	

**HS4 Policies and Procedures (Health and Safety)**

**HS4.1 Policies (Health and Safety)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
HS4.1.1	Health and Safety Policy		Date policy superseded + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		HS10.3	RL2	

**IC Information and Communication**

**IC1 Access to Information**

**IC1.1 Access to Information - Data Protection and Third Party Requests**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.1.1	Data Protection Notification		Date that the notification has been superseded + 1 year	SECURE DISPOSAL	N	OFFICIAL - General			RL3	
IC1.1.2	Data subject access requests - principal copy whether held by individual units or IR&T team		Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.1	RL2	30/03/2017: Text: "held within individual units" replaced with " - principal copy whether held by individual units or IR&T team"; Retention period changed to "Date request complied with + 3 years then review"
IC1.1.3	Data Protection Policies and Procedures held within individual units		Until superseded then one copy to be held as a record of former practice	Offer to Archives	N	OFFICIAL - General		IC1.2	RL3	
IC1.1.4	All paperwork relating to informal advice given about data protection matters		Current year + 1 year then review	SECURE DISPOSAL	N	OFFICIAL - General		IC22.2; IC1.1.5	RL3	30/03/2017: Entry renumbered from IC1.1.5 to IC1.1.4; Text: "freedom of information and" removed
IC1.1.5	Database containing all information relating to the logging, tracking and monitoring of subject access requests made under the Data Protection Act 1998		Current year + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.1.6	RL8	01/05/2014; Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.1.6 to IC1.1.5

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.1.6	Information Resilience and Transparency Team: Spreadsheet containing all information relating to the logging, tracking and monitoring of third party requests for personal data		Current year + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.1.7	RL8	14/08/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.1.7 to IC1.1.6
IC1.1.7	Information Resilience and Transparency Team: All records relating to the responses to third party requests for personal data		Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.1.8	RL1	14/08/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.1.8 to IC1.1.7
IC1.1.8	Information Resilience and Transparency Team: All records relating to Police Disclosures		Date disclosure completed + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	07/04/2020: Entry added to retention schedule

**IC1.2 Access to Information - Environmental Information Regulations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.2.1	All paperwork relating to responses to Environmental Information Regulations		Date request complied with + 3 years then review	Offer to Archives	N	OFFICIAL - General		IC2.1	RL1	

**IC1.3 Access to Information - Freedom of Information**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.3.1	Publication Scheme		This is intended to be a dynamic document and each version will replace the next	SECURE DISPOSAL	N	OFFICIAL - General		IC27.1	N/A	
IC1.3.2	All paperwork relating to responses to freedom of information requests		Date request complied with + 3 years then review	Offer to Archives	N	OFFICIAL - General		IC3.3; IC1.3.4	RL1	30/03/2017: Entry renumbered from IC1.3.4 to IC1.3.2
IC1.3.3	Freedom of Information Policies and Procedures held within individual units		Until superseded then one copy to be held as a record of former practice	Offer to Archives	N	OFFICIAL - General		IC3.2	RL3	
IC1.3.4	Database containing all information relating to the logging, tracking and monitoring of requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004		Current year + 10 years then review	SECURE DISPOSAL		OFFICIAL - General		IC1.3.5	RL8	01/05/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.3.5 to IC1.3.4

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.3.5	Information Resilience and Transparency Team: Weekly Reports relating to the logging, tracking and monitoring of Freedom of Information requests		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.3.8	RL1	15/08/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.3.8 to IC1.3.5
IC1.3.6	Information collected to comply with an individual's statutory rights of access to official and personal information under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, GDPR or any other legislation, or to respond to your complaint, enquiry or comments		Date of last contact + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	26/08/2020: Entry added to the retention schedule

#### IC1.4 Access to Information - Enforcement

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC1.4.1	Information Resilience and Transparency Team: All records relating to internal reviews of responses to requests for information made under the Freedom of Information Act 2000		Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.3.6	RL1	14/08/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.3.6 to IC1.4.1
IC1.4.2	Information Resilience and Transparency Team: All records relating to complaints made about responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC1.3.7	RL1	14/08/2014: Entry added to the retention schedule; 30/03/2017: Entry renumbered from IC1.3.7 to IC1.4.2

#### IC 2 Communication and Marketing

##### IC2.1 Correspondence

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.1.1	Correspondence - Examples may include e-mails and faxes and correspondence which relates specifically to an individual officer's work. All correspondence relating to the work of the unit should be filed in the appropriate filing system		Current year + 1 year Review to see whether correspondence still needed operationally then assign a new review date or destroy	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL3	

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.1.2	Correspondence relating to outside bodies or partners		Current year + 6 years	Offer to Archives	N	OFFICIAL - General		IC2.1.3	RL2	30/03/2017: Entry renumbered from IC2.1.03to IC2.1.02; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
IC2.1.3	Correspondence relating to enquiries about external funding streams		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		IC2.1.5	RL1	30/03/2017: Entry renumbered from IC2.1.05to IC2.1.03
IC2.1.4	Post books recording incoming and outgoing post		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC10.6; IC2.1.6	N/A	30/03/2017: Entry renumbered from IC2.1.06 to IC2.1.04
IC2.1.5	VIP Contact Details and Correspondence - Fols/Petitions/Priority Enquiries - Highways and Transportation		Retained within WAMS indefinitely - Review will take place when WAMS system is decommissioned	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC10.9; IC2.1.9	N/A	30/03/2017: Entry renumbered from IC2.1.09to IC2.1.05
IC2.1.6	VIP Contact Details and Correspondence - Complaints/Pink Perils/Directors' Letters - Highways and Transportation		Retained within WAMS indefinitely - Review will take place when WAMS system is decommissioned	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC10.10; IC2.1.10	N/A	30/03/2017: Entry renumbered from IC2.1.10to IC2.1.06

### IC2.2 Customer Profiles

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.2.1	Information relating to customer profiling		Operational use	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC11.1	RL3	

### IC2.3 Demographic and Spatial Data

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.3.1	Demographic data collected and analysed by the authority		Current year + 6 years	Offer to Archives	Y	OFFICIAL - Personal		IC13.1	RL2	
IC2.3.2	Market Research outputs undertaken for Community, Learning and Skills		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**IC2.4 Staff communications**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.4.1	Internal Communications: K-Mail archive		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	19/06/2018: Entry added to the retention schedule; 13/11/2019: Text: Communications and Engagement:" removed
IC2.4.2	Internal Communications: Talk to the Top pages		Operational use	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	13/11/2019: Text: Communications and Engagement:" removed

**IC2.5 Web Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.5.1	E-government Project		Last action on file + 12 years	Offer to Archives	N	OFFICIAL - General		MN22.1	RL7	08/10/2021: Entry renumbered from IC2.5.2 to IC2.5.1
IC2.5.2	Records relating to the management of surveys completed by web users		The personal information you provide in the screener survey will be kept for the duration of the research and not more than 6 months from the date of submission. If you have not been selected to participate in the research your data will be deleted within 5 working days of the research activity. Recordings will be held for no longer than 12 months from the day of recording. Clips and stills used in reports and presentations will be retained for longer, but these will be anonymised.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	29/03/2023: Entry added to the retention schedule

**IC2.6 Campaigns and Marketing**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.6.1	Records relating to the development, implementation and monitoring of each campaign or marketing plan		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL1	13/11/2019: Text: "Campaigns and Marketing: " removed
IC2.6.2	Communications: Brand and Design: Job bags for all design work undertaken by the branding team		Job bags are held as current for 1 year and then archived for 2 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL1	13/11/2019: Text: "Marketing and External Communications: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.6.3	Information relating to the creation and publication of radio and press advertisements	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		MN16.1; MN9.6.1	RL2	15/11/2019: Text: "relating to the provision of Early Years and Child Care" removed; 14/04/2020: Entry renumbered from MN9.6.01 to IC2.6.03
IC2.6.4	Leaflets, flyers, posters, newsletters		Whilst operational	Offer to Archives	N	OFFICIAL - General		MN16.2; MN9.6.2	RL3	15/11/2019: Text: "produced to market the provision of Early Years and Child Care"
IC2.6.5	Information about exhibitions and roadshows		Date of exhibition or road show + 6 years	Offer to Archives	N	OFFICIAL - General		MN16.3; MN9.6.3	RL2	See Footnote <sup>51</sup>
IC2.6.6	Community Learning and Skills: Commercial Development: Customer records held on spreadsheets for marketing purposes		Current year	SECURE DISPOSAL	Y	OFFICIAL - Personal		MN16.4; MN9.6.4	RL3	14/04/2020: Entry renumbered from MN9.6.04 to IC2.6.06
IC2.6.7	Kent Adult Education Service CRM system		Whilst operational - data cleansed from system where appropriate on annual basis – individuals on the database will be contacted annually to ensure that they are happy for their data to be held for marketing purposes	SECURE DISPOSAL	Y - There will be an opt-in option on any enquiry forms and the forms will also contain fair-processing statements.	OFFICIAL - Personal		MN16.5; MN9.6.5	N/A	14/04/2020: Entry renumbered from MN9.6.05 to IC2.6.07
IC2.6.8	Marketing plans for individual directorates and sections within the directorates		Whilst operational	Offer to Archives	N	OFFICIAL - General		MN16.6; MN9.6.6	RL3	14/04/2020: Entry renumbered from MN9.6.06 to IC2.6.08
IC2.6.9	Leaflets and marketing materials produced by the Kent Adult Education Service	Limitation Act 1980 (Section 2)/ Disability Discrimination Act 2004	All material will be retained in paper format and "portable document format" for 6 years from the date of creation. The "portable document format" may then become part of a design library	Offer to Archives	N	OFFICIAL - General		MN16.7; MN9.6.7	RL2	14/04/2020: Entry renumbered from MN9.6.07 to IC2.6.09
IC2.6.10	"Job bags" relating to the creation of marketing materials for the Kent Adult Education Service		Current year + 7 years	Offer to Archives	N	OFFICIAL - General		MN16.8; MN9.6.8	RL2	14/04/2020: Entry renumbered from MN9.6.08 to IC2.6.10

<sup>51</sup> 15/11/2019: Text: "Information about exhibitions, roadshows and so on created to market the provision of Early Years and Child Care" replaced with "Information about exhibitions and roadshows"; 14/04/2020: Entry renumbered from MN9.6.03 to IC2.6.05

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.6.11	Planning exhibitions transferred to the Records Management Service		Date records reviewed at RMS + 1 year	Offer to Archives	N	OFFICIAL - General		MN16.9; MN9.6.9	N/A	14/04/2020: Entry renumbered from MN9.6.09 to IC2.6.11
IC2.6.12	Promotion and customer engagement in relation to all waste issues		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		WM8.3; MN9.6.10	RL1	12/01/2017: Entry renumbered from MN9.6.12 to MN9.6.10; 14/04/2020: Entry renumbered from MN9.6.10 to IC2.6.12
IC2.6.13	All records relating to the management of the Lockdown Legends scheme		Date of nomination + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL3	04/08/2020: Entry added to the retention schedule
IC2.6.14	Information collected to support the management of the Building Futures in Kent and Medway - Apprenticeship Levy Sharing Event		Date of event + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL3	17/09/2021: Entry added to the retention schedule
IC2.6.15	Personal information collected to administer the Retrofitting home improvement events and survey		Personal data will be retained until the follow up survey has been completed. The non-personal anonymised aggregated summary report of questionnaire findings and trends will be kept indefinitely, for the purposes of informing future service provision decisions and service improvement.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	06/07/2023: Entry added to the retention schedule

**IC2.7 Consultations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.7.1	Consultation: Log of consultations		Operational Use	SECURE DISPOSAL	N	OFFICIAL - General		No previous use	RL3	13/11/2019: Text: "Consultation and Engagement: " removed
IC2.7.2	Consultation: Log of equality impact assessments		Operational Use	SECURE DISPOSAL	N	OFFICIAL - General		No previous use	RL3	13/11/2019: Text: "Consultation and Engagement: " removed
IC2.7.3	Records relating to responses to consultations held on the CRM system		Date of response + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		MN81.1	RL2	07/06/2018: Entry added to the retention schedule; 22/01/2020: Entry renumbered from MN8.1.1 to IC2.7.3
IC2.7.4	Personal information held as part of the management of the Consultation Directory		Date account becomes inactive + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	22/01/2020: Entry added to the retention schedule

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.7.5	Personal information held as part of the management of Public Consultations		Date the consultation closes for a maximum of 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	22/01/2020: Entry added to the retention schedule

### IC2.8 Contact Centre

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.8.1	Recordings of calls coming into the Contact Centre [managed by Agilisys]		Recordings are stored securely for a maximum of 6 months and then are permanently deleted	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL3	09/07/2021: Text "Date of recording + 12 months" replaced with "Recordings are stored securely for a minimum of 6 months and no longer than 12 months and are then permanently deleted"; 29/03/2023: Text "Recordings are stored securely for a minimum of 6 months and no longer than 12 months and are then permanently deleted" replaced with "Recordings are stored securely for a maximum of 6 months and then are permanently deleted"

### IC2.9 Digital Kent

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC2.9.1	Records relating to the administration of the Digital Kent programme		Personal information will be held securely and retained for a maximum of 10 years, after which the information is made inaccessible to system users or securely destroyed	SECURE DISPOSAL	Yes	OFFICIAL – Personal		No previous reference	RL8	04/02/2022: Entry added to the retention schedule

## IC3 Information Resources

### IC3.1 Information and Data Standards

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.1.1	Information and Data Standards created for use in KCC		Date standard superseded + 6 years	Offer to Archives	N	OFFICIAL - General		IC20.1	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### IC3.2 Knowledge Management

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.2.1	Reference documents used for operational purposes. Examples may include: policy and procedure documents; strategy documents and other policy documents		Retain during operational use	SECURE DISPOSAL	N	OFFICIAL - General		IC22.1	RL3	
IC3.2.2	Documents collected for reading or reference purposes		Operational use	SECURE DISPOSAL	N	OFFICIAL - General		IC22.5	RL3	
IC3.2.3	Research data commissioned by Research and Evaluation		As required by the research body	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC22.13	RL13	
IC3.2.4	Research data undertaken by Research and Evaluation		Date research completed + 10 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL8	

### IC3.3 Publications

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.3.1	Reports relating to KCC and external bodies who provide housing		Date of report + 30 years	Offer to Archives	N	OFFICIAL - General		IC22.6; IC3.3.2	RL16	31/03/2017; Entry renumbered from IC3.3.2 to IC3.3.1
IC3.3.2	Records relating to the creation of publications for the Medway Swale Estuary Partnership		Life of the publication	Offer to Archives	N	OFFICIAL - General		IC3.3.4	N/A	Entry renumbered from IC3.3.4 to IC3.3.3; 08/10/2021: Entry renumbered from IC3.3.3 to IC3.3.2

### IC3.4 Information Asset Register

### IC3.5 Licences

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.5.1	All records relating to the management of the PPL and Copyright licences	Limitation Act 1980 (Section 2)	Date licence ends + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	

### IC3.6 Management Information and Statistics

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.6.1	Early Years Management Information		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		IC22.7	RL2	07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
IC3.6.2	Pupil attainment data		Current year + 15 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC22.8	RL17	31/03/2017: Text: "managed by CFE Management Information" removed from the entry

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC3.6.3	Pupil data used for summary years		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC22.9	RL2	31/03/2017: Text: "managed by CFE Management Information" removed from the entry; 07/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
IC3.6.4	School census data for upload to the DCFS web site		Current year	SECURE DISPOSAL	N	OFFICIAL - General		IC22.10	N/A	31/03/2017: Text: "managed by CFE Management Information" removed from the entry
IC3.6.5	Data quality monitoring reports		Current year	SECURE DISPOSAL	N	OFFICIAL - General		IC22.11	RL3	31/03/2017: Text: "managed by CFE Management Information" removed from the entry
IC3.6.6	Statistical and demographic data relating to Children's Centres		Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL - General		IC22.12	RL2	07/04/2020: Text: "Current year + 5 years then review" with "Current year + 6 years then review"
IC3.6.7	Capital Finance: Collated information for central government and CIPFA returns		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	13/11/2019: "Text: "Management:" removed"
IC3.6.8	Records relating to the writing, facilitating and reporting on quantitative and qualitative surveys of colleagues, stakeholders and the Council's service users for clients within KCC		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL8	10/06/2022: Entry added to the retention schedule

### IC4 Information and Records Management

#### IC4.1 Records Management - Retention

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.1.1	All records relating to the development of the Corporate Retention Schedule (including entries on the aka database)		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL1	

#### IC4.2 Information Security

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.2.1	Information Resilience and Transparency Team: Spreadsheet containing all information relating to the logging, tracking and monitoring of information security breaches		Current year + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL8	14/08/2014: Entry added to the retention schedule
IC4.2.2	Information Resilience and Transparency Team: All records relating to the responses to information security breaches		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	14/08/2014: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.2.3	Information Resilience and Transparency Team: All records relating to the development and management of the SIRO Action Plan		Retain until superseded	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	15/08/2014: Entry added to the retention schedule

**IC4.3 Individual Unit Record Keeping Systems**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.3.1	Social Care: Assistant Directors' files relating to ordinary issues		Closure of file + 2 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL1	
IC4.3.2	Highways and Transportation Director's Files		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General			RL1	
IC4.3.3	Social Care: Assistant Directors' files relating to complex or long running issues including asylum		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL1	
IC4.3.4	Social Care: Assistant Directors' day books		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL1	
IC4.3.5	Correspondence and other information relating to Asylum		Current year + 5 years then review	Offer to Archives	N	OFFICIAL - General			RL2	
IC4.3.6	Director of Finance – Personal files		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			N/A	
IC4.3.7	Chief Executive – Personal files		Closure + 10 years	Offer to Archives	N	OFFICIAL - General		IC50.6	N/A	
IC4.3.8	Adult Social Care: Business Management Systems: Management Reports		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	24/06/2020: Entry added to the retention schedule

**IC4.4 Records Management - Information Surveys**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.4.1	Information Asset Surveys (formerly Information Audits)		Date of audit + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General			RL1	01/05/2014: Entry added to the retention schedule

**IC4.5 Records Management - Disposal**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.5.1	Information relating to the destruction of ICT systems	Limitation Act 1980 (Section 2)	Date of disposal of system + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		IC14.2	RL2	

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

IC4.5.2	Destruction schedules created when records are destroyed outside the Records Management Service		Date of destruction+ 30 years then review	Offer to Archives	N	OFFICIAL - General		IC14.1	N/A	14/11/2019: Text: "MRC" replaced with "Records Management Service"
IC4.5.3	Destruction certificates issued by secure disposal firms	Limitation Act 1980 (Section 2)	Date of certificate + a minimum of 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	

#### IC4.6 Records Management Service

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.6.1	Records Management Service Review Forms		Date of review + 30 years then review	Offer to Archives	N	OFFICIAL - General			RL16	
IC4.6.2	Records Management Service request tickets		Signed copy of the ticket to be returned to the originator and the unsigned copy of the ticket to be destroyed once the production register has been updated.	SECURE DISPOSAL	N	OFFICIAL - General			N/A	
IC4.6.3	Enquiry forms		Date of enquiry + 1 year	Offer to Archives	N	OFFICIAL - General			RL3	
IC4.6.4	Production Register		Minimum of 50 years then review	Offer to Archives	N	OFFICIAL - General			RL16	07/04/2020: Text: "[to be burnt to CD at the end of each week for legal admissibility purposes" removed

#### IC4.7 Records Management Policy

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC4.7.1	All records relating to the development and implementation of the Records Management Policy including the Information Management Manual and the Section 46 Records Management Self- Assessment Tool		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL1	01/05/2014: Entry added to the retention schedule

#### IC5 Information Communication and Technology

##### IC5.1 Network Maintenance and Monitoring

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.1.1	Records relating to network maintenance	Limitation Act 1980 (Section 2)	Date of maintenance + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**IC5.2 Systems - Change Control**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.2.1	Information and Communication Technology: Data used for SWIFT and ICS system changes (to raise request for change)		The request for change does not contain any system data and will be kept for the life of the system	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	N/A	

**IC5.3 Systems - Configuration Management**

**IC5.4 Systems - Data Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.4.1	Data relating to the decommissioned Contact Point database held on external hard drives		Retain until 2016	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC36.1	N/A	
IC5.4.2	WAMS backup: Daily exports: are taken Monday to Thursday during the backup window, (20:00 - 04:00)		1 week	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	
IC5.4.3	WAMS backup: Weekly exports: are taken every Friday during the backup window, 20:00 - 04:00		1 month	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	04/05/2016: Entry added to the retention schedule
IC5.4.4	WAMS backup: Monthly exports: are taken on the last day of the month during the backup window, 20:00 - 04:00		1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	
IC5.4.5	WAMS backup: Yearly exports: are taken on the 31st December during the backup window, 20:00 -04:00		Duration of the contract	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	
IC5.4.6	Data Quality and Compliance Monitoring - Reports to validate usage and input of Oracle data		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL3	14/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development: " and "through HRBC and Self Service" removed

