

LGCS IPSV Mapping

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Metadata

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The Local Government Classification Scheme (LGCS) Integrated Public Service Vocabulary (IPSV) Mapping

1. Introduction

Welcome to the LGCS IPSV Mapping. This mapping has been developed to ease the burden of developing classification schemes to support business activities undertaken in the predominantly (but not exclusively), local government environment. The content remains the intellectual property of the Records Management Society and is free to use subject to recognition relating to its origin - "The Records Management Society".

The Records Management Society of Great Britain has issued this scheme after consultation with a number of local government authorities, their agencies and other experts in the field.

1.1 Purpose

The purpose of a classification scheme such as LGCS is to help an authority store, share and dispose of information. The purpose of the IPSV is an 'encoding scheme' for populating the e-GMS Subject element of metadata. While the focus of the LGCS is in records management, the focus of the IPSV is to support publishing information. As the two schemes serve different purposes, they have different contents. There will also not be a direct link between any entry in LGCS and an entry in the IPSV.

The mapping can help the process of identifying the correct element of metadata for the subject field. The mapping is however only a guide and an individual record may justify a different subject category.

The mapping cannot be applied in reverse. A subject element cannot be used to provide a guide as to how an item of information should be classified.

1.2 Maintenance

A classification system is a dynamic tool. It needs to reflect changes in authority functions and be kept up to date. A review of the scheme (aside from occasional updates to terminology), its levels and cross-references should be conducted annually to ensure it retains relevance.

Any mapping will therefore need to be kept up to date to reflect changes to both the classification scheme and the IPSV.

1.3 Contributors

This version of the LGCS was prepared by Richard Jeffrey-Cook, In-Form Consult Ltd. An LGCS Review Group commented upon version 2 as it was designed and drafted. Particular thanks are extended to Robert Chell and Cardiff County Council for permission to use some of his ideas in structuring this new version of the scheme. Thanks are also extended to Paul Dodgson as the Project Lead for the RMS and Bob Wiggins for his assistance in the final stages.

Complete Listing

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Adult care services			481 - Care
. Asylum seekers			1195 - Refugees and asylum seekers
. . Advice and support			1195 - Refugees and asylum seekers
. . Nationality checking			1195 - Refugees and asylum seekers
. Carers			4430 - Carers
. . Agency provided services	Case files - carer	Essential information	4430 - Carers
. . Assessment	Case files - carer		4430 - Carers
. . Financial support	Case files - carer		4430 - Carers
. . Legal	Case files - carer		4273 - Carer support
. . Licensing	Case files - carer		4430 - Carers
. . Review	Case files - carer		4430 - Carers
. Community support			642 - Life in the community
. . Day centres			4233 - Day care centres
. . Groups			4421 - Social and support groups
. Criminal justice			790 - Justice system
. . Court orders			7891 - Court orders
. . People on bail			6656 - Bail hostels
. Residential homes			163 - Residential homes
. . Operation of homes	Case files - residential home	Activities	163 - Residential homes
. . Operation of homes	Case files - residential home	Diary	163 - Residential homes
. . Operation of homes	Case files - residential home	Menu	163 - Residential homes
. . Operation of homes	Case files - residential home	Roster sheet	163 - Residential homes
. . Registration	Case files - residential home	Licensing	163 - Residential homes
. Social issues			4702 - Social issues
. . Substance misuse			957 - Drug use and abuse
. Supporting adults			481 - Care
. . Assessment	Case files - service user	Care plan	4238 - Care plans
. . Assessment	Case files - service user	Carer details	4282 - Care assessment

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Assessment	Case files - service user	Contact sheet	4282 - Care assessment
. . Assessment	Case files - service user	Essential information	4282 - Care assessment
. . Catering services			6194 - Community meals
. . Finance and commissioning	Case files - service user		683 - Public finance
. . Grants	Case files - service user	Application	481 - Care
. . Health	Case files - service user		481 - Care
. . Legal	Case files - service user		481 - Care
. . Licensing	Case files - service user	Disabled parking permit	3665 - Disabled parking permits
. . Looked after in care	Case files - service user		481 - Care
. . Mental health	Case files - service user		1148 - Mental health
. . Occupational therapy	Case files - service user		3690 - Occupational therapy
. . Referral	Case files - service user		481 - Care
. . Review	Case files - service user		481 - Care
. . Transport services	Case files - service provider		481 - Care
. Supporting disabilities			3502 - Learning disabilities support; 3564 - Physical disability support
. . Deaf			3591 - Support for the deaf
. . Employment			3502 - Learning disabilities support; 3564 - Physical disability support
. . Equipment advice			3477 - Equipment for disabled people
. . Independence at home			3502 - Learning disabilities support; 3564 - Physical disability support
. . Personal transport			3539 - Transport for disabled people

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Children and families services			481 - Care
. Adoption and fostering			480 - Adoption; 4164 - Fostering
. . Adoptive parent	Case files -carer	Essential information	480 - Adoption
. . Assessment	Case files -carer		140 - Child care
. . Financial support	Case files -carer		140 - Child care
. . Foster carer	Case files -carer		4164 - Fostering
. . Legal	Case files -carer		140 - Child care
. . Licensing	Case files -carer	Care or care licence	140 - Child care
. . Review	Case files -carer	Carer reviews	140 - Child care
. Childminding			146 - Childminding
. . Registration		Register	146 - Childminding
. . Support for childminders			146 - Childminding
. Child protection			159 - Child protection
. . Case assessment	Case files - child protection		159 - Child protection
. . Case assessment	Case files - child protection	Initial assessment	159 - Child protection
. . Registration		Register	159 - Child protection
. . Schedule 1 offenders		Register	159 - Child protection
. Children looked after in care			4224 - Children in care
. . Registration		Register	140 - Child care
. Communications			140 - Child care
. . Complaints			140 - Child care
. Programme management and development			140 - Child care
. . Services for children			4676 - Child support
. . Supporting children			4676 - Child support
. . Supporting young persons			143 - Youth services
. . Supporting adults			4170 - Family support
. Residential homes			151 - Children's homes
. . Operation of homes	Case files - residential home		151 - Children's homes
. . Operation of homes	Case files - residential home	Activities	151 - Children's homes
. . Operation of homes	Case files -	Diary	151 - Children's homes

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Operation of homes	residential home Case files - residential home	Menu	151 - Children's homes
. . Operation of homes	Case files - residential home	Roster Sheet	151 - Children's homes
. . Registration	Case files - residential home		151 - Children's homes
. Social issues			4702 - Social issues
. . Substance misuse			957 - Drug use and abuse
. Special education			1379 - Special educational needs and additional support
. . Learning support			1379 - Special educational needs and additional support
. Supporting children			4676 - Child support
. . Admission appeals	Case files -child		2020 - School admission
. . Adoption process	Case files -child		480 - Adoption
. . Advice	Case files -child		140 - Child care
. . Assessment	Case files -child		4282 - Care assessment
. . Assessment	Case files -child	Care plan	4282 - Care assessment
. . Assessment	Case files -child	Carer details	4282 - Care assessment
. . Assessment	Case files -child	Contact sheet	4282 - Care assessment
. . Assessment	Case files -child	Essential information	4282 - Care assessment
. . Attendance and truancy	Case files -child		2014 - Attendance and truancy
. . Child protection	Case files -child		159 - Child protection
. . Children's rights	Case files -child		140 - Child care
. . Continuing care	Case files -child	Student details	140 - Child care
. . Continuing care	Case files -child	Student profile	140 - Child care
. . Continuing care	Case files -child	Work experience	2124 - Work experience
. . Educational achievement assessments	Case files -child		140 - Child care
. . Educational psychology	Case files -child		1379 - Special educational needs and additional support
. . Educational welfare	Case files -child		1616 - School welfare services
. . Finance and commissioning	Case files -child		140 - Child care
. . Financial support	Case files -child		140 - Child care
. . Financial support	Case files -child	Clothing grant	140 - Child care
. . Financial support	Case files -child	School meals	1376 - School meals and milk
. . Financial support	Case files -child	Student award	1988 - Student grants
. . Financial support	Case files -child	Student loan	1991 - Student loans
. . Financial support	Case files -child	Travel pass	2856 - Fares, passes and permits
. Fostering Process	Case files -child		4164 - Fostering

