

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
17. Legal Services	Management of legal activities on behalf of the council as a corporate body				
Advice	Information on advice provided				
Advice to the public	Community legal services	Destroy – 6 years	Common practice	Not protectively marked	
Provision of legal advice	Providing advice to clients and services which are legally privileged relating to all aspects of the legal system	Destroy – 6 years after last action, major precedent - offer to archivist for review	RGLA 4.2 Limitations Act 1980	Confidential	
Bylaws	Local bylaws				
Enactment	The process of making local laws	Permanent – offer to archivist	RGLA 9.22	Not protectively marked	
Enforcement	The process of administering and enforcing bylaws	Destroy - 2 years after matter is concluded	RGLA 9.23	Not protectively marked	
Land and highways	Information on land and highways				
Acquisition	Documentation relating to the process of acquiring land in relation to roads <ul style="list-style-type: none"> Road adoptions 	Permanent – offer to archivist	Common practice	Not protectively marked	

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Disposal	Disposal of land associated with the highway	Permanent – offer to archivist	Common practice	Not protectively marked	
Land registration	Land registration				
Land charges searches	Searches and title investigations	Destroy - 6 years	Common practice	Not protectively marked	
Land charges register	Legal documentation relating to land charges <ul style="list-style-type: none"> • Register 	Destroy - 6 years	Common practice	Not protectively marked	
Litigation	Process dealing with civil and criminal litigation, debt recovery, commercial litigation				
Civil	Civil litigation <ul style="list-style-type: none"> • Case files 	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1	Confidential	
Commercial	Commercial litigation <ul style="list-style-type: none"> • Case files 	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1	Confidential	
Criminal	Criminal litigation <ul style="list-style-type: none"> • Case files 	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1	Confidential	

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Debt recovery	Debt recovery <ul style="list-style-type: none"> Case files 	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1	Confidential	
Precedent cases	Judgments relied on to fight current cases - setting standards to work within	Destroy – 6 years		Protect	
Management of legal activities	Management of legal activities				
Agreements	Agreements including non-contractual agreements between public bodies	Destroy - 6 years after agreement ends	RGLA 4.3	Protect	
Conveyancing	Commercial and other leases, Title investigations, Disposal of Freehold and Leasehold properties, Right to Buy applications etc	Destroy - 12 years after closure	RGLA 4.4 Limitations Act 1980.	Confidential	
Conveyancing Easements	Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another) procedures are in place to ensure the efficient and lawful use of easements.	Permanent	Common practice	Confidential	

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Conveyancing Tenancy Agreements	Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, wayleaves and land.	Destroy - 12 years from termination of tenancy	RGLA 3.28	Confidential	
Copyright	Information on who owns the information. For example, ensuring no breaches of copyright	Destroy – 6 years	Limitation Act 1980	Protect	
Trusts	Documentation related to legal services and trusts the Council is involved with	Review – 20 years		Not protectively marked	
Planning controls	Information on planning controls				
Certificate of lawful use or development	Lawful development certificate	Permanent - offer to archivist	Town and Country Planning Act 1990	Protect	
Development	Files relating to Lawful Development Certificates				
Section 106 agreements	Section 106 Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990	Protect	
Section 106 agreements	Files relating to a planning obligation or legal agreement made under section 106 Town and County Planning Act 1990.	Destroy - 12 years from date of agreement	Limitations Act 1980	Protect	