

LG Inform Plus

Records Retention Help Guide



February 2017

This document outlines the process behind utilising the Records Retention function in LG Inform Plus.

What is it?

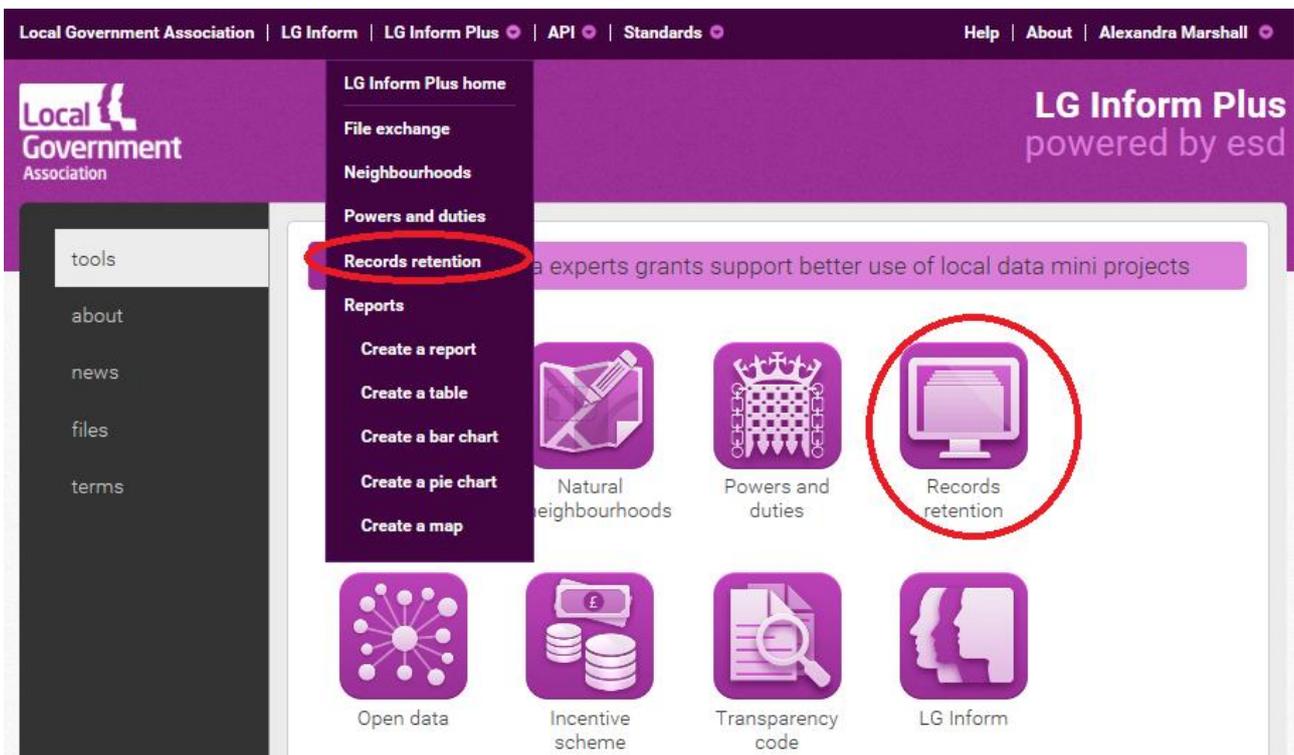
Councils are required by law to keep records for a certain period of time, depending on the category of the record. As the costs of storage, monitoring digital security and version controls, compliance with Freedom of Information (Fol) requests and the possibility of hefty fines can be considerably high, this section of the web site is designed to provide guidance to those dealing with records retention.

LG Inform Plus provides retention guidance for every customer centred service delivered by Local Government, as well as some internal services. Produced in partnership with Kent County Council's Legal Services team, the information ensures compliance with Section 12 of the Lord Chancellor's Code of Practice and can also help authorities meet business needs. It is maintained against a changing legislative framework and has the potential to save Local Government substantial costs, time and expertise.

Provided you are a subscribing authority, the following steps will take you through the records retention pages in LG Inform Plus.

Utilising Records Retention

To utilise this tool, you will need to sign in to LG Inform Plus <http://about.esd.org.uk/>. Once you have signed in, click on the 'records retention' icon on the homepage, shown in the image below or via the drop down option.



