

Worcestershire Trading Standards Service

RECORDS MANAGEMENT POLICY

And

RETENTION AND DISPOSAL SCHEDULE

Revision History

Version	Status	Reason and Changes	Author	Date
1	Final	Agreed Final Version	Bob Charnley	21/07/21
2	Final	Added reference to data entered on SID	Bob Charnley	12/04

- Telephone message slips
- Non-acceptance of invitations
- Trivial email messages or notes that are not related to Worcestershire Trading Standards Service business
- Out-of-date distribution lists

SOP should not be applied to records or information that can be used as evidence to prove something has happened.

6. RETENTION AND DISPOSAL

Retention periods must be determined and recorded for all records in accordance with the Retention Schedule attached. This will be posted on the Worcestershire Trading Standards Service intranet and website for staff use and public information respectively. This is a controlled document which will be reviewed annually by the Head of Service.

At the end of the retention period records must be assessed to determine whether further retention is necessary beyond the specified period.

Once it has been determined that a record is no longer required, it must be securely disposed of in accordance with the disposal procedure specified for that particular type of record: i.e.:

- All archived hard files will be stored in the Archive Room at Wyre Forest House. Once a file has been transferred, the file's Uniform record will be updated.
- Emails – Those relevant to Service Requests should be saved on EDRMS which will be cleansed in compliance with this policy. All other emails will be subject to the WFDC Retention Schedule for Emails.
- All audio recordings of Police and Criminal Evidence Act 1984 interviews are retained for a minimum of two years with the exception that prosecution tapes are retained for 6 months

Worcestershire Trading Standards Service Records Management Policy

Notice of powers and rights Search with consent	These notices will be part of a case file and can be treated in the same way; 6 years.	Cleanse with prosecution files and other case files	Legal Admin Officer in consultation with Team Manager
Data entered on Sanctions Information Database to meet authorities' statutory notification requirements.	6 years	Review records on data base and cleanse	Legal Admin Officer in consultation with Team Manager
Explosive licence application	3 years	Cleanse Uniform and EDRMS	