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Grants	Case files -child		4676 - Child support
. . Health	Case files -child		3831 - Child health services
. . Hospital and home tuition	Case files -child		1607 - Alternatives to school
. . Legal	Case files -child		4676 - Child support
. . Licensing	Case files -child		2146 - Performance licences (children)
. . Looked after in care	Case files -child		4224 - Children in care
. . Referral	Case files -child		4676 - Child support
. . Review	Case files -child		4676 - Child support
. . School exclusions	Case files -child		1037 - Exclusion from school
. . Special educational needs	Case files -child		1379 - Special educational needs and additional support
. Supporting disabilities			3502 - Learning disabilities support; 3564 - Physical disability support
. . Deaf			3591 - Support for the deaf
. Training			439 - Education and skills
. . Support training			140 - Child care
. Youth justice			1238 - Youth justice
. . Case management	Case files		1238 - Youth justice
. Youth services			143 - Youth services
. . Youth service provision			143 - Youth services

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Community safety and emergencies			532 - Emergencies ; 6280 - Community safety
. Advice			532 - Emergencies ; 6280 - Community safety
. . Contingency planning			6645 - Emergency planning
. . Fire safety planning			1489 - Fire safety
. . Home security			3279 - Home security
. Community safety			6280 - Community safety
. . CCTV surveillance			6668 - CCTV Surveillance
. . Community wardens			6280 - Community safety
. . Crime reduction			872 - Crime prevention
. . Neighbourhood Watch			4775 - Neighbourhood watch
. Emergency planning			6645 - Emergency planning
. . Emergency agencies			6590 - Emergency services
. . Emergency call-outs			6820 - Emergency contacts (council)
. . Emergency calls - 999			6590 - Emergency services
. . Emergency plan		Development	6645 - Emergency planning
. . Emergency plan		Tests	6645 - Emergency planning
. . Emergency warnings			7423 - Emergency warnings
. Emergency service			6590 - Emergency services
. . Notifications			6711 - Crime and law enforcement
. . Special service provision			998 - Fire and rescue services
. Enforcement			6711 - Crime and law enforcement
. . Fire safety legislation			1489 - Fire safety
. . Fire safety legislation		Prosecution	6711 - Crime and law enforcement
. Fire prevention			6090 - Fire prevention
. . Fire certification			1489 - Fire safety
. . Fire hydrants inspections			7413 - Fire hydrants
. . Fire safety			1489 - Fire safety
. . Fire safety inspections			7392 - Fire safety inspections
. . Incident monitoring		Major incident	1489 - Fire safety
. . Incident monitoring		Minor incident	1489 - Fire safety
. . Inspections			1489 - Fire safety
. . Investigations			1489 - Fire safety
. Measures against vandalism			572 - Vandalism
. . Flyposting			2773 - Fly posting
. . Removal of graffiti			3132 - Graffiti removal
. Training			7417 - Emergency training
. . Training exercises			7417 - Emergency training

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Consumer affairs			693 - Consumer affairs
. Advice			6255 - Consumer advice services
. . Campaigns			693 - Consumer affairs
. Enforcement			693 - Consumer affairs
. . Prosecution of offences	Case files - organisation	Dangerous and wild animals	2592 - Dangerous animals
. . Prosecution of offences	Case files - organisation	Health and safety at work	456 - Health and safety at work
. . Prosecution of offences	Case files - organisation	Inspections	693 - Consumer affairs
. . Prosecution of offences	Case files - organisation	Weights and measures	1431 - Weights and measures
. Environmental health			1015 - Environmental health
. . Animal control			2695 - Dog warden schemes; 542 - Animal rights and welfare
. . Repatriation of deceased persons		Cadaver Certificates	4595 - Repatriation of remains
. Investigation, inspections and monitoring	Case files - organisation		693 - Consumer affairs
. . Inspections	Case files - organisation	Equipment inspection records	6140 - Inspections (trading standards)
. . Inspections	Case files - organisation	Food standards inspection forms	6612 - Food hygiene
. . Investigations	Case files - organisation		693 - Consumer affairs
. . Investigations	Case files - organisation	Nuisances	2685 - Animal nuisance
. . Monitoring	Case files - organisation		693 - Consumer affairs
. . Monitoring	Case files - organisation	Air pollution	4 - Air pollution
. . Monitoring	Case files - organisation	Animal health	538 - Animal health
. . Monitoring	Case files - organisation	Food hygiene	6612 - Food hygiene
. . Monitoring	Case files - organisation	Food hygiene, home care	6612 - Food hygiene
. . Monitoring	Case files -	Food safety	1081 - Food safety

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Monitoring	organisation Case files - organisation	Food standards	6214 - Food standards
. . Monitoring	organisation Case files - organisation	Hazardous substances	1144 - Hazardous substances
. . Monitoring	organisation Case files - organisation	Land pollution	6 - Land pollution
. . Monitoring	organisation Case files - organisation	Pollution	1018 - Pollution
. . Monitoring	organisation Case files - organisation	Private water supplies	1568 - Water quality
. . Monitoring	organisation Case files - organisation	River pollution	5 - Water pollution
. . Monitoring	organisation Case files - organisation	Weights and measures	1431 - Weights and measures
. . Monitoring	organisation Case files - organisation	Swimming pools	1686 - Swimming pools
. . Monitoring	organisation Case files - organisation	Product safety	6210 - Faulty goods
. . Monitoring	organisation Case files - organisation	Infectious diseases	128 - Infectious diseases
. . Monitoring	organisation Case files - organisation	Responsive	693 - Consumer affairs
. . Monitoring	organisation Case files - organisation	Nuisances	6736 - Nuisance
. Registration, certification and licensing			6291 - Business licences
. . Entertainment and drinks		Register	946 - Liquor licences ; 5623 - Entertainment licences
. . Food premises		Register	6312 - Food related licences
. . Licence premises		Register	946 - Liquor licences
. . Licensing	Animal boarding licences		2621 - Animal boarding licences
. . Licensing	Animal breeding licences		2719 - Animal breeding
. . Licensing	Auction premises licences		7014 - Auction premises
. . Licensing	Building materials licences		6389 - Building materials licences

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Licensing	Butchers licences		6312 - Food related licences
. . Licensing	Caravan and camp site licences		5698 - Caravan and camp site licences
. . Licensing	Cemetery licences		4597 - Cemeteries
. . Licensing	Cooling towers		6291 - Business licences
. . Licensing	Credit licensing		6387 - Credit licences
. . Licensing	Crematoria licences		4600 - Crematoria
. . Licensing	Dangerous wild animals licences		6348 - Dangerous animal licences
. . Licensing	Entertainment licences		5623 - Entertainment licences
. . Licensing	Food business licences		6312 - Food related licences
. . Licensing	Food licences		6312 - Food related licences
. . Licensing	Hackney licences		6377 - Taxi and minicab licences
. . Licensing	Highway projection licences		6386 - Highway projection licences
. . Licensing	Hoarding licences		6291 - Business licences
. . Licensing	Infectious diseases licensing and use		128 - Infectious diseases
. . Licensing	Late hours catering licences		6312 - Food related licences
. . Licensing	Liquor licences		946 - Liquor licences
. . Licensing	Lottery registration		5639 - Gambling and lottery licences
. . Licensing	Massage and special treatment licences		6402 - Massage and special treatment licences
. . Licensing	Non medicinal poisons licences		6400 - Non-medicinal poisons licences
. . Licensing	Nursing agencies licences		3747 - Nursing
. . Licensing	Other hazardous substances		1144 - Hazardous substances
. . Licensing	Personal licences		6291 - Business licences
. . Licensing	Pet shop licences		6346 - Pet shop licences
. . Licensing	Petroleum		6422 - Petrol storage licences

