

# Information Management Guidelines:

## Transport and Infrastructure

Central Information Team  
Version 2.2 Draft



North Tyneside Council

## DOCUMENT CONTROL SHEET

**Document Title:** Information Management Guidelines: Transport and Infrastructure

### Revision History

Issue Number	Date	Reason for issue
1.0	Dec 2006	New guidelines replacing '2004 Retention Policy'
2.2	July 2016	New guidelines replacing '2006 Retention Policy'

### Document Authorisation

Issue Number	Date	Group
1.0	Dec 2006	Rob Worrall Head of Policy and Performance
2.2	July 2016	Philip Scott Head of Environment, Housing and Leisure

### DISTRIBUTION LIST

Issue No:	Issued to
1.0	All staff via intranet
2.2	All staff via intranet

## Information Management Guidelines

Class / Activity	Scope Notes	Retention action	Rationale
<b>25 Transport and Infrastructure</b>			
25.1 Advertising hoarding	Documentation related to the control of advertising hoarding.	Destroy - 3 years after compliance with enforcement notice	RGLA 11.5
25.2 Bridge inspections	Regular inspections of bridges on highways.	Destroy - 12 years after action completed	RGLA 11.9
25.3 Community transport	Transport for members of the community. Includes schemes such as 'dial-a-ride', shopmobility, community bus and car schemes.	Destroy - 5 years after use	
25.4 Cycle routes	Provision for cycle routes.	Destroy - 7 years after last action	RGLA 11.8
25.5 Drains and gullies	Keeping drains and gullies clear and provision of advice on drainage.	Destroy - 12 years after action completed	RGLA 11.9
25.6 Emergency maintenance	Documentation related to emergency maintenance.	Destroy - 12 years after action completed	RGLA 11.9
25.7 Harbours and waterways	Information relating to harbours or inland waterways.	Permanent - offer to archivist	RGLA 11.7
25.8 Harbours and waterways - Boat moorings	Information relating to boats and their moorings.	Permanent - offer to archivist	RGLA 11.7
25.9 Hazard removal	Removal of hazards on the road. Including removal of dead animals, oil spills etc.	Destroy - 12 years after action completed	RGLA 11.9

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<b>Class / Activity</b>	<b>Scope Notes</b>	<b>Retention action</b>	<b>Rationale</b>
25.10 Highway adoption	Adoption of new highways.	Permanent - offer to archivist	RGLA 11.3
25.11 Highway enforcement	Information to ensure highways are safe and free from obstruction.	Destroy - 3 years after compliance with enforcement notice	RGLA 11.5
25.12 Highway extent queries	Handling of highways extents enquiries from solicitors, developers, districts etc.	Permanent - offer to archivist	RGLA 11.2
25.13 Highway extinguishment	Extinguishment of highways.	Destroy - 7 years after extinguishment. Offer order and map to archivist	
25.14 Highways - Inspections	Documentation relating to inspection of adopted highways.	Destroy - 12 years after action completed	RGLA 11.9
25.15 Infrastructure management	Documentation on managing transport infrastructure.	Destroy - 12 years after action completed	RGLA 11.9
25.16 Kerbs Planned maintenance	Documentation relating to unplanned and planned maintenance.	Destroy - 12 years after action completed	RGLA 11.9
25.17 Kerbs Scheduled maintenance	Documentation related to scheduled maintenance.	Destroy - 12 years after action completed	RGLA 11.9
25.18 Kerbs Verge maintenance	Documentation related to the maintenance of verges.	Destroy - 12 years after action completed	RGLA 11.9
25.19 MOT testing	MOT testing of vehicles by accredited council garages.	Destroy - 7 years after use	RGLA 11.9

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<b>Class / Activity</b>	<b>Scope Notes</b>	<b>Retention action</b>	<b>Rationale</b>
25.20 Parking	Documentation relating to parking permits, parking schemes, skips, scaffolding etc. Includes information relating to the development and management of controlled parking zones.	Destroy - 7 years after action completed	RGLA 11.6
25.21 Parking fines	Documentation related to parking fines.		
25.22 Parking sites	Documentation relating to the specifics of parking sites.		
25.23 Port facilities	Documentation related to port facilities.		
25.24 Public transport	Information on public transport.		
25.25 Public transport plan	Information about future plans, public transport routes and timetable.	Destroy - 3 years after superseded or last action	RGLA 11.11
25.26 Rights of way	Documentation relating to the process for creating and maintaining rights of way in the local area. Includes the Rights of Way Definitive Map. May include information relating to cycle routes.		
25.27 Rights of way Enquiries	Enquiries and correspondence from the public concerning rights of way.		

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25.28 Rights of way Locations	Information, including maps defining the locations and routes of rights of way.	Permanent - offer to archivist.	
25.29 Rights of way Orders	Orders creating public rights of way.	Destroy - 6 years from conclusion of transaction	
25.30 Road maintenance	Road maintenance.	Destroy - 12 years after action completed	RGLA 11.9
25.31 Road reinstatement	Documentation related to the reinstatement of roadways.		
25.32 Road safety	Information on road safety.	Destroy - 7 years after use	
25.33 Road safety Accident investigations	Investigations into road traffic accidents for the purposes of improving road safety.	Destroy - 7 years after use	
25.34 Road safety audits	Audits / inspections of highways from a road safety perspective.	Destroy - 7 years after use	
25.35 Road safety awareness	Documentation relating to road safety awareness.	Destroy - 7 years after last action	
25.36 Roads and highways	Documentation related to the design and constructions of roads and highways.	Permanent - offer to archivist	RGLA 11.7
25.37 School crossing patrols	Documentation relating to school crossing patrols.	Destroy - 2 years after consent given.	
25.38 School routes	The activity of planning, and programming the continued safety of school routes.	Destroy - 2 years after consent given.	
25.39 School transport	Transport to and from school.	Destroy - 2 years after consent given.	