Introduction

The default page for selecting records retention will provide you with introductory information, such as a further explanation of what it is, tips on how best to utilise the guidance and how the guidance is structured.

The screenshot shows the 'Records Retention' page on the Local Government Association website. The page has a purple header with the LGA logo and navigation links. A dark sidebar on the left contains a menu with 'introduction' selected. The main content area is white and contains the following sections:

- What is it?**

The records retention guidance is information that guides English councils on the types of records that could be kept for each service to ensure compliance with Section 12 of the [Lord Chancellor's Code of Practice](#) on the management of records and to meet likely business needs.

The guidance is put together by [Kent County Council's Legal Services team](#) in partnership with esd-toolkit. It describes how long records need to be kept before destruction or transfer to the Archives.
- How might the guidance be used and why?**

Councils need a records retention schedule to:

 - manage compliance with legislative retention requirements and the Lord Chancellor's Code of Practice
 - manage proper disposal in line with Data Protection rules
 - improve efficiency by allowing easier access to relevant documents by removing old and out of date ones
 - reduce storage and backup costs, bringing major savings in the cost of physical space
 - improve the accessibility of information requested under the Freedom of Information Act and Environmental Information Regulations
 - in line with the principles of open government, identify which information is held

The guidance published here represents an interpretation of retention requirements which you can use to check and improve your own retention schedule. Ultimately each council's legal department **must** check and approve its own schedule. It is not designed to be downloaded in full as representing the complete retention schedule for an individual council.

LG Inform Plus subscribers can generate full or partial retention documents for editing or copying into their own personalised schedules.
- How is the Guidance structured?**

There is no 'Classification scheme' issued with the Guidance. Guidance is provided for every service in the [Local Government Service List](#) of customer-facing services delivered by English and Welsh councils. There is also guidance for some internal services.

The [guidance page](#) lets you search, browse and download guidance for your chosen services. If you wish, you can structure the download and output to rich text documents to match the two level local government [Function List](#) or [Website Navigation List](#).

For open data specialists, the guidance can be accessed as Linked Data from the [data page](#).

Retention information is provided for guidance only. You must check requirements with your council's own legal team.

By selecting 'retention guidance' from the list of options on the left hand side of the screen, you will see the below page displayed. Please refer to the image below for an explanation of the functionality of the page.

Local Government Association | LG Inform | LG Inform Plus | API | Standards | Help | Elizabeth Mackie

Local Government Association **Records Retention**
powered by esd

introduction
retention guidance
data
search

Retention guidance
Sort guidance and show me: **by function** / **everything**

Retention requirement
 All legal or business requirements
 Only legal requirements
 Only business requirements

Download as CSV | Download as RTF

Advice and benefits - Advice and welfare rights

SERVICE	RETENTION	RETENTION
190 Benefits advice and assessment	All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.	
328 Bereavement support	All records relating to the provision of support and advice to relatives about the arrangements that need to be made after a bereavement	
352 Credit unions	All records relating to the creation and management of Credit Unions	
651 Debt counselling	All records relating to the provision of debt counselling services to citizens	
1520 Debt enforcement	All records relating to debt enforcement	
1520 Debt enforcement	Case files relating to debt recovery	
671 Funeral payment	All records relating to the payments to assist with the payment for a funeral	

Use these filters to narrow down the records shown in your search; to show either those which have a legal requirement or those with only a business requirement.

Download all the information as a CSV or a RTF file, including live links to legislation and timescales for retention.

The briefcase icon indicates that there is a business requirement to keep the documents.

Click on the header to see how this service aligns with other services.