**IC5.5 Systems - Design and Construction**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.5.1	ICT Support Services: Spreadsheet relating to the Technology Refresh Programme (TRP)	HMRC - Compliance Handbook Manual CH15400	End of Technology Refresh Programme + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	14/11/2019: Text: "Information and Communication Technology: " removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**IC5.6 Systems - Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.6.1	Records relating to bespoke developments including estimates, requirements, test plans and all related user documentation		Life of the system	Offer to Archives	N	OFFICIAL – Sensitive Corporate		No previous reference	RL3	14/11/2019: Text: "Information and Communication Technology: Service Delivery: Applications Team: " removed
IC5.6.2	Oracle Business Solutions (OBS) work packages (combination of specification and authorisation)		Life of the system	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL3	14/11/2019: Text: "Information and Communication Technology: Service Delivery: Applications Team: " removed
IC5.6.3	Applications Team: Documentation from supplier relating to new releases		Life of the system	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	14/11/2019: Text: "Information and Communication Technology: Service Delivery: Applications Team: " removed
IC5.6.4	Time tracking for ICT projects leading to recharges		Current year + 2 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL1	14/11/2019: Text: "Information and Communication Technology: Programmes and Projects: Resources: " removed
IC5.6.5	Oracle Systems Documentation - All information relating to updates/changes/developments of Oracle system. Measurement reports		Life of system	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	14/11/2019: Text: "Human Resources: Employment Strategy: Business Systems and Development:" removed
IC5.6.6	Records relating to the maintenance of ORACLE and the collaborative planning system ensuring that the system is fit for purpose and looking at development of the system		Life of system	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	14/11/2019: Text: "Finance and Procurement: Financial Management: Chief Accountant:" removed

**IC5.7 Systems – Disposal**

**IC5.8 Systems - Fault Reporting**

ICT fault reporting is now the responsibility of Cantium Business Solutions

**IC5.9 Systems - Forms Development**

**IC5.10 Systems - Hardware Maintenance**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.10.1	Records relating to the maintenance of systems hardware	Limitation Act 1980 (Section 2)	Date of maintenance + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		IC18.1	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**IC5.11 Systems - Help Desk Support**  
**IC5.12 Systems - Implementation**  
**IC5.13 Systems - Integration and Interfaces**

**IC5.14 Systems - Licensing**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.14.1	Licences associated with ICT hardware and software	Limitation Act 1980 (Section 2)	Date licence ends + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	
IC5.14.2	PPS/Broadcast Licences for use in KCC Managed Premises		Life of licence	SECURE DISPOSAL	N	OFFICIAL - General		IC43.2	RL3	
IC5.14.3	All records relating to the management of software licences for the Apple Mac computers	Limitation Act 1980 (Section 2)	Life of the licence + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	14/11/2019: Text: "Marketing and External Communications: Brand and Design:" removed

**IC5.15 Systems - Maintenance**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.15.1	Information and Communication Technology: Service Delivery: Applications Team: Records relating to third party applications including change control records and changes to systems (approved and signed off)		Life of system	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	
IC5.15.2	Information and Communication Technology: ICT Support Services: Records relating to the management of the IT Shop	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL2	

**IC5.16 Systems – Manuals**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.16.1	Manuals associated with hardware and software systems		Life of the system	SECURE DISPOSAL	N	OFFICIAL - General			RL3	

**IC5.17 Systems - Process Mapping**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.17.1	Applications Team: Records of business processes (held as Visio diagrams)		Life of system	SECURE	N	OFFICIAL - General		No previous reference	RL3	14/11/2019: Text: "Information and Communication Technology: Service Delivery:" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**IC5.18 Systems - Security**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.18.1	Subscriber information including subscriber details relating to the person, contact information (information held by the subscriber but not verified by the customer service provider) and the identity of services subscribed to (information determined by the customer service provider)	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Date data changed or subscriber leaves the service + 12 months - NB This is a maximum retention period	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL3	
IC5.18.2	Telephony data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Time call ends + 12 months	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL3	
IC5.18.3	SMS, EMS and MMS Data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Time call ends + 6 months - NB This is a maximum retention period	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL4	
IC5.18.4	E-mail data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Date e-mail sent + 6 months - NB This is a maximum retention period	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL4	
IC5.18.5	ISP Data	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	Date data changed or subscriber leaves the service + 6 months - NB This is a maximum retention period	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL4	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.18.6	Web Activity Logs	Retention of Communications Data under Part 11: Anti Terrorism, Crime and Security Act 2001 (Commissioned by SI 2003 No 3175 The Retention of Communications Data (Code of Practice) Order 2003)	4 days	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	
IC5.18.7	All records relating to the investigation of inappropriate use of email and internet systems		This information is deleted once HR have closed the case	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	14/11/2019: Text: "Information and Communication Technology:" removed
IC5.18.8	All records relating to the identification of vulnerabilities in ICT systems and mitigation of the vulnerabilities		The reports of one scan are replaced by the next	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	N/A	14/11/2019: Text: "Information and Communication Technology:" removed
IC5.18.9	All records relating to the assessment of new systems and potential outcomes including decision log		This is reviewed on an annual basis and the information removed depending on the decision	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL3	14/11/2019: Text: "Information and Communication Technology:" removed
IC5.18.10	PSN Security documentation	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		IC5.18.12	RL2	14/11/2019: Entry renumbered from IC5.18.12 to IC5.18.10; Text: "Information and Communication Technology:" removed
IC5.18.11	Security and Service: Internet journal access decisions and sawmill application	Limitation Act 1980 (Section 2)	Date created + a maximum of 6 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL4	14/11/2019: Text: "Information and Communication Technology:" removed

**IC5.19      Systems – Tracking**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.19.1	Cisco Content Security Management appliance logs.		Current day + 6 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous number	N/A	06/04/2022: Entry added to the retention schedule
IC5.19.2	Accessibility Audits & Audits' Records.		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - CORPORATE		No previous number	N/A	06/04/2022: Entry added to the retention schedule

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.19.3	Subject Access Requests – date extractions as requested by IR&T Team Leader.		Retained until instructed by IR&T that SAR fulfilled.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		No previous number	N/A	06/04/2022: Entry added to the retention schedule

#### IC5.20 Systems - User profile

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC5.20.1	User Access Forms		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		IC19.1	RL2	
IC5.20.2	System user profiles		Termination of employment + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	
IC5.20.3	Paper application forms and associated documentation submitted for access to the Contact Point database		On receipt the application forms and supporting documentation is scanned and the paper will be retained until the image has been checked for legibility	SECURE DISPOSAL	Y	OFFICIAL - Personal			N/A	

#### IC5.21 Business Solutions

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
IC.5.21.1	ICT Programme Board, ICT Project Board Papers	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of the meeting of the Board + a minimum of 6 years then review	Offer to Archives	N	OFFICIAL - General		D2.2.11	RL2	14/11/2019: Text: "Information and Communication Technology: Business Solutions" removed

#### LC Leisure and Culture

##### LC1 Allotments

##### LC1.1 Administration of Allotments

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LC2 Archives, Libraries and Museums**

**LC2.1 Archive Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC2.1.1	Files relating to the deposit, donation or purchase of records held in the ALHS collections		Permanent [material which has no legal status i.e. dates of meetings, invitations to lunch, acknowledgment correspondence will be removed from the files periodically]		Y	OFFICIAL – Personal		LC5.1	RL9	
LC2.1.2	Requests for information about opening hours, requests for leaflets etc		DESTROY once the information requested has been sent off	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.2	N/A	
LC2.1.3	General enquiries relating to the contents of collections but which do involve the use of documents		Year of enquiry + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.3	RL1	
LC2.1.4	Enquiries relating to paid research	HMRC - Compliance Handbook Manual CH15400	Year of enquiry + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.4	RL2	
LC2.1.5	Copyright forms		Add to main depositor file		Y	OFFICIAL – Personal		LC5.5	N/A	
LC2.1.6	Permissions to Publish		Add to main depositor file		Y	OFFICIAL – Personal		LC5.6	N/A	
LC2.1.7	Permissions to view		These will be kept by the search room desk whilst they were current and then transferred to the appropriate depositor file.		Y	OFFICIAL – Personal		LC5.7	N/A	
LC2.1.8	Post book		Current year + 2 years	SECURE DISPOSAL	N	OFFICIAL – General		LC5.8	RL1	
LC2.1.9	Parish Survey files		Permanent		N	OFFICIAL – General		LC5.9	RL9	
LC2.1.10	Archive Accession Register		Permanent		Y	OFFICIAL – Personal		LC5.10	RL9	
LC2.1.11	Electronic copies of enquiries		Date of enquiry + 2 years, then review, if necessary personal information must be removed	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.11	RL1	
LC2.1.12	Conservation Register		Permanent		N	OFFICIAL – General		LC5.12	RL9	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC2.1.13	Enquiries from HM Coroners concerning the return of case papers		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.13	RL1	
LC2.1.14	Document request tickets - members of the public and staff		Permanent until implementation of CALM for Archives (document issue) then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC5.14	N/A	
LC2.1.15	Catalogues of the records held by the Archives and Local History Service		Permanent – the electronic copy will be deemed to be the principal copy once the CALM database is fully operational		Y	OFFICIAL – General		LC5.17; LC2.1.17	N/A	04/04/2017: Entry renumbered from LC2.1.17 to LC2.1.15
LC2.1.16	Working notes used to create catalogues of the records held by the Archives and Local History Service		All the appropriate information should be added to the electronic catalogue and then the notes can be destroyed	SECURE DISPOSAL	Y	OFFICIAL – General		LC5.18; LC2.1.18	N/A	04/04/2017: Entry renumbered from LC2.1.18 to LC2.1.16
LC2.1.17	Kent History Centre: Microfilm Masters		Permanent		Y	OFFICIAL – General		LC2.1.19	N/A	04/04/2017: Entry renumbered from LC2.1.19 to LC2.1.17
LC2.1.18	Archive and Local History Services partnership records	Limitation Act 1980 (Section 2)	Last action on partnership + 6 years then review	Offer to Archives	N	OFFICIAL – General		MN23.4; MN6.2.05;MN6.2.04; LC2.1.20	RL2	01/12/2016: Entry renumbered from MN6.2.5 to MN6.2.4; 11/01/2017: Entry renumbered from MN6.2.4 to LC2.1.20; 04/04/2017: Entry renumbered from LC2.1.20 to LC2.1.18

**LC2.2 Archives, Libraries and Museums Programme and Events**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Previous reference numbers	RL	Version Control
LC2.2.1	Libraries Registration & Archives: photographs/video recordings used for promotional purposes taken with the consent of the individuals concerned, or with consent from an appropriate parent or carer		Life of the photograph/video recording	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	03/01/2024: Entry added to the retention schedule
LC2.2.2	Parental/carers permission slips for photographs/video recordings taken of children to publicise/promote LRA events		Life of the photograph/video recording	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	03/01/2024: Entry added to the retention schedule



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LC2.3 Library management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC2.3.1	Local Studies depositor/donation files		Permanent [material which has no legal status should be removed from the files periodically]		Y	OFFICIAL – Personal		LC6.20; LC2.3.13	RL9	04/04/2017: Entry renumbered from LC2.3.13 to LC2.3.01
LC2.3.2	Library catalogue		This is a dynamic document and will be updated on a regular basis	SECURE DISPOSAL	N	OFFICIAL – General		LC6.28; LC2.3.21	N/A	04/04/2017: Entry renumbered from LC2.3.21 to LC2.3.02
LC2.3.3	Library Stock Audit		Dynamic working document constantly under review – retain until operational use completed	SECURE DISPOSAL	N	OFFICIAL – General		LC6.27; LC2.3.20	RL3	04/04/2017: Entry renumbered from LC2.3.20 to LC2.3.03
LC2.3.4	Information about individual borrower use of the Library Service stored on library system		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.24; LC2.3.17	RL3	04/04/2017: Text: "Galaxy System (Netloan, reservations etc)" replaced with "library system"; Entry renumbered from LC2.3.17 to LC2.3.04
LC2.3.5	Inactive borrower data		Last use + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.25; LC2.3.18	RL1	04/04/2017: Entry renumbered from LC2.3.18 to LC2.3.05
LC2.3.6	Information about customers banned from using the Library		Length of ban	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.5; LC2.3.24	RL3	04/04/2017: Entry renumbered from LC2.3.24 to LC2.3.06
LC2.3.7	Library Service long over-due and write-off records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN13.6; FN7.7.08	RL2	04/04/2017: Entry renumbered from LC2.3.29 to LC2.3.07
LC2.3.8	Overdue letters		Letters not sent out destroyed same day and report overwritten	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.23; LC2.3.16	N/A	04/04/2017: Entry renumbered from LC2.3.16 to LC2.3.8
LC2.3.9	Signing in sheets for computers		Current month + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.16; LC2.3.08	RL4	04/04/2017: Entry renumbered from LC2.3.08 to LC2.3.09
LC2.3.10	Parental permission forms to allow their children to use the internet in the Library		Date of birth of child + 16 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.21; LC2.3.14	RL17	04/04/2017: Entry renumbered from LC2.3.14 to LC2.3.10
LC2.3.11	User Questionnaires		Current year + 1 year then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.19	RL3	
LC2.3.12	User statistics		Current year + 2 years the review	SECURE DISPOSAL	N	OFFICIAL – General		LC6.18; LC2.3.10	RL1	04/04/2017: Entry renumbered from LC2.3.10 to LC2.3.12
LC2.3.13	Parental Permission slips for all library activities [where there has been no major incident]		DESTROY at the close of the event	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	04/04/2017: Entry added to the retention schedule
LC2.3.14	Parental Permission slips for all library activities [where there has been a major incident]	Limitation Act 1980 (Section 2)	Keep the parental permission slip with the incident report Date of birth of child + 25 years		Y	OFFICIAL – Personal		No previous reference	N/A	04/04/2017: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC2.3.15	Gallery feedback sheets		Once feedback has been actioned or entered on database + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC6.17; LC2.3.09	RL4	04/04/2017: Entry renumbered from LC2.3.09 to LC2.3.15
LC2.3.16	Quality Standards		Until obsolete or replaced by a standard	SECURE DISPOSAL	N	OFFICIAL – General		LC6.4; LC2.3.23	RL3	04/04/2017: Entry renumbered from LC2.3.23 to LC2.3.16
LC2.3.17	Clubs and Societies List		When obsolete	SECURE DISPOSAL	Y	OFFICIAL – General		LC6.9; LC2.3.28	RL3	04/04/2017: Entry renumbered from LC2.3.28 to LC2.3.17
LC2.3.18	Guest Library cards used to access public PCs		Date of last use of the card + 6 months, unless the card may be required as part of a criminal investigation, in which case last use of card + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	19/06/2018: Entry added to the retention schedule
LC2.3.19	Guest Library cards used to access WiFi with a personal device		Date of last use of the card + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL4	19/06/2018: Entry added to the retention schedule
LC2.3.20	Ask a Kent Librarian enquiries		Date of enquiry + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	13/12/2018: Entry added to the retention schedule
LC2.3.21	All information relating to the capture and use of CCTV and dash cam footage by mobile libraries		Date footage created + two months or for as long as it is necessary to fulfil the purpose of an investigation or insurance claim	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	16/09/2021: Entry added to the retention schedule

### LC2.4 Museum Management

### LC3 Arts and Sports Development

#### LC3.1 Arts Development

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.1.1	Culture and Creative Economy: Visitors' books and mailing lists		Updated every 4 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC3.2	RL10	04/04/2017: Text: "Cultural Development Unit " replaced with "Culture and Creative Economy Service"; 15/11/2019: Text: "Service" removed
LC3.1.2	Culture and Creative Economy: All records relating to the management of and agreements with the Turner Contemporary Project	Limitation Act 1980 (Section 2)	Last action on the service level agreement + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	03/10/2014: Entry added to the retention schedule; 04/04/2017: Text: "Arts and Culture Service: " replaced with "Culture and Creative Economy Service"; 15/11/2019: Text: "Service" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.1.3	Culture and Creative Economy: All records relating to the management of the Young Artists Programme, the Young Arts Ambassadors programme and the Youth Arts Programme		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	03/10/2014: Entry added to the retention schedule; 04/04/2017: Text: "Arts and Culture Service: " replaced with "Culture and Creative Economy Service"; 15/11/2019: Text: "Service" removed
LC3.1.4	Culture and Creative Economy: All records relating to the management of festivals and conferences		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	03/10/2014: Entry added to the retention schedule; 04/04/2017: Text: "Arts and Culture Service: " replaced with "Culture and Creative Economy Service"; 15/11/2019: Text: "Service" removed
LC3.1.5	Culture and Creative Economy: John Downton Awards: Student information		Closing date of applications + 12 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	05/12/2018: Entry added to the retention schedule
LC3.1.6	Culture and Creative Economy: John Downton Awards: BACS information		Date payment made + 12 months	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	05/12/2018: Entry added to the retention schedule
LC3.1.7	Culture and Creative Economy: John Downton Awards: School contact information		Until removal requested	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	05/12/2018: Entry added to the retention schedule
LC3.1.8	Culture and Creative Economy: John Downton Awards: Records required to facilitate the BACS payment		Date payment made + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL5	05/12/2018: Entry added to the retention schedule
LC3.1.9	Culture and Creative Economy: Records relating to the facilitation of the Cultural Transformation Board and associated activities		Personal information will be held for as long as individuals are members of the Board. If we are informed that individuals are no longer members all information is removed from the CTB mailing list.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	28/04/2020: Entry added to the retention schedule
LC3.1.10	Culture and Creative Economy: Records relating to the management of the Kaleidoscope Gallery		Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	11/11/2021: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LC3.2 Sports Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.2.01	Sport and Physical Activity: Project Files		In accordance with external funder's guidelines	Offer to Archives	N	OFFICIAL – General		LC4.1	RL13	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Text: Limitation Act 1980 (Section 8) removed; Text: "Last action on project + 12 years" replaced with "In accordance with external funder's guideline"
LC3.2.02	Sport and Physical Activity: Kent School Games - Details relating to the issue of photographic permits/wrist bands	Limitation Act 1980 (Section 2)	Date of the games + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC4.2	RL2	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Text: "Date of the games + 10 years [this retention period is to be reviewed in 2020]" replaced with "Date of the games + 6 years"; Text: Limitation Act 1980 (Section 2) added; 15/11/2019: Text: "Service" removed
LC3.2.03	Sport and Physical Activity: Records relating to projects undertaken as part of the London 2012 Olympics		Permanent		N	OFFICIAL – General		LC4.3	RL9	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 15/11/2019: Text: "Service" removed
LC3.2.04	Sport and Physical Activity: Information created through the safeguarding process		Reviewed routinely and weeded	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC4.4	RL3	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Text: "Safeguarding intelligence relating to sports coaches" replaced with "Information created through the safeguarding process" 15/11/2019: Text: "Service" removed
LC3.2.05	Sport and Physical Activity: Free Access for National Sports People (FANS) database		Date membership expires + 2 years for successful candidates; Date of application + 18 months for unsuccessful candidates	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC4.5	RL1	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; Text: "Date application expires + 6 months" replaced with "Date membership expires + 2 years for successful candidates; Date of application + 18 months for unsuccessful candidates"; 15/11/2019: Text: "Service" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.2.06	Sport and Physical Activity: Records relating to the management of Kent Sport Connect		Life of Kent Sport Connect membership	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC4.6	RL3	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Text: "Life of Club Connects" replaced with "Life of Kent Sport Connect membership"; Text: "Club Connects" replaced with "Kent Sport Connect"; 15/11/2019: Text: "Service" removed
LC3.2.07	Sport and Physical Activity: Kent School Games - Welfare Report		Current year + 2 years then review	SECURE DISPOSAL	N	OFFICIAL – General		LC4.8; LC3.2.08	RL1	04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Entry renumbered from LC3.2.08 to LC3.2.7; 15/11/2019: Text: "Service" removed
LC3.2.08	Sport and Physical Activity: Coach Register (replacing QES)		Reviewed every 2 years. Either extended or deleted depending on the response from the coach	SECURE DISPOSAL	Y	OFFICIAL – Personal		LC4.9; LC3.2.09	RL1	See Footnote <sup>52</sup>
LC3.2.09	Sport and Physical Activity: Photographs/Video recordings used for promotional purposes taken with the consent of the individuals concerned where the individual is over 18 years old		Date of photograph/video recording + 5 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	11/07/2018: Entry added to the retention schedule; 15/11/2019: Text: "Service" removed
LC3.2.10	Sport and Physical Activity: Photographs/Video recordings used for promotional purposes taken with the consent of the individuals concerned where the individual is under 18 years old		Date of photograph/video recording + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	11/07/2018: Entry added to the retention schedule; 15/11/2019: Text: "Service" removed
LC3.2.11	Sport and Physical Activity: Photographic consents for Photographs/Video recordings used for promotional purposes taken with the consent of the individuals concerned		Life of the photographic/video images to which they refer	SECURE DISPOSAL	N	OFFICIAL – Personal		No previous reference	RL1	11/07/2018: Entry added to the retention schedule; 15/11/2019: Text: "Service" removed
LC3.2.12	Sport and Physical Activity: Audio recordings		Audio recording will be transcribed and then the audio recording will be disposed of	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	11/07/2018: Entry added to the retention schedule; 15/11/2019: Text: "Service" removed

<sup>52</sup> 04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Text: "QES database" replaced with "Coach Register (replacing QES)"; Text: "Life of the database" replaced with "Reviewed every 2 years. Either extended or deleted depending on the response from the coach"; Entry renumbered from LC3.2.9 to LC3.2.8; 15/11/2019: Text: "Service" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.2.13	Sport and Physical Activity: Records relating to the management of externally funded projects [Sport England]	HMRC - Compliance Handbook Manual CH15400	Last payment on the project + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN1.19; FN4.1.20; LC3.2.12	RL2	See footnote <sup>53</sup>
LC3.2.14	Sport and Physical Activity Service: KCC funded capital grants project files	HMRC - Compliance Handbook Manual CH15400	Last payment on the project + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	11/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.15	Sport and Physical Activity: Kent School Games - Team Sheets		Once monitoring is complete + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	11/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.16	Sport and Physical Activity: Records relating to mailing lists		Until recipient unsubscribes from mailing list	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.17	Sport and Physical Activity: Records relating to the Kent and Medway Business Games (except photographs and video footage)		End of business games + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed; 07/10/2021 Text: "(except photographs and video footage)" added
LC3.2.18	Sport and Physical Activity: Records relating to Housing Association Project work	Limitation Act 1980 (Section 2)	End of project + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.19	Sport and Physical Activity: Records relating to Project 500 work		Reviewed every 2 years. Either extended or deleted depending on the response from the coach	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.20	Sport and Physical Activity: Records relating to Satellite Clubs Project		End of individual project + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.21	Sport and Physical Activity: Records relating to Kent Sport Coach workshops		Date of workshop + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.22	Sport and Physical Activity: Records relating to Kent small grants programme		Date of application + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed
LC3.2.23	Sport and Physical Activity: Records relating to Coach and Official Scholarship Scheme		Completion of coaching award + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule; 15/09/2019: Text: "Service" removed

