

Surrey County Council Libraries and Archives Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
L&C1.0	Archives and Libraries	-	-	-	-	-	-
L&C1.0.1	Files relating to the deposit, donation or purchase of records held in the SHS collections	Not Applicable	Permanent [material which has no legal status i.e. dates of meetings, invitations to lunch , acknowledgment correspondence will be removed from the files periodically]	-	Yes	Not Protectively Marked	-
L&C1.0.2	Requests for information about opening hours, requests for leaflets etc	Not Applicable	Destroy once the information requested has been sent off	Secure disposal	Yes	Not Protectively Marked	-
L&C1.0.3	General enquiries relating to the contents of collections but which do involve the use of documents	Not Applicable	Year of enquiry + 2 years	Secure disposal	Yes	Not Protectively Marked	-
L&C1.0.4	Enquiries relating to paid research	HMRC - Compliance Handbook Manual CH15400	Year of enquiry + 6 years	Secure disposal	Yes	Not Protectively Marked	-
L&C1.0.5	Copyright forms	Not Applicable	Add to main depositor file	-	Yes	Not Protectively Marked	-
L&C1.0.6	Permission to Publish	Not Applicable	Add to main depositor file	-	Yes	Not Protectively Marked	-
L&C1.0.7	Permission to view	Not Applicable	These will be kept by the search room desk whilst they were current and then transferred to the appropriate depositor file.	-	Yes	Not Protectively Marked	-
L&C1.0.8	Post book	Not Applicable	Current year + 2 years	Secure disposal	No	Not Protectively Marked	-
L&C1.0.9	Parish Survey files	Not Applicable	Permanent	-	No	Not Protectively Marked	-
L&C1.0.10	Archive Accession Register	Not Applicable	Permanent	-	Yes	Not Protectively Marked	-
L&C1.0.11	Electronic copies of enquiries	Not Applicable	Date of enquiry + 2 years, then review, if necessary, personal information must be removed	Secure disposal	Yes	Not Protectively Marked	-
L&C1.0.12	Conservation Register	Not Applicable	Permanent	-	No	Not Protectively Marked	-
L&C1.0.13	Enquiries from HM Coroners concerning the return of case papers	Not Applicable	Current year + 2 years	Secure disposal	No	Not Protectively Marked	-
L&C1.0.14	Document request tickets - members of the public and staff	Not Applicable	-	Secure disposal	No	Not Protectively Marked	-

Surrey County Council Libraries and Archives Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
L&C1.0.15	Catalogues of the records held by Surrey History Centre	Not Applicable	Permanent	-	Yes	Not Protectively Marked	-
L&C1.0.16	Working notes used to create catalogues of the records held by Surrey History Centre	Not Applicable	Notes destroyed once all the appropriate information has been added to the catalogue	Secure disposal	Yes	Not Protectively Marked	-
L&C1.0.17	Microfilm masters	Not Applicable	Permanent	-	Yes	Not Protectively Marked	-
L&C1.0.18	Archive and Local History Services partnership records	Limitation Act 1980 (Section 2)	Last action on partnership + 6 years then review	Offer to Surrey History Centre	No	Not Protectively Marked	-
L&C2.0	Library Management	-	-	-	-	-	-
L&C2.0.1	Local Studies depositor/donation files	Not Applicable	Permanent [material which has no legal status should be removed from the files periodically]	-	Yes	-	-
L&C2.0.2	Library catalogue	Not Applicable	This is a dynamic document and will be updated on a regular basis	Secure Disposal	No	-	-
L&C2.0.3	Library Stock Audit	Not Applicable	Dynamic working document constantly under review – retain until operational use completed	Secure Disposal	No	-	-
L&C2.0.4	Information about individual borrower use of the Library Service stored on library system	Not Applicable	Current year + 1 year	Secure Disposal	No	-	-
L&C2.0.5	Inactive borrower data	Not Applicable	Last use + 2 years	Secure Disposal	Yes	-	-
L&C2.0.6	Information about customers banned from using the Library	Not Applicable	Length of ban	Secure Disposal	Yes	-	-
L&C2.0.7	Library Service long over-due and write-off records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	-	-
L&C2.0.8	Overdue letters	Not Applicable	Letters not sent out destroyed same day and report overwritten	Secure Disposal	Yes	-	-
L&C2.0.9	Signing in sheets for computers	Not Applicable	Current month + 6 months	Secure Disposal	Yes	-	-
L&C2.0.10	Parental permission forms to allow their children to use the internet in the Library	Not Applicable	Date of birth of child + 16 years	Secure Disposal	Yes	-	-
L&C2.0.11	User Questionnaires	Not Applicable	Current year + 1 year then review	Secure Disposal	No	-	-
L&C2.0.12	User statistics	Not Applicable	Current year + 2 years the review	Secure Disposal	No	-	-
L&C2.0.13	Parental Permission slips for all library activities [where there has been no major incident]	Not Applicable	Destroy at the close of the event	-	No	-	-
L&C2.0.14	Parental Permission slips for all library activities [where there has been a major incident]	Limitation Act 1980 (Section 2)	Keep the parental permission slip with the incident report Date of birth of child + 25 years	Secure Disposal	Yes	-	-
L&C2.0.15	Quality Standards	Not Applicable	Until obsolete or replaced by a standard	Secure Disposal	No	-	-
L&C2.0.16	Clubs and Societies List	Not Applicable	When obsolete	Secure Disposal	Yes	-	-

Surrey County Council Libraries and Archives Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
L&C2.0.17	Guest Library cards used to access public PCs	Not Applicable	Date of last use of the card + 6 months, unless the card may be required as part of a criminal investigation, in which case last use of card + 6 years	Secure Disposal	Yes	-	-
L&C2.0.18	Guest Library cards used to access WiFi with a personal device	Not Applicable	Date of last use of the card + 6 months	Secure Disposal	Yes	-	-
L&C2.0.19	Enquiries to Librarians	Not Applicable	Date of enquiry + 1 year	Secure Disposal	Yes	-	-