

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
11. Finance	The management of financial resources by the council				
Accounts and audit	Information related to accounting and auditing				
Internal Auditing	Activities relating to internal auditing of the authority	Destroy – 7 years after the end of financial year in which the records were created	RGLA 7.3 For other audits see TNA Retention Scheduling 11	Not protectively marked	
Reporting	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	RGLA 7.1 Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998	Not protectively marked	
Reporting periodic	Periodic financial reports: Monthly and quarterly accounting reports	Destroy when administrative use is concluded	RGLA 7.2	Not protectively marked	
Asset Management	Management of financial assets				
Maintaining assets fixed	Activities relating to collection of information about the authority's fixed assets for accounting purposes <ul style="list-style-type: none"> Asset registers 	Permanent - offer to archivist	RGLA 7.24	Not protectively marked	

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Maintaining assets plant & equipment	Information on plant and equipment	Destroy - 7 years after sale or disposal of asset	RGLA 7.27	Not protectively marked	
Maintaining assets other	Information on maintenance of other assets	Destroy - 7 years after last action	RGLA 7.28	Not protectively marked	
Maintaining assets list	Overall list of assets	Permanent – offer to archivist	RGLA 7.24	Not protectively marked	
Maintaining assets reports & reviews	Reports and reviews of assets	Destroy - 2 years after use is concluded	RGLA 7.26	Not protectively marked	
Maintaining assets summary report	Summary reports on assets	Destroy - 7 years after the transaction was concluded	RGLA 7.25	Not protectively marked	
Maintaining assets managing finances	Information on managing the finances of the authority	Destroy - 7 years after last action	Common practice	Not protectively marked	
Financial Provisions Management					
Borrowing	Activities relating to the borrowing of money by the authority. Includes mortgages	Destroy - 7 years after the loan has been repaid	RGLA 7.14	Not protectively marked	
Borrowing loan register	Summary management of loans <ul style="list-style-type: none"> Loan register 	Permanent - offer to archivist	RGLA 7.15	Not protectively marked	

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Budget annual	Activities involved in planning and monitoring the authority's annual budget. Includes allocation of budget to administrative units within the authority. For longer term planning, see Strategy and planning <ul style="list-style-type: none"> Annual budget 	Permanent - offer to archivist	RGLA 7.11	Not protectively marked	
Budget development	Information relating to the development of the budget	Destroy - 2 years after budget adopted	RGLA 7.12	Not protectively marked	
Budget actual	Actual against planned revenue and expenses	Destroy after next year's budget has been adopted	RGLA 7.13	Not protectively marked	
Credit union management	Activities involved in credit union management	Destroy – 7 years	Common practice	Not protectively marked	
Debt management	Activities involved in managing the debts owed to the council	Destroy – 7 years	Common practice	Not protectively marked	
Donations	Activities involved in the administration of donations to the authority. For administration of grant funding, see Funding bids	Destroy – 7 years	Common practice	Not protectively marked	

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Funding bids	Activities relating to applications by the authority for grant funding by external bodies. For applications to the authority for funding, see Funding applications.	Review - 12 years after the project has finished	Limitations Act 1980	Not protectively marked	
Strategy and planning	Activities involved in the long term planning of the authority's financial management. Includes the financial forecast. For annual budget planning, see Budget.	Destroy – 7 years after the end of the financial year in which created		Not protectively marked	
Financial transactions management	Information on financial transactions				
Authorisation	Activities involved in delegating authority for carrying out financial activities on behalf of the authority	Destroy – 7 years after last action	Common practice	Not protectively marked	
Expenditure	Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums. For records relating to benefits claims, see Benefits and subsidies.	Destroy - 7 years after the conclusion of the transaction	RGLA 7.4 Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.	Not protectively marked	

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Expenditure travel	Travel expenses	Destroy - 7 years after the conclusion of the transaction	RGLA 7.5 Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998	Not protectively marked	
Fraud	Activities relating to the detection, prevention and prosecution of financial irregularity	Review – 7 years after last action		Confidential	
Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids	Review - 12 years after project has finished	Limitations Act 1980	Protect	
Income	Activities involved in the collection of money owed to the council. Includes rent payments.	Destroy – 7 years after the end of the financial year in which created	RGLA 7.18	Not protectively marked	
Internal recharging	The mechanism for recharging costs within the council	Destroy – 7 years after last action	Common practice	Not protectively marked	
Investments	Activities relating to the investment of the authority's funds	Destroy – 7 years after last action	Common practice	Not protectively marked	

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National insurance numbers	Processes involved in the collection of National Insurance Number	Destroy - 2 years after the employee ceases employment	RGLA 7.8	Confidential	
Reconciliation	Activities involved in the reconciliation of accounts	Destroy - 7 years after administrative use is concluded	RGLA 7.6	Not protectively marked	
Refunds	Documentation relating to refunds	Destroy - 7 years after last action	Common practice	Not protectively marked	
Local taxation	Local taxation documentation				
Benefits and subsidies	Activities involved in the administration of benefits payments <ul style="list-style-type: none"> • Council tax files • Benefit files 	Destroy – 7 years after last action	RGLA 7.22	Confidential	
Business rates	Business rates information (other than property valuation) <ul style="list-style-type: none"> • Account files 	Destroy - 7 years	Limitations Act 1980	Not protectively marked	
Property valuation	Valuation of assets other than property	Destroy - 10 years after valuation was made	RGLA 7.20	Not protectively marked	
Property valuation rateable	Rateable property information	Permanent - offer to archivist	RGLA 7.21	Not protectively marked	
Property valuation lists	Documentation relating to property valuation <ul style="list-style-type: none"> • Valuation lists 	Permanent - offer to archivist	RGLA 7.20	Not protectively marked	

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National taxation	General documents relating to taxation and similar matters				
Tax payments correspondence	Activities involved in managing the payment of taxes by the authority <ul style="list-style-type: none"> • Tax correspondence 	Destroy - 7 years after last action	RGLA 7.22	Not protectively marked	
Tax payments records	Activities involved in managing the payment of taxes by the authority <ul style="list-style-type: none"> • Taxation records 	Destroy - 5 years after the end of the financial year	RGLA 7.7 Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998	Not protectively marked	
Payroll and pensions	Information on payroll and pensions				
Pay employees	Activities involved in the administration of remuneration to staff of the authority	Destroy - 7 years after the conclusion of the transaction	RGLA 7.9 Taxes Management Act 1970, Audit Commission Act 1998	Confidential	
Pay summary	Non-accountable processes relating to payment of employees <ul style="list-style-type: none"> • Summary pay reports 	Destroy after administrative use is concluded	RGLA 7.10	Confidential	
Pensions	Activities involved in the administration of pension schemes for current and former employees	Destroy - 6 years from last pension payment	RGLA 6.2	Confidential	

