

Surrey County Council Transport and Infrastructure Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
T&I1.0	Countryside Car Parking	-	-	-	-	-	-
TR1.1.1	Parking	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
TR1.1.2	Records relating to the imposition of parking fines in Countryside Parks	-	Date fine resolved + 6 years	Secure Disposal	N	Official - Sensitive	-
TR1.1.3	Parking permits issued for use in Countryside Parks	-	Life of permit + 3 months	Secure Disposal	N	Official - Sensitive	-
T&I2.0	Design & Construction	-	-	-	-	-	-
T&I2.0.1	Main files relating to the work of Highways & Transport [including correspondence, contact from the Contact Centre, development services, small improvement schemes, out of hours call outs]	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I2.0.2	Records relating to performance monitoring, Contracts and partnerships including Performance Reviews and reports relating to key performance indicators	Limitation Act 1980 (Section 2)	Last action on the partnership + 6 years then review	Offer to Archives	N	Official	-
T&I2.0.3	Agreements between Surrey Highways & Transport and partner agencies such as the Highways Agency	Limitation Act 1980 (Section 2)	Last action on the agreement + 6 years	Secure Disposal	N	Official	-
T&I2.0.4	Technical documents relating to signs, lines and barriers	-	Last Action + 12 years	Secure Disposal	N	Official	-
T&I2.0.5	Records relating to interactive signs	-	Last Action + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I2.0.6	Records created as part of the approval process for temporary signs for events	Limitation Act 1980 (Section 2)	End of event + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I2.0.7	Drainage	-	Life of road	Offer to Archives	N	Official	-
T&I2.0.8	Major Capital Projects health and safety files containing as built drawings and other information relating to the construction of the road	-	Life of road	Offer to Archives	N	Official	-
T&I2.0.9	Development and management of cycle paths	Limitation Act 1980 (Section 2)	Life of the cycle path + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I2.0.10	Records relating to the construction of footpaths	Limitation Act 1980 (Section 2)	Life of the footpath + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I2.0.11	Records relating to the development and management of pavements (footways)	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I2.0.12	Laying and maintenance of surface dressing	Limitation Act 1980 (Section 2)	Life of the surface dressing + 6 years	Secure Disposal	N	Not Protectively Marked	-

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T&I2.0.13	Records relating to the reconditioning of roads	Limitation Act 1980 (Section 2)	Life of the reconditioning work + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I2.0.14	Records relating to Slurry and Grip Fibre	Limitation Act 1980 (Section 2)	Life of the fibre + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I3.0	Development Control	-	-	-	-	-	-
T&I3.0.1	Case files	Limitation Act 1980 (Section 2)	Last Action + 6 years then review	Offer to Archives	N	Official	-
T&I3.0.2	Siting of mobile phone masts		Life of phone mast	Offer to Archives	N	Official	-
T&I3.0.3	Fault Reports	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I4.0	Enforcement	-	-	-	-	-	-
T&I4.0.1	Records relating to enforcement of non safety critical highways issues where the issue is resolved without further action	-	Date of resolution then destroy	Secure Disposal	Y	Official	-
T&I4.0.2	Records relating to enforcement of non safety critical highways issues where the issue is resolved using court action	-	Date of resolution of case + 6 years	Secure Disposal	Y	Official	-
T&I4.0.3	Records relating to the enforcement of road and streetworks permits	-	Date of resolution of case + 6 years	Secure Disposal	Y	Official	-
T&I4.0.4	Traffic Light permits	Limitation Act 1980 (Section 2)	End of permit period + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I4.0.5	Skip Licences	Limitation Act 1980 (Section 2)	End of skip licence + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I4.0.6	Temporary Traffic Signals	Limitation Act 1980 (Section 2)	End of permit period + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I4.0.7	Scaffold Licences/Permits	Limitation Act 1980 (Section 2)	End of permit + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I4.0.8	Pavement Licences	Limitation Act 1980 (Section 2)	End of permit + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I5.0	Highways Definition	-	-	-	-	-	-
T&I5.0.1	Rights of Way: Definitive Map and Statements	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	These are working documents which are being constantly updated which will be retained permanently	-	N	Not Protectively Marked	-
T&I5.0.2	Applications to amend the definitive map and statement (claims)	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	Permanent	-	N	Not Protectively Marked	-

