

Infrastructure and Transport

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
	Planning and Development			
11.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Structure Plan • Local transport plan 	Common practice
11.2	The activity of recording location of highways, bridle paths and rights of way	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes 	Common practice
11.3	The activity of establishing planning scheme controls and providing for them to be amended and modified	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Amendments to definitive map • Road adoption 	Common practice
11.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 7 years after decision. Offer controversial/high profile schemes to Archivist	<ul style="list-style-type: none"> • Enquiries, consultation documents, objections and correspondence 	Common practice

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11.5	The process of enforcing infrastructure and transport regulations	Destroy 50 years after enforcement notice. Destroy 3 years after compliance with enforcement notice.		Common practice
Traffic Management				
11.6	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Destroy 7 years after action completed	<ul style="list-style-type: none"> • Traffic orders 	Common practice
Design and Construction				
11.7	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded		Common practice

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11.8	Infrastructure Management and Maintenance The activity of providing municipal services in relation to infrastructure within the local authority	Destroy 7 years after last action	<ul style="list-style-type: none">• Street files• Street records Requests for: <ul style="list-style-type: none">• Hedge clipping• Tree planting• Naming of streets• Numbering of houses• Street load limits• Street signs• Bus shelters• Applications to dig up pavements• HGV application• Advice / comment• Level crossings• Right of ways• Roundabouts• Traffic calming measures• Street lighting	Common practice

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General Disposal Guidelines for Local Authorities

Records Management Society of Great Britain

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
	Road Maintenance			
11.9	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels	Destroy 12 years after action completed		Common practice
	Public Transport Services			
11.10				
11.11	The activities involved in the management and provision of public transport	Destroy 3 years after superseded or last action.	<ul style="list-style-type: none">• Timetables and routes• Maps• Fares• Customer and industry liaison	Common practice