<sup>53</sup> 04/04/2017: Text: Sports Development Unit replaced with Sport and Physical Activity Service; 11/07/2018: Entry renumbered from LC3.2.12 to LC3.2.13; Text: "Life of the project + 6 years" replaced with "Last payment on the project + 6 years"; 15/11/2019: Text: "Service" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.2.24	Sport & Physical Activity Service: KCC Capital Grant Scheme for Sport – Application forms		Date of application + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	07/10/2021: Entry added to the retention schedule
LC3.2.25	Sport & Physical Activity Service: Kent Sport Small Grants – Application forms		Date of application + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	07/10/2021: Entry added to the retention schedule
LC3.2.26	Sport & Physical Activity Service: Mailing list for e newsletters		Until contact chooses to unsubscribe from mailing list.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	07/10/2021: Entry added to the retention schedule

**LC3.3 Explore Kent**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC3.3.1	Explore Kent: E forms submitted for inclusion on the mailing database		Disposed of once the information has been entered on the database	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN16.11; MN9.6.11	N/A	12/07/2018: Entry renumbered from MN9.6.11 to LC3.3.1
LC3.3.2	Explore Kent: Records relating to mailing list		Until recipient unsubscribes from mailing list	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	12/07/2018: Entry added to the retention schedule
LC3.3.3	Explore Kent: Photographs/Video recordings used for promotional purposes taken with the consent of the individuals concerned		Date video recording/photograph taken + 2 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL1	12/07/2018: Entry added to the retention schedule
LC3.3.4	Explore Kent: Photographic consents for Photographs/Video recordings used for promotional purposes taken with the consent of the individuals concerned		Life of the photographic/video images to which they refer	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	12/07/2018: Entry added to the retention schedule
LC3.3.5	Explore Kent: E forms submitted for Challenge Certificates requests		Disposed of once the certificate has been issued	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	12/07/2018: Entry added to the retention schedule
LC3.3.6	Explore Kent: Website feedback forms		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	12/07/2018: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LC4 Country Parks**

**LC4.1 Country Parks Administration**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC4.1.1	Country Parks: Qualifications: Levels 1, 2 and 3 Forest School Qualifications; OCNWMR		Year qualification completed + 2 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		LC1.1	RL13	30/09/2021: Text: "Country Parks: Qualifications: Levels 1 and 2 Forest School Qualifications; ABC Awards" replaced with "Country Parks: Qualifications: Levels 1, 2 and 3 Forest School Qualifications; OCNWMR; and text: "Length of time required by the accrediting body" replaced with "Year qualification completed + 2 years"
LC4.1.2	Country Parks Management Plan		This is a dynamic working document which is constantly changing	SECURE DISPOSAL	N	OFFICIAL - PERSONAL		LC11.1	RL3	
LC4.1.3	Work and maintenance files created to monitor work done on the premises and grounds at the country parks (including the CEEC)		Last date in file + 6 years	SECURE DISPOSAL	N	OFFICIAL - PERSONAL		LC11.2	RL2	
LC4.1.4	Records relating to medical details and next of kin details of volunteers used by Countryside Management Partnerships or in the Country Parks		Whilst volunteers are active then SHRED	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE PERSONAL		HR11.14.3; HR2.5.15	N/A	04/04/2017: Entry renumbered from HR2.5.15 to LC4.1.4
LC4.1.5	Personal information collected in order to administer the Countryside Wardens scheme.		Volunteers are approached once a year to ensure that they want to remain on the scheme. Details removed when the warden leaves the scheme.	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		HR11.14.4; HR2.5.16	RL3	04/04/2017: Entry renumbered from HR2.5.16 to LC4.1.5
LC4.1.6	Records relating to volunteers on the V for Volunteer Scheme	Limitation Act 1980 (Section 11)	End of involvement in the scheme + 4 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		HR11.14.5; HR2.5.17	RL10	04/04/2017: Entry renumbered from HR2.5.17 to LC4.1.6
LC4.1.7	Country Parks: Applications for Season Tickets (standard and Blue Badge)		Current year + 3.5 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL1	13/10/2021: Entry added to the retention schedule
LC4.1.8	Country Parks: Collection of vehicle number plate information to manage the season ticket scheme		Current year + 3.5 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL1	14/10/2021: Entry added to the retention schedule



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC4.1.9	Country Parks: Collection of information relating to the management of volunteers		End of volunteering position + a maximum of four weeks	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	14/10/2021: Entry added to the retention schedule

**LC4.2 Country Parks Programme and Events**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LC4.2.1	Country Parks: Function Booking Forms		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		LC11.3	RL3	
LC4.2.2	Country Parks: Team Building Booking Forms		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		LC11.4	RL3	
LC4.2.3	Event form for an event organised by Country Parks which does not contain a photographic permission or consent to join the mailing list		Ticket issued and then the form destroyed	SECURE DISPOSAL	Y	OFFICIAL - Personal		LC9.1	N/A	
LC4.2.4	Country Parks: Events Booking System		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		LC9.2	RL2	07/10/2021: Text: "Current year + 6 years" replaced with "Current year + 3.5 years"
LC4.2.5	Event form for an event organised by Country Parks which contains a photographic consent		Life of the photograph	SECURE DISPOSAL	Y	OFFICIAL - Personal		LC9.1c	RL3	06/10/2021: Entry renumbered from LC4.2.6 to LC4.2.5
LC4.2.6	Country Parks: Education Session Booking Forms		Current year + 3.5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	07/10/2021: Entry added to the retention schedule
LC4.2.7	Country Parks: Information collected to administer the provision of birthday parties		Current year + 3.5 years	SECURE DISPOSAL	Y			No previous reference		14/10/2021: Entry added to the retention schedule

**LC5 Tourism**  
**LC5.1 Management of Tourist Information**

**LS Legal Services**

**LS1 Criminal Injuries Compensation**  
**LS1.1 Criminal Injuries Compensation Claims**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS1.1.1	Case files relating to Criminal Injuries Compensation Authority Claims		Date of birth + 85 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		LS5.14	RL6	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LS2 Litigation**

**LS2.1 Injunctions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS2.1.1	Case files relating to injunction proceedings	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS2.1.2	Case files relating to injunctions under the Town & Country Planning Acts	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**LS2.2 Prosecutions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS2.2.1	Case files relating to Magistrate's Courts Proceedings	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS2.2.2	Case files resulting from prosecutions on behalf of client Directorates	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		LS5.6	RL2	
LS2.2.3	Case files relating to the prosecution of breaches/review of community orders	Limitation Act 1980 (Section 2)	Close of case + 6 years then review		N	OFFICIAL – General			RL2	

**LS3 Debt Recovery Law**

**LS3.1 Debt Recovery Cases**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS3.1.1	Case files relating to debt recovery	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	

**LS4 Education Law**

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## LS5 Employment Law

### LS5.1 General Employment

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS5.1.1	Employment files	Limitation Act 1980 (Section 2)	Closure + 6 years then review <sup>54</sup>	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	
LS5.1.2	Case files relating to disciplinary matters	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	

### LS5.2 Pension Scheme

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS5.2.1	Case files relating to KCC Pension Scheme (KCCPS) - Admission to Fund	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate			RL2	
LS5.2.2	Case files relating to KCC Pension Scheme (KCCPS) - Admission Agreements	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate			RL2	

## LS6 Judicial Review

### LS6.1 Judicial Review Cases

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS6.1.1	Case files relating to judicial review	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

## LS7 Land Law

### LS7.1 Deeds

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.1.1	Case files relating to Deed Of Release/Rectification/Variation By Client	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

<sup>54</sup> A complaint cannot be entertained unless it is presented to the Industrial Tribunal before the end of the period of 3 months beginning with the date on which the ground for the complaint arose, or other such period as the tribunal considers reasonable. For a redundancy payment, a claim must be presented within 6 months beginning with the relevant date.

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### LS7.2 Legal Charges

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.2.1	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

### LS7.3 Conveyancing

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.3.1	Conveyancing - acting for purchaser		Permanent - retained in the Legal Registry	SECURE DISPOSAL	N	OFFICIAL – General			RL9	
LS7.3.2	Conveyancing - acting for vendor on sale of the whole of the title	Limitation Act 1980 (Section 8)	Closure + 12 years	SECURE DISPOSAL	N	OFFICIAL – General			RL7	
LS7.3.3	Conveyancing - acting for vendor who retains part of the title		Permanent - retained in the Legal Registry	SECURE DISPOSAL	N	OFFICIAL – General			RL9	

### LS7.4 Grant of Easement

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.4.1	Case files relating to grant of easement to the client	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

### LS7.5 Recovery of Land

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.5.1	Recovery of land	Limitation Act 1980 (Section 8)	Date of case of action +12 years then review <sup>55</sup>	SECURE DISPOSAL	N	OFFICIAL – General			RL7	

<sup>55</sup> The same period is prescribed for the recovery of money charged on land, e.g. by mortgage, or the proceeds of sale of land, e.g, under a trust for sale. Longer periods are provided for Crown Lands, the period being either 60 or 30 years. Claims by subjects to recover lands from the Crown are barred after the ordinary period of 12 years.

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LS7.6 Sale of Property (including Right to Buy)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.6.1	Case file relating to the sale of property by auction	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.2	Sale of property (other than by auction or Order Of Court Protection)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.3	Case file relating to Right to Buy pursuant to the Housing Act 1985	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.4	Case files relating to the transfer of schools to governing body	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.5	Case files relating to the purchase of property where contracts are used	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.6	Case files relating to the purchase of plot for highway scheme where contracts are not used	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.6.7	Case files relating to the purchase of property when payment has already been made	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**LS7.7 Common Land**

**LS7.8 Leases and Mortgages**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.8.1	Case files relating to licences for assignment/under-letting/ alterations relating to leases	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.2	Case files relating to leases/tenancy agreements/licences to be granted to the client	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		LS3.2	RL2	
LS7.8.3	Case files relating to rent reviews	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.4	Case files relating to redemption of KCC Staff mortgages (other than on sale or re-mortgage)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.5	Case files relating to the redemption of KCC mortgages(other than s22 charges) on sale or re-mortgage of property	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.6	Case files relating to service of s.25 s.27 and other Notices to quit on KCC	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.7	Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.8	Case files relating to service of Notices pursuant to section 26 of the Landlord and Tenant Act 1954	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS7.8.9	Case files relating to repossession of council properties held under an unsecured tenancy	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS7.8.10	Loan Consents relating to loans made	Limitation Act 1980 (Section 8)	Date of last payment on loan + 12 years	SECURE DISPOSAL	Y	OFFICIAL - Personal			RL2	

## LS8 Licensing Law

## LS9 Planning Law

### LS9.1.1 Agreements under the Town and Country Planning Act 1990

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS9.1.1	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS9.1.2	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990 prepared by District Councils or developers	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

### LS9.2 Compulsory Purchase Orders

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS9.2.1	Case files relating to Planning And Compulsory Purchase Order Appeals (Public Inquiries)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

### LS9.3 Planning Contravention

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS9.3.1	Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS9.3.2	Case files relating to Breach Of Condition Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LS10 Social Welfare Law**

**LS10.1 Social Services Case Law**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS10.1.1	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	
LS10.1.2	Case files relating to redemption of Social Services Section 22 charges	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL2	
LS10.1.3	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]		Date of birth + 25 years or last action + 7 years whichever is the longer	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL12	
LS10.1.4	General legal advice relating to Social Services matters		Last action + 3 years then review to ensure that a copy is on the Social Services copy of the file	SECURE DISPOSAL	Y	OFFICIAL – General			RL1	
LS10.1.5	Foster parent records [This period relates to the legal file not to the personal file.]	Foster Placement (Children) Regulations 1991	Approval terminated + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal			RL8	
LS10.1.6	Legal advice given relating to requests by Police for disclosure of Social Services records		Last action + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL1	
LS10.1.7	Case files relating to obtaining any legal order relating to an adult [This period relates to the legal file not to the adult's personal file.]	Limitation Act 1980 (section 28 (1))	Date of birth + 100 years (under review)	REVIEW	Y	OFFICIAL – Sensitive Personal			RL6	

**LS11 Highways Law**

**LS11.1 Agreements under the Highways Act 1980**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS11.1.1	Case files relating to Section 278 Agreements under the Highways Act 1980	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS11.1.2	Case files relating to Section 38 Agreements under the Highways Act 1980	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS11.1.3	Case files relating to section 142 licences under the Highways Act 1980	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LS11.2      Blight Notices**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS11.2.1	Case files relating to Highways Blight Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**LS11.3      Side Road Orders**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS11.3.1	Case files relating to Side Roads Orders	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**LS11.4      Road Building and Maintenance**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS11.4.1	Files relating to road building/maintenance issues	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

**LS11.5      Road Accidents**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS11.5.1	Fatal Accidents		Date of death or the date of knowledge of the person for whose benefit the action is bought + 3 years review if further consideration is required if a legal minor is involved	SECURE DISPOSAL	N	OFFICIAL – Personal			RL1	

**LS12          Procurement Law**



KENT COUNTY COUNCIL: RETENTION SCHEDULE  
Quarter 1: April 2025

LS13 Land Compensation Claims  
LS13.1 Land Compensation Act 1973

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS13.1.1	Case files relating to Part 1 Land Compensation Act 1973 Payments	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

LS14 Public Law  
LS14.1 Byelaws

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS14.1.1	Records relating to the administration of bye-laws		Date of last action on the byelaw + 6 years	Offer to Archives	N	OFFICIAL – General			RL2	

LS15 General Client Management  
LS15.1 Client Files

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS15.1.1	Client general files	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		LS1.1	RL2	

LS16 Copyright and Intellectual Property Law  
LS16.1 Intellectual Property

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS16.1.1	Records relating to intellectual property rights held by KCC		Life of the intellectual property + 7 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate			RL5	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### LS17 Contract Law

#### LS17.1 Action founded on a simple contract

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS17.1.1	Action founded on simple contract	Limitation Act 1980 (Section 2)	Date of case of action + 6 years <sup>56</sup>	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

#### LS17.2 Action founded on a speciality

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS17.2.1	Action upon a speciality [Action upon a contract under seal, including a covenant under seal, e.g. A covenant contained is a conveyance or in a lease]	Limitation Act 1980 (Section 11)	Date of case of action +12 years then review – the period can be extended by virtue of Section 33	SECURE DISPOSAL	N	OFFICIAL – General			RL7	

#### LS17.3 General Contracts

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS17.3.1	Case files relating to the receipt and preparation of contract documents	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS17.3.2	Case files relating to the release of bonds	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General			RL2	
LS17.3.3	Digital Services: Escrow agreement to protect CMS code		Life of the system	SECURE DISPOSAL	N	OFFICIAL – General			RL3	

### LS18 Common Law

#### LS18.1 General Common Law Issues

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS18.1.1	Common Law issues	Limitation Act 1980 (Section 2)	Closure + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	

<sup>56</sup> The basic period is 3 years if damages are claimed for personal injuries caused by negligence, nuisance or breach of duty, whether the duty arises contractually or Not (Section 11).

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**LS19 Company Law**

**LS19.1 Company Formation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
LS19.1.1	Company formation, contracts or similar matters		Closure + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		LS9.1	RL7	

**MN Management**

**MN1 Business Planning**

**MN1.1 Business Plans**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN1.1.1	KCC Strategic Statement supporting papers		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.1	RL2	09/12/2016: Text "Annual Plan" changed to Strategic Statement
MN1.1.2	Strategic Statements Monitoring supporting papers		Closure + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.2	RL2	09/12/2016: Text "(The Next Four Years, The Next Five Years)" removed
MN1.1.3	Annual Unit Business Plans. Examples may include the Unit business plan and where appropriate local action plans		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.3	RL1	06/01/2017: Text: "Examples may include the Unit business plan and where appropriate local action plans" added to entry
MN1.1.4	Records relating to business plan monitoring, corporate strategy plan monitoring, performance management monitoring created by individual directorate business information managers		Current year + 5 years then review	Offer to Archives	N	OFFICIAL – General		IC22.3; MN7.2.09	RL2	11/01/2017: Entry renumbered from MN7.2.09 to MN1.1.4

**MN2 Civic and Royal Functions**

**MN2.1 Civic Functions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN2.1.1	Records relating to the recording and processing of applications to attend Royal Garden Parties		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL1	19/06/2019: Entry added to the retention schedule
MN2.1.2	Records relating to management of a programme of civic and ceremonial events for the benefit of Kent		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL1	19/06/2019: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN2.2 Royal Functions**  
**MN2.3 Memorial Services**

**MN3 Customer Feedback**  
**MN3.1 Complaints - Level 1**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN3.1.01	Stage One complaints dealt with as part of routine business		Date complaint resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN6.4; MN3.1.04	RL3	05/01/2017: Entry renumbered from MN3.1.4 to MN3.1.1; 30/03/2022: Text: "First level" replaced with "Stage One"; Text: "Current year + 1 year then review" with "Date complaint resolved + 6 years"
MN3.1.02	Adult Social Care and Health: Complaints		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN6.5; MN3.1.05	RL2	05/01/2017: Entry renumbered from MN3.1.5 to MN3.1.2; 30/03/2022: Text: "Kent Adult Social Services – Customer Care Services - Complaints" replaced with "Adult Social Care and Health: Complaints"; Text: "Current year + 5 years" replaced with "Current year + 6 years"
MN3.1.03	Records relating to enquiries received by the Children's Social Services customer care unit		Date enquiry closed + 6 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		MN6.10; MN3.1.10	RL3	05/01/2017: Entry renumbered from MN3.1.10 to MN3.1.4; 30/03/2022: Entry renumbered from MN3.1.04 to MN3.1.03; Text: "Date enquiry closed + 1 year" replaced with "Date enquiry closed + 6 years"
MN3.1.04	Customer comments held on database		Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN6.3; MN3.1.03	RL1	05/01/2017: Entry renumbered from MN3.1.3 to MN3.1.7; 30/03/2022: Entry renumbered from MN3.1.7 to MN3.1.4"
MN3.1.05	Comment cards and reply sent – principal copy – Libraries and Archives		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN6.1; MN3.1.01	RL3	05/01/2017: Entry renumbered from MN3.1.1 to MN3.1.5
MN3.1.06	Comment cards and reply sent – copy held in branch – Libraries and Archives		Current year If a reply needs to be kept as a template then it should be depersonalised as soon as possible	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN6.2; MN3.1.02	N/A	05/01/2017: Entry renumbered from MN3.1.2 to MN3.1.6

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN3.2 Complaints - Level 2**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN3.2.01	Records relating to the management of Level 2 Complaints including responses and monitoring of the progress of responses		Date complaint resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN3.2.03	RL2	09/12/2016: New entry allocated to MN3.2.3 replacing the former MN3.3.2-6; 13/12/2016: Entry renumbered from MN3.2.3 to MN3.2.1; 30/03/2022: Text: "Date complaint resolved + 5 years" replaced with "Date complaint resolved + 6 years"
MN3.2.02	Complaints or Investigations – Social Services		Records of complaints or investigations are to be retained in Area by Customer Care for 2 years from the date of conclusion, and then reviewed. On the authorisation of a Customer Care Manager or District Manager records may then be retained in line with the relevant client record retention criteria or, in exceptional cases, beyond this period.	SECURE DISPOSAL		OFFICIAL – Sensitive Personal		MN7.1; MN3.2.01	RL1	13/12/2016: Entry renumbered from MN3.2.1 to MN3.2.2
MN3.2.03	Complaints relating to Looked After Children		Date of birth of Looked After Child + 75 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		MN7.10; MN3.2.10; MN3.2.02	RL11	09/12/2016: Entry renumbered from MN3.2.10 to MN3.2.2; 13/12/2016: Entry renumbered from MN3.2.2 to MN3.2.3; 30/03/2022: Text: "held on the Respond Database" removed
MN3.2.04	Back up paper copies of statutory complaints received by the Children's Social Services customer care unit		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		MN6.9; MN3.1.09	RL3	13/12/2016: Entry renumbered from MN3.1.9 to MN3.2.4
MN3.2.05	All records relating to compliments and complaints received about services provided by The Education People		Date compliment/complaint received + a maximum of 10 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL8	26/08/2020: Entry added to retention schedule

**MN3.3 Customer Feedback**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN3.4 Compliments**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN3.4.1	Records relating to compliments received		Current year + 1 year then review	SECURE DISPOSAL		OFFICIAL – General		MN9.2	RL3	09/12/2016: Text "Trading Standards: Compliments" removed and replaced with "Records relating to compliments received"; Text "then review" added to the retention period column
MN3.4.2	Records relating to compliments received and held in the CRM system		Date of compliment + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	07/06/2018: Entry added to the retention schedule

