

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>24. Transport and Infrastructure</b>	All information relating to transport and the infrastructure to support it				
Design and construction	Design and construction of transport infrastructure				
Roads and Highways	Documentation related to the design and constructions of roads and highways. Includes feasibility studies.	Permanent – offer to archivist	RGLA 11.7	Not protectively Marked	
Traffic management schemes	Planning and programming the continued flow, diversion or reduction of traffic	Destroy – 7 years after last action	RGLA 11.6	Not protectively Marked	
Highway development control	Responsibility for highways				
Highway adoption	Adoption of new highways	Permanent – offer to archivist	RGLA 11.3	Not protectively marked	
Highway extent queries	Handling of highways extents enquiries from solicitors, developers, districts etc	Permanent – offer to archivist	RGLA 11.2	Protect	
Highway extinguishment	Extinguishment of highways	Destroy - 7 years after extinguishment. <i>Offer order and map to archivist</i>	Common practice	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Notification	Documentation relating to notification to the public of maintenance, changes in status, and closures, etc	Destroy – 2 years after matter is concluded	Common practice	Not protectively marked	
Planning control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4	Protect	
Highway enforcement	Information to ensure highways are safe and free from obstruction				
Advertising hoarding	Documentation related to the control of advertising hoarding	Destroy – 6 years	Common practice	Not protectively marked	
Highways	Documentation relating to enforcement of the proper use and maintenance of transport and highways	Destroy 50 years after enforcement notice <i>or</i> Destroy - 3 years after compliance with enforcement notice	RGLA 11.5	Protect	
Parking	Enforcement of parking infringement includes both on-site and off-site	Destroy – 7 years	Common practice	Protect	
Parking fines	Documentation related to parking fines	Destroy – 7 years	Common practice	Confidential	
Road reinstatement	Documentation related to the reinstatement of roadways	Destroy 3 years from compliance	RGLA 11.5	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Scaffolding	Documentation related to the regulation of scaffolding and the enforcement of rules and regulations associated with this	Destroy – 6 years after scaffold license expired	Common practice	Not protectively marked	
Speeding fines	Documentation related to speeding fines.	Destroy – 7 years	Common practice	Confidential	
Weight limits	Documentation related to the enforcement of weight limits.	Destroy – 7 years after last action	Common practice	Not protectively marked	
Infrastructure management	Documentation on managing transport infrastructure.				
Cycle routes	Provision for cycle routes.	Destroy – 7 years after last action	Common practice	Not protectively marked	
Geotechnical services	Feasibility studies, desk studies, geotechnical site investigations, site and laboratory testing and contaminated land studies provided by the local authority	Permanent – offer to archivist	RGLA 11.7	Not protectively marked	
Maintenance	Documentation related to general maintenance of transportation systems	Destroy – 12 years after last action	Common practice	Not protectively marked	
Markings and signage	Installation of instruction and warning signs	Destroy - 7 years after last action	RGLA 11.8	Not protectively marked	
Public conveniences	Provision of public conveniences. Toilets Maintenance and cleaning	Destroy – 7 years	Common practice	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Service providers	Documentation relating to service providers	Destroy – 7 years	Common practice	Not protectively marked	
Street furniture	Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc	Destroy - 7 years after last action	RGLA 11.8	Not protectively marked	
Street naming and numbering	Documentation on the street naming development naming and property numbering/naming	Destroy - 7 years after last action	RGLA 11.8	Not protectively marked	
Surveys	Survey data relating to transport and infrastructure	Review – 7 years	Common practice	Not protectively marked	
Taxi ranks	Provision of designated taxi ranks	Destroy – 7 years after last action	Common practice	Not protectively marked	
Public Transport	Information on public transport				
Community transport	Transport for members of the community. Includes schemes such as 'dial-a-ride', shop mobility, community bus and car schemes	Destroy - 3 years after superseded or last action	Common practice	Not protectively marked	
Concessions	Information regarding the transport concessions offered to the disabled	Destroy - 3 years after superseded or last action	RGLA 11.11	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Public transport plan	Information about future plans, public transport routes and timetable	Destroy - 3 years after superseded or last action	RGLA 11.11	Not protectively marked	
Timetable	The timetabling of public transportation system	Destroy - 3 years after superseded or last action	RGLA 11.11	Not protectively marked	
Rights of way	Documentation relating to the process for creating and maintaining rights of way in the local area.				
