

1. CFP NO	2. DESCRIPTION OF RECORD	3. RECORD GROUP	4. POINT OF CLOSURE	5. AUTHORITY FOR RETENTION	6. RETAIN FOR	7. NOTES
	<p>Adult Care Services - Carers - Agency Provided Services (Activities relating to the management of carers. Carer files would typically be organised by name and some form of identifier.)</p>					
	<p>Adult Care Services - Residential Homes - Operation of Homes (Information relating to the operation of residential homes.)</p>					
	<p>Adult Services - Supporting Adults - Case Management (Case management of services or support to adults.)</p>					
	<p>Children and Families Services - Adoption and Fostering - Adoption (Case management including assessments for grants, health issues or legal issues to children.)</p>					
	<p>Children and Families Services - Residential Homes - Operation of Homes (Operation of individual child care establishments.)</p>					
	<p>Children and Families Services - Supporting Children - Care Management (Case management including assessments for grants, health issues or legal issues to children.)</p>					
	<p>Community Safety & Emergencies - Fire Prevention - Fire Safety Advice (Advice given to individuals and organisations on an individual basis relating to fire safety and emergencies.)</p>					
	<p>Community Safety & Emergencies - Fire Prevention - Fire Safety Inspections (Fire safety inspection records.)</p>					
	<p>Council Property - Property & Land Management - Energy management (Energy management within the council's property.)</p>					
	<p>Council Property - Property & Land Management - Facilities Management (Process involved in the management of council facilities and properties.)</p>					
	<p>Council Property - Property & Land Management - Fleet Management (Process of acquisition, maintenance and disposal of vehicles through lease or purchase.)</p>					
	<p>Council Property - Property & Land Management - Scheduling (Taking inventories of specific properties and assets contained within them.)</p>					
	<p>Council Property - Property & Land Management - Valuations (Valuation and estate management.)</p>					
	<p>Crematoria & Cemeteries - Burial & Cremation Management - Burial & Cremations Service (Process relating to the burial or cremation of an individual.)</p>					
	<p>Democracy - Decision Making - Meetings (Agendas, meetings and minutes relating to full council, Executive, Committee (inc. Scrutiny) decision making processes.)</p>					
	<p>Democracy - Decision Making - Delegations (Nomination of members and others representing the council on external bodies. Official delegation to represent councils' interests. Includes membership of other bodies.)</p>					
	<p>Democracy - Decision Making - Scrutiny (Process of carrying out research that has been commissioned by a Scrutiny Committee.)</p>					
	<p>Democracy - Governance - Approvals (Process that ensures approval has been given to officers or members to carry out duties/attend events that result in a cost to the Council.)</p>					
	<p>Democracy - Member Support - Registration (Members' disclosure of any involvement in organisations and income (including gifts/hospitality) received from other bodies, which may affect their actions as council members.)</p>					
	<p>Democracy - Member Support - Constituency Support (The provision of support for Members in their communication with the Council and constituents.)</p>					
	<p>Democracy - Representation - Elections (The process of registering voters and electing representatives at parish, district, county, parliamentary and European constituency level.)</p>					
	<p>Economic Development - Business Intelligence - Marketing (The process of collection and management of the economic and social data about the local area.)</p>					
	<p>Economic Development - Regeneration - Strategy (Development of strategies to revitalise specific areas or communities.)</p>					
	<p>Education & Skills - Admissions & Exclusions - Appeals (The process to question a decision or allocation which has been given.)</p>					
	<p>Education & Skills - Education Welfare - Attendance and Truancy (Monitoring of student behaviour and attendance.)</p>					
	<p>Education & Skills - Lifelong Learning - Adult & Community Services (Development of learning for all ages including non school, college or university settings.)</p>					
	<p>Environmental Protection - Monitoring - Environmental Impact Assessment (Environmental impact assessments.)</p>					
	<p>Finance - Accounts and Audit - Internal Auditing (Process of independent internal auditing to ensure financial propriety.)</p>					
	<p>Finance - Accounts and Audit - Reporting (Activities relating to the consolidation of financial transactions and the production of financial statements. Includes ledgers, monthly management accounts and statutory returns.)</p>					
	<p>Finance - Asset Management - Maintaining Assets (Collection of information about the authority's fixed assets for accounting purposes.)</p>					
	<p>Finance - Financial Provisions Management - Budget (Planning and monitoring the authority's annual budget. Includes allocation of budget to administrative units within the authority.)</p>					
	<p>Finance - Financial Provisions Management - Funding Bids (Process relating to applications by the authority for grant funding by external bodies.)</p>					
	<p>Finance - Financial Provisions Management - Strategy & Planning (Process of long term planning of the authority's financial management. Includes the financial forecast. For annual budget planning, see Budget.)</p>					
	<p>Finance - Financial Transactions Management - Funding Applications (Process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.)</p>					
	<p>Finance - Financial Transactions Management - Income (Process of collection of money owed to the council.)</p>					
	<p>Finance - Financial Transactions Management - Internal Recharging (The mechanism for recharging costs within the council.)</p>					
	<p>Finance - Financial Transactions Management - Purchase Orders & Payments (Processes for the purchasing & payment of goods and services by the authority. Includes expenses claims and honorariums. For records relating to benefits claims, see Benefits and subsidies.)</p>					