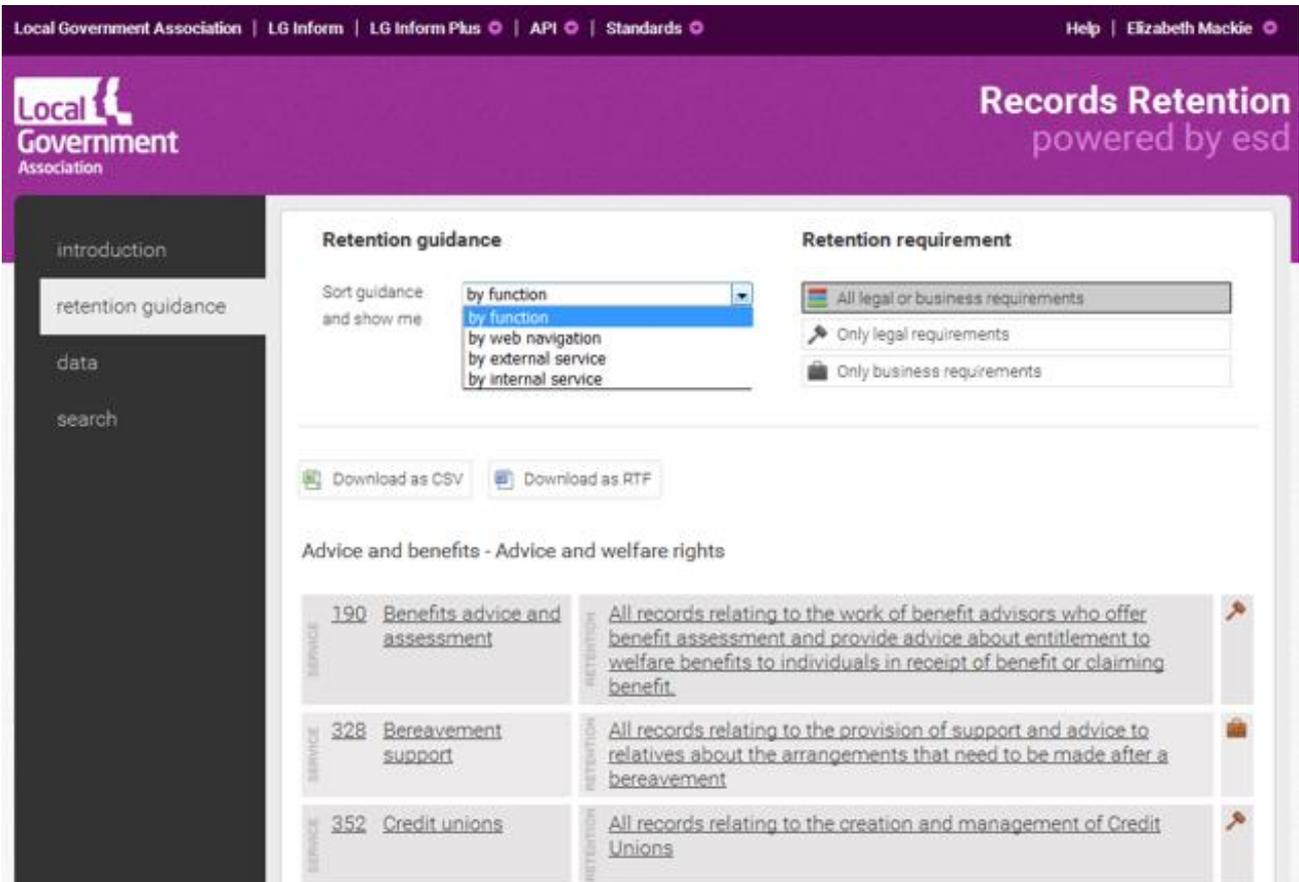
The hammer icon indicates there is a legal requirement to keep the documents.

Click on the string of text to open a new page with full details of that record.

You can scroll through the whole list of record types on this page.

Retention guidance

The first filter, 'sort guidance' allows you to filter the retention guidance by function type, web navigation, external or internal service by using the top drop down box.



The second filter, 'and show me', allows you to be more specific about what retention guidance you are seeking. However, the second filter will only be available to populate if the user has selected either 'by function' or 'by web navigation' in the 'sort guidance' filter.

introduction
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Retention guidance

Sort guidance and show me: by function

everything
everything
 Advice and benefits
 Business and employment
 Community safety
 Education and learning
 Environmental protection
 Government, citizens and rights
 Health and social care
 Housing
 Leisure and culture
 Licences, permits and permissions
 Marine and waterway services
 Planning and building control
 Transport and highways