**MN3.5 Customer Feedback**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN3.5.1	Customer feedback records held in the CRM system which do not relate to any of the issues listed below		Date feedback received + 6 years	SECURE DISPOSAL	Yes	OFFICIAL – Personal		No previous reference	RL2	07/06/2018: Entry added to the retention schedule
MN3.5.2	Customer feedback records held in the CRM system relating to children in care		DOB + 75 years or if the child dies before the age of 18, for 15 years from the date of death	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL11	07/06/2018: Entry added to the retention schedule
MN3.5.3	Customer feedback records held in the CRM system relating to approved foster carers (including friends or connected persons granted temporary approval under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010		Date approval terminated + a minimum of 10 years	SECURE DISPOSAL	Yes	OFFICIAL – Personal		No previous reference	RL8	07/06/2018: Entry added to the retention schedule
MN3.5.4	Customer feedback records held in the CRM system relating to adoption records where an Adoption Order is made		Date of adoption order + 100 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL6	07/06/2018: Entry added to the retention schedule
MN3.5.5	Customer feedback records held in the CRM system which relate to adoption records where an adoption is not made		Where the child is in the care of KCC then DOB + 75 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL11	07/06/2018: Entry added to the retention schedule
MN3.5.6	Customer feedback records held in the CRM system which relate to child protection assessments or referrals or children in need or series case reviews		DOB of child + 25 year or if the child dies before the age of 18 then date of death + 6 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Personal		No previous reference	RL12	07/06/2018: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## MN4 Internal Communication

### MN4.1 Director Offices and Portfolio Offices

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN4.1.01	Records relating to the management of records created by Members and Directors		Last action on file + 3 years then review	Offer to Archives	N	OFFICIAL – General		MN34.1	RL1	09/12/2016: New entry added to retention schedule replacing the former MN4.1.1-2, 4
MN4.1.02	Directorate copies of responses to members' questions		Current year + 3 years and then review	Offer to Archives	N	OFFICIAL – General		MN34.7; MN4.1.06	RL1	05/01/2017: Entry renumbered from MN4.1.6 to MN4.1.2
MN4.1.03	Files relating to the support given to portfolio holders by their staff officers and support staff (held in paper, electronic including incoming and sent e-mail)		Current year + 1 year then review	SECURE DISPOSAL	N	OFFICIAL – General		MN35.1; MN4.1.08	RL3	05/01/2017: Entry renumbered from MN4.1.8 to MN4.1.3
MN4.1.04	Files relating to the support given to managing directors by their staff officers and support staff (held in paper, electronic including incoming and sent e-mail)		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – General		MN35.2; MN4.1.09	RL1	05/01/2017: Entry renumbered from MN4.1.9 to MN4.1.4

### MN4.2 Meetings

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN4.2.01	Team Meeting/Management Team meeting minutes and papers where no corporate decisions are made and the meeting minutes will not be required as part of an audit trail		Date of meeting + 1 year then review	SECURE DISPOSAL	N	OFFICIAL – General		MN19.1	RL3	06/01/2017: Text: "and the meeting minutes will not be required as part of an audit trail" added to entry
MN4.2.02	Team Meeting/Management Team meeting minutes and papers where no corporate decisions are made but where the meeting minutes will be required as part of an audit trail	Limitation Act 1980 (Section 2)	Date of meeting + 6 years	SECURE DISPOSAL	N	OFFICIAL – General			RL2	06/01/2017: New entry added to the retention schedule
MN4.2.03	Minutes and papers of meetings held outside Kent County Council [where the member of staff attending the meeting is not the principal record keeper]. If the member of staff is the principal record keeper then see D2.2.9		End of operational use	SECURE DISPOSAL	N	OFFICIAL – General		MN19.2; MN4.2.2	N/A	06/01/2017: Text: "If the member of staff is the principal record keeper then see D2.2.9" added to entry; Entry renumbered from MN4.2.2 to MN4.2.3

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN4.3 Policies and Procedures**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN4.3.01	Corporate Policies and Procedures		Life of Policy + 3 years then review	SECURE DISPOSAL		OFFICIAL – General		MN25.3; MN4.3.03	RL1	06/01/2017: Entry renumbered from MN4.3.3 to MN4.3.1; Text "Retain whilst current and then replace with next version it may be appropriate to keep one copy of some policies to show what policy was at any given time." replaced with "Life of Policy + 3 years then review"; Text: "held by individual units" removed; Text: "Retain whilst current and then replace with next version" replaced with "Life of Policy + 3 years then review"
MN4.3.02	Unit policies and procedures		Life of Policy + 3 years then review	SECURE DISPOSAL		OFFICIAL – General		MN25.4; MN4.3.04	RL1	
MN4.3.03	Highways Management Centre Manual used to define the roles and responsibilities of the staff working within the centre		This is expected to be a dynamic document which will be updated as processes change	SECURE DISPOSAL	N	OFFICIAL – General		MN25.10; MN4.3.10	RL3	06/01/2017: Entry renumbered from MN4.3.10 to MN4.3.3
MN4.3.04	Creation and development of the financial regulations		Until superseded, then one copy of each superseded policy/procedure should be retained for a minimum of 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN4.3.11	RL2	06/01/2017: Entry renumbered from MN4.3.11 to MN4.3.4; 15/11/2019: Text: "Finance and Procurement: Financial Management: Chief Accountant: " removed
MN4.3.05	ICT Security and Service Transition: Master copies of standards and procedures including policies owned by ICT		Date procedure/standard superseded + 6 years then review. [It may be necessary to keep one copy of each document to show what was in place at a given time]	SECURE DISPOSAL	N	OFFICIAL – General		MN4.3.13	RL1	06/01/2017: Entry renumbered from MN4.3.13 to MN4.3.5; 15/11/2019: Text: "Information and Communication Technology: " removed; 06/04/2022: Text: "Date procedure/standard superseded + 3 years then review." replaced with "Date procedure/standard superseded + 6 years then review."; Text: "including policies owned by ICT added



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## MN5 Organisational Development

### MN5.1 Officer Representation

### MN5.2 Organisational Restructure

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN5.2.1	Records relating to the restructuring of directorates or service units		Year review completed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	10/01/2017: New entry added to the retention schedule

### MN5.3 Strategy and planning

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN5.3.1	Records relating to KCC strategic planning		Until superseded - but a copy should be offered to the archives service for inclusion in KCC's corporate archive	OFFER TO ARCHIVES	N	OFFICIAL – General			RL3	10/01/2017: New entry added to the retention schedule; 15/11/2019: Text: ", for example Bold Steps for Kent and Increasing Opportunities, Improving Outcomes" removed
MN5.3.2	Records relating to directorate and service unit strategic planning		Until superseded - but a copy should be offered to the archives service for inclusion in KCC's corporate archive	OFFER TO ARCHIVES	N	OFFICIAL – General			RL3	10/01/2017: New entry added to the retention schedule

## MN6 Partnership and agency working

### MN6.1 Service Level Agreements

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN6.1.1	Records relating to the constitution of partnerships and agreements with partners	Limitation Act 1980 (Section 2)	Life of partnership + 6 years	Offer to Archives	N	OFFICIAL – Sensitive Corporate		MN23.15; MN6.1.3	RL2	10/01/2017: Entry renumbered from MN6.1.3 to MN6.1.1
MN6.1.2	Service level agreements with partner organisations		Life of agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN31.2; MN6.1.5	RL2	10/01/2017: Entry renumbered from MN6.1.5 to MN6.1.2; Text: "(Such as Contact Centre)" removed Text: "Current year + 5 years" replaced with "Life of agreement + 6 years"
MN6.1.3	Service Level Agreements with partner organisations in multi-occupancy buildings	Limitation Act 1980 (Section 2)	Life of the agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN31.5; MN6.1.8	RL2	10/01/2017: Entry renumbered from MN6.1.8 to MN6.1.3

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN6.2 Partnership Working**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN6.2.1	Records relating to the management of partnership arrangements between KCC and its partners	Limitation Act 1980 (Section 2)	Life of partnership + 6 years then review	Offer to archives	N	OFFICIAL – Sensitive Corporate			RL2	11/01/2017: New entry added to the retention schedule
MN6.2.2	Sponsorship arrangements with partners		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN23.5; MN6.2.06	RL2	01/12/2016: Entry renumbered from MN6.2.6 to MN6.2.5; 11/01/2017: Entry renumbered from MN6.2.05 to MN6.2.02
MN6.2.3	Records relating to the management of the Warm Home Discount scheme		Current year + a minimum of 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		No previous reference	RL2	05/12/2018: Entry added to the retention schedule
MN6.2.4	Records relating to the recording and processing of nominations for the Kent Invicta Award		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL1	19/06/2019: Entry added to the retention schedule
MN6.2.5	Records relating to the administration of the Kent Ambassadors Scheme		Date individual leaves the programme + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal			RL2	29/04/2020: Entry added to the retention schedule
MN6.2.6	Records relating to the management of the Homes for Ukraine hosts		Closure of the scheme + 2 years unless the Department for Levelling Up, Communities and Housing and the Home Office identify that continued retention is necessary before 2 years of closure.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	RL1	12/05/2022: Entry added to the retention schedule
MN6.2.7	Records relating to the management of the Homes for Ukraine nationals		KCC will only hold your personal information for as long as necessary. Personal data shall be retained for 2 years upon closure of the scheme, unless the Department for Levelling Up, Communities and Housing and the Home Office identify that continued retention is necessary before 2 years of closure.	SECURE DISPOSAL	Y	OFFICIAL - Sensitive Personal		No previous reference	RL1	26/05/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN7 Performance Management**

**MN7.1 External Audit and Inspections**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.1.1	Audit Commission inspection reports		Closure + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.6; MN7.1.2	RL2	11/01/2017: Entry renumbered from MN7.1.2 to MN7.1.1; 14/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
MN7.1.2	External Audit letter		Closure + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.8; MN7.1.3	RL2	11/01/2017: Entry renumbered from MN7.1.3 to MN7.1.2; 14/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
MN7.1.3	Value for Money Studies from external audit		Closure + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.9; MN7.1.4	RL2	11/01/2017: Entry renumbered from MN7.1.4 to MN7.1.3; 14/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"

**MN7.2 Performance Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.2.01	Best Value Performance Reviews		Closure of file + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.7	RL2	
MN7.2.02	Social Care Performance Management – reports run off the system		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.11	RL2	15/11/2019: Text: "Unit" removed
MN7.2.03	Social Care Performance Management – Farm Reports		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		MN24.12	RL3	15/11/2019: Text: "Unit" removed
MN7.2.04	Social Care Performance Management – Working papers for reports, briefing notes, proposals etc		Current year + 4 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.13	RL10	15/11/2019: Text: "Unit" removed
MN7.2.05	Social Care: Information relating to performance indicators and targets		Current year + 5 years then review	SECURE DISPOSAL	N	OFFICIAL – General		MN24.14	RL2	
MN7.2.06	Key Information Statistics		Current year + 5 years then review	Offer to Archives	N	OFFICIAL – General		MN24.15	RL2	
MN7.2.07	Survey data collected to monitor performance and obtain feedback about staff and services		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN24.16	RL1	
MN7.2.08	Kent Performance Indicators (KPIs)		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
MN7.2.10	Human Resources: Performance and Monitoring: Annual Governance Statement and information relating to the governance plan		Current year + 5 years then review	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
MN7.2.11	Learning Disability and Mental Health: Access to Resources: Tracker used by the Performance Team		Current year + 2 years	SECURE DISPOSAL	Y	OFFICIAL – General		No previous reference	RL1	09/04/2014: Entry added to the retention schedule
MN7.2.12	Business Intelligence: Performance Management: Annual reports for strategic priorities of the council		Current year + 6 years	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.2.13	Business Intelligence: Performance Management: Regular quarterly performance reports for the council		Current year + 6 years	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule
MN7.2.14	Business Intelligence: Children and Adults: Survey data collected from providers of early education and child care providers childcare across Kent		Anonymised data current year + a minimum of 10 years for comparison purposes across time series	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL8	27/03/2014: Entry added to the retention schedule
MN7.2.15	Business Intelligence: Children and Adults: Survey data collected from parents across Kent childcare across Kent		Anonymised data current year + a minimum of 10 years for comparison purposes across time series	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL8	27/03/2014: Entry added to the retention schedule
MN7.2.16	Business Intelligence: Economy: The Kent Economic Forecasting Model - produced by Experian (July 2009). Contains a baseline forecast and the ability to generate scenarios.		Current year + 5 years	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule
MN7.2.17	Business Intelligence: Demography: The Kent Population Forecasting Model - Shell provided by Edge Analytics and populated by Business Intelligence (Research & Evaluation). Provides the ability to generate different population-led, housing-led and job-led forecasts scenarios.		Current year + a minimum of 6 years then review	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule
MN7.2.18	Business Intelligence: Housing and Commercial Land: Commercial land use statistics		Current year + a minimum of 6 years then review	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule
MN7.2.19	Business Intelligence: Housing and Commercial Land: Commercial land use statistics		Current year + a minimum of 6 years then review	Offer to Archives	N	OFFICIAL – General		No previous reference	RL2	27/03/2014: Entry added to the retention schedule
MN7.2.20	Best Value Performance Indicator records		Current year + 7 years	SECURE DISPOSAL	N	OFFICIAL – General		MN24.5; MN7.3.02	RL2	11/01/2017: Entry renumbered from MN7.3.02 to MN7.2.20
MN7.2.21	Spreadsheets used by individual service units to monitor service provision or performance		These are intended to be dynamic working documents and will be disposed of once service provision ceases	SECURE DISPOSAL	N	OFFICIAL – General		MN24.18; MN7.3.04	RL3	11/01/2017: Entry renumbered from MN7.3.04 to MN7.2.21

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN7.3 Customer Service**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.3.1	All records relating to the application for and award of Customer Service Excellence Awards		Date of award + 5 years	Offer to Archives	N	OFFICIAL – General		MN30.5; MN7.3.10	RL2	See Footnote <sup>57</sup>
MN7.3.2	Equality Impact Assessments – directorate operational copies		Operational use then SECURE DISPOSAL	SECURE DISPOSAL	N	OFFICIAL – General		MN30.6; MN7.3.11	RL3	11/01/2017: Entry renumbered from MN7.3.11 to MN7.3.02; 21/20/2020: Text: "Customer Impact Assessments (known nationally as Equality Impact Assessments)" replaced with "Equality Impact Assessments"
MN7.3.3	Equality Impact Assessments – Principal Copy	Race Relations (Amendment) Act 2000	Current year + a minimum of 6 years then review	Offer to Archives	N	OFFICIAL – General		MN30.6; MN7.3.12	RL1	See Footnote <sup>58</sup>
MN7.3.4	Waste Management: Customer Enquiries		Date enquiry resolved + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL2	06/12/2018: Entry added to the retention schedule

**MN7.4 Returns – Central Government**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.4.1	Returns to Central Government concerning the budget and financial strategy		Financial year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.1	RL2	
MN7.4.2	DfES returns for schools which have closed		Date school closed + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.2	RL2	
MN7.4.3	Returns supplied to Central Government by the Looked After Children's Advisors		Date of return + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.3	RL2	
MN7.4.4	LEA returns for schools which have closed		Date of return + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.4	RL2	
MN7.4.5	National Indicator data relating to Local Bus Operators		Date of return + 10 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.5	RL8	
MN7.4.6	Audit on School Meals Numbers taken on behalf of the School Food Trust		Date of return + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		MN29.6	RL2	

<sup>57</sup> 11/01/2017: Entry renumbered from MN7.3.10 to MN7.3.1; Text: "Records relating to the award of a Customer Excellence Award to EH&W" replaced with "All records relating to the application for and award of Customer Service Excellence Awards"

<sup>58</sup> 11/01/2017: Entry renumbered from MN7.3.12 to MN7.3.03; 21/10/2020: Text: "Date updated + 3 years then review" replaced with "Current year + a minimum of 6 years then review"; Text: "Customer Impact Assessments (known nationally as Equality Impact Assessments)" replaced with "Equality Impact Assessments"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN7.5 Internal Audit**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN7.5.1	All records relating to the audit process which are not the principal copy held by internal audit		Audit monitoring complete + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		MN1.1; MN7.1.1	RL3	11/01/2017: Entry renumbered from MN7.1.1 to MN7.5.1
MN7.5.2	Audit Committee Reports. Principal copy held by Democratic Services		Operational use + 3 years It is anticipated that Council Secretariat will hold the principal set of these documents.	SECURE DISPOSAL	N	OFFICIAL – General		FN3.1; FN5.1.01	RL1	Entry renumbered from FN5.1.01 to MN7.5.2; Text: "It is anticipated that Council Secretariat will hold the principal set of these documents." replaced with "Principal copy held by Democratic Services"
MN7.5.3	All records relating to the internal audit programme (including audit engagement plans, audit work papers, evidence and audit reports)		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN3.2-3.3; FN5.1.02	RL2	11/01/2017: Entry renumbered from FN5.1.02 to MN7.5.3; 19/06/2018: Personal information column changed from "N" to "Y"; Description text "Internal Audit: All records relating to the internal audit programme (including audit engagement plans, audit work pa
MN7.5.4	All records relating to special investigations undertaken by Internal Audit (including working papers and reports)		Resolution of the case + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal		FN5.1.03	RL2	11/01/2017: Entry renumbered from FN5.1.03 to MN7.5.4; 15/11/2019: Text: "Internal Audit: " removed
MN7.5.5	All records relating to the internal audit programme (including internal audit programme for ICT and contract compliance audits)		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN5.1.10	RL2	11/01/2017: Entry renumbered from FN5.1.10 to MN7.5.5; 15/11/2019: Text: "Internal Audit: " removed; 14/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
MN7.5.6	All records relating to ad hoc work and advisory audit work		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		FN5.1.11	RL2	11/01/2017: Entry renumbered from FN5.1.11 to MN7.5.6; 15/11/2019: Text: "Internal Audit: " removed; 14/04/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"

**MN8 Public Relations**

**MN8.1 Media Liaison and Media Releases**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN8.1.1	Press releases other publicity material		Current year + 2 years then review	Offer to Archives	N	OFFICIAL – General		MN28.3; MN9.7.1	RL1	11/01/2017: Text: " Archive and Local History Services" removed; 14/04/2020: Entry renumbered from MN9.7.1 to MN8.1.1

**MN8.2 Press Cuttings**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**MN8.3 Permissions to Publish**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN8.3.1	Permission to publish photographs taken at KCC events - a copy should be stored with the photograph	Data Protection Act 1998	Life of the photograph	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN14.2; MN9.9.1	RL3	14/04/2020: Entry renumbered from MN9.9.1 to MN8.3.1
MN8.3.2	Parental permission slips for photographs taken of children to publicise KCC events		Date of birth of child + 16 years or the life of the photograph whichever is the longer	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN28.2; MN9.9.1	RL3	14/04/2020: Entry renumbered from MN9.9.2 to MN8.3.2

**MN9 Research**

**MN9.1 Research commissioned/carried out by Kent County Council**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN9.1.1	Survey data for surveys commissioned by Strategic Planning and Review	Market Research Guidance	Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		MN27.1; MN10.1.1	RL3	14/04/2020: Entry renumbered from MN10.1.1 to MN9.1.1

**MN10 Project Management**

**MN10.1 Project Management Files**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN10.1.01	Projects leading to a contract under seal	Limitation Act 1980 (Section 8)	Last action on the project + 12 years	Offer to Archives	N	OFFICIAL – Sensitive Corporate		PM1.5; MN11.1.5	RL7	12/01/2017: Entry renumbered from MN11.1.05 to MN11.1.1; 14/04/2020: Entry renumbered from MN11.1.01 to MN10.1.01
MN10.1.02	Projects leading to a contract under signature	Limitation Act 1980 (Section 5)	Last action on the project + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PM1.6; MN11.1.6	RL2	12/01/2017: Entry renumbered from MN11.1.06 to MN11.1.2; 14/04/2020: Entry renumbered from MN11.1.02 to MN10.1.02
MN10.1.03	Project files relating to projects which have received European or other external funding		Last action on project + length of time required by the funding body	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PM1.21; MN11.1.21	RL13	12/01/2017: Entry renumbered from MN11.1.21 to MN11.1.3; Text: "been funded by external bodies" replaced with "received European or other external funding"; 14/04/2020: Entry renumbered from MN11.1.03 to MN10.1.03

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
MN10.1.04	Project documentation created for internal projects which may not result in a contract		Last action on the project + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN11.1.23	RL2	12/01/2017: Entry renumbered from MN11.1.23 to MN11.1.4; 14/04/2020: Entry renumbered from MN11.1.04 to MN10.1.04
MN10.1.05	Project files relating to research undertaken to see if projects are viable		End of operational use	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PM1.2; MN11.1.2	RL3	12/01/2017: Entry renumbered from MN11.1.02 to MN11.1.5; 14/04/2020: Entry renumbered from MN11.1.05 to MN10.1.05
MN10.1.06	Correspondence which does not merit inclusion on the project files		Last action on project + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		PM1.1; MN11.1.01	RL3	12/01/2017: Entry renumbered from MN11.1.01 to MN11.1.6; 14/04/2020: Entry renumbered from MN11.1.06 to MN10.1.06
MN10.1.07	Records created by directorate policy officers to manage projects on behalf of the directors; weeded for ephemera		Last action on project + 3 years then review	Offer to Archives	N	OFFICIAL – General		PM1.13; MN11.1.13	RL2	12/01/2017: Entry renumbered from MN11.1.13 to MN11.1.7; 14/04/2020: Entry renumbered from MN11.1.07 to MN10.1.07
MN10.1.08	Project documentation created as part of a project where the creator is not the project manager or designated record keeper for the project.		Life of Project	SECURE DISPOSAL	N	OFFICIAL – General		PM1.19; MN11.1.19	RL3	12/01/2017: Entry renumbered from MN11.1.19 to MN11.1.8; 14/04/2020: Entry renumbered from MN11.1.08 to MN10.1.08

**MN11 Traded Services**

**MN11.1 Schools Financial Services**

Schools Financial Services is now part of The Education People.

