

Function Level 1	Function Level 2	Service Name	Records Description	Retention Period Years	Retention Period Months	Retain Until
Corporate	Corporate	Business advice	Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business	1	0	
Corporate	Corporate	Approved suppliers	All records relating to the creation of a list of approved suppliers and contractors	6	0	
Corporate	Corporate	Corporate - purchasing	All records relating to procurement advice	6	0	
Corporate	Corporate	Corporate - purchasing	All records relating to the sale of services by individual	6	0	
Corporate	Corporate	Corporate - purchasing	Case files relating to the purchase of plot for highway scheme where contracts are not used	6	0	
Corporate	Corporate	Corporate - purchasing	Case files relating to the purchase of property when payment has already been made	6	0	
Corporate	Corporate	Corporate - purchasing	Case files relating to the purchase of property where contracts	6	0	
Corporate	Corporate	Procurement - contracts lists	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender	1	0	
Corporate	Corporate	Procurement - contracts management	All records relating to evaluation criteria used to evaluate a	0	6	
Corporate	Corporate	Procurement - contracts management	All records relating to prequalification questionnaires	6	0	
Corporate	Corporate	Procurement - contracts management	All records relating to successful tenders	0	0	
Corporate	Corporate	Procurement - contracts management	All records relating to the creation and monitoring of service level agreements	6	0	
Corporate	Corporate	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under seal	12	0	
Corporate	Corporate	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under signature	6	0	
Corporate	Corporate	Procurement - contracts management	All records relating to unsuccessful tenders	0	6	
Corporate	Corporate	Procurement policy	All records relating to the development and implementation of procurement policy	6	0	
Corporate	Corporate	Accessibility of Web sites	All records relating to the accessibility of web sites	3	0	
Corporate	Corporate	Change of circumstances	All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services	1	0	
Corporate	Corporate	Change of circumstances	Copy documents relating to the 'Tell us Once' system	1	0	
Corporate	Corporate	Service delivery consultation	All records relating to consultations concerning service delivery	6	0	
Corporate	Corporate	Spending plans consultation	All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans	3	0	
Corporate	Corporate	Spending plans consultation	All records relating to the publication of spending plans	3	0	
Corporate	Corporate	Business Process Improvement	All records relating to the use of business process improvement to improve council services	6	0	
Corporate	Corporate	Corporate - development strategy	All records relating to creation, implementation and monitoring of a strategic plan for the council	6	0	
Corporate	Corporate	Corporate - development strategy	All records relating to the development and monitoring of annual business plans	0	0	superseded
Corporate	Corporate	Corporate - equalities and diversity	All records relating to the use of the Equality Framework for Local Government (EFLG)	3	0	
Corporate	Corporate	Corporate - meeting governance	All records relating to the organization of meetings	4	0	
Corporate	Corporate	Corporate - meeting governance	Recordings of meetings	4	0	
Corporate	Corporate	Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	6	0	

Corporate	Corporate	Corporate - project management	All records relating to the management of projects which end with a contract under seal	12	0
Corporate	Corporate	Corporate - project management	All records relating to the management of projects which end with a contract under signature	6	0
Corporate	Corporate	Corporate - reporting	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups	6	0
					The retention period will vary depending on the type of research and the reason it was
Corporate	Corporate	Corporate - research	All records relating to research which has been commissioned or carried out by the local authority	0	0 commissioned
Corporate	Corporate	Corporate - resource planning	All records relating to the collection and analysis of staff	5	0
Corporate	Corporate	Corporate - service policy	All records relating to the management of internal procedures and facilities involved in the delivery of services not covered	3	0
Corporate	Corporate	Information management	All records relating to changes made to information systems	6	0
Corporate	Corporate	Information management	All records relating to the configuration of information systems	0	Date system 0 decommissioned
Corporate	Corporate	Information management	All records relating to the creation and implementation of system tracking requirements	0	Date system 0 decommissioned
Corporate	Corporate	Information management	All records relating to the creation of system process maps	0	Date system 0 decommissioned
Corporate	Corporate	Information management	All records relating to the design and construction of information systems	0	Date system 0 decommissioned
Corporate	Corporate	Information management	All records relating to the development of systems	0	Date system 0 decommissioned
Corporate	Corporate	Information management	All records relating to the implementation of ICT systems	0	Date system 0 decommissioned
Corporate	Corporate	Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	10	0
Corporate	Corporate	Town twinning	All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities	0	Retain until the date the twinning arrangement ends 0 ends
Corporate	Corporate	Facilities - graphic design	All records relating to the provision of an internal graphic design service where a recharge is made	6	0
Corporate	Corporate	Facilities - graphic design	All records relating to the provision of an internal graphic design service where no recharge is made	1	0
Corporate	Corporate	Facilities - graphic design	All records relating to the use of external graphic design	6	0
Corporate	Corporate	Facilities - internal mail	All records relating to the management of internal mail facilities	3	0

Corporate	Corporate	Facilities - printing and copying	All records relating to the provision of printing and copying	6	0	It is expected that these will be dynamic documents which are constantly updating
Corporate	Corporate	ICT - business continuity	Business Continuity Plans including all records relating to the development of business continuity plans	0	0	Date system decommissioned
Corporate	Corporate	ICT - data management	All records relating to the creation and implementation of security measures for information systems	0	0	
Corporate	Corporate	ICT - hardware	All records relating to the maintenance of systems hardware	6	0	
Corporate	Corporate	ICT - help desk	All records relating to system fault reporting	1	0	
Corporate	Corporate	ICT - help desk	All records relating to the management of systems help desk	1	0	
Corporate	Corporate	ICT - maintenance	All records relating to the maintenance and monitoring of ICT	1	0	
Corporate	Corporate	ICT - manuals	All systems manuals relating to current information systems	0	0	Date system decommissioned
Corporate	Corporate	ICT - networks	All records relating to the implementation and management of computer networks used by council officers.	6	0	
Corporate	Corporate	ICT - peripherals	All records relating to the purchase and installation of peripheral ICT equipment	6	0	
Corporate	Corporate	ICT - resource management	All records relating to ICT resource management	3	0	
Corporate	Corporate	ICT - security	All information relating to user profiles for information systems	6	0	
Corporate	Corporate	ICT - security	All records relating to the creation and implementation of policy and procedures relating to information security	3	0	
Corporate	Corporate	ICT - software	All records relating to software licenses for information systems	6	0	
Corporate	Corporate	ICT - Web site	All records relating to the creation and maintenance of the	3	0	
Corporate	Corporate	Street names and numbering	All official decision documents / plans / records relating to the naming and numbering of streets	Permanent	Permanent	
Corporate	Corporate	Street names and numbering	All other documentation in relation to the naming and numbering of streets	6		
Finance	Revenue and Benefits	Benefits advice and assessment	All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming	6	0	
Finance	Revenue and Benefits	Bereavement support	All records relating to the provision of support and advice to relatives about the arrangements that need to be made after a bereavement	1	0	
Finance	Revenue and Benefits	Debt counselling	All records relating to the provision of debt counselling services	6	0	
Finance	Revenue and Benefits	Debt enforcement	All records relating to debt enforcement	6	0	
Finance	Revenue and Benefits	Debt enforcement	Case files relating to debt recovery	6	0	
Finance	Revenue and Benefits	Welfare rights advice	All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice given might be actionable	6	0	
Finance	Revenue and Benefits	Welfare rights advice	All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice is not actionable	3	0	
Finance	Revenue and Benefits	Sickness and disability benefit	All records relating to applications for and management of employment & support allowance	6	0	
Finance	Revenue and Benefits	Going into hospital	Notifications of people claiming benefits who is admitted to hospital must notify the local authority that deals with their claims for housing and council tax benefit	6	0	