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Licensing	Premises licences		6291 - Business licences
. . Licensing	Premises licences	Club premises certificates	6291 - Business licences
. . Licensing	Premises licences	Temporary event notices.	5623 - Entertainment licences
. . Licensing	Private hire licences		6377 - Taxi and minicab licences
. . Licensing	Public entertainment licences		5623 - Entertainment licences
. . Licensing	Riding establishment licences		6345 - Riding establishments licences
. . Licensing	Sale of explosives licences		7029 - Explosives licences
. . Licensing	Scrap metal licences		2329 - Scrap metal licences
. . Licensing	Sex establishments		6327 - Sex establishments licences
. . Licensing	Shops		6291 - Business licences
. . Licensing	Scaffold licences		6390 - Scaffolding licences
. . Licensing	Skip licences		6394 - Skip licences
. . Licensing	Street collections and lotteries licences		5639 - Gambling and lottery licences; 6555 - Charity collection licences
. . Licensing	Street trading licences		6233 - Street trading licences
. . Licensing	Zoo licences		6344 - Zoo licences
. . Sex establishments		Register	6327 - Sex establishments licences

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Council property			2258 - Council land and property
. Common land			2256 - Common land
. . Grazing		Grazing permits	2728 - Grazing
. . Registration		Register	2256 - Common land
. Maintenance of council property			2258 - Council land and property
. . Maintenance		Instruction manuals	2285 - Building maintenance
. . Planned maintenance	Case files - property		2285 - Building maintenance
. . Refurbishment	Case files - property	Tenders and contracts	2285 - Building maintenance
. . Responsive maintenance	Case files - property		2285 - Building maintenance
. Property acquisition and disposal			2258 - Council land and property
. . Acquisitions	Case files - property	Assets over £ 50000	2258 - Council land and property
. . Acquisitions	Case files - property	Assets under £ 50000	2258 - Council land and property
. . Deeds	Case files - property		2258 - Council land and property
. . Disposal	Case files - property	Assets over £ 50000	2258 - Council land and property
. . Disposal	Case files - property	Assets under £ 50000	2258 - Council land and property
. . Disposal	Case files - property	Sale or write-off of property	2258 - Council land and property
. Property and land management			2258 - Council land and property
. . Accessibility	Case files - property		2258 - Council land and property
. . Building surveys		Surveys	2258 - Council land and property
. . Certification	Case files - property		2258 - Council land and property
. . Distribution and allocation of properties			2258 - Council land and property
. . Energy management			2258 - Council land and property
. . Energy management	Case files - property		2258 - Council land and property
. . Equipment disposal			2258 - Council land and property
. . Facilities management			7540 - Facilities management

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Farm management			2281 - County farms
. . Feasibility		Feasibility studies	2258 - Council land and property
. . Fleet management		Allocation and maintenance of vehicles	7539 - Fleet management
. . Fleet management		Recording drivers usage	7539 - Fleet management
. . Fleet management		Recording vehicle usage	7539 - Fleet management
. . Fleet management		Vehicle records, lease or purchase	7539 - Fleet management
. . Health and safety	Case files - property	System processes	456 - Health and safety at work
. . Internal agreements	Case files - property		2258 - Council land and property
. . Land and property history	Case files - property		2258 - Council land and property
. . Leasing	Case files - property	Managing leased property	2258 - Council land and property
. . Leasing	Case files - property	Managing the occupancy of property	2258 - Council land and property
. . Management		Estates of special interest	2258 - Council land and property
. . Management		Other buildings and estates	2258 - Council land and property
. . Maps and directions	Case files - property		2258 - Council land and property
. . Property services	Case files - property		2258 - Council land and property
. . Property strategy			2258 - Council land and property
. . Replacement programme			2258 - Council land and property
. . Scheduling		Inventories	2258 - Council land and property
. . Security	Case files - property		1419 - Security of property
. . Usage statistics	Case files - property		2258 - Council land and property
. . Valuations	Case files - property	Valuations on disposal	7470 - Valuation
. Property use and development			2258 - Council land and property
. . Car parking	Case files - property		1327 - Parking

LGCS 2.03 Terms			IPSV 2.00 Terms
Class	Series	Records	
. . Design and construction	Case files - property		2258 - Council land and property
. . Traveller sites			2257 - Traveller sites
. . Warehousing and storage			1475 - Warehousing

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Crematoria and cemeteries			4600 - Crematoria; 4597 - Cemeteries
. Maintenance of burial grounds			4597 - Cemeteries
. . Planned Maintenance			4597 - Cemeteries
. . Redundant Churchyards			5295 - Church buildings
. . Responsive Maintenance			4597 - Cemeteries
. Burial identity and location			4600 - Crematoria; 4597 - Cemeteries
. . Registration		Cemetery plans, burial plot layout	4600 - Crematoria; 4597 - Cemeteries
. . Registration		Summary management systems, registers	4600 - Crematoria; 4597 - Cemeteries
. . Bookings		Applications	4600 - Crematoria; 4597 - Cemeteries
. . Exhumations			4598 - Exhumation
. . Interment Service		Regulation of burials and cremations	238 - Burials
. . Licensing		Permits	4600 - Crematoria; 4597 - Cemeteries
. . Memorial management			238 - Burials

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Democracy			839 - Democracy and elections
. Decision making			6797 - Local government structure
. . Council and committee meetings		Minutes	6794 - Local government committees
. . Council and committee meetings		Committee Clerks	6794 - Local government committees
		Notebooks	
. . Delegations			6797 - Local government structure
. . Independent Remuneration Panel			7202 - Pay reviews
. . Meeting - cabinet		Minutes	6791 - Council cabinets
. . Member panels			6789 - Overview and scrutiny committees
. . Referenda			6499 - Referendums
. . Scrutiny Panel			6789 - Overview and scrutiny committees
. Executive			6797 - Local government structure
. . Statutory appointments		Appointment files	6838 - Council procedures
. . Statutory appointments		Vacancy files	6838 - Council procedures
. Governance			7549 - Governance
. . Constitution		Constitution	840 - Constitution
. Honours and awards			656 - Honours system
. . Honours submissions			656 - Honours system
. . Lord lieutenancy			6797 - Local government structure
. Member support			6776 - Councillors
. . Gifts and hospitality		Register	6776 - Councillors
. . Register of Interests		Register	6776 - Councillors
. Planning			6837 - Council policies and plans
. . Cross departmental consideration			6837 - Council policies and plans
. . Forward Plan			6837 - Council policies and plans
. . Strategic Plan		Minutes	6837 - Council policies and plans
. . Strategic Plan		Reviews	6837 - Council policies and plans
. Representation			839 - Democracy and elections
. . Constituencies			838 - Constituencies
. . Elections			65 - Local elections
. . Elections		Ballot papers - European elections	1493 - European parliament
. . Elections		Ballot papers - local elections	65 - Local elections
. . Elections		Consolidated returns of votes received	65 - Local elections
. . Elections		Summary certification of	65 - Local elections

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
<ul style="list-style-type: none"> . . Elections . . Emparishment . . Lists of councillors 		<p>those eligible to vote Electoral Register</p> <p>Council diaries, members details</p>	<p>6500 - Electoral registration 67 - Parish councils 6819 - Contacting council officials</p>
<ul style="list-style-type: none"> . . Lists of meetings . . Nominations . . Political parties' papers 			<p>6471 - Council meetings 839 - Democracy and elections 839 - Democracy and elections</p>

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Economic development			968 - Economic development
. Business intelligence			699 - Intelligence (information)
. . Business listing		Business directory	699 - Intelligence (information)
. . European development			6514 - European funding
. . Marketing		Economic data	6013 - Marketing
. Promotion			5949 - Business promotion
. . Advice to business			6067 - Business advice services
. . Business awards		Grants	6062 - Business awards and grants
. . Business development		Fairs	37 - Business development
. . Business development		Business associations	5949 - Business promotion
. . Film and television development			5949 - Business promotion
. . International relations		Twinning	4779 - Twin towns and villages
. . List of properties			5955 - Business premises
. . Markets			42 - Markets
. . Voluntary sector development			4723 - Voluntary services
. Regeneration			969 - Regeneration
. . Community development			4705 - Community development
. . Regional development			1130 - Regional policy
. . Rural development			866 - Rural development
. . Strategy			969 - Regeneration
. . Town centre management			3150 -Town centre management
. Sustainability			970 - Sustainable development
. . Sustainable development			970 - Sustainable development
. Tourism			462 - Tourism
. . Tourism development			462 - Tourism
. Training			439 - Education and skills
. . Workforce support			6110 - Employment schemes

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Education and skills			439 - Education and skills
. Access and inclusion			1616 - School welfare services
. . Project management			1616 - School welfare services
. . Traveller sites			2257 - Traveller sites
. Admissions and exclusions			2020 - School admissions
. . Appeals			2020 - School admissions
. . Parental choice		School directory	986 - Schools
. . Parental choice			986 - Schools
. Advice			986 - Schools
. . Advisory services			483 - Adult and community education
. Arts services			578 - Culture and creativity
. . Field centres			1938 - Adult and community education centres
. . Music services			2141 - Music tuition
. . Provision in schools		Orders and bookings	578 - Culture and creativity
. . Performances			578 - Culture and creativity
. Curriculum development			1292 - National curriculum
. . International projects			648 - International relations
. . National curriculum			1292 - National curriculum
. . Out of schools projects			1631 - Out of school activities
. . Outdoor education			4668 - Activity centres
. . Schools curricula			1292 - National curriculum
. Education welfare			1616 - School welfare services
. . Attendance and Truancy			688 - School welfare, behaviour and attendance
. . Student welfare service			2009 - Student welfare services
. Employment skills			2056 - Skills and competences
. . Careers advice			170 - Careers advice
. . Workplace training			1584 - Workplace training and development
. Life long learning			439 - Education and skills
. . Adult and community services			483 - Adult and community education
. . Basic skills development			1856 - Adult basic education courses
. . Basic skills development		Course directory	1856 - Adult basic education courses
. Management of schools			986 - Schools
. . Admissions	School files		2020 - School admission
. . Emergency contacts	School files		688 - School welfare, behaviour and attendance
. . General information	School files		376 - School governance, management and finance
. . Governing bodies	School files		376 - School governance, management and finance
. . Governing bodies		Governor minutes	376 - School governance, management and finance

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Governor contacts	School files		1621 - School governors
. . Health and nursing	School files		1616 - School welfare services
. . Inspections	School files		633 - School performance and standards
. . Performance	School files		633 - School performance and standards
. . Plans and policies	School files		986 - Schools
. . School catering	School files		1376 - School meals and milk
. Teaching			486 - Teachers and school staff
. . Teacher development			439 - Education and skills
. . Mentoring			2157 - Mentoring

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Environmental protection			501 - Environmental protection
. Advice			501 - Environmental protection
. . Biodiversity			1561 - Biodiversity
. . Campaigns			501 - Environmental protection
. Conservation			501 - Environmental protection
. . Archaeological services			5269 - Archaeological services
. . Countryside conservation			2643 - Countryside conservation
. . Forest management			503 - Forestry
. . Heritage conservation			534 - Heritage
. . Nature conservation			834 - Nature conservation
. . Urban conservation			2651 - Urban conservation
. . Woodland management			1566 - Woodlands
. Monitoring			1 - Environmental monitoring
. . Coastal erosion			806 - Coastal erosion and protection
. . Environmental impact assessment			3160 - Environmental impact assessment
. . Environmentally sensitive areas			1 - Environmental monitoring

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Finance			1569 - Financial management
. Accounts and audit			1569 - Financial management
. . Internal auditing			7444 - Financial audit
. . Reporting			5917 - Accountancy
		Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	
. . Reporting		Periodic financial reports:	5917 - Accountancy
		Monthly and quarterly reports	
. Asset management			1569 - Financial management
. . Maintaining assets		Asset registers	7471 - Financial assets
. . Maintaining assets		Maintaining plant and equipment	7471 - Financial assets
		Maintenance	7471 - Financial assets
. . Maintaining assets		Overall assets	7471 - Financial assets
. . Maintaining assets		Reporting and reviewing asset status	7471 - Financial assets
		Summary reports	7471 - Financial assets
. . Maintaining assets			1569 - Financial management
. Financial provisions management			7497 - Borrowing
. . Borrowing			7497 - Borrowing
. . Borrowing		Loan register	7497 - Borrowing
. . Budget		Annual budget	5923 - Budgeting
. . Budget		Developing annual budget: Draft budgets, departmental estimates	5923 - Budgeting
		Reporting actual vs. planned revenue and expenditure	5923 - Budgeting
. . Budget			4466 - Credit unions
. . Credit union management			7447 - Debt management
. . Debt management			7495 - Donations
. . Donations			302 - Public funding
. . Funding bids			7459 - Financial planning
. . Strategy and planning			

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. Financial transactions management			1569 - Financial management
. . Authorisation			1569 - Financial management
. . Expenditure		Identification of the receipt, expenditure and write offs of public monies	7483 - Expenditure
. . Expenditure		Travel expenses	7483 - Expenditure
. . Fraud			697 - Fraud
. . Funding applications			302 - Public funding
. . Income			7482 - Income
. . Internal recharging			7493 - Internal recharging
. . Investments			978 - Investment
. . National insurance numbers		Notification and input records	1295 - National insurance
. . Reconciliation		Balance and reconcile financial accounts	7446 - Reconciliation (accounts)
. . Refunds			7496 - Refunds
. Local taxation			863 - Local taxes
. . Benefits and subsidies	Council tax and benefit files		638 - Benefits
. . Business rates	Account files		5932 - Business rates
. . Council tax	Council tax and benefit files		862 - Council tax
. . Property valuation		Other valuation information	7470 - Valuation
. . Property valuation		Rateable property information	7470 - Valuation
. . Property valuation		Valuation lists	7470 - Valuation
. National taxation			729 - Tax
. . Tax payments		Tax correspondence	729 - Tax
. . Tax payments		Taxation records	729 - Tax
. Payroll and pensions			7442 - Payroll administration; 643 - Pensions
. . Pay		Payment of employees	1256 - Pay
. . Pay		Summary pay reports	1256 - Pay
. . Pensions			643 - Pensions