Download as CSV

Retention requirement

All legal or business requirements

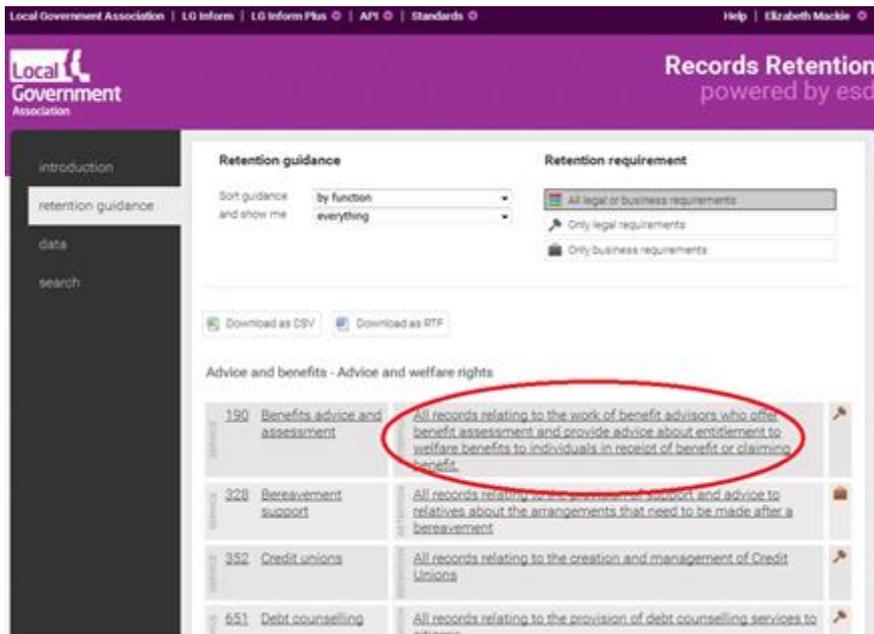
🔍 Only legal requirements

📁 Only business requirements

	SERVICE	RETENTION	
190	Benefits assessment	All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.	
328	Bereavement support	All records relating to the provision of support and advice to relatives about the arrangements that need to be made after a bereavement	
352	Credit unions	All records relating to the creation and management of Credit Unions	

When you download a CSV or RTF now it will contain only your filtered list.

After locating the relevant record type, click on the string of text next to the title, which will take you to a page displaying all the necessary data for that record type.



Guidance for Benefits advice and assessment (service 190)

All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.

Impact level	<u>IL2</u>	Contains personal information	Yes
Legal requirement	Yes	Retain permanently	No
Archive	No		

Legislation [Limitation Act 1980 \(Section 2\)](#)

Retention Retain from year records created for 6 years.

URI for this guidance <http://retention.esd.org.uk/retention/147>

Benefits advice and assessment (190) service
is contained within

- Advice and welfare rights function**
- Benefits navigation**

[SPARQL query for this item](#)

Retention information is provided for guidance only. You must check requirements with your council's own legal team.

On this page you can see a link to the legislation, information on the length of time you need to keep the record and further information.

Data

Located on the tool bar on the left hand side of the screen, this option is intended for the more technical users who are interested in writing their own SPARQL queries. Users can construct queries to extract the retention data of interest from the LG Inform Plus database, and format the output as required.

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Local Government Association

Records Retention powered by esd

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Data

You can query our SPARQL database by using our endpoint: <http://sparql.esd.org.uk/ds/query>

Run Query

What is this?

All guidance information is freely available as Open [Linked Data](#) that can be queried using the SPARQL query language.

Retention data is licenced under the [Open Government Licence](#) and must be attributed to the [esd-toolkit programme](#).

LG Inform Plus subscribers can use the [guidance page](#) to browse guidance and download it in a variety of formats.

