

# CASTLEPOINT WASTE AND RECYCLING RETENTION SCHEDULE

## Introduction

This Retention Schedule identifies processes which records support, rather than identifying individual types of records. This is for two reasons: -

- To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an email, or another electronic document
- To allow flexibility in developing the Schedule to cover new processes and amend existing ones over time

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of the Data Protection Act 2018 (DPA 2018), UK General Data Protection Regulation 2016 (UK GDPR), Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2004 (EIR).

Records for permanent preservation should be offered to the public archive office.

## Limitation of Scope

Very few types of records have specified time periods for retention in law or in official government guidance. In order to develop this Schedule, key business areas were contacted in order for them to review and provide updates for their areas. Further, a review of the best practices adopted by other Local Authorities was conducted prior to the Schedule being created.

## Objectives of the Retention Schedule

The aims are to: -

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial, and other requirements of public administration
- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of

unnecessary storage

- Promote improved Records Management practices which gives the public confidence that when information is destroyed it is done so according to well-considered rules
- Assist in identifying records that may be worth preserving permanently as part of the authority's archives

## HeadingsDescription and types of

### record retained

The Schedule provides a description of a process or an activity that the records support. The Schedule may also include instructions or guidelines relating to weeding, sampling, instructions on disposal, information on duplication of record content in other classes and cross-reference to other entries within the Schedule. The section will also provide common examples of the types of records included within the particular function.

## Retention Period

This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is created, closed, or tied into another specified activity. This field will also specify whether a type of record should be transferred to a public archive for permanent preservation.

## Glossary of Terms

## Administrative Use

When business use has ended, or the file has been closed.

Closure Example: Destroy 'x' years from closure

A record/file should be closed when it ceases to be active. After closure no new papers/information should be added to the record.

Records/files can be closed when: -

- They reach an unmanageable size (a new volume should be created)

- They cover 'x' years i.e. a maximum time period
- No more records have been added in 'x' years or another specified set period of time
- No action has taken place after 'x' period of time

## Retention Maximum Years

Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority's policy. Any closure period should comply with current legislation on access to local government information – including the Data Protection and Information Access laws.

## End Action

This explains what should happen to the information at the end of the retention period specified.

Subject Areas	Trigger	Retention Maximum Years	End Action	Description and included record types	Authority/ Legal requirement for retaining the information
Waste and Recycling – Assisted Collections	When we are notified of a change of address, bereavement or a change to medical status	1 years post event or as long as necessary (whichever is shorter)	Destroy	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Round sheets (issued to crews collecting waste)</li> <li>• Waste and Recycling team operational collection data</li> </ul>	Business Need – The council will audit assisted collections every five years, the data will be held for a maximum of 1 year post trigger.
Waste and Recycling – Trade Waste Collections	When a customer terminates their agreement	6 years post event or as long as necessary (whichever is shorter)	Destroy records/Return Equipment/Collection of the container	<ul style="list-style-type: none"> <li>• Trade Waste Agreement</li> <li>• Round Sheets (issued to crews collecting waste)</li> <li>• Waste and Recycling team operational data</li> <li>• Any keys or fobs used for access</li> <li>• Collection of the containers</li> </ul>	Business Need - The retention period for data after a contract expires, particularly for HMRC is 6 years

Waste and Recycling – Garden Waste Collections	When a customer terminates or chooses not to renew their agreement	6 years post event or as long as necessary (whichever is shorter)	Destroy records/ Collection of the container	<ul style="list-style-type: none"> <li>Garden Waste Agreement</li> <li>Round Sheets (issued to crews collecting waste)</li> <li>Waste and Recycling team operational data</li> <li>Collection of the containers</li> </ul>	Business Need - The retention period for data after a contract expires, particularly for HMRC is 6 years
Clinical Collections	When a resident is notified they require a collection due to a change to medical status	6 years post event or as long as necessary (whichever is shorter)	Destroy	<ul style="list-style-type: none"> <li>Residents can request either a regular or an ad-hoc service from their GP. The record is shared with the council to arrange delivery of the container.</li> </ul> <p>The record is shared with our specialist supplier as long as a resident has a waste container at their home (to enable the collection process to happen)</p>	Business Need - The retention period for data after a contract expires, particularly for HMRC is 6 years