

# Retention and Disposal Schedule: Quick user guide

Records Management Service



Cumberland  
Council



Westmorland  
& Furness  
Council

Working for Cumberland Council and  
Westmorland & Furness Council

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1.0	05/06/2023	Service Manager – Records Management Service	Updated Cumbria County Council version of guidance and put into hosted service template, following approval of revised Retention Schedule

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## **What is the Council Retention and Disposal Schedule?**

The Retention and Disposal Schedule is for everyone to use in both Cumberland Council and Westmorland and Furness Council. It shows what records the Council creates and manages daily, plus how long we should be keeping them for. These retention periods apply to both paper and electronic records.

It is an Excel spreadsheet consisting of several tabs. The Schedule is based on the functions of the Council, rather than its structure or different teams. For example, each team will have human resources records and finance records, so rather than listing these types of records under each team and having duplicate entries, there is a tab for Finance and a tab for Human Resources.

This Retention and Disposal Schedule is a combination of the 7 Sovereign Councils Retention Schedules, as part of Local Government Reorganisation work. It is the only Schedule that should be used from April 2023, and the latest version can be found on the temporary intranet sites for both Councils (as well as their websites).

## **What do the different tabs relate to?**

It consists of 32 tabs, but all the records can be found on the 3<sup>rd</sup> tab called "Master". The other tabs numbered 1-29 are done so that services can easily see the different record types they hold; but they are all duplicate entries of the records shown on the "Master" tab.

There is a contents page for the different tabs shown on the 2<sup>nd</sup> tab called "Index".

## **What's the easiest way to search the Retention Schedule?**

There are two different ways to search the Retention Schedule. When searching, you may need to think of alternative terms that could have been used to describe that type of record. The Schedule shows how long to keep different types of records.

### **Using the find function**

- Click on the 3<sup>rd</sup> tab called "Master" to see the list of all Council records.
- Press and hold "ctrl" key and F key to search. Then type a keyword into the "Find what" box > click on "Find All" to see a list of all results > then click on each entry in that list to see the full entry on the Schedule (Master tab).

**Find and Replace** ? X

Find **Replace**

Find what:  No Format Set **Format...**

Within: Sheet  Match case  
 Match entire cell contents

Search: By Rows

Look in: Formulas **Options <<**

**Find All** **Find Next** **Close**

**Find and Replace** ? X

Find **Replace**

Find what: timesheet No Format Set **Format...**

Within: Sheet  Match case  
 Match entire cell contents

Search: By Rows

Look in: Formulas **Options <<**

**Find All** **Find Next** **Close**

Book	Sheet	Name	Cell	Value
20230223 Cumberland and Westmorland Furness Retention Schedule v.1.0 (final draft).xlsx	Master (list of all records)		\$C\$754	> Casual / Additional hours records> Work break corresp
20230223 Cumberland and Westmorland Furness Retention Schedule v.1.0 (final draft).xlsx	Master (list of all records)		\$C\$760	> Correspondence re changes affecting pay, hours, allowa

<  >

2 cell(s) found

## Using the tabs

The tabs numbered 1 to 29 are different functions of the Council; and can be used by services to easily see the different record types they hold. For example, if you work for Adults Services, look on the tab numbered “1 – Adult Social Care” for many of your records. Or if you have financial records, look on tab numbered “12 – Finance”.

The “Master” tab contains all Council records. But all of the entries are duplicated on the tabs numbered 1 to 29; so, you can search using the “Master” tab or the numbered tabs.

- Click on the 2<sup>nd</sup> tab called “Index” for the list of tabs.
- Click on the blue header to go to that tab (e.g. 12 – “FINANCE”).

Section numbers	Section headers (click on terms in capitals to go to relevant tab)							
12	FINANCE							
12.1	Budgets and Estimates							
12.2	Loans							
12.3	Accounts and Audit (Reporting)							
12.4	Transactions							
12.5	Asset Management							
12.6	Taxation							
13	HEALTH AND SAFETY							
13.1	Operational Health and Safety							
13.2	Health and Safety Monitoring							
13.3	Strategy and Planning (Health and Safety)							
13.4	Policies and Procedures (Health and Safety)							
14	HOUSING							
14.1	Estate Management							
14.2	Housing provision							
14.3	Housing stock							
14.4	Housing Grants							
14.5	Adaption Grants							
14.6	Managing Tenancies							

## What do the different columns mean?

To find out how long records should be kept, look up each record type. Then look at the trigger date and add the retention period to that.

### Column letters mean:

- A = Section number listed on Index tab and individual retention code (e.g. 15.4.1).
- B = Type of record.
- C = Example of record type.
- D = Time from when the retention period should be added to (“trigger date”).
- E = Retention period is how long the record should be kept.
- F = Action is what you need to do with the record. They are:
  - **Confidentially destroy following review:** at the end of the retention period, review to see if the records are still needed, and if not confidentially destroy.
  - **Once administrative use ends contact Cumbria Archives Service:** contact [Cumbria Archive service](#) if you have records that have met their

retention but may be worthy of permanent preservation (that have a historical value).

- **Transfer to Records Management Service once administrative use ceases:** Once the administrative use of the records ceases, email [recordcentre@cumberland.gov.uk](mailto:recordcentre@cumberland.gov.uk) to arrange secure storage.
- G = Ordinary / sensitive personal data relates to whether they contain personal / sensitive data.
- H = Reasons for creating the records and retaining them for the specific time period (i.e. legislation that requires these records to be created or how specifies how long those records should be kept).

NB: Please note that only services which were disaggregated from Cumbria County Council can deposit their semi-current (non-live) records with the Records Management Service. We are not currently accepting records from services that previously came under any of the six Sovereign District and Borough Councils.

## How should records be destroyed?

- Put all papers in the lockable bins provided at Council sites.
- If you have a large amount of confidential waste, you can arrange for it to be collected by contacting [Programme Control Officer Contracts](#). But your service will be charged for these ad hoc collections, and you will need to put the waste into confidential waste bags (which can be provided, by arrangement).
- Electronic records should be deleted (and “recycle bin” emptied).

## Contact details and further information

If you have any questions about records retention, please contact us at:

Records Management Service

Email: [recordcentre@cumberland.gov.uk](mailto:recordcentre@cumberland.gov.uk)

Phone: 01228 226484

This Retention and Disposal Schedule is a dynamic document that is regularly updated. It is maintained by the Records Management Service for both Councils. So, if you have any record types that are not already listed on the Schedule, please get in touch with us.