**PBC Planning and Building Control**

**PBC1.1 Environmental Assessment**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.1.1	Environmental assessments	Limitation Act 1980 (Section 8)	Last action on project + 12 years	SECURE DISPOSAL	N	OFFICIAL – General		PB5.1	RL5	
PBC1.1.2	Environmental Impact Assessment/Appropriate Assessment held within planning team databases, microfiche and scanned records	Council Directive 85/337/EEC	Permanent		Y	OFFICIAL - Personal		PB7.11	RL9	16/05/2018: Text "Environmental Impact Assessment/Appropriate Assessment held within the Atrium Planning Applications" replaced with "Environmental Impact Assessment/Appropriate Assessment held within planning team databases, microfiche and scanned records"



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**PBC1.2 Housing Development**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.2.1	Records relating to housing development	Limitation Act 1980 (Section 2)	Closure of file + 6 years then review	Offer to Archives	N	OFFICIAL – General		PB2.1	RL2	
PBC1.2.2	Post-Occupation Surveys of Recent Residential Developments		Completion of output + 5 years then review	Offer to Archives	Y	OFFICIAL - Personal		MN24.17; MN7.3.03	RL2	11/01/2017: Entry renumbered from MN7.3.03 to PBC1.2.2; MN7.2.

**PBC1.3 Planning Appeals**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.3.1	Planning appeal documentation relating to mineral and waste development held within the planning team databases, microfiche and scanned records		Permanent		Y	OFFICIAL – Sensitive Political		PB8.2	RL9	16/05/2018: Text "Planning appeal documentation relating to mineral and waste development held on the Atrium system" replaced with "Planning appeal documentation relating to mineral and waste development held within the planning team databases, microfiche and scanned records"; 11/12/2019: Text: "NOT PROTECTIVELY MARKED" replaced with "OFFICIAL"

**PBC1.4 Planning Applications**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.4.01	Planning application and planning case files held within the planning team databases, microfiche and scanned records, including the application, publicity and consultation documents and responses, processing documents and background information, committee report, statutory notices , legal agreements and decision notices	Town and Country Planning Act 1990	Permanent	Offer to Archives	Y	OFFICIAL – General		PB7.1	RL9	See Footnote <sup>59</sup>

<sup>59</sup> 16/05/2018: Text "Planning application case files held within the Atrium system including application, decision notice, committee report, correspondence, statutory notices" replaced with "Planning application and planning case files held within the planning team databases, microfiche and scanned records, including the application, publicity and consultation documents and responses, processing documents and background information, committee report, statutory notices , legal agreements and decision notices"; 11/12/2019: Personal data changed from No to Yes

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.4.02	Planning records deposited in the Records Management Service		Date of review at Records Management Service + 2 years	Offer to Archives	Y	OFFICIAL - Personal		PB3.3; PBC1.4.03	N/A	05/04/2017: Text: "PBC/OS" replaced with "PBC/PL8/OS"; 16/05/2018: Entry renumbered from PBC1.4.03 to PBC1.4.02; 11/12/2019: Personal data changed from No to Yes
PBC1.4.03	Planning applications where Highways Services Unit has taken part in the planning process and holds unique records		Current year + 5 years then review	Offer to Archives	N	OFFICIAL – General		PB7.5; PBC1.4.04	RL2	05/04/2017: Text: "PBC/PP8/EK1" added to entry; 16/05/2018: Entry renumbered to PBC1.4.03
PBC1.4.04	Correspondence and responses held in the DCMAN database (and any successor system) relating to the response to Planning Applications where there is significant highway involvement		Retain for a minimum of 5 years	SECURE DISPOSAL	N	OFFICIAL – General		PB7.15; PBC1.4.11; PBC1.4.05	N/A	05/04/2017: Entry renumbered from PBC1.4.11 to PBC1.4.05; 16/05/2018: Entry renumbered from PBC1.4.05 to PBC1.4.04
PBC1.4.05	Planning applications relating to heritage conservation sites		Current year + 20 years	Offer to Archives	N	OFFICIAL – General		PB7.9; PBC1.4.06	RL14	16/05/2018: Entry renumbered from PBC1.4.06to PBC1.4.05
PBC1.4.06	Pre-Application enquiries made to the Planning Applications Unit – held within the planning application group databases		PERMANENT	SECURE DISPOSAL	Y	OFFICIAL - Personal		PB7.10; PBC1.4.07	RL9	16/05/2018: Entry renumbered from PBC1.4.07 to PBC1.4.06; Text "Date of enquiry + 20 years then review" replaced with "PERMANENT"; 11/12/2019: Text: "Pre-Application enquiries made to the Planning Applications Unit held within the planning application
PBC1.4.07	“Q” files containing copy documentation relating to planning applications filed by site		Operational Use	SECURE DISPOSAL	Y	OFFICIAL - Personal		PB7.12; PBC1.4.08	RL3	16/05/2018: Entry renumbered from PBC1.4.08 to PBC1.4.07//n11/12/2019: Personal data changed from No to Yes; Text: "NOT PROTECTIVELY MARKED" replaced with "OFFICIAL"
PBC1.4.08	Waste Disposal Authority responses to planning consultations, minerals and waste disposal and District Council Planning		PERMANENT	Offer to Archives	N	OFFICIAL – General		PB7.13; PBC1.4.09	RL9	16/05/2018: Entry renumbered from PBC1.4.09 to PBC1.4.08; Text "Date of consultation + 5 years" replaced with "PERMANENT"

### PBC1.5 Planning Register

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.5.1	The Public Register	Town and Country Planning Act 1990	Permanent		N	OFFICIAL – General		PB6.1	RL9	11/12/2019: Text: " - Retain in Unit for 10 years" removed

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**PBC1.6 Special Projects - Channel Tunnel**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.6.1	Principal set of records relating to the development of the Channel Tunnel Rail link through Kent		Permanent		N	OFFICIAL – General		PB10.1	RL9	

**PBC1.7 Planning Enquiries**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.7.1	Planning Enquiries	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL – Sensitive Political		PB7.6	RL2	

**PBC1.8 Developer Contributions**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC1.8.1	Records relating to the calculation of development contributions as part of planning applications	Limitation Act 1980 (Section 8)	Last action on project + 12 years	Offer to Archives	N	OFFICIAL – Sensitive Corporate		PB7.7	RL7	

**PBC2 Planning Enforcement**

**PBC2.1 Planning Enforcement Processes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC2.1.1	Planning Monitoring records		Permanent	Offer to Archives	Y	OFFICIAL - Personal		PB4.1	RL9	11/12/2019: Personal data changed from No to Yes; Text: "NOT PROTECTIVELY MARKED" replaced with "OFFICIAL"
PBC2.1.2	Planning enforcement documentation held in the planning team databases, microfiche and scanned records.	Town and Country Planning Act 1990	Permanent	Offer to Archives	Y	OFFICIAL - Personal		PB4.2	RL9	16/05/2018: Text "Planning Enforcement documentation held on the Atrium system" replaced with "Planning enforcement documentation held in the planning team databases, microfiche and scanned records."

**PBC3 Planning Policy and Legislation**

**PBC3.1 Planning Policy**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**PBC3.2 Planning Legislation**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC3.2.1	All information submitted within a response to a consultation event (such as the MWLP, Statement of Community Involvement) including names, addresses, signatures and contact details		End of relevant planning cycle + 6 years	SECURE DISPOSAL	Y		No previous reference	RL2	OFFICIAL - PERSONAL	16/12/2021: Entry added to the retention schedule
PBC3.2.2	Personal information including name and contact details which is retained on a database during the plan making process for the purpose of keeping people informed about the plan making process		End of relevant planning cycle + 6 years	SECURE DISPOSAL	Y		No previous reference	N/A	OFFICIAL - PERSONAL	16/12/2021: Entry added to the retention schedule
PBC3.2.3	All information submitted within a response to the Aggregate Assessment Survey and Annual Monitoring Review including names, addresses, signatures and contact details		Permanent		Y		No previous reference	RL9	OFFICIAL - PERSONAL	16/12/2021: Entry added to the retention schedule
PBC3.2.4	Development plan documents, structure plans, local plans and public consultation documents		Permanent		Y		No previous reference	RL9	OFFICIAL - GENERAL	16/12/2021: Entry added to the retention schedule

**PBC4 Planning Public Enquiries**

**PBC4.1 Public Enquiries**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC4.1.1	Records relating to public enquiries relating to planning consents		PERMANENT	Offer to Archives	Y	OFFICIAL - Personal		PB8.3; PBC4.1.2	RL9	05/04/2017: Entry renumbered from PBC4.1.2 to PBC4.1.1; 16/05/2018: Text "Date enquiry is completed + 6 years" replaced with "PERMANENT"; 11/12/2019: Text: "NOT PROTECTIVELY MARKED" replaced with "OFFICIAL"
PBC4.1.2	Correspondence and other general records relating to public enquiries		PERMANENT	Offer to Archives	Y	OFFICIAL - Personal		PB8.1; PBC4.1.1	RL9	05/04/2017: Entry renumbered from PBC4.1.1 to PBC4.1.2; 16/05/2018: Text "Current year + 1 year then review" replaced with "PERMANENT"; 11/12/2019: Personal data changed from No to Yes

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**PBC5 Historic Environment Record**  
**PBC5.1 Heritage Listing**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC5.1.1	Listed buildings information		Permanent for the life of the printed book - identify the principal set and retain the principal set in the Archives		N	OFFICIAL – General		PB1.1	N/A	
PBC5.1.2	Records relating to architecture deposited in the Records Management Service		Date of review at Records Management Service + 3 years	Offer to Archives	N	OFFICIAL – General		PB1.2	N/A	
PBC5.1.3	All records relating to the maintenance and management of listed buildings		Life of the building + 6 years	Offer to Archives	N	OFFICIAL – General		PB1.4	RL2	

**PBC5.2 Historic Environment Record**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC5.2.01	Preservation orders made on heritage sites		Life of the site covered by the order	Offer to Archives	N	OFFICIAL – General		PB1.3	RL9	
PBC5.2.02	Historic Environment Record		Permanent - this is a working document which is constantly changing - take a snapshot of the SMR at agreed intervals for inclusion in the Archives		Y	OFFICIAL - Personal		PB9.1	RL9	
PBC5.2.03	Correspondence and other information supporting the Historic Environment Record		Permanent - the information should be weeded at appropriate intervals		Y	OFFICIAL - Personal		PB9.2	RL9	
PBC5.2.04	Correspondence relating to enquiries about the Historic Environment Record		Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		PB9.3	RL3	
PBC5.2.05	Access database of correspondence relating to Historic Environment Record		Ongoing record	SECURE DISPOSAL	Y	OFFICIAL - Personal		PB9.4	N/A	
PBC5.2.06	Project documentation – Historic Environment Record		End of project + 5 years		N	OFFICIAL – General		PB9.5	RL2	
PBC5.2.07	Aerial photographs		Permanent		N	OFFICIAL – General		PB9.6	RL9	
PBC5.2.08	GIS		Permanent - this is a working document which is constantly changing take a snapshot at agreed intervals for inclusion in the Archives		N	OFFICIAL – General		PB9.7	RL9	
PBC5.2.09	Archaeological Reports		All paper copies to be kept for 2 years. If an electronic copy to the appropriate standard is also kept then the paper copy can be safely disposed of		N	OFFICIAL – General		PB9.8	RL1	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC5.2.10	Reports created by authorities or other bodies		Operational use		N	OFFICIAL – General		PB9.9	RL3	
PBC5.2.11	CD with copy of final report and other GIS information		End of project +5 years		N	OFFICIAL – General		PB9.10	RL2	
PBC5.2.12	Archaeological Grey Literature reports		Current year + 20 years then review for potential permanent retention		N	OFFICIAL – General		PB9.17	RL14	
PBC5.2.13	Heritage Conservation GIS Datasets		Permanent - as part of the Historic Environment Record		N	OFFICIAL – General		PB9.18	RL9	
PBC5.2.14	District Files relating to archaeological sites		Permanent		Y	OFFICIAL - Personal		PB9.15	RL9	
PBC5.2.15	Site files		Closure + 75 years		N	OFFICIAL – General		PB9.16	RL11	
PBC5.2.16	ARCHAEPAP		Permanent - this is a working database which is constantly changing take a snapshot at agreed intervals for inclusion in the Archives		Y	OFFICIAL - Personal		PB9.11	N/A	

**PBC5.3 Building Restoration**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC5.3.1	Project documentation – Windmills		Permanent - once the files have reached the end of their operational life they will be weeded of extraneous material and transferred to the Archives for permanent preservation		Y - files may contain personal information relating to contractors	OFFICIAL - Personal		PB9.12	N/A	

**PBC5.4 Portable Antiquities and Treasure Trove**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PBC5.4.1	Images created as part of the Portable Antiquities record		Permanent		N	OFFICIAL – General		PB9.13	RL9	
PBC5.4.2	Records relating to the administration of the Treasure Act 1996	Treasure Act 1996	Permanent		Y	OFFICIAL - Personal		PB9.14	RL9	

**PC Procurement**

**PC1 Advice (Procurement)**

**PC1.1 Procurement Advice**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**PC1.2 Policies and Procedures**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC1.2.1	Standard documentation used in the procurement process		Until the documentation superseded + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL1	22/07/2020: Text: "Finance and Procurement: Procurement:" removed

**PC2 Contract Process**

**PC2.1 Contract Files**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC2.1.1	Contract files under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC2.1	RL7	
PC2.1.2	Contract files under signature	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC2.2	RL2	
PC2.1.3	Social Care open-ended contract files	Limitation Act 1980 (Section 5)	End of contract term + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		PC2.3	RL2	
PC2.1.4	Records relating to the funding contracts procured by Kent Adult Education Service	HMRC - Compliance Handbook Manual CH15400	Last funding payment + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC2.4	RL2	
PC2.1.5	Kent Downs AONB Unit: Contract Records		Last action on contract + length of time required by the funding body	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC2.15; PC2.1.15; PC2.1.7	RL13	05/04/2017: Entry renumbered from PC2.1.15 to PC2.1.07; 13/11/2019; Entry renumbered from PC2.1.07 to PC2.1.05
PC2.1.6	Private and Voluntary Sector placements database		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		PC2.8; PC2.1.8	RL2	13/11/2019: Entry renumbered from PC2.1.08 to PC2.1.06
PC2.1.7	"Folder of Usefulness" containing the record of specific actions relating to private and voluntary placements for looked after children		Retain until child reaches age of 18 and then print off the sheet and store with the contract	See PC2.13	Y	OFFICIAL - Personal		PC2.9; PC2.1.9	RL17	13/11/2019: Entry renumbered from PC2.1.09 to PC2.1.07
PC2.1.8	Record of fee increases requested from the providers of private and voluntary placements for looked after children		Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		PC2.10; PC2.1.10	RL2	13/11/2019: Entry renumbered from PC2.1.10 to PC2.1.08

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC2.1.9	Contract documentation relating to the placement of looked after children in the voluntary and community sector held electronically	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		PC2.11; PC2.1.11	RL7	13/11/2019: Entry renumbered from PC2.1.11 to PC2.1.09
PC2.1.10	Contract documentation relating to the placement of children in the private and voluntary sector whilst the placement is active		Retain in unit	See PC2.13 below	Y	OFFICIAL - Personal		PC2.12; PC2.1.12	RL3	13/11/2019: Entry renumbered from PC2.1.12 to PC2.1.10
PC2.1.11	Contract documentation relating to the placement of children in the private and voluntary sector once the placement is completed held in paper format	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		PC2.13; PC2.1.13	RL7	13/11/2019: Entry renumbered from PC2.1.13 to PC2.1.11

#### PC2.2 Tenders

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC2.2.1	Unsuccessful tender documents		Date contract awarded + 6 months	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		PC3.1	RL4	
PC2.2.2	Tender summary or appraisal relating to building projects		Last action on contract + period allowed for any latent defect to develop	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC3.2	RL13	
PC2.2.3	Unsuccessful tender documents – European		Date contract awarded + 4 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		PC3.3	RL10	
PC2.2.4	Tender documents – Unsuccessful – Waste Management	Remedies Directive 2009	Date contract awarded + 2 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		PC3.4	RL1	
PC2.2.5	Pre-Qualification Questionnaires		Current year + 7 years		N	OFFICIAL – Sensitive Corporate		PC9.1	RL5	

#### PC2.3 Tendering Policies



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## PC2.4 Register of Contracts

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC2.4.1	Register of External Contracts		Permanent		N	OFFICIAL - General		PC7.1	RL9	22/07/2020: Text: "Finance and Procurement: Procurement:" removed

## PC3 Purchase of Goods and Services

### PC3.1 Product Evaluation

### PC3.2 Product Information

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC3.2.1	Supporting People: Contract Pricing		Life of contract then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC5.1	RL3	

### PC3.3 Purchase Orders

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC3.3.1	Purchase orders and other records relating to the purchase of equipment	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		PC6.1	RL2	

## PC4 Sale of Goods and Services

### PC4.1 Sale of Services

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC4.1.1	Kent Scientific Services: Approved contractors Information - approved contractor database, SLAs, agreements	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Corporate		PC8.3; PC4.1.3	RL2	05/04/2017: Entry renumbered from PC4.1.3 to PC4.1.1
PC4.1.2	Kent Scientific Services: Agreements for work to be completed, contract specific data and information, service level agreements	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		PC8.2	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

## PC5 Contract Management

### PC5.1 Contract Management Meetings

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
PC5.1.1	Records created by Contract Management Meetings for contracts issued under signature	Limitation Act 1980	Life of the contract + 6 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Corporate			RL2	06/01/2017: Entry added to retention schedule
PC5.1.2	Records created by Contract Management Meetings for contracts issued under seal	Limitation Act 1980	Life of the contract + 12 years	SECURE DISPOSAL	Yes	OFFICIAL – Sensitive Corporate			RL7	06/01/2017: Entry added to retention schedule

## RC Registration and Coroners

### RC1.1 Registration of Births

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC1.1.1	Register of Births	The Registration Service Act 1953	PERMANENT	Y	OFFICIAL – Personal	The Registration Service maintain their own archive		RC3.1	RL9	
RC1.1.2	Requisitions for certificates of birth issued under certain acts of parliament for the purpose of those Acts		Date of requisition + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC3.2	RL1	
RC1.1.3	Counterfoils of standard and short birth certificates Standard certificates of still birth		Current year + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC3.3	RL1	
RC1.1.4	Requisitions to persons liable to register births who have failed to do so		Date of requisition + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC3.4	RL3	
RC1.1.5	Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	Births and Deaths Registration Act 1953 sections 7 and 21	Current year + 2 years		OFFICIAL - General	SECURE DISPOSAL		RC3.5	RL1	
RC1.1.6	Certificates of registration of births and still-births		Date of late form issued +1 year		OFFICIAL – Personal	SECURE DISPOSAL		RC3.6	RL3	

### RC1.2 Registration of Deaths

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC1.2.1	Register of Deaths	The Registration Service Act 1953	PERMANENT	Y	OFFICIAL – Personal	The Registration Service maintain their own archive		RC5.1	RL9	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC1.2.2	Books recording issue of books and forms of medical certificates (Form 17)		Last entry + 5 years	N	OFFICIAL - General	SECURE DISPOSAL		RC5.2	RL2	
RC1.2.3	Notifications of disposals of bodies of deceased persons		Date of last notification + 5 years	N	OFFICIAL - General	SECURE DISPOSAL		RC5.3	RL2	
RC1.2.4	Declarations made by applicants for certificates for disposal (no liability to register)		Date of last declaration + 5 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.4	RL2	
RC1.2.5	Requisitions for certificates of death issued under certain acts of parliament for the purpose of those Acts		Date of requisition + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC5.5	RL1	
RC1.2.6	Counterfoils of death certificates		Date of issue + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.6	RL1	
RC1.2.7	Counterfoils of certificates and forms – Certificates issued for the purposes of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten		Current year + 3 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.7	RL1	
RC1.2.8	Counterfoils of certificates and forms – Requisitions to persons liable to register who have failed to do so - deaths		Current year + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.8	RL3	
RC1.2.9	Counterfoils of certificates and forms – Forms of report of death to coroner by registrar		Date of last entry + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.9	RL3	
RC1.2.10	Counterfoils of certificates and forms – Certificates for disposal before or after registration of death, still-birth and no liability to register		Date of the last entry + 5 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.10	RL2	
RC1.2.11	Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	Births and Deaths Registration Act 1953 sections 7 and 21	Current year + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC5.11	RL1	
RC1.2.12	Counterfoils of certificates and forms – Certificates for disposal before or after registration of death, still-birth and no liability to register		Current year + 5 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC5.13	RL2	
RC1.2.13	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974		Current year + 6 years	N	OFFICIAL - General	SECURE DISPOSAL	467	RC5.14	RL2	

**RC1.3 Registration of Stillbirths**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**RC1.4 Registration of Marriages**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC1.4.1	Register of Marriages	The Registration Service Act 1953	PERMANENT	Y	OFFICIAL – Personal			RC2.1	RL9	
RC1.4.2	Requisitions for certificates of marriage issued under certain acts of parliament for the purpose of those Acts		Date of requisition + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC2.7	RL1	
RC1.4.3	Superintendent registrar's certificate for Marriage		Date of marriage + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC2.8	RL1	