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Health and safety			456 - Health and safety at work
. Community safety			6280 - Community safety
. . Campaigns			2971 - Accident prevention
. Compliance			456 - Health and safety at work
. . Strategy and planning		System processes	7403 - Health and safety policies
. . Strategy and planning		Health and Safety Policy	7403 - Health and safety policies
. . Training			6277 - Health and safety training
. Emergency planning			6645 - Emergency planning
. Monitoring			456 - Health and safety at work
. . Accidents and incident reporting			455 - Accidents at work
. . Accidents and incident reporting		Accident books - adult	455 - Accidents at work
. . Accidents and incident reporting		Accident books - children	455 - Accidents at work
. . Asbestos inspections			134 - Asbestos
. . Equipment		Safety inspections	456 - Health and safety at work
. . Hazardous substances		COSSH inspections	1144 - Hazardous substances
. . Health and safety inspections			6275 - Health and safety inspections
. . Radiation		Radon Monitoring	456 - Health and safety at work
. Risk management			1653 - Risk management
. . Risk assessments			7406 - Health and safety risk assessment

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Housing			227 - Council housing
. Advice			4733 - Housing advice services
. . Advice to homeowners and tenants			4733 - Housing advice services
. Enforcement			227 - Council housing
. . Assessment- housing standards			227 - Council housing
. . Safety inspections			1835 - Houses in multiple occupation
. Estate management			227 - Council housing
. . Business premises			5955 - Business premises
. . Car parking surveys			3173 - Council estates parking
. . Garage application			3174 - Council garages
. . Garage rental	Tenant file		3174 - Council garages
. . Housing inspections			3300 - Housing surveys
. . Neighbour disputes			6273 - Problems with neighbours
. Housing provision			3186 - Housing allocation
. . Allocations			3186 - Housing allocation
. . Assessment - housing needs			3186 - Housing allocation
. . Homelessness			1170 - Homelessness
. . Hostel providers			1179 - Hostels
. . Housing applications			3186 - Housing allocation
. . Housing applications		Unsuccessful applications	3186 - Housing allocation
. . Housing applications		Council housing register	3186 - Housing allocation
. . Housing exchanges		Mutual exchange list	3194 - Housing exchanges and transfers
. . Housing stock requirements			3186 - Housing allocation
. . Landlord accreditation			3219 - Landlords
. . Sheltered housing			1184 - Sheltered housing
. Housing stock			227 - Council housing
. . Demolition	Property file		2265 - Demolition (buildings)
. . Emergency maintenance	Property file		2794 - Council housing repairs
. . Housing grants	Property file	Grants over £ 50,000	3304 - Housing grants
. . Housing grants	Property file	Grants under £ 50,000	3304 - Housing grants
. . Leases	Property file		3239 - Leasehold housing
. . Planned maintenance	Property file		2794 - Council housing repairs
. . Private housing grants	Property file		3304 - Housing grants
. . Property adaptations	Property file		3298 - Adapting homes
. . Repairs and renovation	Property file		2794 - Council housing repairs; 342 - Housing repairs and renovation
. . Risk assessment		Asbestos Register	134 - Asbestos

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Unauthorised occupants			3288 - Unauthorised occupation (housing)
. . Managing tenancies			3206 - Council tenancies
. . . Adaptations	Property file		342 - Housing repairs and renovation
. . . Adaptations grants	Property file		3304 - Housing grants
. . . Advice	Tenant file		3206 - Council tenancies
. . . Agreements	Tenant file	Ordinary Tenancy	3206 - Council tenancies
. . . Agreements	Tenant file	Tenancy under seal	3206 - Council tenancies
. . . Approving alterations	Property file		3206 - Council tenancies
. . . Assessment - housing needs	Tenant file		3186 - Housing allocation
. . . Breaches	Tenant file		3206 - Council tenancies
. . . Evictions	Tenant file		3225 - Eviction
. . . Housing repairs	Tenant file		2794 - Council housing repairs
. . . Insurance			3274 - Home insurance
. . . Rent arrears	Tenant file		3216 - Rent arrears
. . . Rent setting			3213 - Rent
. . . Right to buy	Tenant file		3229 - Right to buy your home
. . . Temporary accommodation	Tenant file		3250 - Temporary accommodation
. . . Tenancies	Tenant file		3206 - Council tenancies
. . . Welfare services	Tenant file		4733 - Housing advice services

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Human resources			5916 - Human resource management
. Administering employees			5916 - Human resource management
. . Counselling	Employee files		4247 - Counselling
. . Absence monitoring	Employee files		7252 - Attendance management
. . Discipline	Employee files		7294 - Disciplinary procedures
. . Discipline	Employee files	Final warnings	7294 - Disciplinary procedures
. . Discipline	Employee files	No warning given	7294 - Disciplinary procedures
. . Discipline	Employee files	Oral warnings	7294 - Disciplinary procedures
. . Discipline	Employee files	Warnings involving children	7294 - Disciplinary procedures
. . Discipline	Employee files	Written warnings	7294 - Disciplinary procedures
. . Disclosure of interest			5916 - Human resource management
. . Employee details	Employee files		1001 - Employees
. . Employment conditions	Employee files		567 - Employment terms and conditions
. . Grievances	Employee files		7325 - Staff grievances
. . Individual training records	Employee files		7386 - Personal training records
. . Individual training records	Employee files	Proof of completion	7386 - Personal training records
. . Induction			7195 - Induction training
. . Job evaluation			7200 - Performance appraisal
. . Leave	Employee files		7383 - Leave
. . Medical assessments	Employee files		7408 - Medical assessments
. . Maternity/paternity	Employee files		6097 - Employment rights
. . Reporting			5916 - Human resource management
. . Termination			286 - Termination of employment
. Employee relations			982 - Employment relations
. . Disciplinary matters reporting			7294 - Disciplinary procedures
. . Trade union liaison		Strategy	982 - Employment relations
. . Trade union liaison		Routine matters	982 - Employment relations
. Equal opportunities			492 - Equal opportunities and diversity
. . Equalities and diversity			492 - Equal opportunities and diversity
. . Equalities and diversity		Investigations	492 - Equal opportunities and diversity
. Monitoring employees			7200 - Performance appraisal
. . Performance appraisal		Probationary reports and performance plans	7200 - Performance appraisal
. . Reporting			7200 - Performance appraisal
. . Staff directory			5916 - Human resource management
. Occupational health			456 - Health and safety at work

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Absence reporting			456 - Health and safety at work
. . Occupational health		Staff health records	456 - Health and safety at work
. . Occupational health	Employee files	Training	456 - Health and safety at work
. . Personal risk assessments	Employee files		456 - Health and safety at work
. . Sickness monitoring	Employee files		456 - Health and safety at work
. . Major injuries			456 - Health and safety at work
. Recruitment			6018 - Recruitment
. . Authorisation			6018 - Recruitment
. . Job descriptions			7272 - Job descriptions
. . Recruitment			6018 - Recruitment
. . Recruitment	Position	Unsuccessful candidates	6018 - Recruitment
. . Recruitment	Position		6018 - Recruitment
. . Recruitment process			6018 - Recruitment
. . Secondment	Secondment files		7306 - Secondment
. . Volunteers	Volunteer files		4721 - Volunteers
. Terms and conditions of employment			7285 - Employment terms and conditions
. . Staff benefits			7344 - Staff benefits
. . Staff facilities			7284 - Working conditions and environment
. . Staff recognition			7212 - Staff recognition awards
. . Terms and conditions			7285 - Employment terms and conditions
. Training			1584 - Workplace training and development
. . Driver training			2979 - Driving lessons
. . Reporting			1584 - Workplace training and development
. Support training			1584 - Workplace training and development
. . Training courses	Training course files	Course administration	7170 - Training courses
. . Training courses	Training course files	Courses concerning children	7170 - Training courses
. . Training courses	Training course files	Training materials	7170 - Training courses
. . Training courses	Training course files		7170 - Training courses
. . Training plan		Corporate training plan	1584 - Workplace training and development
. Workforce planning			7554 - Workforce planning
. . Workforce development planning		Financial rewards	7554 - Workforce planning
. . Workforce development planning		Strategy	7554 - Workforce planning