Finance	Revenue and Benefits	Housing benefit appeals	All records relating to the management of housing benefit	6	0
Finance	Revenue and Benefits	Housing benefit backdated claims	All records relating to back dated claims for housing benefit	6	0
Finance	Revenue and Benefits	Housing benefit current claim	All records relating to current claims for housing benefit	6	0
Finance	Revenue and Benefits	Housing benefit new claim	All records relating to new claims for housing benefit	6	0
Finance	Revenue and Benefits	Housing benefit overpayments	All records relating to the overpayment of housing benefit	6	0
Finance	Revenue and Benefits	Housing benefit renewal	All records relating to the renewal of housing benefit	6	0
Finance	Revenue and Benefits	Council tax benefit appeals	All records relating to council tax benefit appeals	6	0
Finance	Revenue and Benefits	Council tax benefit backdated claims	All records relating to council tax benefit back claims	6	0
Finance	Revenue and Benefits	Council tax benefit current claim	All records relating to current claims for council tax benefit	6	0
Finance	Revenue and Benefits	Council tax benefit new claim	All records relating to new claims for council tax benefit	6	0
Finance	Revenue and Benefits	Council tax benefit overpayments	All records relating to the overpayment of council tax benefits	6	0
Finance	Revenue and Benefits	Council tax benefit renewal	All records relating to the renewal of council tax benefits	6	0
Finance	Revenue and Benefits	Local crisis payment	All records relating to local crisis payments	6	0
Finance	Revenue and Benefits	Universal credit	All records relating to applications for and management of	6	0
			All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area.		
Finance	Revenue and Benefits	Business grants		6	0
Finance	Revenue and Benefits	Business rate relief	All records relating to reduction in business rates to business	6	0
			All records relating to the implementation and management of a business rate supplement		
Finance	Revenue and Benefits	Business rate supplement		6	0
Finance	Revenue and Benefits	Business rates account enquiries	All records relating to enquiries about business rates accounts	6	0
			All records relating to the provision of the business rates annual notification to businesses		
Finance	Revenue and Benefits	Business rates annual notification		6	0
Finance	Corporate	Corporate - audit and inspection	All records relating to audits carried out internally or externally	6	0
Finance	Corporate	Corporate - audit and inspection	All records relating to counter fraud investigations	6	0
Finance	Corporate	Corporate - audit and inspection	External audit letter	5	0
			All records relating to expenditure made by the council including invoices, purchase orders etc		
Finance	Accountancy	Council expenditure		6	0
			All records relating to the publication of details of council expenditure which can be viewed by local residents		
Finance	Accountancy	Council expenditure		1	0
Finance	Accountancy	Transparency of accounts	All records relating to the publication of council accounts	6	0
Finance	Accountancy	Value for money	All records relating to value for money activities	6	0
Finance	Revenue and Benefits	Council tax account enquiries	All records relating to enquiries about council tax accounts	6	0
Finance	Revenue and Benefits	Council tax annual notification	All records relating to the Council tax annual notification	6	0
Finance	Revenue and Benefits	Council tax appeals	All records relating to Council Tax Appeals	6	0
Finance	Revenue and Benefits	Council tax band reductions	All records relating to council tax band reductions	6	0
Finance	Revenue and Benefits	Council tax discount	All records relating to discounts made to council tax	6	0
Finance	Revenue and Benefits	Council tax exemptions	All records relating to council tax exemptions	6	0
Finance	Revenue and Benefits	Discretionary Housing Payment	All records relating to discretionary housing payments	6	0
Finance	Accountancy	Corporate - insurance	All records relating to Contractors' insurances	6	0
			All records relating to insurance claims made against the Council by officers/third parties		
Finance	Accountancy	Corporate - insurance		6	0
			All records relating to insurance claims made by the Council against third parties		
Finance	Accountancy	Corporate - insurance		6	0
Finance	Accountancy	Corporate - insurance	All records relating to the payment of insurance premiums	6	0
Finance	Accountancy	Corporate - insurance	All records relating to the registration of insurance claims	6	0
Finance	Accountancy	Corporate - insurance	All records relating to valuations for insurance claims	6	0
Finance	Accountancy	Corporate - insurance	Corporate Risk Register	6	0
Finance	Accountancy	Corporate - insurance	Employer's Liability Insurance Policy	40	0
Finance	Accountancy	Corporate - insurance	Insurance Policies taken out by the Council	6	0

Finance	Accountancy	Accounts - accounting	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	6	0
Finance	Accountancy	Accounts - financial management	All records relating to the banking of monies paid to the council	6	0
Finance	Accountancy	Accounts - financial management	All records relating to the receipt of payments made to the Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	6	0
Finance	Accountancy	Accounts - financial management	All records relating to the creation and implementation of the annual budget for the council	6	0
Finance	Accountancy	Accounts - financial planning	All records relating to the creation and implementation of departmental budgets	6	0
Finance	Accountancy	Accounts - financial planning	All records relating to the creation and implementation of partnership budgets	6	0
Finance	Accountancy	Accounts - financial planning	All records relating to the monitoring and reporting on the annual and departmental budgets	6	0
Finance	Accountancy	Accounts - fund management	All records relating the management of local authority financial	6	0
Finance	Accountancy	Accounts - fund management	All records relating to the investment of local authority funds	6	0
Finance	Accountancy	Accounts - inter-organisational charging	All records relating to charging of staff time and/or use of equipment between departments within the organisation	1	0
Finance	Accountancy	Accounts - management and control	All records relating to the adoption and development of policies and procedures for accounting practice	3	0
Finance	Accountancy	Accounts - revenue and customs	All records relating to the calculation of income tax, national insurance, VAT and stamp duties	3	0
Finance	Revenue and Benefits	Benefit fraud	All records relating to the detection and prosecution of benefit	6	0
Finance	Accountancy	Finance - indemnification for members and officers	All records relating to the management of indemnification for members and officers	6	0
Finance	Local Land Charges	Land charges search	All records relating to land charge searches	1	0
Finance	Local Land Charges	Land charges search	Land Charges Register	Permanent	Permanent
Governance and Licensing	Licensing	Street parties permission	All records relating to the administration of permissions for	6	0
Governance and Licensing	Legal	Compulsory property acquisition	All records relating to compulsory purchase orders	0	Date ownership of the land ceases
Governance and Licensing	Legal	Compulsory property acquisition	All records relating to the compulsory acquisition of property	0	Ownership of property ends
Governance and Licensing	Licensing	Illegal street trading	All records relating to the licensing and monitoring of street traders and street trading	6	0
Governance and Licensing	Licensing	Sex establishment licence	All records relating to the administration of licences for sex	6	0
Governance and Licensing	Licensing	Street collection licence	All records relating to the administration of street licence	6	0
Governance and Licensing	Licensing	Farmers markets	All records relating to the provision of information about Farmers' Markets	0	This will be a dynamic document, constantly updating
Governance and Licensing	Licensing	Local markets	Information on the locations, opening times and facilities of permanent or temporary markets within the local authority area. Also includes information for prospective and existing	1	0
Governance and Licensing	Licensing	Market event licence	All records relating to the administration of market event	6	0
Governance and Licensing	Licensing	Street trading licence	All records relating to the administration of Street Trading	6	0

Governance and Licensing	Democratic services	Byelaws and regulations	All records relating to the development and implementation of byelaws and regulations		6	0
Governance and Licensing	Democratic services	Civic recognition and awards	All records relating to the management of civic recognition and awards		10	0
Governance and Licensing	Democratic services	Community assemblies and committees	All records relating to the publication of details of local assemblies and committees and the dates and venues for forthcoming meetings		0	0
Governance and Licensing	Democratic services	Constitution	All records relating to the creation of management of the authority's constitution	Permanent	Permanent	
Governance and Licensing	Democratic services	Minutes, agendas and reports	Background papers to reports - Principal Set		4	0
Governance and Licensing	Democratic services	Minutes, agendas and reports	Minutes - Copies for public inspection		6	0
Governance and Licensing	Democratic services	Minutes, agendas and reports	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority		6	0
Governance and Licensing	Democratic services	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint is unfounded		1	0
Governance and Licensing	Democratic services	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor		0	0
Governance and Licensing	Democratic services	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor		0	0
Governance and Licensing	Democratic services	Councillors declaration of interest	All records relating to Councillors' declaration of interest		1	6
Governance and Licensing	Democratic services	Councillors declaration of interest	All records relating to Councillors' declaration of interest		0	18
Governance and Licensing	Democratic services	Councillors directory	All records relating to the compiling and publication of a councillors' directory		1	0
Governance and Licensing	Democratic services	Parish/town council and councillors	All records relating to liaison with parish/town council and councillors		6	0
Governance and Licensing	Licensing	Cemeteries and crematoria	All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out		6	0
Governance and Licensing	Licensing	Cemeteries and crematoria	All records relating to the management of and regulations relating to crematoria		6	0
Governance and Licensing	Licensing	Cemeteries and crematoria	All records relating to the management of the burials and cremations		6	0
Governance and Licensing	Licensing	Cemeteries and crematoria	Applications for cremation and any certificates or other documents relating to a cremation		15	0
Governance and Licensing	Licensing	Cemeteries and crematoria	Registers, indexes, plans relating to cemeteries and crematoria		50	0
Governance and Licensing	Licensing	Grave purchasing	All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants		75	0
Governance and Licensing	Licensing	Memorial construction	All records relating to the construction and erection of a memorial		6	0
Governance and Licensing	Licensing	Memorial construction	All records relating to the removal of a memorial		6	0
Governance and Licensing	Licensing	Mortuaries	All records relating to the management of mortuary services		6	0
Governance and Licensing	Democratic services	Civic events	All records relating to the management of civic events		6	0
Governance and Licensing	Democratic services	Civic events	All records relating to the process of organising a ceremonial event or civic occasions	Permanent	Permanent	
Governance and Licensing	Democratic services	Civic events	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly	Permanent	Permanent	
Governance and Licensing	Democratic services	Civic events	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly	Permanent	Permanent	

This will be a dynamic document, constantly updating

Councillor next stands for election Retain for the length of time the sanction is in force

Governance and Licensing	Information and Complaints	Complaints advocacy	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	6	0
Governance and Licensing	Information and Complaints	Complaints procedure	All records relating to complaints about services dealt with as business as usual	3	0
Governance and Licensing	Information and Complaints	Complaints procedure	All records relating to complaints referred to the Ombudsmen	10	0
Governance and Licensing	Information and Complaints	Complaints procedure	All records relating to level 1 and level 2 complaints	6	0
Governance and Licensing	Information and Complaints	Feedback and suggestions	All records relating to feedback and suggestions made by local	3	0
Governance and Licensing	Information and Complaints	Data Protection	All records relating to the creation and implementation of policies under Data Protection Act 1998	3	0
Governance and Licensing	Information and Complaints	Data Protection	All records relating to the management of subject access requests under the Data Protection Act 1998	2	0
Governance and Licensing	Information and Complaints	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 200	3	0
Governance and Licensing	Information and Complaints	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000	3	0
Governance and Licensing	Information and Complaints	Freedom of Information	All records relating to the management of Freedom of	2	0
Governance and Licensing	Information and Complaints	Re-use of public sector information	All records relating to the management of the re-use of public sector information	6	0
Governance and Licensing	Democratic services	Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors including the publication of this information	6	0
Governance and Licensing	Democratic services	Members and officers code of conduct	All records relating to the administration and recording of the appointment of Members to Outside Bodies	6	0
Governance and Licensing	Democratic services	Members and officers code of conduct	All records relating to the creation and management of Members Code of Conduct	0	Code of contact 0 is replaced
Governance and Licensing	Democratic services	Members and officers code of conduct	All records relating to the production of members'	6	0
Governance and Licensing	Information and Complaints	Open data publication	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	0	Data which is made available 0 is disposed of
Governance and Licensing	Information and Complaints	Policy - retention schedules	All records relating to the creation of a retention schedule for the authority	0	As the retention schedule is updated a copy should be retained to show what retention periods were at 0 any given time
Governance and Licensing	Information and Complaints	Policy - retention schedules	All records relating to the development and implementation of information surveys (or information audits)	3	0
Governance and Licensing	Licensing	Taxi ranks	All records relating to the provision of designated taxi ranks at key areas within the authority boundaries	6	0
Governance and Licensing	Democratic services	Members - allowances	All records relating to the administration of Independent Remuneration Panel	6	0
Governance and Licensing	Democratic services	Members - committee membership	All records relating to the administration of appointments & membership of committees & working groups	4	0

Governance and Licensing	Democratic services	Members - communications	All records relating to the development of a policy on communication with members	3	0
Governance and Licensing	Democratic services	Members - democratic services - advice	All records relating to professional advice to members and the public on democratic services and functions, including advice on the design of committee structures	4	0
Governance and Licensing	Democratic services	Members - electoral cycle	All records relating to the management of the members	4	0
Governance and Licensing	Democratic services	Members - executive forward plan	All records relating to the provision of a forward plan of key decisions to be made by the executive.	4	0
Governance and Licensing	Democratic services	Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community	3	0
Governance and Licensing	Democratic services	Members - induction and training	All records relating to the provision of induction and training for new members and ongoing development support to existing	3	0
Governance and Licensing	Democratic services	Members - minutes, agendas and reports	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.	Permanent	Permanent
Governance and Licensing	Democratic services	Members - overview and scrutiny	All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support	6	0
Governance and Licensing	Democratic services	Members - overview and scrutiny	All records relating to research into matters to be considered by	6	0
Governance and Licensing	Democratic services	Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny & overview committee decisions	6	0
Governance and Licensing	Democratic services	Members - overview and scrutiny	All records relating to the monitoring of implementation of	6	0
Governance and Licensing	Democratic services	Members - political offices	All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)	6	0
Governance and Licensing	Democratic services	Members - secretariat	All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support	4	0
Governance and Licensing	Democratic services	Members - secretariat	All records relating to the processing of member support requests excluding: Member training & development	4	0
Governance and Licensing	Democratic services	Members - secretariat	All records relating to the processing of member support requests including: Member training & development	4	0
Governance and Licensing	Democratic services	Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's	1	0
Governance and Licensing	Legal	Legal - advice	All records relating to copyright and intellectual property rights	6	0
Governance and Licensing	Legal	Legal - case management	All records relating to general common law issues	6	0
Governance and Licensing	Legal	Legal - case management	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act	6	0
Governance and Licensing	Legal	Legal - case management	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	6	0
Governance and Licensing	Legal	Legal - contracts	All records relating to actions founded on a simple contract	6	0
Governance and Licensing	Legal	Legal - contracts	All records relating to contracts founded on a speciality	12	0
Governance and Licensing	Legal	Legal - contracts	Case files relating to the receipt and preparation of contract	6	0
Governance and Licensing	Legal	Legal - contracts	Case files relating to the release of bonds	6	0
Governance and Licensing	Legal	Legal - contracts	Company formation, contracts or similar matters	12	0
Governance and Licensing	Legal	Legal - judicial review	Case files relating to judicial review	6	0
Governance and Licensing	Legal	Legal - land and property	All records relating to the disposal of information systems	3	0
Governance and Licensing	Legal	Legal - land and property	All records relating to the disposal of publicly owned equipment	6	0
Governance and Licensing	Legal	Legal - land and property	All records relating to the disposal of publicly owned land and	6	0
Governance and Licensing	Legal	Legal - land and property	Case files relating to Deed Of Release/Rectification/Variation By	6	0
Governance and Licensing	Legal	Legal - land and property	Case files relating to grant of easement to the client	6	0

Governance and Licensing	Legal	Legal - land and property	Case files relating to leases/tenancy agreements/licences to be granted to the client	6	0
Governance and Licensing	Legal	Legal - land and property	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security	6	0
Governance and Licensing	Legal	Legal - land and property	Case files relating to licences for assignment/under-letting/alterations relating to leases	6	0
Governance and Licensing	Legal	Legal - land and property	Case files relating to the redemption of mortgages(other than s22 charges) on sale or re-mortgage of property	6	0
Governance and Licensing	Legal	Legal - land and property	Conveyancing - acting for purchaser	Permanent	Permanent
Governance and Licensing	Legal	Legal - land and property	Conveyancing - acting for vendor on sale of the whole of the	12	0
Governance and Licensing	Legal	Legal - land and property	Conveyancing - acting for vendor who retains part of the title	Permanent	Permanent
Governance and Licensing	Legal	Legal - land and property	Loan Consents relating to loans made	12	0
Governance and Licensing	Legal	Legal - litigation support	All records relating to the recovery of land	12	0
Governance and Licensing	Legal	Legal - litigation support	Case files relating to injunction proceedings	6	0
Governance and Licensing	Legal	Legal - litigation support	Case files relating to injunctions under the Town & Country	6	0
Governance and Licensing	Legal	Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	6	0
Governance and Licensing	Legal	Legal - litigation support	Case files relating to the prosecution of breaches/review of community orders	6	0
Governance and Licensing	Licensing	Club premises certificate	All records relating to the provision of club premises certificates	3	0
Governance and Licensing	Licensing	Early morning restrictions orders	All records relating to the creation and management of Early morning restrictions orders	6	0
Governance and Licensing	Licensing	Personal alcohol and entertainment licence	All records relating to the administration of personal alcohol and entertainment licences	6	0
Governance and Licensing	Licensing	Premises alcohol and entertainment licence	All records relating to the administration of the licences for premises which sell alcohol and provide regulated	6	0
Governance and Licensing	Licensing	Temporary event notice	All records relating to the administration of temporary event	6	0
Governance and Licensing	Licensing	Late night catering licence	All records relating to the administration of late night catering	6	0
Governance and Licensing	Licensing	Club gaming permit	All records relating to the administration of Club Gaming	6	0
Governance and Licensing	Licensing	Club machine permit	All records relating to the administration of Club Machine	6	0
Governance and Licensing	Licensing	Family entertainment centre gaming machine permits	All records relating to the administration of Family Entertainment Centre Gaming Machine Permits	6	0
Governance and Licensing	Licensing	Gambling premises licence	All records relating to the administration of licences for gambling premises licence	6	0
Governance and Licensing	Licensing	Gambling premises temporary use notices	All records relating to the administration of Gambling Premises Temporary Use Notices	6	0
Governance and Licensing	Licensing	Licensed premises gaming machine permit	All records relating to the administration of Licensed Premises Gaming Machine Permits	6	0
Governance and Licensing	Licensing	Lottery licence	All records relating to the administration of lottery licences	6	0
Governance and Licensing	Licensing	Prize gaming permit	All records relating to the administration of Prize Gaming	6	0
Governance and Licensing	Licensing	Track betting licence	All records relating to the administration of licences for track	6	0
Governance and Licensing	Licensing	Track gambling premises occasional use notices	All records relating to the administration of Track Gambling Premises Occasional Use Notices	6	0
Governance and Licensing	Licensing	Dual drivers licence	All records relating to applications for and management of dual drivers licences	6	0
Governance and Licensing	Licensing	Hackney carriage (taxi) drivers licence	All records relating to the administration of hackney carriage drivers licence schemes	6	0
Governance and Licensing	Licensing	Hackney carriage (taxi) licence	All records relating to the administration of hackney carriage	6	0
Governance and Licensing	Licensing	Private hire drivers licence	All records relating to the administration of private hire drivers licence schemes	6	0