Enquiries	Enquiries and correspondence from the public concerning rights of way	Destroy – 6 years	Common practice	Protect	
Locations	Information, including maps defining the locations and routes of rights of way	Permanent - offer to archivist	Common practice	Not protectively marked	
Orders	Orders creating public rights of way	Destroy - 6 years from conclusion of transaction	Common practice	Not protectively marked	
Planning applications	Management of the council's responses from a rights of way management perspective to planning applications and proposals	Destroy – 7 years after permission <i>Offer controversial/high profile schemes to Archivist</i>	RGLA 11.4	Not protectively marked	
Ploughing and cropping	Regulation of ploughing and cropping on public rights of way	Destroy – 12 years after action completed	RGLA 11.9	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Searches	Rights of way searches carried out by the council	Destroy – 6 years	Common practice	Not protectively marked	
Road maintenance	Road maintenance				
Bridge inspections	Regular inspections of bridges on highways	Review – 30 years	Common practice	Not protectively marked	
Drains and gullies	Keeping drains and gullies clear and provision of advice on drainage	Destroy – 7 years after last action	Common practice	Not protectively marked	
Emergency maintenance	Documentation related to emergency maintenance	Destroy - 12 years after action completed	RGLA 11.9	Not protectively marked	
Hazard removal	Removal of hazards on the road. Including removal of dead animals, oil spills etc	Destroy – 7 years	Common practice	Not protectively marked	
Inspections	Documentation relating to inspection of adopted highways	Destroy – 7 years	Limitation Act 1980, London Uni, Section 1	Not protectively marked	
Kerbs	Vehicle crossovers	Destroy – 7 years	Common practice	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Planned maintenance	Documentation relating to unplanned and planned maintenance	Destroy - 12 years after action completed	RGLA 11.9 Business case (Insurance & Risk Manager) Any procedural documentation which may assist in the defence of Hand/Arm Vibration Syndrome claims should be kept permanently	Not protectively marked	
Scheduled maintenance	Documentation related to scheduled maintenance	Destroy - 12 years after action completed	RGLA 11.9 Business case (Insurance & Risk Manager) Any procedural documentation which may assist in the defence of Hand/Arm Vibration Syndrome claims should be kept permanently	Not protectively marked	
Verge maintenance	Documentation related to the maintenance of verges	Review - 12 years after action completed	Common practice Business case (Insurance & Risk Manager) Any procedural documentation which may assist in the defence of Hand/Arm Vibration Syndrome claims should be kept permanently	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Road safety	Information on road safety				
Accident investigations	Investigations into road traffic accidents for the purposes of improving road safety	Destroy - 7 years after use	Common practice	Not protectively marked	
MOT testing	MOT testing of vehicles by accredited council garages	Destroy - 7 years	Common practice	Protect	
Road safety awareness	Documentation relating to road safety awareness	Destroy – 7 yrs after last action	Common practice	Not protectively marked	
Safety audits	Audits / inspections of highways from a road safety perspective	Destroy - 7 years after use	Common practice	Not protectively marked	
School crossing patrols	Documentation relating to school crossing patrols	Destroy – 7 years	Common practice	Not protectively marked	
Speed cameras	Includes information on the reason for the siting of the camera, any settings etc	Destroy – 7 years	Common practice	Not protectively marked	
School transport					
School transport services	Documentation relating to school transport services	Destroy – 7 years	Common practice	Not protectively marked	



Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Traffic management					
Abnormal loads	Consent for moving an abnormal load	Destroy - 2 years after consent given	Common practice	Not protectively marked	
Gritting and snow clearance	Keeping roads and pavements clear when weather conditions may prove hazardous	Destroy – 19 years	Common practice	Not protectively marked	
Monitoring	Includes the monitoring of highway, transport and traffic use	Destroy – 7 years	RGLA 11.6	Not protectively marked	
Parking	Documentation relating to parking permits, parking schemes, skips, scaffolding etc. Includes information relating to the development and management of controlled parking zones. <ul style="list-style-type: none"> <li>Permits</li> </ul>	Destroy 2 years after lapse of licence	RGLA 9.16	Protect	
Parking sites	Documentation relating to the specifics of parking sites	Destroy – 7 years after last action	Common practice	Not protectively marked	
School routes	The activity of planning, and programming the continued safety of school routes	Destroy – 7 years after last action	RGLA 11.6	Not protectively marked	
Street lighting	The activity of planning and programming the continued effectiveness of street-based lighting	Destroy – 7 years after last action	RGLA 11.8	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Traffic calming	The management and control of traffic calming measures	Destroy – 7 years after last action	RGLA 11.8	Not protectively marked	
Traffic reduction	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Destroy – 7 years after last action	RGLA 11.7	Not protectively marked	
Traffic orders	Traffic management and parking requires to be regulated by various statutory orders <ul style="list-style-type: none"> <li>• Approval</li> </ul>	Destroy - 7 years after action completed	RGLA 11.6	Not protectively marked	
Traffic orders	Implementation of road traffic orders	Destroy - 5 years after action completed	Common practice	Not protectively marked	
Traffic orders	The planning and investigation of road traffic orders	Destroy - 5 years after action completed	Common practice	Not protectively marked	
Weather forecasting	The effects of weather conditions on the transport system <ul style="list-style-type: none"> <li>• Weather data</li> </ul>	Destroy – 19 years Best practice	Business case (Insurance & Risk Manager) Information relating to short & long term weather forecasts- keep with Winter Maintenance Data	Not protectively marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Transport planning	Planning transport developments				
Development control	Documentation associated with the approval of planning applications which affect this section	Permanent – offer to archivist	Common practice	Not protectively marked	
Strategy and planning	Development of transport strategy	Permanent – offer to archivist	RGLA 11.1	Not protectively marked	
Strategy and planning	The planning of transport issues <ul style="list-style-type: none"> <li>Local transport plan</li> </ul>	Permanent – offer to archivist	RGLA 11.1	Not protectively marked	
Transport modelling	The carrying out of transport modelling projects	Permanent – offer to archivist	Common practice	Protect	
Transport modelling	Traffic census data <ul style="list-style-type: none"> <li>Traffic counts</li> </ul>	Destroy - 2 years after last use	Common practice	Protect	
Travel plans	Employer travel plans	Destroy - 5 years after use	Common practice	Not protectively marked	
Travel plans	School travel plans	Destroy - 5 years after use	Common practice	Not protectively marked	