

## Section 19 – Leisure & Culture (Libraries)

Important Notes:

**CODES:** P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.  
*Some LA's use Vital and Management.* Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
<b>19.4</b>	<b>Libraries</b>					
19.4.1	Copyright and permission forms	CY + 6 years	Paper	Corporate		M

Ref No	File Description	Statutory Period	Retention Period	Notes
LC 6 1	Correspondence <sup>1</sup>		Current year + 1 year Review to see whether correspondence still needed operationally then assign a new review date or destroy	
LC 6 2	Rotas and work plans		Operational use	
LC 6 3	Policies and Procedures		Until obsolete or replaced by a new policy or procedure	SHC

<sup>1</sup> Examples may include e-mails and faxes and correspondence which relates specifically to an individual officer's work. All correspondence relating to the work of the unit should be filed on the appropriate principal file

LC	6	4	Quality Standards		Until obsolete or replaced by a standard	SHC
LC	6	5	Information about customers banned from using the Library		Length of ban plus 2 years	
LC	6	6	Children's Library – Parental Permission slips [where there has been no major incident]		Destroy at the close of the event	
LC	6	7	Children's Library – Parental Permission slips [where there has been a major incident]	Limitation Act 1980	Keep the parental permission slip with the incident report DOB of child + 25 years	
LC	6	8	List of playschools supplied by Children's Information Service		Operational use	SHC
LC	6	9	Clubs and Societies List		When obsolete	SHC
LC	6	10	Reading Group		Operational use	SHC
LC	6	11	Book Groups		Operational use	
LC	6	12	After School Visits - [where there has been no major incident]		Operational use	SHC
LC	6	13	After School Visits - [where there has been a major incident]	Limitation Act 1980	Keep the parental permission slip with the incident report DOB of child + 25 years	
LC	6	14	After School Homework Clubs - [where there has been no major incident]		Operational use	
LC	6	15	After School Homework Clubs - [where there has been a major incident]	Limitation Act 1980	Keep the parental permission slip with the incident report DOB of child + 25 years	
LC	6	18	Personal User statistics		Current year + 2 years the review	SHC
LC	6	19	User Questionnaires		Current year + 1 year then review	
LC	6	20	Local Studies depositor/donation files		Permanent [material which has no legal status should be removed from the files periodically]	SHC
LC	6	21	Parental permission forms to allow their children to use the internet in the Library		DOB of child + 16 years	

LC	6	22	<i>Summer Reading Challenge (Ashford Group)</i>		<i>Duration of the summer reading challenge</i>	
LC	6	23	Overdue letters		Letters not sent out shredded same day and report overwritten	
LC	6	24	Information about individual borrower use of the Library Service stored on Galaxy System (Netloan, reservations etc)		Current year + 1 year	
LC	6	25	Inactive borrower data		Last use + 2 years	
LC	6	26	<i>Service Development team project files</i>		<i>End of operational life then review</i>	SHC
LC	6	27	<i>Library Stock Audit</i>		<i>Dynamic working document constantly under review – retain under operational use completed</i>	