Governance and Licensing	Licensing	Private hire operators licence	All records relating to the administration of private hire operators licence schemes	6	0
Governance and Licensing	Licensing	Private hire vehicle (minicab) licence	All records relating to the administration of private hire vehicle licence schemes	6	0
Governance and Licensing	Licensing	Taxi fare setting	All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area	6	0
Housing, Health and Environment	Housing	Safeguarding adults board	All records relating to the provision of a safeguarding adults	6	0
Housing, Health and Environment	Housing	Safeguarding vulnerable adults	All records relating to Multi Agency Risk Assessment Conference	6	0
Housing, Health and Environment	Housing	Safeguarding vulnerable adults	All records relating to the safeguarding of vulnerable adults	6	0
Housing, Health and Environment	Housing	Assisted garden maintenance	All records relating to the provision of assisted garden maintenance for elderly or disabled tenants	6	0
Housing, Health and Environment	Housing	Community alarms and Telecare	All records relating to the provision of community alarms and telecare service	6	0
Housing, Health and Environment	Housing	Disabled people - home adaptations and aids	All records relating to home adaptations and aids provided to disabled people	6	0
Housing, Health and Environment	Housing	Credit unions	All records relating to the creation and management of Credit	6	0
Housing, Health and Environment	Environmental health	Funeral payment	All records relating to the payments to assist with the payment	6	0
Housing, Health and Environment	Private Sector Housing	Home repair assistance grant	All records relating to home repair assistance grants	6	0
Housing, Health and Environment	Housing	Overdue housing repairs - discretionary allowance	All records relating to the provision of a discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe.	6	0
Housing, Health and Environment	Housing	Rent determination	All records relating to the determination of private rents for those in receipt of housing benefits	6	0
Housing, Health and Environment	Environmental health	Environmental health placements	All records relating to the administration on environmental health placements	3	0
Housing, Health and Environment	Environmental health	Accident reporting	All records relating to the reporting of accidents where the person concerned is over 18	3	4
Housing, Health and Environment	Environmental health	Accident reporting	All records relating to the reporting of accidents where the person concerned is under 18	21	4
Housing, Health and Environment	Environmental health	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous	3	0
Housing, Health and Environment	Environmental health	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous	30	0
Housing, Health and Environment	Environmental health	Construction site fire safety	All records relating to fire safety on construction sites	6	0
Housing, Health and Environment	Environmental health	Health and safety - prosecutions register	Health and safety - prosecutions register	6	0
Housing, Health and Environment	Environmental health	Health and safety regulation	All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	6	0
Housing, Health and Environment	Environmental health	Occupational health services	Food Handling Questionnaires	6	0
Housing, Health and Environment	Streetscene	Safety of disused mines and tips	All assessments relating to the safety of disused mines and tips	6	0
Housing, Health and Environment	Streetscene	Safety of disused mines and tips	All financial records relating to the payment for work carried out in relation to the safety of disused mines and tip and the	6	0
Housing, Health and Environment	Streetscene	Safety of disused mines and tips	All work orders relating to the work ordered to be carried out relating to the safety of disused mines and tips	6	0
Housing, Health and Environment	Environmental health	Acupuncturist registration	All records relating to the registration of acupuncturist	6	0
Housing, Health and Environment	Private Sector Housing	Caravan site licence	All records relating to the administration of caravan licence	6	0
Housing, Health and Environment	Private Sector Housing	Moveable dwelling site licence	All records relating to the creation and management of moveable dwelling site licences	6	0
Housing, Health and Environment	Environmental health	Petrol vapour recovery regulation	All records relating to the regulation of petrol vapour recovery	Permanent	Permanent

Housing, Health and Environment	Environmental health	Regulation of dry cleaning premises	All records relating to the regulation of dry cleaning premises where contamination of land is involved	Permanent	Permanent
Housing, Health and Environment	Environmental health	Solvent emissions regulation	All records relating to the regulation of solvent emissions where contamination of land is involved	Permanent	Permanent
Housing, Health and Environment	Environmental health	Sunday trading notification	All records relating to the registration of Sunday trading		3 0
Housing, Health and Environment	Environmental health	Tattooist, piercing and electrolysis registration	All records relating to the registration of tattooist, piercing and		6 0
Housing, Health and Environment	Streetscene	Market stall rental	All records relating to the rental of market stalls		6 0
Housing, Health and Environment	Streetscene	Calibration and testing	All records relating to the monitoring of calibration and testing		6 0
Housing, Health and Environment	Streetscene	Festive decorations	All records relating to the provision or organisation of festive decorations such as lights, Christmas tree etc. to be installed		6 0
Housing, Health and Environment	Streetscene	Civil emergencies - flooding	All records relating to the provision of advice and information on what to do in the event of a flood		3 0
Housing, Health and Environment	Streetscene	Civil emergencies - flooding	All records relating to the provision of equipment such as sandbags and engineering advice to help residents/businesses		6 0
Housing, Health and Environment	Environmental health	Current emergency situations - health	All records relating to the provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak.		1 0
Housing, Health and Environment	Streetscene	Current emergency situations - weather	All records relating to the publication of information and advice on how to deal with emergency weather conditions such as flooding, heavy snowfalls etc.		3 0
Housing, Health and Environment	Streetscene	Emergency plan	All records relating to the creation, implementation and maintenance of the local authority's emergency plan		6 0
Housing, Health and Environment	Streetscene	Emergency plan	All records relating to the testing of emergency plans		6 0
Housing, Health and Environment	Streetscene	Flood prevention	All records relating to works carried out to reduce the likelihood of flooding in areas considered at risk or where there has	Permanent	Permanent
Housing, Health and Environment	Environmental health	Channel early intervention scheme	All assessments made as part of the Vulnerability Assessment		6 0
Housing, Health and Environment	Environmental health	Channel early intervention scheme	All records relating to the creation and management of a		6 0
Housing, Health and Environment	Environmental health	Civil injunction	All records relating to the use of civil injunctions		6 0
Housing, Health and Environment	Environmental health	Community safety	All records relating to the management of community safety		6 0
Housing, Health and Environment	Environmental health	Counter terrorism (Prevent)	All records relating to referrals made as part of the PREVENT		6 0
Housing, Health and Environment	Environmental health	Counter terrorism (Prevent)	All records relating to support services provided as part of the PREVENT strategy		6 0
Housing, Health and Environment	Environmental health	Counter terrorism (Prevent)	All records relating to the creation and delivery of PREVENT		3 0
Housing, Health and Environment	Environmental health	Hate crime	All records relating to the logging and monitoring of instances of erious crime directed at a victim for religious or racial reasons		6 0
Housing, Health and Environment	Environmental health	Hate crime	All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons		6 0
Housing, Health and Environment	Environmental health	Home safety advice	All records relating to the provision of advice and information about safety in the home including accident prevention, what to do in the event of an accident, risks in the home etc		3 0
Housing, Health and Environment	Environmental health	Release of CCTV evidence	All records relating to the release of CCTV evidence		6 0
Housing, Health and Environment	Environmental health	Town centre crime prevention	All records relating to the prevention of crime in town centres		6 0
Housing, Health and Environment	Environmental health	Vandalism prevention	All records relating to the creation and implementation of measures aimed at preventing vandalism within the area		6 0
Housing, Health and Environment	Housing	Allocated council homes	Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954		6 0
Housing, Health and Environment	Housing	Community wardens	All records relating to the work of the Community Wardens		6 0
Housing, Health and Environment	Housing	Community wardens	Intelligence Reports received by Community Wardens		0 1
Housing, Health and Environment	Housing	Allocated council homes	Documents related to housing applications.		6 0
Housing, Health and Environment	Housing	Allocated council homes	Documents related to unsuccessful housing applications.		6 0

Housing, Health and Environment	Housing	Allocated council homes	The register of individual housing applications.	6	0
Housing, Health and Environment	Housing	Change of housing tenancy	All records relating to changes in existing tenancies	6	0
Housing, Health and Environment	Housing	Demoted tenancy	All records relating to application for and management of a	6	0
Housing, Health and Environment	Housing	Ending housing tenancy	All records relating to the development and implementation of a process concerning the ending of a housing tenancy	3	0
Housing, Health and Environment	Housing	Furnished tenancies	All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility.	6	0
Housing, Health and Environment	Housing	Housing allocation system	All records relating to the allocation of system	6	0
Housing, Health and Environment	Housing	Housing evictions	All records relating to the eviction of tenants from local	6	0
Housing, Health and Environment	Housing	Housing evictions	Case files relating to repossession of council properties held under an unsecured tenancy	6	0
Housing, Health and Environment	Housing	Housing evictions	Case files relating to service of s.25 s.27 and other Notices to	6	0
Housing, Health and Environment	Housing	Housing referrals	All records relating to the management of housing referrals	6	0
Housing, Health and Environment	Housing	Introductory council tenancies	All records relating to introductory council tenancies	6	0
Housing, Health and Environment	Housing	Mutual home exchange	All records relating to the management of mutual home	6	0
Housing, Health and Environment	Housing	Registering for a council property	All records relating to the registration for a council property	6	0
Housing, Health and Environment	Housing	Communal heating charge	All records relating to the allocation and collection of communal heating charges	6	0
Housing, Health and Environment	Housing	Home contents insurance	All records relating to the provision of home contents insurance schemes to council tenants	6	0
Housing, Health and Environment	Housing	Housing insurance claims	All records relating to the management of housing insurance	6	0
Housing, Health and Environment	Housing	Housing rent setting	All records relating to the setting of housing rent	6	6
Housing, Health and Environment	Housing	Housing rent setting	Case files relating to rent reviews	6	0
Housing, Health and Environment	Housing	Housing rent	All records relating to deposits paid for housing	6	0
Housing, Health and Environment	Housing	Housing rent	Documentation relating to the notification and enforcement of breaches of council tenancy agreements.	6	0
Housing, Health and Environment	Housing	Housing rent	All records relating to the creation, implementation and collection of housing service charges	6	0
Housing, Health and Environment	Housing	Housing service charges	collection of housing service charges	6	0
Housing, Health and Environment	Housing	Late tenancy arrears	All records relating to the repayment to late tenancy arrears	6	0
Housing, Health and Environment	Housing	Rent arrears	Documentation relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management advice	6	0
Housing, Health and Environment	Housing	Rent arrears	Documentation relating to setting rents for council housing and rent accounting	6	0
Housing, Health and Environment	Housing	Right to buy your home	All records relating to the management of right to buy schemes	12	12
Housing, Health and Environment	Housing	Right to buy your home	Case file relating to Right to Buy pursuant to the Housing Act	6	0
Housing, Health and Environment	Housing	Affordable housing	All records relating to the provision and management of	6	0
Housing, Health and Environment	Private Sector Housing	Empty residential properties	All records relating to the management of empty residential	6	0
Housing, Health and Environment	Housing	Hard to let properties	All information relating to the management of hard to let	6	0
Housing, Health and Environment	Housing	Housing association nomination and registration	Information about housing associations in the borough	6	0
Housing, Health and Environment	Housing	Housing transfer to private registered provider	All records relating to housing transfer to a private registered	6	0
Housing, Health and Environment	Housing	Shared home ownership	All records relating to the creation and management of Shared Home Ownership	12	0
Housing, Health and Environment	Housing	Social housing policy	All records relating to the development, implementation and monitoring of a social housing policy	3	0
Housing, Health and Environment	Housing	Unauthorised house occupants	All records relating to the management of unauthorised house	6	0
Housing, Health and Environment	Housing	Caretaking	All records relating to the provision of caretaking services in	6	0