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25.40 School transport services	Documentation relating to school transport services.	Destroy - 2 years after consent given.	
25.41 Street furniture	Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc.	Destroy - 7 years after last action	RGLA 11.8
25.42 Street lighting	The activity of planning and programming the continued effectiveness of street-based lighting.	Destroy - 7 years after last action	RGLA 11.6
25.43 Street naming and numbering	Documentation on the street naming development naming and property numbering/naming.	Destroy - 7 years after last action	RGLA 11.8
25.44 Taxi ranks	Provision of designated taxi ranks.	Destroy - 7 years after last action	RGLA 11.8
25.45 Traffic calming	The management and control of traffic calming measures.	Destroy - 7 years after action completed	RGLA 11.6
25.46 Traffic management schemes	Design and construction of highways, traffic management schemes and road signs. Includes feasibility studies.	Destroy - 7 years after last action	RGLA 11.8
25.47 Traffic management Abnormal loads	Consent for moving an abnormal load.	Destroy - 2 years after consent given	

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25.48 Traffic management Gritting and snow clearance	Keeping roads and pavements clear when weather conditions may prove hazardous.	Destroy - 7 years after action completed	RGLA 11.6
25.49 Traffic management Monitoring	Includes the monitoring of highway, transport and traffic use.	Destroy - 2 years after consent given	
25.50 Traffic orders	Traffic management and parking requires to be regulated by various statutory orders.	Destroy - 7 years after action completed	RGLA 11.6
25.51 Traffic orders	Implementation of road traffic orders. The planning and investigation of road traffic orders.	Destroy - 5 years after action completed	
25.52 Traffic reduction	The activity of planning, and programming the continued flow, diversion or reduction of traffic.	Destroy - 7 years after action completed	
25.53 Transport and infrastructure	All information relating to transport and the infrastructure to support it.	Permanent - offer to archivist	RGLA 11.1
25.54 Transport and infrastructure - Design and construction	Design and construction of transport infrastructure.	Permanent - offer to archivist	RGLA 11.1
25.55 Transport modelling	Traffic census data.	Destroy - 2 years after last use	



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<b>Class / Activity</b>	<b>Scope Notes</b>	<b>Retention action</b>	<b>Rationale</b>
25.56 Transport strategy and planning	The planning of transport issues.	Permanent - offer to archivist	RGLA 11.1
25.57 Travel plans	Employer travel plans.	Destroy - 5 years after use	

# Information Management Guidelines

## 1. Introduction

This document covers transport and infrastructure records and information no matter which service holds or uses them.

This retention & disposal schedule has been produced in consultation with departments primarily responsible for the business activities and key stakeholders in the processes to establish the legal and regulatory requirements, and business needs on which record retention and disposal policies are based.

This document is part of framework of policies, procedures and guidelines that aim to ensure the Council manages information and records appropriately.

## 2. Retention periods

A key part of managing information and records is ensuring that they are retained for as long as necessary. Necessary relates to not only the local use by staff but also relates to: -

- use by other parts of the Council. For example internal audit, insurance and legal activities
- compliance with legal and regulatory obligations and responsibilities placed on the Council as a whole
- accounting for decisions made which affect the public or relate to spending public money

The following tables provide recommended retention periods for document types based on the functions/activities they relate to. They should be read in conjunction with the procedure for reviewing and appraising records.

There are some types of information that do not constitute a record and do not need to be kept at all. For example information that is duplicated, unimportant or only of short-term facilitative value.

This may include:

- 'with compliments' slips
- catalogues and trade journals
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to official business
- requests for stock information such as maps, plans or advertising material
- out-of-date distribution lists
- working papers which lead to a final report

## 3. Explanation of headings and terms

### **Class:**

Records relating to an activity or function and their position within the classification scheme.

### **ICO Employment Practices DP code:**

Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002)

<http://www.ico.gov.uk>

### **LGCS (2007):**

2007 Local Government Classification Scheme 2.03, which incorporates retention periods.

### **Scope Notes:**

An explanation of what types of records should fit within the class.

### **Records:**

Records are defined as: -

information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations, or in the transaction of business.

### **Retention Action:**

This entry provides a retention period specifying how long the records should be kept prior to destruction (or transfer to permanent archive), as well as the activity/transaction/event to which the retention period should be tied to (e.g. "destroy 3 years after last action")

### **Rationale:**

This section provides reasons for the retention period.

### **RGLA (2003):**

2003 Retention Guidelines for Local Authorities; A guide produced by the Local Government Group of the Records Management Society.

### **TNA RDG (guidance number):**

The National Archives - Retention and Disposal Guidance

<http://www.nationalarchives.gov.uk/recordsmanagement/retention-disposal-schedules.htm>

### 4. Independent Inquiry into Child Sexual Abuse

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. The Chair is Professor Alexis Jay OBE, who is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers. The Inquiry will cover England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 the Inquiry wrote to every Chief Executive of a Local Authority in England and Wales, requesting that the organisation :

*'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'*

We must not destroy, and must make available for inspection, all reports; reviews; briefings; minutes; notes and correspondence in relation to:

- allegations (substantiated or not) of individuals, organisations
- institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation
- allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children
- institutional failures to protect children from sexual abuse or other exploitation
- statutory responsibilities for the care of children in public or private care
- the development of policy on child protection
- the development of legislation on child protection
- the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

All of these document types – in whatever format – must be “retained pending further requests from the Inquiry”

The instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise.