

## LCC Retention Schedule -Corporate Resources (CR)

### APPENDIX B

Pensions											
<i>Pensions Admin</i>	Set	Sub-set	Description / Scope Notes	Personal Data?	Retention Trigger	Retention Period	Disposal Action /Method	Authority	Owner (Normally head of service)	Access Restricted	Any other notes
ref number (leave blank)	Pensions	Ex-scheme members (no further pension liability)	Documents, both paper and electronic, such as birth certificates and marital status details that were needed to enable accurate pension benefit calculations to be performed.	yes	Starts at the date a member became a member of the LGPS	1 year following an ex-scheme member attaining their State Retirement age	destroy	Business Need	Ian Howe Pensions Manager	yes	Previous scheme members can request details of their previous scheme membership. Enquiries can also be received from HMRC as well as the DWP pensions tracing service.
ref number (leave blank)	Pensions	Current scheme members	Numerous electronic documents, such as birth certificates and marital status details that are needed to enable accurate pension benefit calculations to be performed.	yes	Starts at the date a member becomes a member of the LGPS	6 years following the final monthly pension and/or dependants payment being paid to a scheme member.	destroy	Business Need	Ian Howe Pensions Manager	yes	Solicitors and executors can request details of deceased members' scheme benefits for tax reasons and estate purposes. Enquiries can also be received from HMRC.

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