Housing, Health and Environment	Housing	Garage lettings	All records relating to the management of garage lettings	6	0
Housing, Health and Environment	Housing	Gas safety inspection	Annual gas safety inspections for properties under landlord management resulting in the issuance of a CP12 certificate	2	0
Housing, Health and Environment	Housing	Housing tenant support	All records relating to support given to housing tenants	6	0
Housing, Health and Environment	Housing	Property deeds	All records relating to property deeds where the property is housing owned by the Council	0	0 Property is sold
Housing, Health and Environment	Housing	Tenant housing alterations	All records relating to alterations made to council housing stock	6	0
Housing, Health and Environment	Housing	Tenant participation	All records relating to the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in	3	0
Housing, Health and Environment	Housing	Tenant support	All records relating to the provision of support to new tenants	6	0
Housing, Health and Environment	Environmental health	Animal inspection	All records relating to animal inspection	6	0
Housing, Health and Environment	Environmental health	Animal welfare	All records relating to the administration of animal welfare schemes which could include enforcement action	6	0
Housing, Health and Environment	Environmental health	Dangerous dogs enforcement	All records relating to the enforcement action relating to	6	0
Housing, Health and Environment	Environmental health	Dog registration	All records relating to the administration of dog registration	6	0
Housing, Health and Environment	Environmental health	Dog wardens	All records relating to the administration of the dog wardens' activities which may include enforcement action	6	0
Housing, Health and Environment	Environmental health	Pet burial	All records relating to the administration of pet burials	3	0
Housing, Health and Environment	Environmental health	Stray animals	All records relating to the collection and detention of stray	6	0
Housing, Health and Environment	Countryside	Countryside conservation	All records relating to the provision of grants for developing areas of the countryside for public use and education	6	0
Housing, Health and Environment	Countryside	Ecology and geology	All records relating to the support of ecology and geology of the	Permanent	Permanent
Housing, Health and Environment	Countryside	Environmental policy	All records relating to the development and implementation of environmental policy	40	0
Housing, Health and Environment	Streetscene	Waste reduction	All records relating to the development, implementation and monitoring of waste reduction programmes	6	0
Housing, Health and Environment	Countryside	Countryside education	All records relating to the provision of facilities for countryside	6	0
Housing, Health and Environment	Countryside	Countryside facilities	All records relating to the provision of information about the facilities available in the local countryside and how to enjoy	1	0
Housing, Health and Environment	Countryside	Countryside management	All records relating to the management of the countryside including nature conservation, access and informal recreation	6	0
Housing, Health and Environment	Countryside	Countryside rangers	All records relating to the management of countryside rangers	6	0
Housing, Health and Environment	Countryside	Countryside surveys	All records relating to countryside surveys	Permanent	Permanent
Housing, Health and Environment	Countryside	Countryside visitor centres	All records relating to the management of countryside visitor	6	0
Housing, Health and Environment	Countryside	Countryside volunteers	All records relating to the management of countryside	6	0
Housing, Health and Environment	Countryside / Streetscene	Forest and woodland management	All records relating to the management of woodland/forest on council owned land	6	0
Housing, Health and Environment	Countryside / Streetscene	Forest and woodland management	All records relating to the provision of advice and information on trees, woodland and tree-related issues to local	3	0
Housing, Health and Environment	Countryside	Grazing land	All records relating to the administration of grazing land including permits to graze	Permanent	Permanent
Housing, Health and Environment	Countryside	Nature reserves	All information about the management of local nature reserves by the council	6	0
Housing, Health and Environment	Streetscene	Open access land	All records relating to the management of open access land	Permanent	Permanent
Housing, Health and Environment	Environmental health	Animal by-products enforcement	All records relating to enforcement action taken under the Animal By-Products (Enforcement) (England) Regulations 2013	6	0
Housing, Health and Environment	Environmental health	Environmental health - out of hours emergencies	All records relating to environmental health out of hours emergencies	6	0

Housing, Health and Environment	Environmental health	Food poisoning and contamination	All records relating to the investigation of food poisoning and contamination incidents	6	0
Housing, Health and Environment	Environmental health	Food safety enforcement	All records relating to food safety enforcement actions	6	0
Housing, Health and Environment	Environmental health	Food safety inspections	All records relating to the management of food safety	6	0
Housing, Health and Environment	Environmental health	Food safety inspections	Risk Assessments relating to food safety	6	0
Housing, Health and Environment	Environmental health	Pest control	All records relating to the provision of pest control services	6	0
			All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	5	0
Housing, Health and Environment	Environmental health	Scientific services	All records relating to the administration of scientific services	6	0
Housing, Health and Environment	Environmental health	Smoking ban	All records relating to the enforcement of the smoking ban	6	0
			All records relating to the monitoring of the quality of water in public swimming pools and spa pools	7	0
Housing, Health and Environment	Environmental health	Swimming pool and spa pool monitoring	Swimming pools monitoring and inspection records	6	0
					This will be a dynamic document, constantly updating
Housing, Health and Environment	Environmental health	Independent funerals	All records relating to the provision of advice and information on how to organise a funeral without the use of a funeral director.	0	0
Housing, Health and Environment	Streetscene	Memorial construction	All records relating to the inspection of memorials	6	0
Housing, Health and Environment	Streetscene	Memorial construction	All records relating to the maintenance of memorials	6	0
Housing, Health and Environment	Environmental health	Municipal funerals	All records relating to the provision of municipal funerals	6	0
Housing, Health and Environment	Environmental health	Repatriation of bodies - England and Wales	All records relating to the repatriation of bodies in England and Wales	6	0
Housing, Health and Environment	Environmental health	Repatriation of bodies abroad	All records relating to the re-patriation of bodies abroad	6	0
Housing, Health and Environment	Streetscene	Grass cutting	All records relating to the cutting of grass on public land	6	0
			All records relating to the provision and maintenance of outdoor play facilities	7	0
Housing, Health and Environment	Streetscene	Parks and open space landscaping	All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	6	0
Housing, Health and Environment	Streetscene	Parks and open space maintenance	All records relating to the maintenance of parks and open spaces	6	0
			All records relating to information about parks in the local area including location, facilities, opening times, events etc.	1	0
Housing, Health and Environment	Streetscene	Parks and open spaces		3	0
Housing, Health and Environment	Environmental health	Air handling units	All records relating to the inspection and monitoring of air handling units	3	0
			All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants	Permanent	Permanent
Housing, Health and Environment	Environmental health	Air quality		6	0
Housing, Health and Environment	Environmental health	Clean Air Act approval	All records relating to enforcement of compliance with the Clean Air Act	6	0
Housing, Health and Environment	Environmental health	Construction site pollution	All records relating to the monitoring of construction site pollution	6	0
Housing, Health and Environment	Environmental health	Contaminated land	All records relating to the maintenance of a register of contaminated land	Permanent	Permanent
Housing, Health and Environment	Environmental health	Contaminated land	Files relating to individual contractors responsible for managing contaminated land	12	0
			Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	1	0
Housing, Health and Environment	Environmental health	Contaminated land	Records relating to local authority controlled household recyclable sites	0	End of life of the site
Housing, Health and Environment	Environmental health	Contaminated land	Records relating to the licencing and environmental control of closed landfill sites	0	End of life of the site
			Reports made every 6 months during the life of the contract of waste management sites	0	End of contract
Housing, Health and Environment	Environmental health	Contaminated land	Site files relating to individual waste sites which may be managed by a number of different contractors over its life span	7	0