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Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
T&I5.0.3	Schedules and Orders: Diversion & extinguishment of public rights of way; Applications to amend the definitive map and statement (claims); Dedications to create a public right of way by agreement; Applications to make creation orders;	Highways Act 1980 Wildlife and Countryside Act 1981	Permanent	-	N	Not Protectively Marked	-
T&I5.0.4	Public Rights of way - Diversions	Highways Act 1980 , Town & Country Planning Act 1990	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.5	Dedications to create a public right of way by agreement	Highways Act 1980 sect 25	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.6	Public Rights of way extinguishments (including orders to divert footpaths or bridleways)	Highways Act 1980 s118	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.7	Deposit by landowners with the County Council a statement and plan detailing any public rights of way they acknowledge as already existing on their land	Highways Act 1980 Sect 31 (6)	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.8	Register of Village Greens	Commons Registration Act 1965	Permanent	-	N	Not Protectively Marked	-
T&I5.0.9	Register of Common Land	Commons Registration Act 1965	Permanent	-	N	Not Protectively Marked	-
T&I5.0.10	Applications to register a piece of land as a village green	Commons Registration Act 1965 SI 1969 N 1843	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.11	Common Land or Village Green searches	Commons Registration Act 1965	Date search completed + 6 months	Secure Disposal	N	Not Protectively Marked	-
T&I5.0.12	Enforcement Files	Highways Act 1980	Retain in Unit until the case is closed transfer to the Records Centre for the life of the right of way	-	Y	Official	-

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Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
T&I5.0.13	Correspondence files – Queries etc which donot result in an application for a diversion or a claim to change the definitive map	-	Review at the end of 2 years and assign further retention period if appropriate	-	Y	Not Protectively Marked	-
T&I5.0.14	General footpath files – stored by footpath number These contain all the information relating to the maintenance, assertion and protection of public rights of way, these files also include any temporary traffic regulation	-	Permanent	-	Y	Not Protectively Marked	-
T&I5.0.15	Small Works Orders	-	2 years from date of works	Secure Disposal	N	Not Protectively Marked	-
T&I5.0.16	Schedule of Paths Out of Repair	-	Ongoing working document	Secure Disposal	N	Not Protectively Marked	-
T&I5.0.17	Temporary Traffic Regulation Orders (Area Office copies)	Section 14 of the Road Traffic Regulation Act 1984	Permanent on relevant footpath file	-	N	Not Protectively Marked	-
T&I5.0.18	General information files	-	Operational use these files should be reviewed after their operational use has ceased	-	N	Not Protectively Marked	-
T&I5.0.19	PACE notebooks used in the process of collecting evidence in public rights of way cases	-	Date notebook closed + 6 years then review	Secure Disposal	Y	Official	-
T&I5.0.20	General enquiries dealt with by the Public Rights of Way Unit	-	Last Action + 1 year	Secure Disposal	N	Not Protectively Marked	-
T&I5.0.21	Information relating to financial aspects of the creation of temporary closure orders held by the Public Rights of Way Unit	-	Last Action + 1 year	Secure Disposal	N	Not Protectively Marked	-
T&I5.0.22	Approved road schemes (abandoned and completed)	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.23	Highways Schemes – Local Land Charges	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.24	Land Compensation Act 1973 – section 15	-	These records need to be retained whilst the highway is still operational	-	N	Official	-

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Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
T&I5.0.25	Committee and Cabinet reports	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.26	Licences and Agreements for Highways	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.27	Highway Adoption Notices	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.28	Network maps	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.29	Compulsory Purchase Orders	-	These records need to be retained whilst the highway is still operational	-	N	Official	-
T&I5.0.30	Agency Road Adoptions	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.31	Urban Alleyways	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.32	Land Acquisitions Books	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.33	Delegation Maps	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I5.0.34	Inspectors' Plans	-	These records need to be retained whilst the highway is still operational	-	N	Not Protectively Marked	-
T&I6.0	Public Transport	-	-	-	-	-	-
T&I6.0.1	Surrey English National Concessionary Travel Scheme (ENCTS) applications	Transport Act 2000, Concessionary Bus Travel Act 2007	Last Action + 1 year	Secure Disposal	Y	Official - Sensitive	-
T&I6.0.2	Freedom Pass applications	-	End of year 13 for named pupil + 4 years	Secure Disposal	Y	Official - Sensitive	-