**RC2 Civil Ceremonies**

**RC2.1 Civil Marriage Ceremonies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC2.1.1	Marriage Notices and Civil Partnerships		Date of notice + 5 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC2.3	RL2	
RC2.1.2	Forms of consent to marriages of minors		Date of consent + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC2.4	RL3	
RC2.1.3	Caveats against the grant of a superintendent registrar's certificate or certificate and licence, or Registrar General's licence for marriage		Date of marriage + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC2.5	RL1	
RC2.1.4	Notifications of the issue of the Registrar General's licence for marriage and Registrar General's licences of marriage		Date of marriage + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC2.6	RL1	

**RC2.2 Civil Partnership Ceremonies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC2.2.1	Civil Partnership schedules		Sent to Registrar General Quarterly	Y	OFFICIAL – Personal			RC2.2	N/A	

**RC2.3 Naming Ceremonies**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**RC2.4 Administration of Civil Ceremonies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC2.4.1	Files relating to the organisation and administration of civil ceremonies		Date of ceremony + 6 months, unless a complaint has been received	N	OFFICIAL - General	SECURE DISPOSAL		RC1.1	RL4	
RC2.4.2	Files relating to premises approved to carry out civil ceremonies	Limitation Act 1980 (Section 2)	Duration of licence + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		RC1.2	RL2	

**RC2.5 Citizenship Ceremonies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC2.5.1	Files relating to the organisation and administration of citizenship ceremonies		Date of ceremony + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC4.1	RL4	

**RC3 Coroners**

**RC3.1 Inquest Files**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC3.1.1	Case files of deaths reported to the coroner – inquest files	Coroners Act 1988	Date of death + 15 years		OFFICIAL – Personal	Currently all inquest files are retained for permanent preservation		RC8.3	RL17	

**RC3.2 Non Inquest Files**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC3.2.1	Case files of deaths reported to the coroner – non-inquest files	Coroners Act 1988	Date of death + 15 years		OFFICIAL – Personal	Non-inquest files older than 15 years will be sampled taking the mid-census year in each decade		RC8.2	RL17	

**RC3.3 Register of Deaths**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC3.3.1	Registers of deaths reported to the Coroner	Coroners Act 1988	Permanent		OFFICIAL - General			RC8.1	RL9	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**RC3.4 Treasure Trove**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC3.4.1	The processes and actions of Treasure Inquests	Treasure Act 1996	Last action + 2 years		OFFICIAL - General	These should be offered to the archives for a sample to be taken		RC9.1	RL1	

**RC3.5 Administration of Coroners**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC3.5.1	Coroners Service: Coroner feedback forms - details held include name of deceased and date of death along with funeral director name and address, peoples feedback		Current year + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		No previous reference	RL3	
RC3.5.2	Coroners Service: Body Removal Contracts: Details held include names, addresses, dates of births and dates of the deceased; Funeral Director information; possible cause of death, cost of work		Paper copies kept for 3 months; electronic spreadsheets kept for 3 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		No previous reference	RL1	
RC3.5.3	Coroners Service: Post Mortem Contracts: Details held include the cost of post mortems and terms of agreement for the working partnership, contract specifications		Date of last payment on the contract + 6 years	Y	OFFICIAL – Sensitive Corporate	SECURE DISPOSAL		No previous reference	N/A	17/06/2021: Entry added to the retention schedule
RC3.5.4	Information collected to support the work of the Coroner's Service		The Coroner's Service personal information for a maximum of 15 years of the date the death is reported to the Service, unless it is an investigation or inquest, in which case records are stored indefinitely, as per legislation. Should data subjects wish to have their details removed from the case after a period of 20 years (the minimum legal period) they should inform the coroner in writing.	Y	OFFICIAL - Personal	SECURE DISPOSAL		No previous reference	RL14	16/11/2022: Entry added to the retention schedule
RC3.5.5	Information collected to support the work of the Coroner's Service relating to jurors		Details from the Electoral Roll will be held for 6 months, and a manual review takes place monthly to delete data. Details of Jurors and witness in the case of an investigation or inquest will be retained indefinitely. Should data subjects wish to have their details removed from the case after a period of 20 years (the minimum legal period) they should inform the Coroner in writing.	Y	OFFICIAL - Personal	SECURE DISPOSAL		No previous reference	RL14	17/11/2022: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**RC4 Administration of Registration Service**

**RC4.1 Administration of the Registration Service**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC4.1.1	Cash book	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.2	RL2	
RC4.1.2	Registrar General's certificate and direction		Current year + 7 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.5	RL5	
RC4.1.3	Routine correspondence relating to the appointment and conduct of officers		Current year + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.6	RL1	
RC4.1.4	Form of account (office copy)		Current year + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.7	RL1	
RC4.1.5	Routine correspondence relating to the registration of births, marriages and death, correction of errors, birth re-registrations not made, issue of certificates under certain acts of parliament: irregular burials		Current year + 3 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.8	RL1	
RC4.1.6	Routine correspondence relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death; marriage of foreigners and persons divorced abroad		Current year + 3 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.9	RL1	
RC4.1.7	Routine correspondence relating to accounting transactions, charges, receipts		Current year + 2 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.10	RL1	
RC4.1.8	Routine correspondence relating to any other matters not dealt with in other parts of this retention schedule		Current year + 3 years	N	OFFICIAL - General	SECURE DISPOSAL		RC7.11	RL1	
RC4.1.9	Applications for copies of standard birth, marriage and death certificates by members of the public		Current year + 1 year - This retention period was set after it was discovered that the General Register Office only retain applications for 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC7.12	RL3	

**RC4.2 Registration Officers**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC4.2.1	List of appointed registration officers		Retirement of officer + 1 year	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC6.1	RL3	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RC4.2.2	Forms of appointment of authorised persons under the Marriage Act 1898 or the Marriage Act 1949	Marriage Act 1898 Marriage Act 1949	Vacation of office + 2 years	Y	OFFICIAL – Personal	SECURE DISPOSAL		RC6.2	RL1	

## RM Risk Management and Insurance

### RM1 Risk Management

#### RM1.1 Business Continuity

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RM1.1.1	Business Impact Assessments; operational, tactical and strategic		Date impact assessment superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	21/04/2017: Entry added to retention schedule
RM1.1.2	KCC System Resilience Plan and associated Policy and Procedures for Health and Social Care		Date plan superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	21/04/2017: Entry added to retention schedule
RM1.1.3	Risk Assessments and associated correspondence related to the risk assessment or emergency incident response.		Date plan superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		No previous reference	RL2	21/04/2017: Entry added to retention schedule

#### RM1.2 Risk Register

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RM1.2.1	Risk management database		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		RM7.2	RL1	
RM1.2.2	Risk and Partnership registers maintained by individual directorates		These will be dynamic documents which are being continually refreshed. A snapshot needs to be taken if the risk/partnership register needs to be produced as part of a major incident investigation.	SECURE DISPOSAL	N	OFFICIAL – Not Personal		RM7.3	RL3	
RM1.2.3	Risk Register		Closure + 5 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN24.10	RL2	



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**RM2 Insurance**

**RM2.1 Insurance Claims**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RM2.1.1	Claims made against KCC insurance policies – damage to property	Limitation Act 1980 (Section 2)	Loss date + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		RM3.1	RL2	07/04/2022: Text: "Case concluded + 6 years" with "Loss date + 6 years"
RM2.1.2	Claims made against KCC insurance policies – personal injury	Limitation Act 1980 (Section 11)	Loss date + 3.5 years unless the individual is a minor at the time of the claim, then DOB of claimant + 24 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal		RM3.2	RL2	13/06/2019: Text: "Case concluded + 4 years" replaced with "Case concluded + 6 years unless the individual is a minor at the time of the claim, then DOB of claimant + 24 years"; 07/04/2022: Text: "Case concluded + 6 years" replaced with "Loss date + 3.5 years"
RM2.1.3	Claims management database	Limitation Act 1980 (Section 2)	Case concluded + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal		RM3.3	RL2	

**RM2.2 Insurance Policies**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RM2.2.1	Insurance policies relating to insurance purchased by KCC to cover its activities	Employers Liability/Financial Regulations	Date of expiry of policy + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		RM4.1	RL2	
RM2.2.2	Motor insurance database		Life of the vehicle in KCC service	SECURE DISPOSAL	N	OFFICIAL - General		RM4.2	RL3	
RM2.2.3	Employer's Liability and Public Liability Insurance Policies	Employers Liability (Compulsory Insurance) Regulations 1998 (5/1-2)	Date of expiry of policy + 40 years	SECURE DISPOSAL	N	OFFICIAL - General		RM4.3	RL16	

**RM2.3 Register of Insurance Claims**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
RM2.3.1	Files relating to the management of insurable risk across KCC		Current year + 3 years then review	SECURE DISPOSAL	N	OFFICIAL - General		RM7.1	RL1	

**RM2.4 Valuations for Insurance Claims**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**TR Transport and Infrastructure**

**TR1 Car Parking**

**TR1.1 Car Parking Sites**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR1.1.1	Parking	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR23.1	RL2	
TR1.1.2	Records relating to the imposition of parking fines in Country Parks		Date fine resolved + 6 years	SECURE DISPOSAL	N	OFFICIAL – Personal		TR23.2	RL2	
TR1.1.3	Parking permits issued for use in Country Parks		Life of permit + 3 months	SECURE DISPOSAL	N	OFFICIAL – Personal		TR23.3	RL2	

**TR2 Design and Construction**

**TR2.1 Highways Asset Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.1.1	Main files relating to the work of Highways Services [including correspondence, contact from the Contact Centre, development services, small improvement schemes, out of hours call outs]	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.1	RL2	10/01/2017: Entry renumbered from MN6.1.1 to TR2.1.2
TR2.1.2	Records relating to the performance monitoring of Kent Highways Services, their Contracts and partnerships including Performance Review presentations and Alliance/Board reports relating to key performance indicators created by Kent Highways Services teams	Limitation Act 1980 (Section 2)	Last action on the partnership + 6 years then review	Offer to Archives	N	OFFICIAL – Sensitive Corporate		MN23.13; MN6.1.1	RL2	10/01/2017: Entry renumbered from MN6.1.2 to TR2.1.3
TR2.1.3	Agreements between Kent Highways Services and partner agencies such as the Highways Agency	Limitation Act 1980 (Section 2)	Last action on the agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL – Sensitive Corporate		MN23.14; 526	RL2	11/01/2017: Entry renumbered from MN6.2.1 to TR2.1.4
TR2.1.4	Kent Highways Partnership		End of partnership + 12 years then review	Offer to Archives	N	OFFICIAL – Sensitive Corporate		MN23.1; MN6.2.01	RL7	

**TR2.2 Signs, Lines and Barriers**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.2.1	Technical documents relating to signs, lines and barriers		Current year + 12 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.2	RL7	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.2.2	Records relating to interactive signs		Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.17	RL2	23/07/2020: Text: "Current year + 5 years" replaced with "Current year + 6 years"
TR2.2.3	Records created as part of the approval process for temporary signs for events	Limitation Act 1980 (Section 2)	End of event + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR40.12	RL2	

### TR2.3 Drainage

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.3.1	Drainage		Life of road	Offer to Archives	N	OFFICIAL - General		TR5.4	RL9	

### TR2.4 Road Design

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.4.1	Major Capital Projects health and safety files containing as built drawings and other information relating to the construction of the road		Life of road	Offer to Archives	N	OFFICIAL - General		TR5.3	RL9	10/05/2018: Text "Road Design files" replaced with "Major Capital Projects health and safety files containing as built drawings and other information relating to the construction of the road"

### TR2.5 Cycle Paths and Footpaths

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.5.1	Development and management of cycle paths	Limitation Act 1980 (Section 2)	Life of the cycle path + 6 years	Offer to Archives	N	OFFICIAL - General		TR5.7	RL2	
TR2.5.2	Records relating to the construction of footpaths	Limitation Act 1980 (Section 2)	Life of the footpath + 6 years	Offer to Archives	N	OFFICIAL - General		TR5.11	RL2	
TR2.5.3	Records relating to the development and management of pavements (footways)	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.13	RL2	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**TR2.6 Surface Dressing**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR2.6.1	Laying and maintenance of surface dressing	Limitation Act 1980 (Section 2)	Life of the surface dressing + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.8a	RL2	
TR2.6.2	Records relating to the reconditioning of roads	Limitation Act 1980 (Section 2)	Life of the reconditioning work + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.10	RL2	23/07/2020: Entry renumbered from TR2.6.3 to TR2.6.2
TR2.6.3	Records relating to Slurry and Grip Fibre	Limitation Act 1980 (Section 2)	Life of the fibre + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.12	RL2	23/07/2020: Entry renumbered from TR2.6.4 to TR2.6.3

**TR3 Development Control**

**TR3.1 Development Control - Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR3.1.1	Case files	Limitation Act 1980 (Section 2)	Current year + 6 years then review	Offer to Archives	N	OFFICIAL - General		TR6.1	RL2	
TR3.1.2	Siting of mobile phone masts		Life of phone mast	Offer to Archives	N	OFFICIAL - General		TR6.2	RL9	
TR3.1.3	Fault Reports	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR6.3	RL2	

**TR4 Enforcement (Transport)**

**TR4.1 Enforcement - Highway Issues**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR4.1.1	Records relating to enforcement of non safety critical highways issues where the issue is resolved without further action		Date of resolution then destroy	SECURE DISPOSAL	Y	OFFICIAL - General		TR9.1	RL3	
TR4.1.2	Records relating to enforcement of non safety critical highways issues where the issue is resolved using court action		Date of resolution of case + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		TR9.2	RL2	
TR4.1.3	Records relating to the enforcement of road and street-works permits		All information is entered on the Mayrise system and cannot be deleted	SECURE DISPOSAL	Y	OFFICIAL - General		TR9.3	N/A	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR4.1.4	Information relating to the collection of information relating to the Highway asset survey unmanned aerial vehicle (UAV)/drones		The digital still photo images are collected by Altitude Aerial Photography using UAV/drone cameras and these digital still photo images are transported to Rosemount Collins Aerospace offices after the UAV/drone flight has taken place. KCC will not view the digital still photo images during this time. The unredacted digital still photo images are kept for up to 3 weeks during which time Rosemount Collins Aerospace manually review the unredacted digital still photo images for data accuracy, data quality and verification purposes. The digital still photo images are overlapped with each other and are then spliced together to form a single 'full picture' of an area. The full picture is then redacted or blurred by Rosemount Collins Aerospace using OpenCV AI software technology, so that no personal details are visible, and the original unredacted or blurred digital photo still images are overwritten and no longer exist. Rosemount Collins Aerospace/Amey Aerial Services will make the redacted or blurred digital photo images available to Kent County Council. Kent County Council and Amey Aerial Services will store the redacted or blurred highway asset digital still photo images indefinitely (from the date of data collection), for use in future highway asset management related projects.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	21/09/2023: Entry added to the retention schedule
TR4.1.5	Moving Traffic Offence Enforcement under TMA Part 6: Where a PCN is not issued		Date of collection +15 days where a PCN is not issued.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.6	Moving Traffic Offence Enforcement under TMA Part 6: Where a request for information is made to the DVLA via KADOE		Data will be retained for date of request + 2 years.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.7	Moving Traffic Offence Enforcement under TMA Part 6: Where a PCN is issued – no appeal is made		PCN Case closed + a maximum of 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.8	Moving Traffic Offence Enforcement under TMA Part 6: Where a PCN is issued – an appeal is made via online representation		PCN Case closed + a maximum of 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR4.1.9	Moving Traffic Offence Enforcement under TMA Part 6: Where a PCN is issued – an appeal is made via Traffic Penalty Tribunal		The Tribunal is required under statute to maintain a register of decisions. Some of your personal data will be retained for the purposes of maintaining that register. Other case information and documents will be retained for two years, except in cases where the Adjudicator has determined that the case is of judicial interest – in which case, relevant evidence will be kept for longer.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.10	Moving Traffic Offence Enforcement under TMA Part 6: Where payment is made		Data will be retained only for as long as necessary, in accordance with applicable laws. On the closure of the account, KCC may keep data for up to 7 years after services have been cancelled.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.11	Moving Traffic Offence Enforcement under TMA Part 6: Where there is a requirement to issue a warrant to the enforcement agent for the recovery of monies relating to the non-payment of Penalty Charge Notice		Personal data on the CRM record for last contact + 2 years. Case related correspondence will be kept for 90 days and then destroyed. Subject to any ongoing investigations any non-case related correspondence will kept for 30 days and then destroyed.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.12	Moving Traffic Offence Enforcement under TMA Part 6: Collection of outstanding PCN fees in the UK		PCN Case closed + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule
TR4.1.13	Moving Traffic Offence Enforcement under TMA Part 6: Relating to the debt for EU citizens residing in a country where we have an international data sharing agreement and debt recovery process in place for.		PCN Case closed + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	22/08/2024: Entry added to the retention schedule

### TR4.2      Infringements - Parking fines

### TR4.3      Infringements - Speeding fines

### TR4.4      Licences and Permits

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR4.4.1	Traffic Light permits	Limitation Act 1980 (Section 2)	End of permit period + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR24.1	RL2	
TR4.4.2	Skip Licences	Limitation Act 1980 (Section 2)	End of skip licence + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR24.2	RL2	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR4.4.3	Temporary Traffic Signals	Limitation Act 1980 (Section 2)	End of permit period + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR24.3	RL2	
TR4.4.4	Scaffold Licenses/Permits	Limitation Act 1980 (Section 2)	End of permit + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR24.4	RL2	
TR4.4.5	Pavement Licences	Limitation Act 1980 (Section 2)	End of permit + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR24.5	RL2	
TR4.4.6	Application for and award of Highways Licences		Year application made + 6 years	SECURE DISPOSAL	N	OFFICIAL - General			RL2	

## TR5 Highways Definition

### TR5.1 Rights of Way

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.1.01	Definitive Map and Statements	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	These are working documents which are being constantly updated which will be retained permanently		N	OFFICIAL - General		TR29.1	RL9	
TR5.1.02	Applications to amend the definitive map and statement (claims)	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	Permanent		N	OFFICIAL - General		TR29.2	RL9	
TR5.1.03	Schedules and Orders: Diversion & extinguishment of public rights of way; Applications to amend the definitive map and statement (claims); Dedications to create a public right of way by agreement; Applications to make creation orders;	Highways Act 1980 Wildlife and Countryside Act 1981	Permanent		N	OFFICIAL - General		TR29.3	RL9	
TR5.1.04	Public Rights of way - Diversions	Highways Act 1980 , Town & Country Planning Act 1990	Permanent		Y	OFFICIAL - General		TR29.4	RL9	
TR5.1.05	Dedications to create a public right of way by agreement	Highways Act 1980 sect 25	Permanent		Y	OFFICIAL - General		TR29.6	RL9	
TR5.1.06	Public Rights of way extinguishments (including orders to divert footpaths or bridleways)	Highways Act 1980 s118	Permanent		Y	OFFICIAL - General		TR29.8	RL9	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.1.07	Deposit by landowners with the County Council a statement and plan detailing any public rights of way they acknowledge as already existing on their land	Highways Act 1980 Sect 31 (6)	Permanent		Y	OFFICIAL - General		TR29.10	RL9	
TR5.1.08	Register of Village Greens	Commons Registration Act 1965	Permanent		N	OFFICIAL - General		TR29.11	RL9	
TR5.1.09	Register of Common Land	Commons Registration Act 1965	Permanent		N	OFFICIAL - General		TR29.12	RL9	
TR5.1.10	Applications to register a piece of land as a village green	Commons Registration Act 1965 SI 1969 N 1843	Permanent		Y	OFFICIAL - General		TR29.13	RL9	
TR5.1.11	Common Land or Village Green searches	Commons Registration Act 1965	Date search completed + 6 months	SECURE DISPOSAL	N	OFFICIAL - General		TR29.14	RL4	
TR5.1.12	Enforcement Files	Highways Act 1980	Retain in Unit until the case is closed transfer to the Records Centre for the life of the right of way		Y	OFFICIAL – Non Personal		TR29.15	N/A	
TR5.1.13	Channel Tunnel Rail Link maps and other information	Channel Tunnel Rail Link Act 1996	Retain in Unit until operational use is ended		N	OFFICIAL - General		TR29.16	N/A	
TR5.1.14	Correspondence files – Queries etc which do not result in an application for a diversion or a claim to change the definitive map - These are kept in geographical districts aligned to the PROW area offices		Retain in Unit C + 2 years review at the end of 2 years and assign further retention period if appropriate, transfer to the Records Centre		Y	OFFICIAL - General		TR29.17	N/A	
TR5.1.15	Project files (e.g. digitisation of the definitive map)		End of the project +2 years review at the end of 2 years and assign further retention period if appropriate then transfer to the Records Centre		N	OFFICIAL - General		TR29.18	N/A	
TR5.1.16	General footpath files – stored by footpath number These contain all the information relating to the maintenance, assertion and protection of public rights of way, these files also include any temporary traffic regulation		Permanent - These records are now retained in pdf format as part of the Countryside Access Management System		Y	OFFICIAL - General		TR29.19	RL9	
TR5.1.17	Small Works Orders		2 years from date of works	SECURE DISPOSAL	N	OFFICIAL - General		TR29.20	RL1	



