



LABC Record Retention Policy

April 2024

1. Purpose

This policy provides a comprehensive framework for the retention, management, and disposal of records within Local Authority Building Control (LABC) Teams. It is designed to ensure legal compliance, uphold the integrity of building control practices, and facilitate the efficient, secure management of records in support of public safety and regulatory compliance.

2. Scope

This policy applies to all Local Authority Building Control employees and contractors involved in the building control processes, including the creation, maintenance, and disposal of related records.

3. Record Retention

3.1 Retention Period

Building Control must retain records relating to building control projects, such as approved plans, design principles, consultations, site inspections, and certificates, for a minimum of 15 years. This period is in line with statutory limits on legal actions and is consistent with individual LABC retention policies.

3.2 Electronic Record Keeping

Records shall be stored electronically, where feasible, in a robust Electronic Record Document Management System designed to support easy identification, access, updating, sharing, and secure transferring of records, while ensuring compliance with copyright, data protection, and security regulations.

4. Record Management System

4.1 System Requirements

The Document Management System for Building Control Teams shall facilitate:

- Secure electronic storage and backup.
- Efficient record retrieval, complying with legal and regulatory standards.
- Seamless updating and sharing of records within and outside the LABC, as authorised.
- Integrity and authenticity of records through comprehensive tracking.

5. Access to Records

5.1 Building Owners

Building owners are entitled to request, in writing, access to site inspection records and relevant documents relating to building works, completion certificates issued within the 15-year limit.

5.2 Communication and Notification

LABC teams shall maintain written communication with all relevant parties, ensuring that building owners are informed about activities relating to their property.

6. Implementation and Compliance

6.1 Responsibilities

- Building Control Officers within the LABC network are responsible for accurate record creation and maintenance.
- All team members must implement and maintain the DMS, ensuring it meets accessibility and security requirements.
- Building Control Team Manager oversees adherence to this policy, conducting audits, and ensuring the policy's effectiveness and compliance with regulations.

6.2 Training

Staff involved in record handling shall receive training on this policy, the operation of the DMS, and their legal responsibilities concerning record management.

6.3 Policy Review

This policy will be reviewed biennially or following significant operational changes to reflect updates in legal requirements, industry practices, or the needs of LABC, ensuring ongoing compliance and effectiveness.



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