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T&I6.0.3	Client Transport applications	-	End of year 14 for named pupil + 1 year	Secure Disposal	Y	Official - Sensitive	-
T&I6.0.4	Records relating to the management of the Vacant Seats Payment Scheme	-	End of the travel or benefit provision + 1 year	Secure Disposal	N	Official	-
T&I6.0.5	Local Bus Registrations	-	De-registration + 1 year	Secure Disposal	N	Not Protectively Marked	-
T&I6.0.6	Transport Contracts (all - PSV and non PSV transport contracts) including invitations to tender, proposals and responses to invitations to tenders	Limitation Act 1980 (Section 2)	End of contract + 6 years except for unsuccessful tenders which should be retained for 6 months after the award of the contract	Secure Disposal	Y	Official	-
T&I6.0.7	Records relating to the monitoring of the Kickstart funding for bus services	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years then review	Secure Disposal	N	Not Protectively Marked	-
T&I6.0.8	Records relating to the management of the Quality Bus Partnerships	Limitation Act 1980 (Section 2)	Last action on the partnership + 6 years then review	Offer to Archives	N	Official	-
T&I6.0.9	Public Transport– Surrey concessionary fares scheme	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	Y	Official	-
T&I6.0.10	Public Transport – General files	-	Date sent to the RMS + 3 years	Secure Disposal	Y	Official	-
T&I6.0.11	Public Transport – Local bus planning and British Rail	-	Last Action + 2 years	Offer to Archives	Y	Official	-
T&I6.0.12	Public Transport Operator: registrations	-	End of relationship + 6 years	Secure Disposal	Y	Official	-
T&I6.0.13	Public Transport Operator: licensing and insurance documents	-	Expiry of document	Secure Disposal	N	Not Protectively Marked	-
T&I7.0	Road Maintenance	-	-	-	-	-	-
T&I7.0.1	Snow Plough agreements	Limitation Act 1980 (Section 2)	Length of the agreement + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.2	Salt Bins	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.3	Winter Maintenance Plan	Limitation Act 1980 (Section 2)	Operational copies to be replaced by amended versions. [POSC copy deemed to be the principal copy to be kept in the POSC records.]	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.4	Data relating to routes for salting roads	Limitation Act 1980 (Section 2)	Year salting takes place + 6 years	Secure Disposal	Y	Not Protectively Marked	-

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T&I7.0.5	Records relating to the salting which has taken place on which routes held by the contractor who undertakes the salting	Limitation Act 1980 (Section 2)	Date of salting + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.6	Highway Inspection records	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.7	Highway Inspectors and Engineers diaries	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Official	-
T&I7.0.8	Site investigations		Last Action + 25 years	Secure Disposal	N	Official	-
T&I7.0.9	Documentation relating to investigations carried out	Limitation Act 1980 (Section 2)	Minimum of 6 years from date of conclusion of investigation	Secure Disposal	N	Official	-
T&I7.0.10	Emergency Response Orders	-	Date of order + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.11	Engineers working files	Limitation Act 1980 (Section 2)	Road resurfaced + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.12	Work completed orders	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.13	Duty Logs	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.14	Records relating to the maintenance of verges	-	Last Action + 10 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.15	Records relating to the maintenance of pipelines	-	Last Action + 10 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.16	Records relating to winter maintenance	-	Last Action + 10 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.17	Records relating to the maintenance of level crossings	-	Last Action + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.18	Records relating to the maintenance of highways drainage	-	All information to be kept as part of the street history	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.19	All records relating to the management and maintenance of highway landscape assets	-	All information retained as part of the street history	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.20	Permitted List: List of contractors and/or consultants who are approved to carry out work on land owned by the Highway Authority and/or closed landfill sites in Surrey	-	End of the membership of the list + 4 years	Secure Disposal	N	Official	-
T&I7.0.21	Criminalisation works	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.22	NR&SWA opening and closing notices	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-

