

| Heading | Example/Description of Record | Recommended Retention Period | Authority | Security | Prime Record Holder |
|--------------------------------|---|--------------------------------|---------------------------------------|-------------------------|---------------------|
| 18. Leisure and Culture | Leisure and cultural services provided or supported by the council for the community. Including the maintenance and management of parks, reserves and open spaces, and tourism. | | | | |
| Allotments | Information relating to the provision of allotments. | | | | |
| Allotments | Information relating to the provision of allotments. <ul style="list-style-type: none"> • Waiting lists | Current plus 6 years | CWAC retention based on good practice | Protect | |
| Archives | General archive information. | | | | |
| Archive development | Archive development records. | Permanent - offer to archivist | CWAC retention based on good practice | Not Protectively Marked | |
| Cataloguing | The consolidated listing archival resources available to the public. <ul style="list-style-type: none"> • Accession register | Permanent - offer to archivist | RGLA 2.11 | Not Protectively Marked | |
| Deposits | Depositor records. | Permanent - offer to archivist | CWAC retention based on good practice | Protect | |

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| Loans | Documentation related to loans within the archive. | Lifetime of the deposit | CWAC retention based on good practice | Protect | |
| Membership | Documentation related to membership of the archive. | Destroy 10 years after membership lapses | CWAC retention based on good practice | Protect | |
| Research | Information relating to research services. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Arts | Information on services related to the arts. | | | | |
| Arts development | Documentation related to art development. | Permanent - offer to archivist | CWAC retention based on good practice | Not Protectively Marked | |
| Clubs and societies | Documentation related to clubs and societies. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Community facilities | Community centres and halls. | | | | |
| Equipment | Hire items of equipment for events. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |

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| Grants | Provision of grants to village halls and other local facilities. | 7 years after grant awarded | CWAC retention based on good practice | Protect | |
| Venues | Details on any venues the local authority may have available for private/business hire. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Venues risk assessments - Adults | Risk assessments related to the use of facilities | Review after 5 years | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Venues risk assessments - Children | Risk assessments related to the use of facilities | Review 5 years after 18 th birthday | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Leisure promotion | Promotion of leisure activities and events. | | | | |
| Countryside events | Information related to countryside programmes and events. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Exhibitions | Exhibitions arranged by or held on Council premises. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Inclusion | Activities and events targeted at specific groups of people. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |

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| Parks and gardens events | Information related to parks and gardens. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Play scheme | Documentation relating to play schemes. | Current plus 2 years | CWAC retention based on good practice | Not Protectively Marked | |
| Risk assessments - Adults | Risk assessments related to events/exhibitions/play schemes | Review after 5 years | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Risk Assessments - Children | Risk assessments related to events/exhibitions/play schemes | Review 5 years after 18 th birthday | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Libraries | Documentation relating to the general existence of libraries. | | | | |
| Bookings | Documentation relating to conventional library bookings. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Bookings | Documentation relating to web-based library bookings. <ul style="list-style-type: none"> Internet bookings | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |

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| Catalogue | Documentation relating to the library catalogue. | Destroy - 2 years after administrative use concluded | LGCS | Not Protectively Marked | |
| Fines income | Documentation relating to library fines. | Current plus 6 years | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. | Not Protectively Marked | |
| Fines procedures | Documentation relating to library fines. <ul style="list-style-type: none"> • Guidelines • Procedures | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Home reader services | Reader assessment and service administration | Destroy 3 years from end of service provision | CWAC retention based on good practice | Protect | |
| Library development | Documentation relating to library development. | Permanent - offer to archivist | CWAC retention based on good practice | Not Protectively Marked | |
| Loans inter library | Inter library loans and requests processing. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |

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| Loans non returned | Documentation relating to investigations into non returned items. | Current plus 6 years after end of recovery action | CWAC retention based on good practice | Protect | |
| Loans statistics | Documentation relating to library loans. <ul style="list-style-type: none"> Statistics | Current plus 5 years | CWAC retention based on good practice | Not Protectively Marked | |
| Membership | Documentation relating to library membership. | Destroy 1 year from termination of membership | CWAC retention based on good practice | Protect | |
| Public lending right | Administration of public lending right. | Destroy 6 years after submission | CWAC retention based on good practice | Not Protectively Marked | |
| Residential homes services | Reader assessment and service administration for residential homes | Destroy 3 years from end of service provision | CWAC retention based on good practice | Protect | |
| Stock ordering | Documentation relating to stock ordering. | Current plus 6 years | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. | Not Protectively Marked | |

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| Support for schools | School library services. | Destroy 6 years from the end of the academic year | CWAC retention based on good practice | Not Protectively Marked | |
| Museums | Documentation regarding museums. | | | | |
| Deposit | Documentation relating to a depositor within a museum. | Permanent - offer to archivist | CWAC retention based on good practice | Protect | |
| Loans | Documentation regarding museum loans. | Lifetime of the deposit | CWAC retention based on good practice | Protect | |
| Museum catalogue | Documentation regarding museum catalogue. | Permanent – offer to archivist | CWAC retention based on good practice | Not Protectively Marked | |
| Museum development | Documentation regarding museum development. | Permanent - offer to archivist | CWAC retention based on good practice | Not Protectively Marked | |

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| Parks and open spaces | Information about parks and open spaces owned by the local authority. | | | | |
| Maintenance | Maintenance of parks and open spaces. | Destroy 7 years after last action | RGLA 7.27 | Not Protectively Marked | |
| Playgrounds | Playgrounds and play areas. | Life of property plus 12 years | CWAC retention based on good practice | Not Protectively Marked | |
| Risk assessments - Adults | Risk assessments related to parks and open spaces | Review after 5 years | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Risk Assessments - Children | Risk assessments related to parks and open spaces | Review 5 years after 18 th birthday | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Sports facilities | Documentation attached to general sport facilities. | | | | |
| Bookings general | Documentation related to general sports bookings. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |

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| Bookings specific | Documentation related to the booking of specific sporting facilities. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Bookings | Documentation related to membership of sports classes and training regimes. | Destroy 1 year from termination of membership | CWAC retention based on good practice | Protect | |
| Equipment hire | Details of sports equipment that is available for hire. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Membership general | Information related to general sports membership. | Destroy 1 year from termination of membership | CWAC retention based on good practice | Protect | |
| Membership golf | Information related to the membership of golf clubs. | Destroy 1 year from termination of membership | CWAC retention based on good practice | Protect | |
| Membership leisure centre | Information regarding leisure centre membership. | Destroy 1 year from termination of membership | CWAC retention based on good practice | Protect | |
| Risk assessments - Adults | Risk assessments related to sports facilities | Review after 5 years | Business case (Insurance & Risk Manager) | Not Protectively Marked | |

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| Risk Assessments - Children | Risk assessments related to sports facilities | Review 5 years after 18 th birthday | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Sports | Information related to sports and recreation services. | | | | |
| Clubs and societies | Documentation associated with sports clubs. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Sports development | Information related to sport development programmes. | Current plus 6 years | CWAC retention based on good practice | Not Protectively Marked | |
| Risk assessments Adults | Risk assessments related to sports development | Review after 5 years | Business case (Insurance & Risk Manager) | Not Protectively Marked | |
| Risk Assessments Children | Risk assessments related to sports development | Review 5 years after 18 th birthday | Business case (Insurance & Risk Manager) | Not Protectively Marked | |

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| Tourism | Information for tourists. | | | | |
| Tourist accommodation lists | Information about tourist facilities in the local area. Includes lists of visitors' accommodation available locally and information relating to the accreditation of such accommodation. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Tourist accommodation accreditation | Process of accrediting visitor accommodation. | Current plus 6 years | CWAC retention based on good practice | Protect | |
| Tourist accommodation registers | Information related to tourist accommodation registers. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Visitor information | Leisure and cultural services provided or supported by the council for the community. Specifically includes visitor attractions. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |
| Visitor information maps | Maps, direction and locations available for public leisure. | Until superseded | CWAC retention based on good practice | Not Protectively Marked | |