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Information and communication technology			822 - Information and communication technology
. Infrastructure			822 - Information and communication technology
. . Disposal		Assets under £ 50,000	822 - Information and communication technology
. . Disposal		Assets over £ 50,000	822 - Information and communication technology
. . Fault reporting			7742 - ICT help desks
. . Licensing			7711 - Software licensing
. . Help Desk Support			7742 - ICT help desks
. . Information security			902 - Data security
. . Network maintenance			7747 - Network maintenance
. . Server maintenance			7746 - Hardware maintenance
. . Spatial data management			7693 - Geographic information systems
. . Storage			7662 - Hardware
. . Strategy			822 - Information and communication technology
. . Web development			7751 - Websites
. System support			7748 - System administration
. . Change Control	System log		7796 - Change control
. . Configuration management	System log		7808 - Configuration management
. . Data Management	System log		7828 - Database applications
. . Design and Construction	System log		7770 - Systems development
. . Development	System log		7770 - Systems development
. . Implementation	System log		7770 - Systems development
. . Integration and interfaces	System log		7770 - Systems development
. . Maintenance	System log		7748 - System administration
. . Manuals	System log		822 - Information and communication technology

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Information management			1526 - Information management
. Access to information			1526 - Information management
. . Data protection		Subject Access Request	901 - Privacy and data protection
. . Data protection		Notification	901 - Privacy and data protection
. . Environmental information	Information requests	Access status records	1526 - Information management
. . Environmental information	Information requests	Information scheduled for destruction	1526 - Information management
. . Environmental information	Information requests	Individual transaction records	1526 - Information management
. . Environmental information	Information requests	Policy records	1526 - Information management
. . Freedom of information	Information requests	Access status records	1108 - Freedom of information
. . Freedom of information	Information requests	Information scheduled for destruction	1108 - Freedom of information
. . Freedom of information	Information requests	Individual transaction records	1108 - Freedom of information
. . Freedom of information	Information requests	Policy records	1108 - Freedom of information
. . Freedom of information		Publication Scheme	7837 - Publication schemes
. Archives			580 - Archives
. . Archives management		Records catalogue	580 - Archives
. Knowledge management			7654 - Knowledge management
. . Information asset management		Information asset register	7654 - Knowledge management
. . Information asset management		Record surveys	7654 - Knowledge management
. . Information asset management		Circulation lists	7654 - Knowledge management
. Records management			1527 - Records management
. . Compliance		Classification schemes	7815 - Information and data standards
. . Forms development		Standard templates	1527 - Records management
. . Forms development			1527 - Records management
. . Image capture			1527 - Records management
. . Retention scheduling		Disposal certificates	1527 - Records management
. . Tracking		Issues log	1527 - Records management
. Registration			1526 - Information management
. . Statutory registers		Register	1526 - Information management

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Legal services			6733 - Legal services
. Advice			1452 - Legal aid and advice
. . Advice to the public			1452 - Legal aid and advice
. . Provision of legal advice			1452 - Legal aid and advice
. . Witness support			8088 - Witnesses
. Bylaws			6474 - Bylaws
. . Enactment			6474 - Bylaws
. . Enforcement			6474 - Bylaws
. Land registration			2223 - Land registration
. . Land charges		Searches	2222 - Land searches
. . Land charges		Registers	2223 - Land registration
. Land and highways			2996 - Roads and highways; 496 - Land and premises
. . Acquisition		Road adoptions	2997 - Road adoption
. . Disposal			2996 - Roads and highways; 496 - Land and premises
. Litigation			6565 - Legal proceedings
. . Civil	Case files		6565 - Legal proceedings
. . Commercial	Case files		6565 - Legal proceedings
. . Criminal	Case files		6565 - Legal proceedings
. . Debt recovery	Case files		6565 - Legal proceedings
. . Precedent cases			6565 - Legal proceedings
. Management of legal activities			6733 - Legal services
. . Archive deposits		Agreements	6733 - Legal services
. . Agreements		Agreements	7893 - Contracts
. . Conveyancing	Deeds	Conveyance	3292 - Conveyancing
. . Conveyancing	Deeds	Easements	449 - Rights of way
. . Conveyancing		Tenancy Agreements	3203 - Tenancies
. . Copyright		Intellectual Property	855 - Intellectual property
		Rights	
. . Drafting		Pro-forma agreements	6733 - Legal services
. . Trusts			7895 - Trusts
. Planning controls			6643 - Planning regulations
. . Certificate of Lawful Use or Development		Certificate	6643 - Planning regulations
. . Certificate of Lawful Use or Development		Other documentation	6643 - Planning regulations
. . Section 106 agreements		Agreement	6643 - Planning regulations
. . Section 106 agreements		Other documentation	6643 - Planning regulations

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Leisure and culture			616 - Leisure and culture
. Allotments			528 - Allotments
. . Allotments			528 - Allotments
. Archives			580 - Archives
. . Archive development			580 - Archives
. . Cataloguing		Accession register	580 - Archives
. . Deposits			580 - Archives
. . Loans			580 - Archives
. . Membership			580 - Archives
. . Research			580 - Archives
. Arts			4956 - Arts and entertainment venues
. . Arts development			4953 - Arts development
. . Clubs and societies			4956 - Arts and entertainment venues
. Community facilities			4651 - Community facilities
. . Equipment			4651 - Community facilities
. . Grants			4653 - Village halls
. . Venues			4956 - Arts and entertainment venues
			4653 - Village halls
. Leisure promotion			616 - Leisure and culture
. . Countryside events		Programmes and events	5047 - Entertainment and events
. . Exhibitions		Programmes and events	5050 - Exhibitions
. . Inclusion			1157 - Social inclusion
. . Parks and gardens events		Programmes and events	529 - Parks and gardens
. . Play scheme			2148 - School holiday schemes
. Libraries			581 - Libraries
. . Book ordering			581 - Libraries
. . Bookings			581 - Libraries
. . Bookings		Internet bookings	581 - Libraries
. . Catalogue		Stock management	581 - Libraries
. . Fines			5737 - Library loans and fines
. . Library development			581 - Libraries
. . Loans			5737 - Library loans and fines
. . Membership			581 - Libraries
. . Support for schools			2126 - School library services
. Museums			615 - Museums and galleries
. . Deposit			615 - Museums and galleries
. . Loans			615 - Museums and galleries

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Museum catalogue			615 - Museums and galleries
. . Museum development			615 - Museums and galleries
. Parks and open spaces			529 - Parks and gardens
. . Maintenance			529 - Parks and gardens
. . Playgrounds			4540 - Playgrounds
. Sports facilities			1678 - Sports and recreation facilities
. . Bookings			1678 - Sports and recreation facilities
. . Bookings		Facilities	1678 - Sports and recreation facilities
. . Bookings		Classes	1678 - Sports and recreation facilities
. . Equipment hire			1678 - Sports and recreation facilities
. . Membership			1678 - Sports and recreation facilities
. . Membership		Golf courses	5516 - Golf courses
. . Membership		Leisure centres	1678 - Sports and recreation facilities
. Sports			896 - Sports and recreation
. . Sports development			5585 - Sports development
. . Clubs and societies			896 - Sports and recreation
. Tourism			462 - Tourism
. . Tourist accommodation			5680 - Holiday accommodation
. . Tourist accommodation		Accreditation process	5680 - Holiday accommodation
. . Tourist accommodation		Registers	5680 - Holiday accommodation
. . Visitor information			5054 - Visitor attractions
. . Visitor information		Maps and directions	5054 - Visitor attractions