Housing, Health and Environment	Environmental health	Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations	2	0
Housing, Health and Environment	Environmental health	Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental Information Regulations	3	0
Housing, Health and Environment	Environmental health	Exhaust emission testing	All records relating to exhaust emission testing	6	0
Housing, Health and Environment	Environmental health	Geotechnonology	All records relating to the provision of geotechnology services	Permanent	Permanent
Housing, Health and Environment	Environmental health	Hazardous substance control	All records relating to the monitoring of hazardous substances	40	0
Housing, Health and Environment	Environmental health	Idling vehicles	All records relating to the enforcement of powers to deal with idling vehicles.	6	0
Housing, Health and Environment	Environmental health	Light pollution	All records dealing with reports of incidents of light pollution	6	0
Housing, Health and Environment	Environmental health	Light pollution	All records dealing with reports of incidents of light pollution	6	0
Housing, Health and Environment	Environmental health	Noise pollution	All records relating to the administration of complaints about noise pollution where a statutory investigation has taken place	6	0
Housing, Health and Environment	Environmental health	Noise pollution	All records relating to the administration of complaints about noise pollution where the investigation is non statutory	6	0
Housing, Health and Environment	Environmental health	Nuisances	All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	6	0
Housing, Health and Environment	Environmental health	Nuisances	All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	6	0
Housing, Health and Environment	Private Sector Housing	Private water supply analysis	All records relating to the analysis of private water supplies	6	0
Housing, Health and Environment	Private Sector Housing	Septic tanks and cesspits	All records relating to the emptying of cesspools and septic	6	0
Housing, Health and Environment	Environmental health	Smoke control areas	All records relating to the monitoring of smoke control records	6	0
Housing, Health and Environment	Environmental health	Water pollution	All records relating to the monitoring of water pollution	6	0
Housing, Health and Environment	Environmental health	Water quality monitoring	All records relating to monitoring water quality	6	0
Housing, Health and Environment	Streetscene	Composters	All records relating to the provision of composters	6	0
Housing, Health and Environment	Streetscene	Food waste recycling	All records relating to the implementation and monitoring of food waste recycling schemes	6	0
Housing, Health and Environment	Streetscene	Recycling advice	All records relating to the provision of general information about waste, recycling and so on	1	0
Housing, Health and Environment	Streetscene	Recycling bags and containers	All records to the provision of recycling bags and containers	3	0
Housing, Health and Environment	Streetscene	Recycling of batteries	All records relating to the creation, implementation and management of battery recycling schemes	4	0
Housing, Health and Environment	Streetscene	Recycling sites	All records relating to the provision and management of recycling collection sites	6	0
Housing, Health and Environment	Streetscene	Residential recycling collections	All records relating to residential recycling collections	3	0
Housing, Health and Environment	Streetscene	Abandoned shopping trolleys	All records relating to the removal of abandoned shopping	6	0
Housing, Health and Environment	Streetscene	Abandoned vehicles	All records relating to the management of with any vehicles reported as abandoned on local roads or property	6	0
Housing, Health and Environment	Streetscene	Dead animal removal	All records relating to the removal of dead animals from publicly accessible area	6	0
Housing, Health and Environment	Streetscene	Dog waste bins	All records relating to the provision of bins for the collection of dog waste in local public areas	3	0
Housing, Health and Environment	Environmental health	Dog fouling	All records relating to the monitoring and enforcement of action against dog fouling	6	0
Housing, Health and Environment	Streetscene	Flyposting	All records relating to monitoring and dealing with flyposting	6	0
Housing, Health and Environment	Environmental health	Flytipping	All records relating to enforcement action taken against fly	6	0
Housing, Health and Environment	Streetscene	Flytipping	All records relating to the removal of waste which has been dumped by fly-tippers	6	0

Housing, Health and Environment	Streetscene	Graffiti removal	All records relating to the reporting and removal of graffiti from	6	0
Housing, Health and Environment	Streetscene	Graffiti removal	All records relating to the reporting and removal of graffiti from	6	0
Housing, Health and Environment	Streetscene	Litter bins	All records relating to the provision and maintenance of litter	6	0
Housing, Health and Environment	Environmental health	Litter enforcement	All records relating to the enforcement of litter dropping	6	0
Housing, Health and Environment	Streetscene	Litter removal	All records relating to the removal of litter from and the sweeping of the streets	6	0
Housing, Health and Environment	Streetscene	Market cleaning	All records relating to market cleaning	6	0
Housing, Health and Environment	Streetscene	Public toilets - RADAR keys	All records relating to the administration of the RADAR Key	3	0
Housing, Health and Environment	Streetscene	Public toilets	All records relating to the provision and management of public	6	0
Housing, Health and Environment	Streetscene	Road spillages	All records relating to the management of road spillage incidents which do not involve an accident to a minor	6	0
Housing, Health and Environment	Streetscene	Road spillages	All records relating to the management of road spillage incidents which involve an accident to a minor	21	4
Housing, Health and Environment	Streetscene	Street cleaning	All records relating to street cleaning	6	0
Housing, Health and Environment	Housing	Community noticeboards	All records relating to the provision of community noticeboard	6	0
Housing, Health and Environment	Housing	Community strategy	All records relating to the development of a community	4	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	All records relating to accident reporting where the person is aged over 18 at the time of the accident	4	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	All records relating to accident reporting where the person is aged under 18 at the time of the accident	22	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	All records relating to health and safety campaigns carried out by local authorities	3	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	All records relating to Health and Safety strategy including	6	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	All records relating to the development and implementation of health and safety policies	6	0
Housing, Health and Environment	Environmental health	Corporate - health and safety	Process of inspecting equipment	6	0
Housing, Health and Environment	Housing	Local Involvement Network (LINK)	All records relating to the provision and management of a Local Involvement Network [LINK]	4	0
Housing, Health and Environment	Housing	Volunteering	All records relating to the provision of volunteering opportunities available in the community	1	0
Housing, Health and Environment	Housing	Youth leadership training	Youth leadership training	3	0
Housing, Health and Environment	Housing	Youth project volunteering	All records relating to the management of youth project	6	0
Housing, Health and Environment	Housing	Community facility grants	All records relating to community facility grants	6	0
Housing, Health and Environment	Housing	Cultural grants	All records relating to cultural grants	6	0
Housing, Health and Environment	Housing	Financial assistance for housing associations	All records relating to financial assistance provided to Housing	6	0
Housing, Health and Environment	Private Sector Housing	Special needs capital grants	All records relating to special needs capital grants	6	0
Housing, Health and Environment	Private Sector Housing	Home improvement loans	All records relating to Home Improvement loans	6	0
Housing, Health and Environment	Private Sector Housing	Home renovation grants	All records relating to home renovation assistance grants	6	0
Housing, Health and Environment	Private Sector Housing	Keeping warm in winter	All records relating to the Central Heating Programme and the Warm Front Programme	6	0
Housing, Health and Environment	Housing	Community and day centres	All records relating to the running of community and day	6	0
Housing, Health and Environment	Housing	Community centres	All records relating to the provision and management of	6	0
Housing, Health and Environment	Housing	Community support groups and organisations	All records relating to the provision of information about recognised groups and organisations that provide advice and support for those who may be in need of community care such as the elderly, disabled or those with learning difficulties	1	0
Housing, Health and Environment	Environmental health	Bathing waters	All records relating to the publication of bathing water	1	0
Housing, Health and Environment	Environmental health	Infectious disease investigation	All records relating to the investigation into infectious diseases	6	0
Housing, Health and Environment	Environmental health	Public health strategic needs assessment	All records relating to public health strategic needs assessments	6	0

Housing, Health and Environment	Environmental health	Stopping smoking	All records relating to information, advice and help to assist local residents who smoke to stop smoking.	0	0
Housing, Health and Environment	Streetscene	Snow clearance	All records relating to the clearance of snow and ice from pavements in severe winter weather conditions except where an accident to a minor is concerned	6	0
Housing, Health and Environment	Streetscene	Snow clearance	All records relating to the clearance of snow and ice from pavements in severe winter weather conditions where any	21	4
Housing, Health and Environment	Streetscene	Street furniture	All records relating to the provision and maintenance of street	3	0
Housing, Health and Environment	Streetscene	Verge maintenance	All records relating to the maintenance of grass verges adjacent to roads within the public highway	6	0
Housing, Health and Environment	Streetscene	Wall maintenance	All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will include highway retaining walls and walls	6	0
Housing, Health and Environment	Streetscene	Street name plates	All records relating to the provision and fitting of street name plates	0	Until the street 0 is removed
Housing, Health and Environment	Housing	Homelessness support	All records relating to short term and emergency accommodation for homeless people.	6	0
Housing, Health and Environment	Housing	Hostels and emergency accommodation	All records relating to the provision of hostels and other temporary accommodation	6	0
Housing, Health and Environment	Housing	Council tenant advice	Documentation relating to the tenancy agreement.	6	0
Housing, Health and Environment	Housing	Council tenant advice	Information about housing transfers, applications, removals	6	0
Housing, Health and Environment	Private Sector Housing	Drainage	All records relating to the provision of help and advice on highway drainage, land drainage or private drainage and may arrange for clearance of a blocked drain	6	0
Housing, Health and Environment	Private Sector Housing	Energy efficiency	All records relating to the assessment of properties for energy	6	0
Housing, Health and Environment	Environmental health	Housing and public health	All records relating to the enforcement of public health and housing regulations.	6	0
Housing, Health and Environment	Environmental health	Housing and public health	All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.	1	0
Housing, Health and Environment	Housing	Housing legal advice	All records relating to legal advice given to homeowners and tenants relating to housing matters	6	0
Housing, Health and Environment	Housing	Housing mediation	All records relating to the provision and management of housing mediation services	6	0
Housing, Health and Environment	Housing	Mortgage references	All records relating to the provision of references to a mortgage lender for tenants wishing to purchase their own property.	6	0
Housing, Health and Environment	Private Sector Housing	Private housing advice	All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs	1	0
Housing, Health and Environment	Private Sector Housing	Private landlord support	All records relating to the provision of information and support to anyone who is providing property for rent in the local area.	1	0
Housing, Health and Environment	Housing	Private tenant advice	Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention, single homeless advice	6	0
Housing, Health and Environment	Housing	Private tenant advice	General information and advice about housing given to home owners and tenants	3	0
Housing, Health and Environment	Housing	Communal housing repairs	All records relating to repairs made to communal areas within council accommodation	6	0
Housing, Health and Environment	Housing	Demolitions - alternative housing	All records relating to the demolition of property and the offer to tenants of alternative accommodation	6	0

