



Retention Schedule

Valuation List/Council Tax Subjects

Created: July 2005 (archived)
 Updated: July 2012
 Updated: March 2017 (current)

Ref	Section	Records Series	Retain	Fate	Notes
CT01	Council Tax	Source correspondence (including building warrants & planning lists)	P	P	
CT02	Council Tax	Survey Record and Plans	C	T	Lifetime of the Council Tax entry plus 1 year or until an outstanding appeal is resolved
CT03	Council Tax	Council Tax Estate files	C	P	Only destroyed if housing estate demolished and no outstanding appeal
CT04	Council Tax	House Price Sales	P	P	
CT05	Council Tax	General correspondence	C	T	Only destroyed if property demolished and no outstanding appeal
CT06	Council Tax	Valuation List	P	P	
CT07	Council Tax	Information on Core Valuation Software Application	C	T	Record deleted if property removed from the Valuation List and no outstanding appeal
CT08	Council Tax	Proposal Correspondence	C	T	Only destroyed if property demolished and no outstanding appeal
CT09	Council Tax	Manual Auditing sheet	C	T	Only destroyed if property demolished and no outstanding appeal
CT10	Council Tax	Record of proposal/appeal history	P	P	
CT11	Council Tax	VAC decision	P	P	
CT12	Council Tax	VAC hearing List	P	P	
CT13	Council Tax	Prepared Case	P	P	

C= while record current, Cy = current/current year, T = until termination, D = destroy, P = permanent, A = archive, R = review
 All retention periods given in years unless otherwise stated.

Ref	Section	Records Series	Retain	Fate	Notes
CT14	Council Tax	VAC Recordings	C	D	Destroy 3 months after date of any decision unless otherwise directed by Senior Management
CT15	Council Tax	CT Amendment Sheet	C	T	Only destroyed if property demolished and no outstanding appeal
CT16	Council Tax	Council Tax Guide	P	P	

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