

# General Public Services

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
<b>Health and Safety</b>				
<b>Inspections and Assessments</b>				
9.1	Process of inspecting equipment to ensure it is safe	Destroy <b>6</b> Years from destruction of the equipment	<ul style="list-style-type: none"> <li>Equipment inspection records</li> </ul>	Statutory
9.2	Processing the geo-technical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive (HSE)		Statutory
9.3	Process of carrying out monitoring to ensure that the process is safe	Destroy <b>3</b> Years from last action	<ul style="list-style-type: none"> <li>Monitoring results</li> </ul>	Statutory
9.4	Process of monitoring of areas where employees and persons are likely to have become in contact with <b>asbestos</b>	Destroy <b>40</b> Years from last action	<ul style="list-style-type: none"> <li>Property asbestos files</li> </ul>	Common practice based on Statutory
9.5	Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>	Destroy <b>50</b> Years from last action or at age <b>75</b> years whichever is the greater	<ul style="list-style-type: none"> <li>Radon monitoring</li> </ul>	

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9.6	Process to ensure safe systems of work	Retain until superseded or process ceases +1 year		Common practice
9.7	Process to assess the level of risk	Destroy <b>3</b> Years from last assessment	<ul style="list-style-type: none"> <li>• Risk assessment</li> </ul>	Statutory
9.8	Processes that permit work	Destroy <b>1</b> Year from last action		Common practice
9.9	Process that records injuries to adults	Destroy <b>3</b> Years from closure	<ul style="list-style-type: none"> <li>• Accident books</li> </ul>	Statutory
9.10	Process that records injuries to children	Destroy <b>25</b> Years from closure	<ul style="list-style-type: none"> <li>• Accident books</li> </ul>	Based on Statutory
<b>Emergency Planning</b>				
9.11	Process to develop the emergency/disaster plan for the local community	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after superseded	<ul style="list-style-type: none"> <li>• Major Incident Plan</li> </ul>	
9.12	Process of recording the results of the test for emergency/disaster plan for the local community	Destroy <b>10</b> years after closure		

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9.13	<p><b>Major Incident</b></p> <p>Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not</p>	<p><b>Permanent. Offer to Archivist for review.</b></p> <p>Transfer to place of deposit after administrative use is concluded</p>		
9.14	<p>Activities that report on all minor incidents in the local community</p>	<p>Destroy 7 years after closure</p>		
9.15	<p><b>Enforcement Certification and Prosecution</b></p> <p><b>Registration, Certification and Licensing</b></p> <p>Summary management systems that allow the monitoring &amp; management of registration, certification and licences registration requirements in summary form</p>	<p><b>Permanent. Offer to Archivist for review.</b></p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>Visual impairment register</li> </ul>	<p>Common practice</p>

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9.16	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Destroy <b>2</b> years after registration or entitlement lapses	<ul style="list-style-type: none"><li>• Applications for animal registration</li><li>• Applications for registration of a business premises</li><li>• Applications for release of animals impounded</li><li>• Registers</li><li>• Certificates of registration of:<ul style="list-style-type: none"><li>• door supervisors</li><li>• taxi drivers</li><li>• beauty therapists</li></ul></li><li>• Animal movement licences</li><li>• Gaming</li><li>• Fire certification</li><li>• Disabled Parking permits</li><li>• Blue badge</li><li>• Registration to sell poison</li></ul>	<u>Statutory</u> Note: may want <b>archival review</b> in cases of licensing of children in entertainment

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9.17	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides)	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded - <b>60</b> years after registration or entitlement lapses	<ul style="list-style-type: none"> <li>• Diesel licences</li> <li>• Petroleum licences</li> <li>• Health and safety licensing</li> <li>• Hazardous substances</li> <li>• Contaminated land register/pollution</li> </ul>	Common practice
9.18	The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded - <b>25</b> years from closure of centre, or discontinuation of care	<ul style="list-style-type: none"> <li>• Organisation files</li> <li>• Child carers files</li> <li>• Childcare registration</li> <li>• Day care registration</li> <li>• Children's home</li> </ul>	Common practice The responsibility of OFSTED from 1 <sup>st</sup> April 2002
9.19	<b>Notification</b> The process of issuing notices to citizens with respect to particular responsibilities	Destroy <b>2</b> years after the matter is concluded	<ul style="list-style-type: none"> <li>• Fire Prevention notices</li> <li>• Fire Prevention Infringement notices</li> <li>• Objections to notices</li> <li>• Appeals against notices</li> <li>• Registration of premises Infringement notices</li> <li>• Animal Impounding notices</li> </ul>	Common practice

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	<b>Investigation, Inspection and Monitoring</b>			
9.20	The process of investigation, monitoring or inspection laws in the responsibility of the local authority	Destroy 7 years from last action.	<ul style="list-style-type: none"> <li>Trading standards sample and inspections records</li> <li>Fire certificate compliance inspections</li> </ul>	Common practice
	<b>Prosecution</b>			
9.21	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action.	<ul style="list-style-type: none"> <li>Prosecution/sanction files</li> </ul>	Common practice
	<b>Bye-Laws</b>			
	<b>Enactment</b>			
9.22	The process of making local laws	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Master Set of bye-laws</li> <li>Policy Development documents</li> <li>Correspondence</li> <li>Submissions</li> </ul>	Common practice

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	<b>Administration &amp; Enforcement</b>			
9.23	The process of administering and enforcing bye-laws	Destroy <b>2</b> years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	<ul style="list-style-type: none"> <li>• Applications and certificates</li> <li>• Permits</li> <li>• Licences</li> <li>• Infringement notices (Parking)</li> <li>• Correspondence</li> </ul>	Common practice
	<b>Cemeteries &amp; Crematoria</b>			
9.24	Summary management systems that record the location of burials and identity of deceased individuals	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Register of interments</li> <li>• Cemetery register</li> <li>• Cemetery plans</li> </ul>	Common practice
9.25	The process of regulation of burials and cremations	Destroy <b>5</b> year after last action	<ul style="list-style-type: none"> <li>• Permits</li> <li>• Applications</li> <li>• Orders</li> </ul>	Common practice

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	<p><b>Waste Management</b> The provision of hard waste removal, destruction and waste reduction services by the local authority to ratepayers</p>			
	<p><b>Collection</b></p>			
9.26	The process of arranging the collection or transportation of household waste	Destroy <b>2</b> year after last action		Common practice
9.27	The process of arranging the collection or transportation of controlled waste	Destroy <b>6</b> year after last action		Common practice
	<p><b>Disposal of Waste</b></p>			
9.28	The summary management of sites used for the disposal of waste within the local authority	<p><b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded</p>		Common practice
9.29	The process of the short-term storage of household waste	Destroy <b>10</b> year after site closure	<ul style="list-style-type: none"> <li>• Transfer sites</li> </ul>	Common practice



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9.30	The process involved in managing the use, type and amount of waste to be disposed at a specific site	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"><li>• Waste site plans</li></ul>	Common practice