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Management			474 - Business management
. Ceremonial			7649 - Official visits
. . Civic and royal events		Visitors book, tapes, photographs	7649 - Official visits
. . Civic and royal events		Planning and organising an event	7649 - Official visits
. . Corporate gifts			7621 - Corporate policy
. Communication support			4467 - Communication
. . Interpreting and translation		Translation	4469 - Interpreting
. . Mail processing			4467 - Communication
. . Publication		Publications	4467 - Communication
. . Publications received		Publications	4467 - Communication
. . Staff communications			7801 - Internal communications
. Corporate communication			4467 - Communication
. . Campaigns			7643 - Marketing campaigns
. . Corporate branding			7653 - Branding
. . Corporate publicity			7657 - Publicity
. . Graphic design		Designing setting information	7639 - Graphic design
. . Marketing		Marketing planning and campaigns	6013 - Marketing
. . Media cuttings		Media cuttings	489 - Media and the press
. . Media liaison		Interaction with Media	7641 - Media relations
. . Media releases			489 - Media and the press
. . Media releases			489 - Media and the press
. . Public relations			1576 - Public relations
. . Public relations		Media reports	1576 - Public relations
. . Public relations		Published work	1576 - Public relations
. . Public relations		Statistics, trends and customer satisfaction data	1576 - Public relations
. Enquiries and complaints			6821 - Compliments and complaints (council)
. . Appeals			6821 - Compliments and complaints (council)
. . Complaints		Reports and correspondence	6821 - Compliments and complaints (council)
. . Complaints		Registers	6821 - Compliments and complaints (council)
. . Complaints			6821 - Compliments and complaints (council)

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
<ul style="list-style-type: none"> . . Complaints to Ombudsman . . Compliments . . Customer profiling . . Customer satisfaction 	Complaint files	<ul style="list-style-type: none"> Customer profiles Customer satisfaction surveys 	<ul style="list-style-type: none"> 6821 - Compliments and complaints (council) 6821 - Compliments and complaints (council) 6821 - Compliments and complaints (council) 6821 - Compliments and complaints (council)
<ul style="list-style-type: none"> . . Stage 1 complaints 	Complaint files		6821 - Compliments and complaints (council)
<ul style="list-style-type: none"> . . Stage 2 complaints 	Complaint files		6821 - Compliments and complaints (council)
<ul style="list-style-type: none"> . External audits 			6253 - Auditing
<ul style="list-style-type: none"> . . Audits 			6253 - Auditing
<ul style="list-style-type: none"> . Preparing business 			474 - Business management
<ul style="list-style-type: none"> . . Meetings 			474 - Business management
<ul style="list-style-type: none"> . . Officer representation 			474 - Business management
<ul style="list-style-type: none"> . . Partnership and agency working 		Business for partnership and agencies where local authority owns the record	7571 - Partnership working
<ul style="list-style-type: none"> . . Partnership and agency working 		Business for partnership and agencies where local authority does not own the record	7571 - Partnership working
<ul style="list-style-type: none"> . Project management 			6825 - Projects and programmes
<ul style="list-style-type: none"> . . Closure 	Project files	Lessons learned	6824 - Project management
<ul style="list-style-type: none"> . . Governance 	Project files	Project initiation document	6824 - Project management
<ul style="list-style-type: none"> . . Governance 	Project files	Unit or team plans	6824 - Project management
<ul style="list-style-type: none"> . . Initiation and delivery 	Project files	Issues log	6824 - Project management
<ul style="list-style-type: none"> . . Start up 	Project files	Business case	6824 - Project management
<ul style="list-style-type: none"> . Quality and performance 			6812 - Council performance
<ul style="list-style-type: none"> . . Assessments 			6812 - Council performance
<ul style="list-style-type: none"> . . Best value reviews 			6812 - Council performance
<ul style="list-style-type: none"> . . Inspections 			7548 - Inspections
<ul style="list-style-type: none"> . . Process mapping 		Process maps	6812 - Council performance
<ul style="list-style-type: none"> . Strategic planning 			474 - Business management
<ul style="list-style-type: none"> . . Business cases 			6825 - Projects and programmes
<ul style="list-style-type: none"> . . Corporate initiatives 			6837 - Council policies and plans
<ul style="list-style-type: none"> . . Organisational structure 			7593 - Organisational structure
<ul style="list-style-type: none"> . . Policies and procedures 			7621 - Corporate policy
<ul style="list-style-type: none"> . . Public consultation 		Minor policies	6808 - Public consultation

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Public consultation		Significant policies	6808 - Public consultation
. . Service level agreements			7563 - Service level agreements
. . Statutory returns			474 - Business management
. . Reports to government			474 - Business management

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Planning and building control			1138 - Planning (town and country)
. Building control			5902 - Building control services
. . Application processing	Application files		5902 - Building control services
. . Application processing		Pre application discussion	5902 - Building control services
. . Building regulations			5902 - Building control services
. . Registration		Building control register	5902 - Building control services
. . Unauthorised works			5902 - Building control services
. Covenant control			5902 - Building control services
. . Policies			5902 - Building control services
. . Covenant controls	Covenant control files		5902 - Building control services
. Development control			5902 - Building control services
. . Application processing	Appeals files		2247 - Planning appeals
. . Application processing	Application files		12 - Planning applications
. . Application processing	Application files	Decision notices	2208 - Decision notices (planning)
. . Application processing		Pre application discussion	12 - Planning applications
. . Conservation areas		Sites and Monuments Register	533 - Ancient monuments
. . Enforcement		Enforcement notices	1138 - Planning (town and country)
. . Registration		Planning Register	1138 - Planning (town and country)
. . Planning obligations			1138 - Planning (town and country)
. . Tree		Tree works	2296 - Tree preservation
. . Tree		Tree preservation orders	2296 - Tree preservation
. Forward planning			1138 - Planning (town and country)
. . Economic regeneration			969 - Regeneration
. . Heritage listing			1165 - Listed buildings
. . Housing development			2220 - Residential planning
. . Local plan			1138 - Planning (town and country)
. . National planning policy			1138 - Planning (town and country)
. . Natural environment		Policies	499 - Environment
. . Natural environment			499 - Environment
. . Planning policy			1572 - Policy making
. . Planning schemes		Consultation	1138 - Planning (town and country)
. . Regional plan			2244 - Regional planning
. . Regional plan		Mineral Plan	2215 - Minerals local plan

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Regional plan		Waste Plan	5898 - Waste local plan
. . Regional plan		Structure Plan	2244 - Regional planning
. . Sustainable development			970 - Sustainable development
. . Urban centre planning			2209 - Town planning

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Procurement			1483 - Procurement
. Contracting			7433 - Contract management
. . Approved suppliers			1483 - Procurement
. . Contract awards			7433 - Contract management
. . Contract awards	Contract files	Ordinary contracts	7433 - Contract management
. . Contract awards	Contract files	Contracts under seal	7433 - Contract management
. . Contract awards	Contract files	Post tender negotiation	7433 - Contract management
. . Contract awards	Contract files	Service level agreements, compliance reports, performance reports	7433 - Contract management
. . Contract management		Contract monitoring	7433 - Contract management
. . Requisition		Purchase orders	7437 - Purchase orders
. Market information			1483 - Procurement
. . Product evaluation			7434 - Product evaluation
. . Product information			7434 - Product evaluation
. Tendering			7439 - Tendering
. . Tenders	Tender files	Opening notice, tender envelope	7439 - Tendering
. . Tenders	Tender files	Ordinary tender	7439 - Tendering
. . Tenders	Tender files	Pre-tender advice	7439 - Tendering
. . Tenders	Tender files	Tender for contract under seal	7439 - Tendering
. . Tenders	Tender files	Unsuccessful tenders	7439 - Tendering
. . Tendering policies			7439 - Tendering

