

| MANAGEMENT | | | |
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| Reference | Description of Record | Point of Closure | Total Retention Period |
| BUSINESS PLANNING | | | |
| Information relating to business planning to achieve operational service delivery priorities, including | | | |
| ECS | Agenda's & Minutes of Meetings (Partners, external agencies and projects) | End of calendar year | 6 years |
| CECR | Chief Officers Management Team (Agenda's & Minutes) | End of calendar year | 7 years |
| ECS | Project work, committee reports, background information and policy reviews | End of project or review | 6 years |
| COMMUNICATIONS MANAGEMENT & MARKETING | | | |
| Information relating to the council's engagement with its external and internal audience | | | |
| CE & CR | Consent Form (Group & Individual) (Photography/Audio/Video) | None | Indefinite |
| COMPLAINTS MANAGEMENT | | | |
| Information relating to the processing, investigation and response to complaints against the council | | | |
| CAH & CECR & ECS | Complaints | End of reporting period (Quarterly/Annually) | 10 years |
| CAH | Complaints (Children in the care of the local authority) | End of reporting period (Quarterly/Annually) | 75 years |
| CONSULTATION & ENGAGEMENT | | | |
| Information relating to community and stakeholder consultation and engagement including surveys | | | |
| CAH | Adult Care Surveys | End of survey | 2 years |

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|---|---|---|------------------------|
| CAH & CECR & ECS | Consultations | End of survey | 6 months (paper) |
| DIRECTORS DECISIONS | | | |
| Information relating to directors decision | | | |
| CAH & CECR & ECS | Directors Decision Reports (Those that have not gone through committee/democracy) | Once decision made | 6 years |
| EVENTS MANAGEMENT | | | |
| Information relating to the management of communications, marketing, engagement and training | | | |
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| FEEDBACK PROCESSING | | | |
| Information relating to the processing of customer feedback and comments | | | |
| CAH & CECR & ECS | Compliments and Suggestions | End of reporting period (Quarterly/Annually) | 6 years |
| MEETINGS | | | |
| Information relating to internal, team or ad-hoc meetings with employees, partners, providers, suppliers | | | |
| CAH & CECR & ECS | Agendas, minutes, action logs and decisions | End of financial year | 6 years |
| PERFORMANCE MONITORING & REPORTING | | | |
| Information relating to performance monitoring, bench marking, collection and analysis of performance | | | |
| CAH & CECR & ECS | Benchmarking | End of benchmarking cycle | 6 years |

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|---|--|---|------------------------|
| CAH & CECR & ECS | Performance Reports | End of reporting period (quarterly/annually) | 6 years |
| POLICY & PROCEDURES DEVELOPMENT | | | |
| Information relating to the development and review of corporate and operational polices and p | | | |
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| RESEARCH & ANALYSIS | | | |
| Information relating to the collection of data for specific purposes | | | |
| ECS | Census in-house analysis and reporting | | |
| | Viewpoint | | |
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| STRATEGIC PLANNING | | | |
| Information relating to the identification, development and planning to establish corporate stra | | | |
| CAH & CECR & ECS | Community Strategy | End of plan | When superseded |
| CAH & CECR & ECS | Council Plan | End of plan | When superseded |
| TRANSFORMATION & CHANGE MANAGEMENT | | | |
| Information relating to the planning and management of change to improve business delivery | | | |
| CECR | Equality Impact Assessment (EIA) | End of project | 6 years |
| CECR | Governance | End of project | 6 years |
| CECR | Privacy Impact Assessment (PIA) | End of project | 6 years |

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|------------------|---|-------------------------|-------------------------------|
| CECR | Process Maps | End of project | 6 years |
| CECR | Progress Reports (Monthly) | End of project | 6 years |
| CECR | Project Closure Reports | End of project | 6 years |
| CECR | Project Consultation/Decision Reports | End of project | 6 years |
| CECR | Project Initiation Document (PID) & Business Case | End of project | 6 years |
| CECR | Risk & Issues Log | End of project | 6 years |
| CECR | Track Analysis & Service Volumetrics | End of project | 6 years |