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T&I7.0.23	NR&SWA inspection records	-	Last Action + 3 years	Offer to Archives	N	Not Protectively Marked	-
T&I7.0.24	NR&SWA coordination records	-	Last Action + 3 years	Offer to Archives	N	Not Protectively Marked	-
T&I7.0.25	Co-ordination of Road Works	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.26	Event Notification	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I7.0.27	Records relating to the creation of vehicle crossovers	Limitation Act 1980 (Section 2)	Date work completed + 6 years	Secure Disposal	Y	Not Protectively Marked	-
T&I7.0.28	Records relating to the resurfacing of roads	Limitation Act 1980 (Section 2)	Life of the road surface + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I8.0	Road Safety	-	-	-	-	-	-
T&I8.0.1	National Driver Improvement and RIDE Schemes - Course Information	ACPO Guidelines	Date of course + 3½ years	Secure Disposal	Y	Official - Sensitive	-
T&I8.0.2	National Driver Improvement and RIDE Schemes - Alphabetical Series	ACPO Guidelines	Date of course + 3½ years	Secure Disposal	Y	Official - Sensitive	-
T&I8.0.3	National Driver Improvement and RIDE Schemes - Computer database	ACPO Guidelines	Date of course + 3½ years	Entry erased from spreadsheet	N	Official - Sensitive	-
T&I8.0.4	National Driver Improvement and RIDE Schemes - Manual register	ACPO Guidelines	Date of course + 3½ years	Name and address redacted	Y	Official - Sensitive	-
T&I8.0.5	Records relating to the management of the National Speed Awareness Scheme	ACPO Guidelines	Date of course + 3½ years	Data depersonalised from database	Y	Official - Sensitive	-
T&I8.0.6	Claim forms	Financial Regulations	Last Action + 3 years	Secure Disposal	Y	Official	-
T&I8.0.7	Application forms for mini bus courses [both assessments and reassessments]	-	Date of course + 1 year	Secure Disposal	Y	Official	-
T&I8.0.8	Casualty data retained by the road safety unit	-	Operational document	Secure Disposal	N	Official	-
T&I8.0.9	Records relating to Cycle Safety Training	-	Current Academic Year + 2 years	Secure Disposal	N	Official	-
T&I8.0.10	Walking Bus Scheme Lists	-	Updated and used whilst the Scheme is in operation and then destroyed	Secure Disposal	Y	Official	-
T&I8.0.11	Lists of pupils involved in schemes	-	Current Academic Year + 2 years	Secure Disposal	Y	Official	-
T&I8.0.12	Road Safety Audit Reports	Limitation Act 1980 (Section 2)	Date of Audit + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I8.0.13	Road Safety - Education, Training and Publicity	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I8.0.14	General files relating to road safety	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-

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T&I8.0.15	Files relating to road safety deposited at the Records Management Service	-	Date reviewed at the RMS + 10 years	Offer to Archives	N	Not Protectively Marked	-
T&I8.0.16	Crash Reduction Reports	-	Date of Report + 10 years	Secure Disposal	N	Official	-
T&I8.0.17	Depersonalised Crash Data supplied by the Police	-	Duration of Administrative Use	Secure Disposal	N	Official	-
T&I8.0.18	Records relating to crash remedial measures	-	Last Action + 10 years	Secure Disposal	N	Not Protectively Marked	-
T&I8.0.19	Records relating to road safety engineering	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I8.0.20	Records relating to traffic calming measures	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I8.0.21	Safety Cameras	-	Last Action + 7 years then review	Secure Disposal	N	Official	-
T&I8.0.22	Speed Management	-	Last Action + 7 years then review	Secure Disposal	N	Official	-
T&I8.0.23	Records relating to road safety engineering	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I8.0.24	Records relating to Zebra Crossings	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I8.0.25	Records relating to traffic safety	-	Last Action + 12 years	Offer to Archives	N	Not Protectively Marked	-
T&I9.0	Road Schemes	-	-	-	-	-	-
T&I9.0.1	Records relating to the acquisition of land for road schemes	-	Life of the road	Offer to Archives	N	Official	-
T&I9.0.2	Construction Design and Management Health and Safety files including correspondence and other information	Limitation Act 1980 (Section 2)	Length of liability + 6 years	Secure Disposal	N	Official	-
T&I9.0.3	Highways Schemes	-	End of defects correction period + 12 years	Offer to Archives	N	Official	-
T&I9.0.4	Files relating to Section 278 and Section 38 agreements other than the CDM Health and Safety file	Limitation Act 1980 (Section 8)	Date scheme completed + 12 years	Offer to Archives	N	Official	-
T&I9.0.5	Section 38 and Section 50 Agreements under Highways Act 1980	-	Life of the road	-	N	Official	-
T&I9.0.6	Section 278 files	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Official	-
T&I10.0	Road Structures	-	-	-	-	-	-
T&I10.0.1	Records relating to the management of bridge structures	-	Life of the bridge	Offer to Archives	N	Official	-
T&I10.0.2	Bulk Lamp changing - street lighting	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-