Example queries

Retrieve all services

```
PREFIX xsd: <http://www.w3.org/2001/XMLSchema#>

SELECT ?id ?title
WHERE
{
  ?s a <http://def.esd.org.uk/Service> .
  ?s <http://www.w3.org/2004/02/skos/core#prefLabel> ?title .
  ?s <http://purl.org/dc/terms/identifier> ?id
}
ORDER BY xsd:integer(?id)
```

Get id and description of service retentions

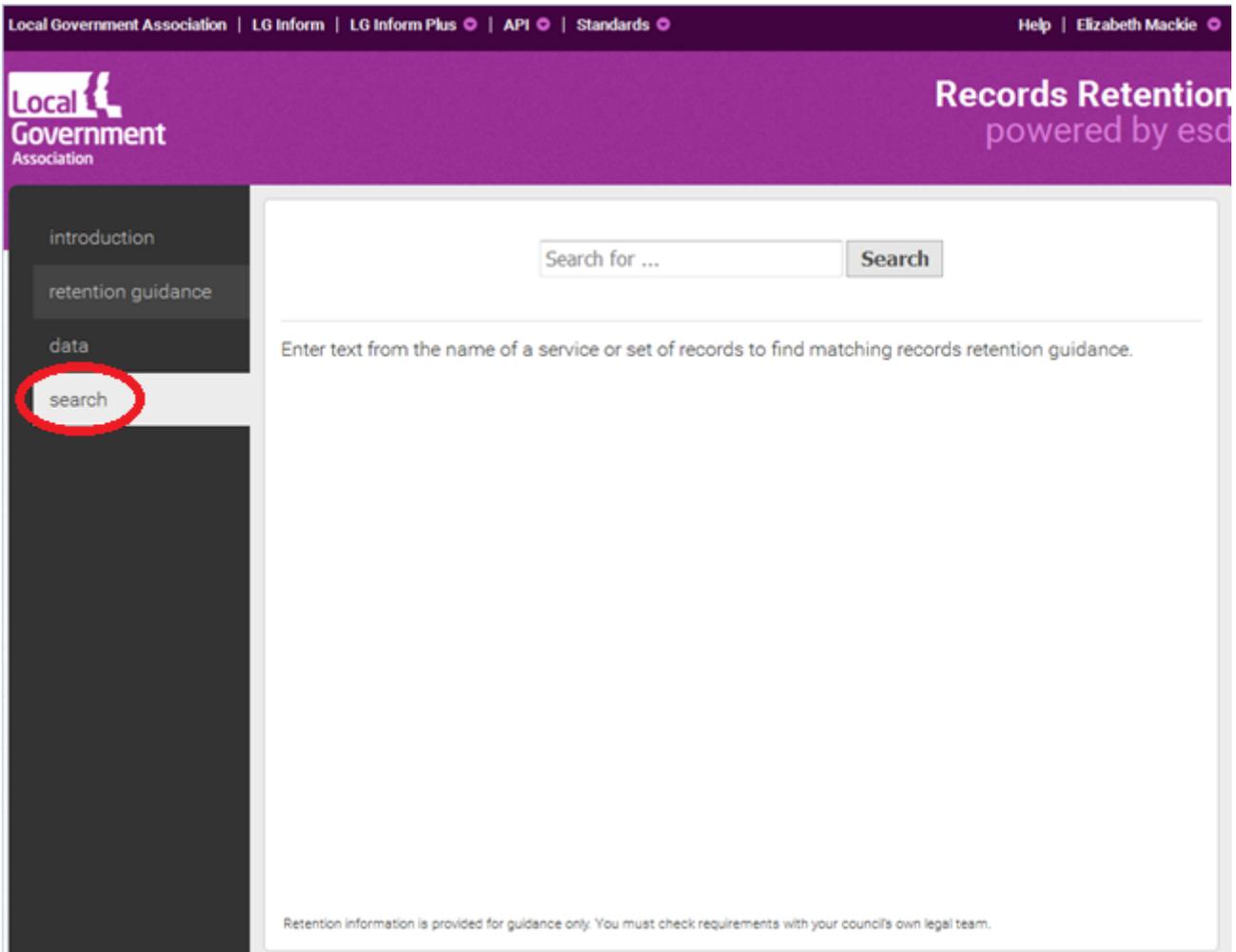
```
PREFIX xsd: <http://www.w3.org/2001/XMLSchema#>

SELECT ?id ?description
WHERE
{
  ?s a <http://def.esd.org.uk/Retention> .
  ..
```

The support team are always happy to assist users who are interested in using this function.

Search

The final option on the tool bar on the left hand side of the screen allows users to conduct open searches of all the records stored in the LG Inform Plus Record Retention database.



Please note, retention information is provided for guidance only. You must check specific requirements with your council's own legal team.

For more information please contact

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We consider all requests on an individual basis.