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Registration and coroners			4631 - Register offices
. . Inquiries into deaths			858 - Coroners
. . . Coroners inquests	Case files	Inquiries leading to an inquest	858 - Coroners
. . . Investigations		Inquiries not proceeding to an inquest	858 - Coroners
. . . Registration		Reported deaths register	858 - Coroners
. . Marriage services			4257 - Marriage preparation
. . . Conducting a marriage service			4257 - Marriage preparation
. . . Registration		Approved wedding premises	4617 - Wedding venues
. . Registration of births, marriages and deaths			4611 - Life events
. . . Advice and support			4248 - Bereavement counselling
. . . Certification		Certificate copy applications	4611 - Life events
. . . Certification		Certificates	4611 - Life events
. . . Notification		Marriage notices	4257 - Marriage preparation
. . . Registration		Marriage register	4619 - Registration of marriages
. . . Registration		Register of births	4629 - Registration of births
. . . Registration		Register of citizenship	4752 - Citizenship
. . . Registration		Register of deaths	4592 - Registration of deaths
. . Treasure trove			575 - Archaeology
. . . Inquests			858 - Coroners

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Risk management and insurance			1653 - Risk management
. Claims			5992 - Insurance claims
. . Claims processing		Claims records	5992 - Insurance claims
. Insuring against loss			5991 - Insurance
. . Insurance		Insurance policies	5991 - Insurance
. . Insurance		Renewals	5991 - Insurance
. . Insurance		Summary arrangements	5991 - Insurance
. Risk management			1653 - Risk management
. . Business continuity planning			1654 - Business continuity planning
. . Education		Campaigns	1653 - Risk management
. . Risk assessment		Risk register	7911 - Risk assessment
. . Risk assessment		Valuations	7470 - Valuation

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Transport and infrastructure			521 - Transport and infrastructure
. Design and construction			521 - Transport and infrastructure
. . Roads and highways			3022 - Road building
. . Traffic management schemes			3064 - Traffic management
. Harbours and waterways			1054 - Ports and harbours; 715 - Waterways
. . Boat moorings			2895 - Moorings
. . Port facilities			1054 - Ports and harbours
. . Port facilities		ETA notification	1054 - Ports and harbours
. . Port facilities		Import notification	1054 - Ports and harbours
. . Registration		Watercraft	5610 - Boat licences
. Highway development control			2996 - Roads and highways
. . Highway adoption			2997 - Road adoption
. . Highway extent queries			2996 - Roads and highways
. . Highway extinguishment			2996 - Roads and highways
. . Notification			2996 - Roads and highways
. . Planning control			2996 - Roads and highways
. . Road classification			2996 - Roads and highways
. Highway enforcement			521 - Transport and infrastructure
. . Advertising hoarding			2765 - Advertising hoardings
. . Highways			2996 - Roads and highways
. . Parking			1327 - Parking
. . Parking fines			8129 - Parking penalties
. . Road reinstatement			2996 - Roads and highways
. . Scaffolding			6427 - Scaffolding
. . Speeding fines			1402 - Speed traps
. . Weight limits			3120 - Weight limits
. Infrastructure management			521 - Transport and infrastructure
. . Cycle routes			3014 - Cycle routes
. . Geotechnical services			2250 - Geotechnical services
. . Maintenance			3025 - Road and pathway maintenance
. . Markings and signage			1400 - Road signs
. . Public conveniences			1500 - Public conveniences
. . Service providers			521 - Transport and infrastructure
. . Street furniture			3103 - Street furniture
. . Street naming and numbering			2238 - Street numbering and naming
. . Surveys			521 - Transport and infrastructure
. . Taxi ranks			2923 - Taxi ranks

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. Public transport			1374 - Public transport
. . Community transport			4267 - Community transport
. . Concessions			2864 - Concessionary fares
. . Public transport plan			3142 - Transport planning
. . Timetable			1374 - Public transport
. Rights of way			449 - Rights of way
. . Enquiries			7874 - Enquiry services
. . Locations			449 - Rights of way
. . Orders			449 - Rights of way
. . Planning applications			12 - Planning applications
. . Ploughing and cropping			891 - Crops
. . Searches			449 - Rights of way
. Road maintenance			3025 - Road and pathway maintenance
. . Bridge inspections			1811 - Bridges
. . Drains and gullies			2412 - Blocked drains and sewers
. . Emergency maintenance			3025 - Road and pathway maintenance
. . Hazard removal			2386 - Disposal of dead animals; 3135 - Road spillage treatment
. . Inspections			3025 - Road and pathway maintenance
. . Kerbs			3010 - Dropped kerbs
. . Planned maintenance			3025 - Road and pathway maintenance
. . Scheduled maintenance			3025 - Road and pathway maintenance
. . Verge maintenance			3036 - Verge maintenance
. Road safety			252 - Road safety
. . Accident investigations			252 - Road safety
. . MOT testing			2910 - MOT tests
. . Road safety awareness			252 - Road safety
. . Safety audits			252 - Road safety
. . School crossing patrols			2130 - Crossing patrols
. . Speed cameras			1402 - Speed traps
. School transport			1377 - School transport
. . School transport services			1377 - School transport
. Traffic management			3064 - Traffic management
. . Abnormal loads			2900 - Abnormal loads (road transport)
. . Gritting and snow clearance			3091 - Salting and gritting
. . Monitoring			3092 - Snow clearance 3064 - Traffic management

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
. . Parking		Permits	2936 - Car parking permits
. . Parking sites			1327 - Parking
. . School routes			2855 - Safer routes to school
. . Street lighting			1404 - Street lighting
. . Traffic calming			216 - Traffic calming
. . Traffic reduction			216 - Traffic calming
. . Traffic orders		Approval	3064 - Traffic management
. . Traffic orders		Implementation	3064 - Traffic management
. . Traffic orders		Planning and Investigation	3064 - Traffic management
. . Weather forecasting		Weather data	793 - Climate and weather
. Transport planning			3142 - Transport planning
. . Development control			3142 - Transport planning
. . Strategy and planning		Transport strategy	3142 - Transport planning
. . Strategy and planning		Local transport plan	3142 - Transport planning
. . Transport modelling			3142 - Transport planning
. . Transport modelling		Traffic counts	3142 - Transport planning
. . Travel plans		Employer travel plans	3142 - Transport planning
. . Travel plans		School travel plans	3142 - Transport planning

LGCS 2.03 Terms Class	Series	Records	IPSV 2.00 Terms
Waste management			506 - Waste management
. Fly tipping			506 - Waste management
. . Fly tipping			1562 - Flytipping
. Street cleaning			3051 - Road cleaning
. . Pest control			3051 - Road cleaning
. . Road cleansing			3051 - Road cleaning
. Waste collection			2341 - Waste collection
. . Abandoned vehicles			440 - Abandoned vehicles
. . Bulk			2365 - Special waste collections
. . Controlled			2384 - Hazardous waste disposal
. . Domestic			2343 - Household waste collection
. . Trade			2385 - Commercial waste disposal
. Waste disposal			309 - Waste disposal
. . Waste sites		Management of sites	2366 - Civic amenity sites
. . Waste sites		Short term storage	2366 - Civic amenity sites
. . Waste sites		Equipment	2366 - Civic amenity sites
. . Waste sites		Inspections	2366 - Civic amenity sites
. . Waste sites		Permits	2366 - Civic amenity sites
. . Waste sites development		Waste site plans	5898 - Waste local plan
. Waste reduction			506 - Waste management
. . Composting			20 - Composting
. . Recycling			1387 - Recycling (waste)