Housing, Health and Environment	Housing	Demolitions - disturbance allowance	All records relating to disturbance allowance paid to tenants in council property when nearby property is demolished	6	0
Housing, Health and Environment	Housing	Demolitions - tenants' responsibilities	All records relating to advice and support given to tenants when the property is demolished	6	0
Housing, Health and Environment	Housing	Emergency out of hours housing repairs	Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	6	0
Housing, Health and Environment	Housing	House surveying - major repairs	All records relating to surveys undertaken by the council of	6	0
Housing, Health and Environment	Housing	Housing Care and Repair scheme	All records relating to the management of housing care and	6	0
Housing, Health and Environment	Housing	Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried	6	0
Housing, Health and Environment	Housing	Housing modernisation schemes	All records relating to the management of housing	6	0
Housing, Health and Environment	Housing	Rechargeable home repairs	All records relating to the management of rechargeable home	6	0
Housing, Health and Environment	Private Sector Housing	Houses in multiple occupation register	All records relating to the registration of houses in multiple	6	0
Housing, Health and Environment	Private Sector Housing	Houses in multiple occupation safety inspection	All records relating to safety inspections of houses in multiple	6	0
Housing, Health and Environment	Private Sector Housing	Landlord accreditation	occupation	6	0
Housing, Health and Environment	Streetscene	Facilities - vehicle maintenance	All records relating to the administration of landlord	3	0
Housing, Health and Environment	Streetscene	Facilities - vehicle maintenance	All records relating to the acquisition and disposal of fleet	6	0
Housing, Health and Environment	Streetscene	Facilities - vehicle maintenance	All records relating to the maintenance of fleet vehicles	6	0
Housing, Health and Environment	Streetscene	Facilities - vehicle maintenance	All records relating to the ownership of fleet vehicles	6	0
Housing, Health and Environment	Streetscene	Facilities - vehicle maintenance	Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal	0	0
Housing, Health and Environment	Countryside	Art commissions	All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art	6	0
Housing, Health and Environment	Countryside	Arts and creative classes	All records relating to the development and management of arts and creative classes	6	0
Housing, Health and Environment	Countryside	Arts development	All records relating to the support and development of arts in the local community	6	0
Housing, Health and Environment	Countryside	Arts organisations and events	All records relating to the provision of information and advice on local arts organisations, exhibitions and events	1	0
Housing, Health and Environment	Countryside	Countryside events	All records relating to the provision of information on countryside events that have or will take place in the local area. Events may be run by the local authority, local volunteer groups	1	0
Housing, Health and Environment	Countryside	Exhibitions	All records relating to the provision of exhibitions in public buildings or open spaces	3	0
Housing, Health and Environment	Countryside / Streetscene/	Outdoor events	All records relating to the organisation and management of outdoor events	6	0
Housing, Health and Environment	Streetscene	Accessibility - local facilities	All records relating to information on the accessibility of various facilities	0	0
Housing, Health and Environment	Countryside	Older people's activities	All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities	6	0
Housing, Health and Environment	Countryside	Outdoor activities	All records relating to the development and management of outdoor activities	6	0
Housing, Health and Environment	Countryside	Outdoor activities	Records relating to children (aged under 18 years) who are taking part in outdoor activities	25	0

Ownership of the vehicle ceases

This will be a dynamic document, constantly updating

Housing, Health and Environment	Countryside	Outdoor activities	Records relating to young people and adults (aged over 18 years) who are taking part in outdoor activities	6	0
Housing, Health and Environment	Streetscene	Historic sites maintenance	All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments	6	0
Housing, Health and Environment	Streetscene	Memorial maintenance	All records relating to the maintenance of memorials where the memorial is a listed building	Permanent	Permanent
Housing, Health and Environment	Streetscene	Memorial maintenance	All records relating to the maintenance of memorials where the memorial is not a listed building	6	0
Housing, Health and Environment	Countyside	Museum and gallery shops	All records relating to the sale of goods in museum and gallery	6	0
Housing, Health and Environment	Countyside	Museum collections	All records relating to information about collections on display in museum collections	1	0
Housing, Health and Environment	Countyside	Museum events and exhibitions	All records relating to information about any events or exhibitions organised at museums with the local authority area.	1	0
Housing, Health and Environment	Countyside	Museums and galleries - loans donations and bequests	All records relating to loans, donations and bequests made to Museums and Galleries	Permanent	Permanent
Housing, Health and Environment	Countyside	Museums and galleries	All records relating to the management and maintenance of museums and galleries	6	0
Housing, Health and Environment	Countyside	Museums and galleries	All records relating to the provision of information and advice on museums and galleries in the local area	1	0
Housing, Health and Environment	Streetscene	Sports facilities	All records relating to information about sports facilities	1	0
Housing, Health and Environment	Streetscene	Sports facilities	All records relating to the management of sports facilities, Includes booking and hire of sport facilities and usage data	2	0
Housing, Health and Environment	Streetscene	Sports facilities	All records relating to the membership of sports facilities	6	0
Housing, Health and Environment	Streetscene	Local attractions	All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there	1	0
Housing, Health and Environment	Environmental health	Zoos and farm parks	All records relating to the provision and management of zoos, farms, wildlife parks or 'pets' corners' open to the public	6	0
Housing, Health and Environment	Environmental health	Stage hypnotism licence	All records relating to the administration of licences for stage	6	0
Housing, Health and Environment	Environmental health	Boarding animals licence	All records relating to the administration of boarding animals	6	0
Housing, Health and Environment	Environmental health	Dangerous animals licence	All records relating to the administration of dangerous animals	6	0
Housing, Health and Environment	Environmental health	Dog breeding licence	All records relating to the administration of dog breeding	6	0
Housing, Health and Environment	Environmental health	Pet shop licence	All records relating to the administration of pet shop licences	6	0
Housing, Health and Environment	Environmental health	Riding establishment licence	All records relating to the administration of riding establishment licence schemes	6	0
Housing, Health and Environment	Environmental health	Zoo licence	All records relating to the administration of zoo licences	6	0
Housing, Health and Environment	Private Sector Housing	Homes in multiple occupancy licence	All records relating to the licensing of houses in multiple	6	0
Housing, Health and Environment	Environmental health	Pollution control - Part A(2) and Part B processes	All records relating to the administration of permits for pollution control	6	0
Housing, Health and Environment	Private Sector Housing	Selective area housing licences	All records relating to the creation and management of Selective area housing licences	6	0
Housing, Health and Environment	Private Sector Housing	Selective housing areas	All records relating to the designation and management of selective licensing areas	6	0
Housing, Health and Environment	Environmental health	Food business registration	All records relating to the registration of food businesses	6	0
Housing, Health and Environment	Environmental health	Food premises approval	All records relating to the approval of food premises	6	0
Housing, Health and Environment	Environmental health	Food safety advice	All records relating to food safety advice	3	0
Housing, Health and Environment	Environmental health	Firework safety advice	All records relating to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the	3	0
Housing, Health and Environment	Streetscene	Fuel delivery and storage	All records relating to the delivery and storage of fuel	Permanent	Permanent

Housing, Health and Environment	Streetscene	Petroleum storage licence	All records relating to the administration of petroleum storage licence schemes	Permanent	Permanent	
Housing, Health and Environment	Environmental health	Cooling tower registration	All records relating to the registration of cooling towers		6	0
Housing, Health and Environment	Environmental health	Registration - motor salvage operator	All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in October		6	0
Housing, Health and Environment	Environmental health	Scrap metal site registration	All records relating to the registration of scrap metal sites		6	0
Housing, Health and Environment	Streetscene	Beach patrols	All records relating to the management of beach patrols		6	0
Housing, Health and Environment	Streetscene	Coastal protection	All records relating to the review and maintenance of coastal protection within the local authority area	Permanent	Permanent	
Housing, Health and Environment	Streetscene	Allotments	All records relating to the allocation and management of		6	0
Housing, Health and Environment	Streetscene	Tree management	All records relating to the management of trees which are the responsibility of the authority		6	0
Housing, Health and Environment	Countryside	Tree management	All records relating to tree preservation orders		0	0
Housing, Health and Environment	Countryside	Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders		0	0
Housing, Health and Environment	Streetscene	Boat and trailer parking	All records relating to the provision and maintenance of boat and trailer parking		6	0
Housing, Health and Environment	Streetscene	Lifbelts	All records relating to the provision and maintenance of lifebelts for use by rivers and water ways		6	0
Housing, Health and Environment	Streetscene	Boat launching and recovery	All records relating to the provision of slipways which may be used for the launch and recovery of trailed boats		6	0
Housing, Health and Environment	Streetscene	Navigation and berthing	All records relating to the monitoring of navigation and berthing in the water ways under the control of the local authority		6	0
Housing, Health and Environment	Environmental health	Council car parks	All records relating to the development, implementation and management of car parks which are owned and run by the local		6	0
Housing, Health and Environment	Environmental health	Council car parks	List of car parks owned and run by the local authority , their locations and tariffs.		1	0
Housing, Health and Environment	Environmental health	Disabled people - parking bays	All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers		6	0
Housing, Health and Environment	Environmental health	Disabled people - parking permits	All records relating to the management of parking permits for disabled people		3	6
Housing, Health and Environment	Environmental health	Lorry parking	All records relating to the provision of parking areas for heavy		6	0
Housing, Health and Environment	Environmental health	Parking permits	All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone		6	0
Housing, Health and Environment	Streetscene	Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety		6	0
Housing, Health and Environment	Streetscene	Bulky household waste collections	All records relating to bulky household waste collections		3	0
Housing, Health and Environment	Streetscene	Clinical household waste	All records relating to the collection of clinical household waste		6	0
Housing, Health and Environment	Streetscene	Household garden waste	All records relating to the collection of household garden waste		3	0
Housing, Health and Environment	Streetscene	Household waste accumulation	All records relating to the monitoring and enforcement of household waste accumulation		6	0
Housing, Health and Environment	Streetscene	Household waste assisted collection	All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to		3	0
Housing, Health and Environment	Streetscene	Household waste collection	All records relating to the provision of regular collection of household rubbish from all residential premises within the		3	0
Housing, Health and Environment	Streetscene	Household waste containers	All records relating to the provision of household waste		3	0

