

LEISURE & CULTURE			
Reference	Description of Record	Point of Closure	Total Retention Period
ALLOTMENTS			
Information relating to the provision and management of allotments			
ECS	Allotment Management (Waiting list, current tenants, allotment plot numbers & fees)	None	Permanent
ECS	Allotment Provision (Allotment agreement & correspondence)	Termination of agreement	1 year
ARTS			
Information relating to the provision and management of public art			
ECS	Arts Development Project Management	End of project	Review annually
ECS	Public Art Provision	End of project	6 years
LIBRARIES			
Information relating to the provision and management of public access to libraries			
ECS	Book Ordering	Once ordering is complete	7 years
ECS	Bookings (Hire of facilities etc)	Once booking made	3 years
ECS	Event Bookings	Once event has taken place	Two weeks after the event has taken place
ECS	Fines	Once paid. If unpaid and user does not use the library for two years the record is deleted	7 years for paid 2 years for unpaid
ECS	Library Catalogue (Books, Films, Magazines, Audiobook, computer games etc)	When the catalogue record no longer has locations in LibrariesWest it is removed from the catalogue. Records of specific items of stock are removed when the item is disposed of or not returned after two years	As long as the item is in stock the record is retained
ECS	Library Development	End of calendar year	7 years
ECS	Loans	When the item is returned it is removed from the items on loan to the users history of loans file	2 years
ECS	Membership	End of membership/usage after two years	2 years from end of membership or last usage
ECS	Public p/c use in Library	Once session is complete	Personal data of user held for one year, after one year the data is no longer identifiable by user
MUSEUMS & HERITAGE			
Information relating to public access to museums and heritage			
ECS	Exhibitions Management	When no longer in use	2 years (unless HLF Funded)

Reference	Description of Record	Point of Closure	Total Retention Period
ECS	Heritage Lottery Funded (HLF) Projects (Content & Management)	End of project	5 years
ECS	Heritage Partnership Management (Provision of support and guidance)	Completion of project or five years	Annual Review every March
ECS	Membership	End of membership/usage	2 years from end of membership or last usage
ECS	Museum Provision Management (Provision of support and guidance)	Completion of project or five years	Annual Review every March
PARKS & OPEN SPACES			
The management and maintenance of parks and open spaces			
ECS	Management of Parks and Public Open Spaces (External friends groups and conservations groups)	When superseded	15 years
ECS	Playground Inspection Reports	Once inspection is complete	21 years
ECS	Public Open Space Agreements (Hiring for Events & Filming)	End of financial year	6 years
ECS	Scheme of Management for Commons, Open Spaces and Parks (Correspondence relating to the development, management of and maintenance plans)	When superseded	7 years

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SPORTS			
Information relating to the development and provision of sporting activities			
ECS	Booking Forms (Cricket Pitches, Football Pitches, Personal Training, Tennis Courts)	End of financial year	6 years
ECS	Consent Forms	Year in which programme ends	10 years
ECS	Participation Attendance	Year in which programme ends	10 years
ECS	Sports Development Programme	Year in which programme ends	10 years