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.1.18	Schedule of Paths Out of Repair		Ongoing working document	SECURE DISPOSAL	N	OFFICIAL - General		TR29.21	RL3	
TR5.1.19	Temporary Traffic Regulation Orders (Area Office copies)	Section 14 of the Road Traffic Regulation Act 1984	Permanent on relevant footpath file		N	OFFICIAL - General		TR29.22	RL9	
TR5.1.20	General information files		Operational use these files should be reviewed after their operational use has ceased		N	OFFICIAL - General		TR29.23	RL3	
TR5.1.21	Records relating to the Countryside Access Improvement Plan (CAIP)		Permanent		N	OFFICIAL - General		TR29.24	RL9	
TR5.1.22	PACE notebooks used in the process of collecting evidence in public rights of way cases		Date notebook closed + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL – Non Personal		TR29.25	RL2	
TR5.1.23	General enquiries dealt with by the Public Rights of Way Unit		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL - General		TR29.26	RL3	
TR5.1.24	Records created to administer the Kent Countryside Access Forum other than the principal copy of the minutes and the papers		All records relating to membership of the Forum will be kept for the life of the individual's membership + 3 years	SECURE DISPOSAL	Y	OFFICIAL - General		TR29.27	RL1	12/12/2018: Text: "All records relating to membership of the forum will be kept for the life of the individual's membership + 3 years" added to retention period column; Text: "Local Access Forum" replaced with "Kent Countryside Access Forum"
TR5.1.25	Information relating to financial aspects of the creation of temporary closure orders held by the Public Rights of Way Unit		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL - General		TR29.28	RL3	
TR5.1.26	Countryside Access Management Service Asset Management System		Personal information will be deleted 3 years after last contact, but the fault reported may be kept indefinitely on the path file	SECURE DISPOSAL	Y	OFFICIAL - General		No previous reference	RL1	13/12/2018: Entry added to the retention schedule
TR5.1.27	Information collected to manage the reporting of public rights of way issues		Date of last contact + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	21/03/2024: Entry added to the retention schedule
TR5.1.28	Information collected to manage the Public Right of Way Byways Open to All Traffic (BOATs) Permit Scheme		Life of the permit	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	21/03/2024: Entry added to the retention schedule

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.1.29	Evidence collected to support applications for the registration of land as a town or village green	Commons Act 2006	Permanent unless the application is not pursued the evidence provided will be destroyed	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	28/03/2024: Entry added to the retention schedule
TR5.1.30	Information collected to manage responses to Public Rights of Way Definitive Map Consultations and Responses	Commons Act 2006	Permanent	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	28/03/2024: Entry added to the retention schedule
TR5.1.31	Information collected to manage modification to the definitive map orders (landowner and witness)		Permanent	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	28/03/2024: Entry added to the retention schedule

### TR5.2 Road Classification

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.2.01	Approved road schemes (abandoned and completed)		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.1	RL9	
TR5.2.02	Highways Schemes – Local Land Charges		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.2	RL9	
TR5.2.03	Land Compensation Act 1973 – section 15		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.3	RL9	
TR5.2.04	Committee reports		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.4	RL9	
TR5.2.05	Licences and Agreements for Highways		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.5	RL9	
TR5.2.06	Highway Adoption Notices		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.6	RL9	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.2.07	Network maps		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.7	RL9	
TR5.2.08	Records relating to the management of Compulsory Purchase Orders (excluding entries on the KCC Terrier)		Retain until all land is acquired + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		TR30.8	RL2	28/03/2024: Text: "Compulsory Purchase Orders" replaced with "Records relating to the management of Compulsory Purchase Orders (excluding entries on the KCC Terrier)"; Text: "These records need to be retained whilst the highway is still operational" replaced with "Retain until all land is acquired + 6 years"; Personal information status changed to Y
TR5.2.09	Agency Road Adoptions		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.9	RL9	
TR5.2.10	Urban Alleyways		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.10	RL9	
TR5.2.11	Land Acquisitions Books		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.11	RL9	
TR5.2.12	Delegation Maps		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.12	RL9	
TR5.2.13	Inspectors' Plans		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.13	RL9	
TR5.2.14	Mudge's Maps		These records need to be retained whilst the highway is still operational		N	OFFICIAL - General		TR30.14	RL9	
TR5.2.15	Highways Schemes – Land Charges - Network Management – East Kent copies		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		TR30.15	RL1	
TR5.2.16	Ordnance Survey - Interim series maps held by the Highways Definitions Unit		Permanent	Offer to Archives	N	OFFICIAL - General		TR30.16	RL9	
TR5.2.17	Principal copy of form 214 and accompanying background documents		Life of the road	Offer to Archives	N	OFFICIAL - General		TR30.17	RL9	

KENT COUNTY COUNCIL: RETENTION SCHEDULE  
Quarter 1: April 2025

TR5.3 Street Naming and Numbering  
TR5.4 Land Enquiries

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR5.4.1	Records relating to the management of Highways Land Enquiries - Highway boundary ownership and legal information which accompanies customer enquiries		Permanent <sup>60</sup>		Y	OFFICIAL - General		No previous number	RL14	

TR6 Ports and Harbours

TR7 Public Transport  
TR7.1 Concessions

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR7.1.1	England National Concessionary Travel Scheme (ENCTS) applications	Transport Act 2000, Concessionary Bus Travel Act 2007	Date client ceases to access the scheme + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		TR4.1	RL3	24/01/2019: Text: "Date paper application entered on the database + 6 months" replaced with "Current year + 1 year"; 27/03/2024: Text: "English" replaced with "England": Text: "Current year + 1 year" replaced with "Date client ceases to access the scheme + 1 year"
TR7.1.2	Kent Travel Saver and 16+ Travel Saver Applications		Date client ceases to access the scheme + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		TR4.2	RL18	13/06/2018: Retention period replaced with "Current year + 1 year"; 27/03/2024: Text: "Kent Freedom Pass applications" replaced with "Kent Travel Saver and 16+ Travel Saver Applications"; Text: "End of year 13 for named pupil + 4 years" replaced with "Date client ceases to access the scheme + 1 year"
TR7.1.3	Records relating to membership of the Kent Karrier Scheme		1 year after membership ceases or date of death.	SECURE DISPOSAL	Y	OFFICIAL – Personal		TR4.3	RL3	See Footnote <sup>61</sup>

<sup>60</sup> For use in any future legal enquiries in order to justify highway boundary area.

<sup>61</sup> 13/06/2018: Text in description replaced with "Records relating to membership of the Kent Karrier Scheme"; Retention information replaced with "Application forms: 1 year after membership ceases or date of death. Receipts: 6 years"; Entry renumbered from TR7.1.3 to TR7.1.3.1; Text: " Application forms" added to description; " Application forms" removed from the retention field; "Receipts: 6 years" removed from retention field; 27/03/2024: Entry renumbered from TR7.1.3.1 to TR7.1.3; Text: “Records relating to membership of the Kent Karrier Scheme – Application forms” replaced with “Records relating to membership of the Kent Karrier Scheme”

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR7.1.4	Records relating to the management of the Vacant Seats Payment Scheme		End of the travel or benefit provision + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	RL3	27/03/2024: Entry renumbered from "TR7.1.5" to "TR7.1.4"

## TR7.2 Public Transport Planning

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR7.2.01	Local Bus Registrations		De-registration + 1 year	SECURE DISPOSAL	N		OFFICIAL – General	TR27.2; TR7.2.02	RL3	06/04/2017: Entry renumbered from TR7.2.02 to TR7.2.01; 13/06/2018: Protective marking changed to "NOT PROTECTIVELY MARKED" and Personal information changed to "N"; Retention period replaced with "De-registration + 1 year"; Legislative Framework text removed; Description text replaced with "Local Bus Registrations"
TR7.2.02	Transport Contracts (all - PSV and non PSV transport contracts) including invitations to tender, proposals and responses to invitations to tenders	Limitation Act 1980 (Section 2)	End of contract + 6 years except for unsuccessful tenders which should be retained for 6 months after the award of the contract	SECURE DISPOSAL	Y		OFFICIAL – General	TR27.8; TR7.2.08	RL2	06/04/2017: Entry renumbered from TR7.2.08 to TR7.2.02; 13/06/2018: Retention period replaced with "End of contract + 6 years except for unsuccessful tenders which should be retained for 6 months after the award of the contract"; Description replaced with "Transport Contracts (all - PSV and non PSV transport contracts) including invitations to tender, proposals and responses to invitations to tenders"
TR7.2.03	Public Transport– Kent Countywide concessionary fares scheme	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	Y		OFFICIAL – General	TR27.9; TR7.2.09	RL2	27/03/2024: Entry renumbered from TR7.2.5 to TR7.2.3
TR7.2.04	Public Transport Operator: registrations		End of relationship + 6 years	SECURE DISPOSAL	Y		OFFICIAL – General	No previous reference	RL2	13/06/2018: Entry added to the retention schedule; 27/03/2024: Entry renumbered from TR7.2.09 to TR7.2.04
TR7.2.05	Public Transport Operator: licensing and insurance documents		Expiry of document	SECURE DISPOSAL	N		OFFICIAL – General	No previous reference	RL3	13/06/2018: Entry added to the retention schedule; 27/03/2024: Entry renumbered from TR7.2.10 to TR7.2.05
TR7.2.06	Public Transport Operator staff record forms including DBS certificates		Until a suitability decision is made, not exceeding 6 months	SECURE DISPOSAL	Y		OFFICIAL – Personal	No previous reference	RL4	13/06/2018: Entry added to the retention schedule; 27/03/2024: Entry renumbered from HR2.5.08 to TR7.2.06
TR7.2.07	Public Transport Operator Correspondence		End of relationship + 6 years	SECURE DISPOSAL	N		OFFICIAL - General	No previous reference	RL2	27/03/2024: entry added to retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**TR8 Road Maintenance**  
**TR8.1 Hazard Removal**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.1.1	Snow Plough agreements	Limitation Act 1980 (Section 2)	Length of the agreement + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR13.1	RL2	
TR8.1.2	Salt Bins	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR13.2	RL2	
TR8.1.3	Winter Maintenance Plan	Limitation Act 1980 (Section 2)	Operational copies to be replaced by amended versions. [POSC copy deemed to be the principal copy to be kept in the POSC records.]	SECURE DISPOSAL	N	OFFICIAL - General		TR13.3	N/A	
TR8.1.4	Data relating to routes for salting roads	Limitation Act 1980 (Section 2)	Year salting takes place + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		TR13.4	RL2	
TR8.1.5	Records relating to the salting which has taken place on which routes held by the contractor who undertakes the salting	Limitation Act 1980 (Section 2)	Date of salting + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR13.5	RL2	

**TR8.2 Inspections**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.2.1	Highway Inspection records	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR17.1	RL2	
TR8.2.2	Highway Inspectors and Engineers diaries	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR17.2	RL2	
TR8.2.3	Site investigations		Current year + 25 years	SECURE DISPOSAL	N	OFFICIAL - General		TR17.3	RL14	
TR8.2.4	Form 1421A (Pink Peril) and documentation relating to investigations carried out	Limitation Act 1980 (Section 2)	Minimum of 6 years from date of conclusion of investigation	SECURE DISPOSAL	N	OFFICIAL - General		TR17.4	RL2	

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.2.5	Audio recording and video recordings taken as part of the management of the Highways safety inspections smartphone video recording trial		The video and audio footage is collected by KCC and is then sent by KCC directly to our third-party suppliers Hetzner and Vaisala immediately after capture. KCC will not view the video footage during this time. The video and audio footage is then redacted by Vaisala and Hetzner within 3 hours of receipt, so that no personal details are visible or audible. Vaisala and Hetzner make the anonymised redacted video footage available to KCC and KCC will store this anonymised data indefinitely from the date of data collection.	SECURE DISPOSAL	N	OFFICIAL – Personal		No previous reference	N/A	29/03/2023: Entry added to the retention schedule

#### TR8.3 Maintenance - Emergency maintenance

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.3.1	Emergency Response Orders		Date of order + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR19.1	RL2	

#### TR8.4 Maintenance - Scheduled maintenance

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.4.1	Engineers working files	Limitation Act 1980 (Section 2)	Road resurfaced + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR20.1	RL2	
TR8.4.2	Work completed orders	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR20.2	RL2	
TR8.4.3	Duty Logs	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR20.3	RL2	
TR8.4.4	Records relating to the maintenance of highways drainage		All information to be added to the CSM system and kept as part of the street history	SECURE DISPOSAL	N	OFFICIAL - General		TR20.8	N/A	23/07/2020: Entry renumbered from TR8.4.8 to TR8.4.4
TR8.4.5	All records relating to the management and maintenance of highway landscape assets		All information is held in CONFIRM and retained as part of the street history	SECURE DISPOSAL	N	OFFICIAL - General		TR20.9	N/A	23/07/2020: Entry renumbered from TR8.4.9 to TR8.4.5

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.4.6	Permitted List: List of contractors and/or consultants who are approved to carry out work on land owned by the Highway Authority and/or closed landfill sites in Kent		End of the membership of the list + 4 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	RL10	13/12/2018: Entry added to the retention schedule; 23/07/2020: Entry renumbered from TR8.4.10 to TR8.4.6

**TR8.5 Street Works**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.5.1	Criminalisation works	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR21.1	RL2	
TR8.5.2	NRASWA opening and closing notices	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR45.1	RL2	
TR8.5.3	NRASWA inspection records		Current year + 3 years	Offer to Archives	N	OFFICIAL - General		TR45.2	RL1	
TR8.5.4	NRASWA coordination records		Current year + 3 years	Offer to Archives	N	OFFICIAL - General		TR45.3	RL1	
TR8.5.5	Co-ordination of Road Works	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR45.4	RL2	
TR8.5.6	Event Notification	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR45.5	RL2	
TR8.5.7	Records relating to the creation of vehicle crossovers	Limitation Act 1980 (Section 2)	Date work completed + 6 years	SECURE DISPOSAL	Y	OFFICIAL - General		TR45.6	RL2	
TR8.5.8	Records relating to the resurfacing of roads including physical records and records held on WAMS	Limitation Act 1980 (Section 2)	Life of the road surface + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR45.7	RL2	



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR8.5.9	Information collected to support the provision of dropped kerbs	Limitation Act 1980 (Section 2)	Contact details are retained on the customer enquiry database for up to 6 years at the end of which contact details will be automatically deleted from the customer enquiry database. The completed dropped kerb application form (along with any documents relating to the dropped kerb application such as photos, emails, plans and decisions) will be held indefinitely. This allows KCC to reply to any enquiry with regards to the original documentation, review a declined application, and to issue Deeds of Covenant, should the property be sold and this requested. This also allows KCC to remove your dropped kerb; in the event there is a breach in the conditions, following the approval of the application.	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	17/11/2022: Entry added to the retention schedule

## TR9 Road Safety

### TR9.1 Driver training and NDORS Diversionary Schemes courses

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.1.1	Records relating to the management of the NDORS Diversionary Schemes Courses	ACPO Guidelines	Date of course + 1 year	Data depersonalised from database but still retain them on FOBS for a further 2.5 years in line with Police records	Y	OFFICIAL – Sensitive Personal		TR31.22	RL10	24/07/2020: Text: "Date of course + 3½ years" replaced with "Date of course + 1 year"; Entry renumbered from TR9.1.6 to TR9.1.1; 09/07/2021: Text: "Speed Awareness Courses" replaced with "NDORS Diversionary Schemes courses"; Text: "but still retain them on FOBS for a further 2.5 years in line with Police records " added to retention column
TR9.1.2	Records relating to the administration of the Minibus driver awareness training scheme		Date of course + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL1	30/07/2020: Entry added to the retention schedule

### TR9.2 Road Safety Awareness

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.2.01	Claim forms	Financial Regulations	Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		TR31.1	RL1	

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.2.02	Application forms for mini bus courses [both assessments and reassessments]		Date of course + 1 year	SECURE DISPOSAL	Y	OFFICIAL - Personal		TR31.2	RL3	
TR9.2.03	Casualty data retained by the road safety unit		Operational document	SECURE DISPOSAL	N	OFFICIAL - General		TR31.3	RL1	
TR9.2.04	Records relating to Cycle Safety Training		Current Academic Year + 2 years	SECURE DISPOSAL	N	OFFICIAL - General		TR31.4	RL3	
TR9.2.05	Walking Bus Scheme Lists		Updated and used whilst the Scheme is in operation and then destroyed	SECURE DISPOSAL	Y	OFFICIAL - Personal		TR31.8; TR9.2.08	RL3	06/04/2017: Entry renumbered from TR9.2.08 to TR9.2.05
TR9.2.06	Lists of pupils involved in schemes		Current Academic Year + 2 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		TR31.9; TR9.2.09	RL3	06/04/2017: Entry renumbered from TR9.2.09 to TR9.2.06
TR9.2.07	Road Safety Audit Reports	Limitation Act 1980 (Section 2)	Date of Audit + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR31.10; TR9.2.10	RL2	06/04/2017: Entry renumbered from TR9.2.10 to TR9.2.07
TR9.2.08	Road Safety - Education, Training and Publicity	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR31.19; TR9.2.16	RL2	06/04/2017: Entry renumbered from TR9.2.16 to TR9.2.08
TR9.2.09	General files relating to road safety	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR31.20; TR9.2.17	RL2	06/04/2017: Entry renumbered from TR9.2.17 to TR9.2.09
TR9.2.10	Kent Highways Services Crash Database		Minimum of 10 years from the month of entry	SECURE DISPOSAL	N	OFFICIAL - General		TR31.12b	RL8	23/07/2020: Entry renumbered from TR9.2.13 to TR9.2.10
TR9.2.11	Crash Reduction Reports		Date of Report + 10 years	SECURE DISPOSAL	N	OFFICIAL - General		TR31.11	RL8	
TR9.2.12	Depersonalised Crash Data supplied by the Police		Duration of Administrative Use	SECURE DISPOSAL	N	OFFICIAL - General		TR31.12a	RL8	

### TR9.3 Traffic Calming Measures

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.3.1	Records relating to crash remedial measures		Current year + 10 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.16	RL8	
TR9.3.2	Records relating to road safety engineering	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.18	RL2	
TR9.3.3	Records relating to traffic calming measures	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR5.15a	RL2	
TR9.3.4	Safety Cameras		Current year + 7 years then review	SECURE DISPOSAL	N	OFFICIAL - General		TR35.1; TR9.3.5	RL5	06/04/2017: Entry renumbered from TR9.3.5 to TR9.3.4

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.3.5	Speed Management		Current year + 7 years then review	SECURE DISPOSAL	N	OFFICIAL - General		TR35.2a; TR9.3.7	RL5	06/04/2017: Entry renumbered from TR9.3.7 to TR9.3.5
TR9.3.6	Records relating to the management of the School Streets Scheme		Life of the School Streets Scheme	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	09/04/2024: Entry added to the retention schedule

## TR9.4 Road Safety Engineering

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.4.1	Records relating to road safety engineering	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR5.14	RL2	
TR9.4.2	Records relating to Zebra Crossings	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR40.10	RL2	
TR9.4.3	Records relating to traffic safety		Current year + 12 years	Offer to Archives	N	OFFICIAL - General		TR40.11; TR9.4.4	RL7	07/04/2017: Entry renumbered from TR9.4.4 to TR9.4.3

## TR9.5 Active Travel

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR9.5.1	Public responses used to evaluate Active Travel Schemes		Date of collection + 5 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	21/02/2024: Entry added to the retention schedule

## TR10 Road Schemes

### TR10.1 Acquisitions

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR10.1.1	Records relating to the acquisition of land for road schemes excluding information held in the KCC Terrier		Last acquisition of land + 6 years	Offer to Archives	N	OFFICIAL - General		TR1.1	RL9	28/03/2024: Text: "Records relating to the acquisition of land for road schemes" replaced with "Records relating to the acquisition of land for road schemes excluding information held in the KCC Terrier"; Text: "Life of the road" replaced with "Last acquisition of land + 6 years"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR10.1.2	Personal information collected to administer the Section 16 Compulsory Purchase Order Land Referencing system		Completion of land referencing process + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	06/07/2023: Entry added to the retention schedule

**TR10.2 Construction Design and Management "Health and Safety" files**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR10.2.1	Construction Design and Management Health and Safety files including correspondence and other information	Limitation Act 1980 (Section 2)	Length of liability + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		This relates to the design of the road and should be in TR	RL2	
TR10.2.2	Highways Schemes		Retain in Unit for date scheme completed + 1 year (defects correction period) then transfer to RMS for 12 years from the end of the defects correction period	Offer to Archives	N	OFFICIAL - General		TR40.6a	RL7	
TR10.2.3	Files relating to highways schemes deposited in the Records Management Service		Date of review at RMS + 3 years	Offer to Archives	N	OFFICIAL - General		TR40.6b	N/A	

**TR10.3 Road Schemes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR10.3.1	Files relating to Section 278 and Section 38 agreements other than the Health and Safety file referred to at TR10.2.1	Limitation Act 1980 (Section 8)	Date scheme completed + 12 years	Offer to Archives	N	OFFICIAL - General		TR5.20	RL7	07/04/2017: Text: "5.19" replaced with "10.2.1"
TR10.3.2	Section 38 and Section 50 Agreements under Highways Act 1980		Life of the road		N	OFFICIAL - General		TR41.1	RL9	
TR10.3.3	Highways and Transportation: Highways Act 1980 - Section 278 Agreements	Limitation Act 1980 (Section 2)	Life of the road	SECURE DISPOSAL	N		TR41.2	RL9	OFFICIAL - General	25/11/2021: Text "Section 278 files" replaced with "Highways and Transportation: Highways Act 1980 - Section 278 Agreements"; Text: "Current year + 6 years" replaced with "Lie of the road"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR10.3.4	Development Agreements: Construction Design and Management Health and Safety files		Date road adopted + 6 years	SECURE DISPOSAL	N		No previous reference	RL2	OFFICIAL - General	25/11/2021: Entry added to the retention schedule

**TR11 Road Structures**  
**TR11.1 Bridge Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR11.1.01	Records relating to the management of bridge structures including the structures database		Life of the bridge	Offer to Archives	N			OFFICIAL - General		TR44.1 RL9

