

INFORMATION MANAGEMENT			
Reference	Description of Record	Point of Closure	Total Retention Period
CCTV RECORDING			
Management of owned, operated or commissioned cameras or surveillance equipment			
ECS	CCTV Surveillance		Surveillance retained for a minimum of 28 days and a maximum of 31 days
CECR	CCTV Surveillance within Council Premises		Surveillance retained for a minimum of 28 days and a maximum of 31 days
ECS	CCTV Surveillance Evidence (Supplied to the Police Authority and copy also retained by the Council)	Once copied and supplied to Police	6 months
ECS	Incident Reports (Received from partnership organisation)	Upon receipt of Incident Report	6 months
ECS	Visitors Log	When log is full	6 months
INFORMATION ACCESS & SECURITY MANAGEMENT			
Information relating to access request processing and incident response investigation			
CAH & CECR & ECS	Adhoc Requests (Police Authority etc)	End of reporting period (Quarterly/Annually)	6 Years
CAH & CECR & ECS	Data Breach Investigation & Reports	End of each investigation and when fed into quarterly reports	6 years
CAH & CECR & ECS	Data Protection Subject Access Requests	End of reporting period (Quarterly/Annually)	6 years
CAH & CECR & ECS	Data Protection Notifications to Information Commissioners Office (ICO)	Date ICO notified	6 years
CAH & CECR & ECS	FOI/EIR Requests	End of financial year	6 years
INFORMATION GOVERNANCE MANAGEMENT			
Information relating to education, training and information assets			
CAH & CECR & ECS	Compliance (IG Toolkit/PCI compliance/CoCo compliance)	Annually reviewed/updated with version control	5 years of previous versions
CAH & CECR & ECS	Information Asset Register	Annually reviewed/updated with version control	5 years of previous versions
CAH & CECR & ECS	Information Governance Policies	When reviewed or updated with version control	5 years of previous versions
CAH & CECR & ECS	Privacy Impact Assessments	Deletion of asset and data	See relevant retention period for data or information asset
CAH & CECR & ECS	Strategy and Plans	Annually reviewed/updated with version control	5 years of previous versions
RECORDS STORAGE MANAGEMENT			
Information relating to managing the storage, retrieval and disposal of records			

Reference	Description of Record	Point of Closure	Total Retention Period
CECR	Accession Record (Including Depositing & Review Checklist & Record Transfer Form (RTF) & Index)	When final review of accession has been completed and all records have been destroyed	Permanent
CECR	Confidential Waste Collection Notes & Certificates Of Destruction	End of financial year	6 years
CECR	General Administration (Management of the section)	End of calendar year	6 years
CECR	Management Information Statistics	End of financial year	6 years
CECR	Minutes of Meetings (Section Meetings & Accommodation Meetings)	End of calendar year	6 years
CECR	Record Retention Schedules	When superseded	Permanent
CECR	Records Transfer Forms (RTF) & Indexes	When final review of accession has been completed and all records have been destroyed	Indefinite until point of closure then delete
CECR	Requests for Copying Agreements (S106 Agreements Tree Preservation Orders)	End of financial year	3 years
CECR	Scanned Incoming Mail (Blue Badge Scheme Mail)	Once scanned	2 months
CECR	Scanned Incoming Mail (Concessionary Travel Scheme Mail)	Once scanned	2 months
CECR	Scanned Incoming Mail (Revenue & Benefits Mail)	Once scanned	3 months
CECR	Scanned Incoming Mail (Standard Mail - see above exceptions)	Once scanned	1 month
VOICE CALL RECORDING			
Management of telephone recordings			
All	Recordings of content of telephone calls	End of recording	6 months
CAH	Emergency Duty Team voice recordings	End of recording	1 year