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T&I10.0.3	Street Lighting – General	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.4	All records relating to the management and maintenance of street lighting	-	All information is retained as part of the street history	Secure Disposal	N	Official	-
T&I10.0.5	Records relating to the alteration and modification of traffic signals including health and safety information	Limitation Act 1980 (Section 2)	Date asset decommissioned + a minimum of 6 years	Secure Disposal	N	Official	-
T&I10.0.6	Test certificates relating to traffic signals	-	Date of certificate + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.7	Records relating to fatalities involving traffic signals (where the traffic signal may have been a contributory factor to the incident or where the cost of the damage to the traffic signal must be recovered)	Limitation Act 1980 (Section 2)	Date of incident + a minimum of 6 years	Secure Disposal	N	Official	-
T&I10.0.8	Site inspections of traffic signals	-	Date of inspection + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.9	Traffic Signals/Systems	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.10	Highways Units – General Files	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.11	Noise issues relating to roads	Limitation Act 1980 (Section 2)	Last Action + 6 years then review	Offer to Archives	N	Not Protectively Marked	-
T&I10.0.12	Records relating to the allocation of grants to the parish councils for new or refurbished bus shelters	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years then review	Secure Disposal	N	Not Protectively Marked	-
T&I10.0.13	Bus Stop Asset works and details of Safety Audits	-	Last Action + 3 years	Secure Disposal	N	Official	-
T&I10.0.14	Records relating to the creation and management of road structures	Limitation Act 1980 (Section 2)	Life of the road structure + 6 years	Secure Disposal	N	Official	-
T&I11.0	School Transport Provision	-	-	-	-	-	-
T&I11.0.1	Home to College Transport files	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	Y	Official	-
T&I11.0.2	Records relating to Safer Routes to School	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I11.0.3	School Travel Plans	-	Paper records to be destroyed once the approval has been granted. Electronic record to be retained for a minimum of 6 years from the date funding allocated.	Offer to Archives	N	Not Protectively Marked	-
T&I12.0	Traffic Management	-	-	-	-	-	-

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T&I12.0.1	District Council matters	-	Last Action + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.2	Network Management Files	-	Last Action + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.3	Section 38 files – Network Management	-	Operational use	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.4	Developer files– Network Management	-	Last Action + 5 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.5	Records relating to transportation	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.6	Highways Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.7	Side Road Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.8	New Street Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.9	Revoked New Street Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.10	Sign Orders	Limitation Act 1980 (Section 2)	End of order + 6 years	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.11	Temporary Traffic Orders	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.12	Statutory instruments	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.13	Temporary Order requests	-	Last Action + 3 years	Secure Disposal	N	Not Protectively Marked	-
T&I12.0.14	Principal copies of sealed Transport Regulation Orders	-	Retain indefinitely or until order is revoked.	Offer to Archives	N	Not Protectively Marked	-
T&I12.0.15	Principal copies of sealed Road Stopping Up Orders	-	Retain indefinitely or until order is revoked.	Offer to Archives	N	Not Protectively Marked	-
T&I13.0	Transport Planning	-	-	-	-	-	-
T&I13.0.1	Reports and decisions used to inform Highways works	Limitation Act 1980 (Section 2)	Date decision taken + 6 years then review	Secure Disposal	N	Not Protectively Marked	-
T&I13.0.2	Traffic Surveys	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	-
T&I13.0.3	Road Traffic Count data	-	Last Action + 12 years	Secure Disposal	N	Not Protectively Marked	-
T&I13.0.4	Local Transport Plan	-	Date of plan + 5 years then review	Offer to Archives	N	Not Protectively Marked	-
T&I13.0.5	Integrated Transport Improvement Schemes	Limitation Act 1980 (Section 2)	Last Action + 6 years	Offer to Archives	N	Not Protectively Marked	-