**TR11.2 Street Furniture**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR11.2.01	Bulk Lamp changing - street lighting	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		TR5.5	RL2	
TR11.2.02	Street Lighting – General	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		TR5.6	RL2	
TR11.2.03	All records relating to the management and maintenance of street lighting		All information is contained within CONFIRM and retained as part of the street history	SECURE DISPOSAL	N	OFFICIAL – General		TR36.1	N/A	
TR11.2.04	Highways Units – General Files	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		TR40.7	RL2	13/12/2023: Entry renumbered from TR11.2.10 to TR11.2.4
TR11.2.05	Noise issues relating to roads	Limitation Act 1980 (Section 2)	Current year + 6 years then review	Offer to Archives	N	OFFICIAL – General		TR40.8	RL2	13/12/2023: Entry renumbered from TR11.2.11 to TR11.2.05
TR11.2.06	Records relating to the allocation of grants to the parish councils for new or refurbished bus shelters	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years then review	SECURE DISPOSAL	N	OFFICIAL – General		FN11.6; FN6.4.2	RL2	13/12/2023: Entry renumbered from TR11.2.12 to TR11.2.06
TR11.2.07	Bus Stop Asset works and details of Safety Audits		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	13/12/2023: Entry renumbered from TR11.2.13 to TR11.2.07

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR11.2.08	Data collected to support Brown tourism sign applications		Date of application + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	13/12/2023: Entry renumbered from TR11.2.14 to TR11.2.08

**TR11.3 Road Structure Construction**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR11.3.1	Records relating to the creation and management of road structures	Limitation Act 1980 (Section 2)	Life of the road structure + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR5.9	RL2	

**TR11.4 Intelligent Traffic Systems (ITS)**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR11.4.01	Records relating to the alteration and modification of traffic signals including health and safety information	Limitation Act 1980 (Section 2)	All information is contained within IMTRAC and retained as part of the asset history	SECURE DISPOSAL	N	OFFICIAL – General		TR36.2; TR11.2.04	RL2	13/12/2023: Entry renumbered from TR11.2.04 to TR11.4.1; Text: "Date asset decommissioned + a minimum of 6 years" replaced with "All information is contained within IMTRAC and retained as part of the asset history"
TR11.4.02	Intelligent Transport Systems Reference Material		Permanent	SECURE DISPOSAL	N	OFFICIAL – General		TR40.5; TR13.1.7	N/A	07/04/2017: Entry renumbered from TR13.1.7 to TR13.1.6; 13/12/2023: Entry renumbered from TR13.1.6 to TR11.4.02; Text: "Replaced when obsolete" replaced with "Permanent"

**TR12 School Transport Provision**

**TR12.1 School Crossing Patrols**

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**TR12.2 School Transport**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR12.2.1	Client Transport Records	Limitation Act 1980 (Section 2)	Date client ceases to access provision + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal		TR33.1	RL2	27/03/2024: Text: "Home to College Transport files" replaced with "Client Transport Records"; Text: "Current year + 6 years" replaced with "Date client ceases to access provision + 1 year"
TR12.2.2	Records relating to Safer Routes to School	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR33.2	RL2	
TR12.2.3	School Travel Plans		Paper records to be destroyed once the approval has been granted. Electronic record to be retained for a minimum of 6 years from the date funding allocated.	Offer to Archives	N	OFFICIAL - General		TR33.3	RL2	
TR12.2.4	Records relating to the management of records concerning the Kent Walking Bus Scheme		Form submitted on the website + 6 years from the date or if the walking bus service is no longer active, or removed by consent.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	RL2	26/05/2022: Entry added to the retention schedule

**TR13 Traffic Management**

**TR13.1 Traffic Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR13.1.1	District Council matters		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		TR34.1	RL2	
TR13.1.2	Network Management Files		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		TR40.1a	RL2	
TR13.1.3	Section 38 files – Network Management		Operational use	SECURE DISPOSAL	N	OFFICIAL – General		TR40.2; TR13.1.4	RL3	07/04/2017: Entry renumbered from TR13.1.4 to TR13.1.3
TR13.1.4	Developer files– Network Management		Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		TR40.3; TR13.1.5	RL2	07/04/2017: Entry renumbered from TR13.1.5 to TR13.1.4
TR13.1.5	Records relating to transportation	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		TR40.4; TR13.1.6	RL2	07/04/2017: Entry renumbered from TR13.1.6 to TR13.1.5
TR13.1.6	A229 Blue Bell Hill Traffic Monitoring Cameras: Raw video footage		Final traffic model report delivered + 6 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	09/05/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR13.1.7	A229 Blue Bell Hill Traffic Monitoring Cameras: Report data created from the raw video footage		Final traffic model report delivered + 5 days	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	09/05/2024: Entry added to the retention schedule
TR13.1.8	A229 Blue Bell Hill Traffic Monitoring Cameras: Traffic Model report data (which contains aggregated non-personal data)		Date of creation + 12 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	09/05/2024: Entry added to the retention schedule
TR13.1.9	A229 Blue Bell Hill Traffic data collection: Vehicle registration number plate details captured via ANPR		Final traffic model report delivered + 3 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference		14/03/2025: Entry added to the retention schedule

**TR13.2 Traffic Orders**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR13.2.01	Highways Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	OFFICIAL - General		TR41.3	RL2	
TR13.2.02	Side Road Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	OFFICIAL - General		TR41.4	RL2	
TR13.2.03	New Street Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	OFFICIAL - General		TR41.5	RL2	
TR13.2.04	Revoked New Street Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	OFFICIAL - General		TR41.6	RL2	
TR13.2.05	Sign Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	OFFICIAL - General		TR41.7	RL2	
TR13.2.06	Temporary Traffic Orders deposited at the Records Management Service		Date reviewed at the RMS + 10 years	SECURE DISPOSAL	N	OFFICIAL - General		TR41.8b	N/A	
TR13.2.07	Temporary Traffic Orders	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR41.8a	RL2	
TR13.2.08	Statutory instruments deposited with the Records Management Service	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL - General		TR41.9	RL2	07/04/2017: Text: "at the MRC" replaced with "with the Records Management Service"
TR13.2.09	Temporary Order requests		Current year + 3 years	SECURE DISPOSAL	N	OFFICIAL - General		TR41.10	RL1	



# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR13.2.10	Principal copies of sealed Transport Regulation Orders		Retain in directorate for 2 years from the date of creation then transfer to the Records Management Service indefinitely or until that order is revoked.	Offer to Archives	N	OFFICIAL - General		TR41.11	N/A	
TR13.2.11	Principal copies of sealed Road Stopping Up Orders		Retain in directorate for 2 years from the date of creation then transfer to the Records Management Service indefinitely or until that order is revoked.	Offer to Archives	N	OFFICIAL - General		TR41.12	N/A	
TR13.2.12	Information collected as part of the Traffic Regulation Orders Consultations		Date of consultation + a maximum of 2 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	09/09/2021: Entry added to the retention schedule
TR13.2.13	Queens Jubilee Street Parties: Permission to close a road for a street party		Date of online application + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	09/03/2022: Entry added to the retention schedule
TR13.2.14	King's Coronation Street Parties: Permission to close a road for a street party		Date of online application + 7 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		No previous reference	N/A	19/01/2023: Entry added to the retention schedule

### TR14 Transport Planning

#### TR14.1 Joint Transportation Boards

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.1.1	Joint Transportation Board reports and decisions used to inform Kent Highways Services works	Limitation Act 1980 (Section 2)	Date decision taken + 6 years then review	SECURE DISPOSAL	N	OFFICIAL - General		TR10.1	RL2	

#### TR14.2 Surveys

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.2.1	Traffic Survey data	Limitation Act 1980 (Section 2)	Date survey data collected + 100 years then review	REVIEW	N	OFFICIAL – General		TR38.1	N/A	28/06/2024: Text "Traffic Surveys" replaced with "Traffic Survey data"; Text "Current year + 6 years" replaced with "Date survey data collected + 100 years then review"

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.2.2	Personal information collected to administer the Taxi and private hire survey		Date survey ended + 3 months	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	06/07/2023: Entry added to the retention schedule; 28/06/2024: Entry renumbered from "TR14.2.3" to "TR14.2.2"

**TR14.3      Weather data**  
**TR14.4      Transport Plans**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.4.1	Local Transport Plan		Date of plan + 5 years then review	Offer to Archives	N	OFFICIAL - General		TR42.1	RL2	
TR14.4.2	Integrated Transport Improvement Schemes	Limitation Act 1980 (Section 2)	Current year + 6 years	Offer to Archives	N	OFFICIAL - General		TR42.2	RL2	

**TR14.5      Transport Schemes**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.5.1	Business E Bike Tracker Scheme: contact details of the business single point of contact (e.g. the business e-bike loan co-ordinator)		Length of time that the business wishes to participate in the Kent County Council business e-bike loan scheme + 1 year	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL3	13/12/2024: Entry added to the retention schedule
TR14.5.2	Business E Bike Tracker Scheme: contact details for participants in the scheme	Limitation Act 1980 Section 6	Last payment on e-bike loan + 6 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	13/12/2024: Entry added to the retention schedule
TR14.5.3	Business E Bike Tracker Scheme: point level GPS data (which shows the location of the business e-bike used during journeys)		Date of journey + 5 years. We will then dispose of the GPS e-bike location data from your journeys by aggregating it with other data from other business cycle journeys, such that individual GPS points are no longer distinguishable.	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	13/12/2024: Entry added to the retention schedule
TR14.5.4	Business E Bike Tracker Scheme: cycling behaviour assessment		Date of assessment + 7 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	13/12/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
TR14.5.5	Business E Bike Tracker Scheme: non-personal data regarding whether the business e-bike requires any maintenance, assessments regarding the road surface condition and assessments regarding the amount of CO2 saved		Indefinitely	SECURE DISPOSAL	N	OFFICIAL - GENERAL		No previous reference	N/A	13/12/2024: Entry added to the retention schedule
TR14.5.6	Adult Cycle Training and Instructor Scheme: Personal data provided as part of the Kent Cycle Training Scheme		Date of course + 3 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	13/12/2024: Entry added to the retention schedule
TR14.5.7	Adult Cycle Training and Instructor Scheme: point level GPS data (which shows the location of your e-bike used during your Kent Cycle Training course)		Date of journey + 5 years. We will then dispose of the GPS e-bike location data from your particular Kent Cycle Training course by aggregating it with other data from other Cycle Training course participants, such that individual GPS points are no longer distinguishable	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	13/12/2024: Entry added to the retention schedule
TR14.5.8	Adult Cycle Training and Instructor Scheme: 'before and after' cycle training behaviour assessment		Date of assessment + 7 years	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	RL2	13/12/2024: entry added to retention schedule
TR14.5.9	Adult Cycle Training and Instructor Scheme: non-personal data regarding whether the e-bike requires any maintenance, assessments regarding the road surface condition and assessments regarding the amount of CO2 saved		Indefinitely	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference	N/A	13/12/2024: Entry added to the retention schedule

**WM Waste Management**

**WM1 Recycling**

**WM1.1 Composting**

**WM1.2 Recycling**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM1.2.1	Recycling Credits	Environmental Protection Act 1990	Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL – General		WM8.1	RL3	

## KENT COUNTY COUNCIL: RETENTION SCHEDULE

### Quarter 1: April 2025

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM1.2.2	Records relating to waste minimisation	Environmental Protection Act 1990	Last action on contract + 30 years	Offer to Archives	N	OFFICIAL – General		WM8.2	RL16	
WM1.2.3	Waste Management: Recycling: Public Consultation Questionnaires	Environmental Protection Act 1990	Current year + 5 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL2	
WM1.2.4	Personal information collected to administer the In the Loop Recycling in Ashford Questionnaire		Personal data will be retained until the follow up survey has been completed. The non-personal anonymised aggregated summary report of questionnaire findings and trends will be kept indefinitely, for the purposes of informing future service provision decisions and service improvement.	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	06/07/2023: Entry added to the retention schedule
WM1.2.5	Information collected as part of the Household Rubbish and Recycling survey		Contact details will be kept for a maximum of two months. The information collected as part of the survey will be stored for the current year plus 6 years. Postcodes will be deleted within a week of the survey ending.	SECURE DISPOSAL	Y	OFFICIAL - PERSONAL		No previous reference		02/04/2025: Entry added to the retention schedule

### WM2 Street Cleaning

#### WM2.1 Street Cleaning Processes

### WM3 Waste Collection

#### WM3.1 Collections - Bulk

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM3.1.1	Records relating to Waste Licencing	The Waste (England and Wales) Regulations 2011	Last action on contract + 30 years	SECURE DISPOSAL	N	OFFICIAL – General		WM2.1	RL16	
WM3.1.2	Waste Transfer Notes	The Environmental Protection (Duty of Care) Regulations 1991 (SI 1991 No 2839)	Minimum of 2 years	SECURE DISPOSAL	N	OFFICIAL – General		WM3.1	RL1	
WM3.1.3	Waste Carriers/Application Forms	The Waste (England and Wales) Regulations 2011	Life of registration + 3 years	SECURE DISPOSAL	N	OFFICIAL – General		No previous reference	RL1	
WM3.1.4	Waste Consignment Notes		Date of consignment note+ a minimum of 3 years	SECURE DISPOSAL	N	OFFICIAL - General		No previous reference	N/A	19/12/2024: Entry added to the retention schedule

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**WM3.2 Collections - Controlled**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM3.2.1	Records relating to the management and collection of clinical waste in residential homes	Safe management of healthcare waste Version; 2.0: England (spaceforhealth.nhs.uk)	Date of disposal + 7 years	SECURE DISPOSAL	N	OFFICIAL – General		WM3.2	RL5	

**WM3.3 Collections – Domestic**

**WM3.4 Collections – Trade**

**WM4 Waste Sites**

**WM4.1 Waste Sites Management**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM4.1.1	Weighbridge Tickets	Weights & Measures Act 1985 (Section 18)	Current year + 6 years	SECURE DISPOSAL	N	OFFICIAL – General		WM10.1	RL2	
WM4.1.2	Records relating to the direct control of household recyclable sites	Household Waste Recycling Act 2003	Life of the site and then review	Offer to Archives	N	OFFICIAL - Sensitive Corporate		WM10.3	RL9	
WM4.1.3	Reports made every 6 months during the life of the contract of waste management sites	Environmental Permitting Regulations (England and Wales) 2010	Life of the contract then review	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM10.4	RL9	
WM4.1.4	Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	Environmental Permitting Regulations (England and Wales) 2010	Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM10.5	RL3	
WM4.1.5	Site files relating to individual waste sites which may be managed by a number of different contractors over its life span	Environmental Permitting Regulations (England and Wales) 2010	Life of the site + 7 years	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM10.6	RL5	
WM4.1.6	Files relating to individual contractors responsible for managing waste site	Environmental Permitting Regulations (England and Wales) 2010	Last action on contract + 12 years	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM10.7	RL7	

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM4.1.7	Household Waste Recycling Centre vehicle voucher applications		Date of application + 6 years	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		No previous reference	RL2	06/12/2018: Entry added to the retention schedule
WM4.1.8	Household Waste Recycling Centre Dartford Permit Applications		Date of application + 6 years	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		No previous reference	RL2	13/12/2018: Entry added to the retention schedule
WM4.1.9	Information collected as part of the Household Waste Recycling Centre booking system		Date of booking + 6 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	29/07/2020: Entry added to the retention schedule
WM4.1.10	Household Waste Recycling Centre and Enforcement Surveillance Equipment: CCTV		Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	29/07/2020: Entry added to the retention schedule
WM4.1.11	Household Waste Recycling Centre and Enforcement Surveillance Equipment: Surveillance Camera Images		Surveillance camera images that are not required for investigatory purposes are stored digitally on a secure server on each site and are routinely kept for a maximum of 30 days. After this point the hard disk is overwritten with a new recording.	N/A	Y	OFFICIAL - Personal		No previous reference	N/A	29/07/2020: Entry added to the retention schedule
WM4.1.12	Household Waste Recycling Centre and Enforcement Surveillance Equipment - Body Worn Audio and Visual Images		Body worn video (audio and visual) images are stored securely by the third-party contractor and will be destroyed as soon as the matter has been investigated and dealt with. KCC Waste Management body worn video data is fully encrypted and stored securely. Non-evidential data is automatically deleted after 30 days.	N/A	Y	OFFICIAL - Personal		No previous reference	N/A	29/07/2020: Entry added to the retention schedule
WM4.1.13	Information collected as part of the customer satisfaction survey for the Household Waste Recycling Centre booking system		Date information collected + 6 months	SECURE DISPOSAL	Y	OFFICIAL - Personal		No previous reference	N/A	11/12/2020: Entry added to the retention schedule

**WM4.2 Waste Sites Development**

# KENT COUNTY COUNCIL: RETENTION SCHEDULE

## Quarter 1: April 2025

### WM4.3 Waste Sites Aftercare

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM4.3.1	Records relating to the licencing and environmental control of closed landfill sites	Environmental Permitting Regulations (England and Wales) 2010	Life of the site	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM10.2	RL9	
WM4.3.2	After Care files	Environmental Permitting Regulations (England and Wales) 2010	Last contact + 3 years	Offer to Archives	N	OFFICIAL - Sensitive Corporate		WM12.1	RL1	

### WM5 Waste Tipping

#### WM5.1 Abandoned Vehicles

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM5.1.1	Records relating to abandoned vehicles	Clean Neighbourhoods and Environment Act 2005	Last action on contract + 3 years	SECURE DISPOSAL	N	OFFICIAL - Sensitive Corporate		WM1.1	RL1	

#### WM5.2 Fly Tipping

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes	Previous reference numbers	RL	Version Control
WM5.2.1	Enforcement files	Limitation Act 1980 (Section 2)	Date case prosecuted + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		WM7.1	RL2	
WM5.2.2	PACE notebooks used in the process of collecting evidence in fly tipping cases	Police and Criminal Evidence Act 1984	Date notebook closed + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal		WM7.2	RL2	

### M365 Retention Labels

Please see below for a list of the M365 retention labels and how they will be applied.

Reference	Retention Period	Explanation/Legislative background
RL1	Trigger date + 3 years	This is the standard retention period which is used for operational items with no statutory requirement
RL2	Trigger date + 6 years	This covers all records covered by The Limitation Act 1980 and the financial regulations. It will include other sector specific legislative requirements
RL3	Trigger date + 1 year	This is a holding retention period to allow time for reference or where an event is held on an annual basis
RL4	Trigger date + 6 months	This is usually applied to paper documents when they are input onto an electronic system (i.e. entered onto a database)
RL5	Trigger date + 7 years	This will usually be due to a specific regulatory requirement
RL6	Trigger date + 100 years	This will usually refer to specific kinds of records, such as Adoption orders or Petroleum licensing and pension records
RL7	Trigger date + 12 years	This refers to certain sections of the Limitation Act 1980 and also to contracts under seal
RL8	Trigger date + 10 years	This will generally be a response to an industry standard that is outside of our control

**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

RL9	Permanent	This will relate to items which need to be kept “permanently” although KCC Legal do not like the use of the word “permanent” – we could get Ben to define a holding period say of 100 years or we define historical value
RL10	Trigger date + 4 years	This will predominantly cover anything to do with personal injury claims; also meeting papers
RL11	Trigger date + 75 years	This will predominantly refer to anything to do with Children in Care
RL12	DOB + 25 years	This will be applied to all pupil and children’s data outside of social services
RL13	Retention period defined by outside body	This will apply to things like European Funding, or continuing professional development etc
RL14	Trigger date + 25 years	This will be used for things like biodiversity and items which have a longer life
RL15	Trigger date + 18 months	This will be used for grievance procedures
RL16	Trigger date + 40 years	This is used predominantly for items like the asbestos register and COSHH risk assessments
RL17	Trigger date +18 years	This will be used for records where KCC has no responsibility for the individual post 18

**M365 Sensitivity Labels**

Name of Label	Brief Description	Encryption	Data Sharing Limited	Printing Limited	Content Marking i.e watermarks
SL0 Public	KCC allows limited personal use of KCC systems by members of staff.	No	No	No	No
SL1 OFFICIAL - GENERAL	Information which would have been classified as NOT PROTECTIVELY MARKED in the previous scheme and does not fall under any of the other labels described below.	No	No	No	No
SL1.1 OFFICIAL – Non Personal	Information (excepting personal information see OFFICIAL – PERSONAL below)	No	Potentially	Potentially	Yes
SL2 OFFICIAL – Personal	Personal information which is processed solely under Article 6 of the GDPR which will include information relating to adults and children who are not known to social services and some HR information	Yes	Yes	Yes	Yes
SL3 OFFICIAL – Sensitive Personal	Personal information which is processed under Article 9 of the GDPR and social services information relating to children and adults and HR records.	Yes	Yes	Yes	Yes
SL4 OFFICIAL - Sensitive Corporate	Commercially or financially sensitive information which would cause contractual or other legal damage if shared inappropriately. Information relating to risk management activities and business continuity planning	Yes	Yes	Yes	Yes
SL5 OFFICIAL - Sensitive Political	Politically sensitive information which would cause legal or other issues if shared inappropriately relating to confidential projects or discussions. This includes information about projects which are considered but are not developed or implemented.	Yes	Potentially	Potentially	Potentially
SL6 SECRET	Information relating to projects and activities which are very sensitive	Needs to be in line with government requirements	Needs to be in line with government requirements	Needs to be in line with government requirements	Needs to be in line with government requirements



**KENT COUNTY COUNCIL: RETENTION SCHEDULE**  
**Quarter 1: April 2025**

**Version Control**

All version control information can now be found attached to the individual entry. All changes to the retention schedule are made by the Records Manager.