

FINANCE			
Reference	Description of Record	Point of Closure	Total Retention Period
ACCOUNTING & REPORTING			
Information relating to accounting and reporting			
CECR	Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records including collection fund, BRR pilot & city region deal	End of financial year	6 years
BANKING ADMINISTRATION			
Information relating to the administration of bank accounts			
CECR	Bank account administration, including instruction and payments, bank deposits, account monitoring and reconciliation	End of financial year	6 years
CECR	Bank Reconciliations	End of financial year	2 years
BUDGETS MANAGEMENT			
Information relating to the management of capital and revenue budgets			
CECR	Budget Management (Including Housing Benefit Subsidy Income)	End of financial year	6 years
EXTERNAL FUNDING ACQUISITION			
Information relating to the management of capital and revenue budgets			
CECR	Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring, reporting to funding body	End of external funding period	6 years
FINANCIAL PLANNING			
Information relating to the management of capital and revenue budgets			
CECR	Strategic medium and long term financial planning administration	End of financial planning period	6 years
GRANT FUNDING ADMINISTRATION			
Information relating to the management of grant funding			
CECR & ECS	Processing and assessment of applications, administration of payments, financial and outcome monitoring and reporting	End of funding/monitoring period	6 years
INCOME PROCESSING			
Information relating to the processing of the organisations income			
CECR	Processing of income received for supply of goods and services Posting slips, tabulations, receipt books, debtor accounts, cash books, till rolls etc	End of financial year	6 years

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LOANS & LEASING ADMINISTRATION			
Information relating to the administration and processing of loans and leases			
CECR	Processing of loans and leasing applications, administration of loans, repayments and leasing	End of financial year	6 years
LOCAL TAXATION			
Information relating to local taxation			
CECR	Adult Social Care Packages	When superseded	CY + 6 years
CECR	Business Rates	When superseded	CY + 6 years
CECR	Blue Badge	When superseded	CY + 6 years
CECR	Bus Pass	When superseded	CY + 6 years
CECR	Council Tax	When superseded	CY + 6 years
CECR	Council Tax reduction claims, appeals, overpayments and renewals	When superseded	CY + 6 years
CECR	Court Deputyships	End of service or death	7 years
CECR	Housing Benefits claims, appeals, overpayments and renewals	When superseded	6 years
CECR	Valuation Lists	When superseded	6 years
CECR	Welfare Grant	1 month after grant awarded	CY + 6 years

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NURSERY & EDUCATION GRANTS			
Information relating to the administration of nursery and school grants			
CECR	Free School Meals	End of financial year	6 years
CECR	Nursery Education Grant	End of financial year	CY + 6 years
CAH	School Clothing Grants/Vouchers	End of financial year	6 years
PAYROLL & PENSIONS			
Information relating to the administration of payroll and pensions			
CECR	Auto Enrolment Letters	End of financial year	Permanent
CECR	Car Allowance Claim Forms	End of financial year	6 years
CECR	Claim Sheets Casual Employment - Non Teaching Guide Escorts Lecturers Regular Part Time Teachers Supply Teachers Teachers	End of financial year	3 years
CECR	Control Payroll (Cancellations & Deduction Schedules & Invoices & Repayments & Returned BACS & Reworks)	End of financial year	3 years
CECR	Deductions (Car Tax & Council Tax & Leisure Membership & Rent)	End of financial year	3 years
CECR	Employee Record Cards	1998	Permanent
CECR	Employee General Correspondence (Changes affecting pay, hours, allowances, increments and promotion)	End of financial year	2 years
CECR	Inland Revenue Forms P6/P11/P11D/P35/P45/P46/P48	End of financial year	6 years
CECR	Leave Without Pay (LWOP)	End of financial year	2 years
CECR	Long Service Leaver Award	End of financial year	6 years
CECR	Maternity Pay Calculations	End of financial year	3 years
CECR	Overtime Claim Forms	End of financial year	2 years
CECR	Pay Circulars	None	Permanent
CECR	Payroll Reconciliations	End of financial year	3 years
CECR	Payroll Reports & Summaries	End of financial year	3 years
CECR	Payroll Time Sheets	End of financial year	3 years
CECR	Pension Contribution Forms Yes/No to Strike Action	End of financial year	Permanent
CECR	Pension Election Forms	End of financial year	Permanent
CECR	S101 Starter/Amendment & S102 Leavers Forms	End of financial year	3 years
CECR	Salary Cards	End of financial year	1 year
CECR	Salary Reports	End of financial year	1 year
CECR	Sickness Pay Records	End of financial year	3 years
CECR	Student Loans	End of financial year	3 years
CECR	Subscriptions (BAWA & GAYE & Unions etc)	End of financial year	3 years
CECR	Teachers Annual Returns & End of Year Certificates (EOYCS)	End of financial year	Permanent
CECR	Teachers Pay & Conditions	None	Permanent
CECR	Teachers Pension Added Years	End of financial year	Permanent
CECR	Teachers Pension Enquiries/Queries	End of financial year	Permanent
CECR	Telephone Claims	End of financial year	2 years

Reference	Description of Record	Point of Closure	Total Retention Period
PROCUREMENT			
Information relating to the tendering and awarding of contracts			
CAH & CECR & ECS	Contracts (Sealed) (Bills of Quantities, Bonds, Plans & Warranties)	End of Contract	12 years
CAH & CECR & ECS	Contracts (Signed) (Bills of Quantities, Bonds, Plans & Warranties)	End of Contract	7 years
CAH (Social Care)	Individual Placement Advices for Adults	End of placement	7 years
CAH (Social Care)	Individual Placement Advices for Children & Young People	End of placement	70 years
ECS	Quotation Records for Successful/Unsuccessful Contractors (Evaluation, Award, Amendments/Finalisation to Contract) Contracts £25k plus	Award of Contract	*Permanent for electronic
ECS	Quotation Records for Successful/Unsuccessful Contractors (Evaluation, Award, Amendments/Finalisation to Contract) Contracts up to £25k	Award of Contract	*Permanent for electronic 6 years for paper
CECR & ECS	Tendering Records for Successful/Unsuccessful Contractors (OJEU Contract Notice, PQQ (Pre Qualification Questionnaire), Tender Evaluation, Award Decision Letter, Amendments/Finalisation to Contract etc)	Award of Contract	*Permanent
CAH & CECR (Property Services)	Tendering Records for Successful Contractors (OJEU Contract Notice, PQQ (Pre Qualification Questionnaire), Tender Evaluation, Award Decision Letter, Amendments/Finalisation to Contract etc)	Award of Contract	6 years (Signed Contract) 12 years (Sealed Contract)
CAH & CECR (Property Services)	Tendering Records for Unsuccessful Contractors (PQQ (Pre Qualification Questionnaires) Tender Evaluation Award Decision Letter)	Award of Contract	6 months
CAH (Social Care)	Tendering Records for Unsuccessful Contractors (PQQ, Tender Evaluation, Award Decision Letter)	Award of Contract	6 months
PURCHASING & PAYMENT PROCESSING			
Information relating to purchasing and processing of payments			
CECR	Orders, credit notes, creditors invoices, delivery notes, payment records and records of advances	End of financial year	6 years
TAXES MANAGEMENT			
Information relating to taxation			
CECR	Administration relating to payment of collected taxes and NI contributions to HMRC, claims and negotiation of refunds for overpayment, construction industry scheme	End of financial year	6 years