Tree ceases to exist
Tree no longer exists

Housing, Health and Environment	Streetscene	Household waste enforcement	All records relating to the enforcement of household waste	6	0
Housing, Health and Environment	Streetscene	Residential waste spillages	All records relating to the management of residential waste	6	0
Housing, Health and Environment	Streetscene	Area waste strategy	All records relating to the development, implementation and monitoring of the Area Waste Plan	3	0
Housing, Health and Environment	Streetscene	Refuse duty of care - enforcement	All records relating to the enforcement of the duty of care concerning the disposal of refuse	6	0
Housing, Health and Environment	Environmental health	Exhumations	All records relating to the management of exhumations including faculty, home office licence and the authority to re-	15	0
Housing, Health and Environment	Streetscene	Boat winter storage	All records relating to the management of applications for winter storage and the management of records of stored	6	0
Housing, Health and Environment	Streetscene	Port and harbour facilities	All records relating to the publication of information about port	1	0
Housing, Health and Environment	Streetscene	Boat registration	All records relating to the management of boat registration	6	0
Leisure and culture	Leisure activities	Young people's organised activities	All records relating to the organisation of activities for young	6	0
OD and Transformation	HR	Careers advice	All records relating to careers advice given to school pupils	3	0
OD and Transformation	HR	Current vacancies	All records relating to the publication of current job vacancies within the authority	1	0
OD and Transformation	HR	Disabled people - employment advice	All records relating to the provision of advice and support for those with special needs who may wish to seek full or part time	6	0
OD and Transformation	HR	Employment and training initiatives	All records relating to the provision of programmes to promote the development of learning and employment	6	0
OD and Transformation	HR	Equal opportunities advice	All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy	3	0
OD and Transformation	HR	Equal opportunities advice	All records relating to the publication of equal opportunities policy and provision of advice/information on equal opportunities to employers and employees in the area	1	0
OD and Transformation	HR	Sports employment	All records relating to the advertising current vacancies and providing advice and information to those seeking employment in sport and leisure in the local area	1	0
OD and Transformation	HR	Sports employment	All records relating to the publication of the councils' policy on training and employment within the sports and leisure service	3	0
OD and Transformation	HR	Health and safety training	All records relating to health and safety training provided to employees by local authorities	6	0
OD and Transformation	HR	Health and safety training	All records relating to the provision of food hygiene and occupational health and safety training courses for managers	6	0
OD and Transformation	HR	Occupational health services	All records relating to the process by which the Council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	6	0
OD and Transformation	HR	Work health and safety advice and training	All records relating to the provision of work health and safety advice and training	6	0
OD and Transformation	HR	Community fire safety	All records relating to community fire safety	3	0
OD and Transformation	HR	Protection from harassment	All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not	3	0
OD and Transformation	HR	Equality and diversity	All records relating to the development, implementation and monitoring of equality and diversity policies	3	0
OD and Transformation	Communications	Media and publicity protocols	All records relating to the creation and management of media and publicity protocols	3	0
OD and Transformation	Communications	News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.	3	0

					When publication goes
OD and Transformation	Communications	Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.	0	0 out of print
OD and Transformation	Communications	Staff - communications	All records relating to responses made by councils to external Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are	3	0
OD and Transformation	Communications	Staff - communications	All records relating to the creation and analysis of customer satisfaction surveys	1	0
OD and Transformation	Communications	Customer satisfaction surveys	Comments received via social media sites, where the comments/complaints have been referred on to the relevant organisations and decision makers.	3	0
OD and Transformation	Communications	Feedback and suggestions	All records relating to links between local people, local organisations and decision makers.	1	0
OD and Transformation	Communications	Community engagement	All records relating to the management of employee relations	4	0
OD and Transformation	HR	Corporate - industrial relations	All records relating to trade union liaison	6	0
OD and Transformation	HR	Corporate - industrial relations	All records relating to the creation, implementation and monitoring of policies and procedures	3	0
OD and Transformation	HR	Corporate - policies and procedures	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority	3	0
OD and Transformation	HR	Performance measurement and reporting	All records relating to the transparency of senior salaries	5	0
OD and Transformation	HR	Transparency of senior salaries	All records relating to the provision of advice and information on health issues of concern to individuals and the community.	1	0
OD and Transformation	HR	Health advice	All records relating to the creation, implementation and management of health and wellbeing strategies	6	0
OD and Transformation	HR	Health and wellbeing strategy	All records relating to the provision of free health checks	5	0
OD and Transformation	HR	Health checks	All records relating to the creation and publication of a staff organisation restructure	0	0
OD and Transformation	HR	Corporate - organisation structure	All records relating to the development and implementation of partnership working	1	0
OD and Transformation	HR	Corporate - organisation structure	All records relating to the process for ending a tenancy of an housing provided for employees	6	0
OD and Transformation	HR	Corporate - partnership working	All records relating to the management of staff annual leave	6	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to staff performance	6	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to the annual appraisal of staff	6	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to the management of staff apprenticeships	1	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to the development and implementation of	6	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to leased vehicle allowances	6	0
OD and Transformation	Payroll	Staff - accommodation	All records relating to officers driving their own vehicles on	6	0
OD and Transformation	HR	Staff - consultation and feedback	All records relating to the management of staff consultation and	6	0
OD and Transformation	HR	Staff - continuing professional development	All records relating to workforce development	3	0
OD and Transformation	HR	Staff - disciplinary procedures	Case files relating to disciplinary matters	6	0
OD and Transformation	HR	Staff - disciplinary procedures	Casework: Disciplinary where the case results in dismissal	6	0
OD and Transformation	HR	Staff - disciplinary procedures	Casework: Disciplinary where the case results in no case to answer	0	End of the investigation
OD and Transformation	HR	Staff - disciplinary procedures	Non Schools Case Work - Performance and Capability	6	0
OD and Transformation	HR	Staff - employment tribunals	All records relating to employment tribunal	6	0
OD and Transformation	HR	Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	6	0
OD and Transformation	HR	Staff - equal pay	All records relating to the implementation and management of	6	0

OD and Transformation	Payroll	Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the	6	0
OD and Transformation	HR	Staff - grievance	Casework - Grievance procedure	6	0
OD and Transformation	HR	Staff - job analysis	All records relating to the development and implementation of job descriptions and person specifications	6	0
OD and Transformation	HR	Staff - job analysis	All records relating to the evaluation of jobs	6	0
OD and Transformation	HR	Staff - medicals and health screening	All records relating to employee eye tests	0	Until new eye test completed
OD and Transformation	HR	Staff - occupational health	Health Referral files	85	0
OD and Transformation	HR	Staff - occupational health	Health Surveillance forms	40	0
OD and Transformation	HR	Staff - operational exercising/training	All records relating to the management of staff operational exercising/training	3	0
OD and Transformation	HR	Staff - outplacement	All records relating to individuals who are made redundant	80	0
OD and Transformation	HR	Staff - outplacement	All records relating to staff transferred to other organisations	6	0
OD and Transformation	Payroll	Staff - overtime	All records relating to the management of staff overtime	6	0
OD and Transformation	Payroll	Staff - payroll	All records relating to car loan agreements	6	0
OD and Transformation	Payroll	Staff - payroll	All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations	6	0
OD and Transformation	Payroll	Staff - payroll	All records relating to Income Tax and National Health	3	0
OD and Transformation	Payroll	Staff - payroll	All records relating to Inland Revenue approval	Permanent	Permanent
OD and Transformation	Payroll	Staff - payroll	All records relating to relocation claims	3	0
OD and Transformation	Payroll	Staff - payroll	All records relating to the administration of parental leave where the child is disabled	18	0
OD and Transformation	Payroll	Staff - payroll	All records relating to the administration of parental leave where the child is not disabled	6	0
OD and Transformation	Payroll	Staff - payroll	All records relating to the administration of Statutory Maternity	3	0
OD and Transformation	Payroll	Staff - payroll	All records relating to the administration of Statutory Sick Pay	3	0
OD and Transformation	Payroll	Staff - pension scheme	All records relating to the monitoring of pension fund contributions (employer and employee)	6	0
OD and Transformation	Payroll	Staff - pension scheme	Bank details, pay details of the individual pensioners	6	0
OD and Transformation	Payroll	Staff - pension scheme	Bulk transfer files	100	0
OD and Transformation	Payroll	Staff - pension scheme	Files relating to individual members of the pension scheme (including dependents)	100	Date of last contact applies to all dependents etc.
OD and Transformation	Payroll	Staff - pension scheme	Returns relating to members of staff transferring into the	6	0
OD and Transformation	HR	Staff - procedures	All records relating to the management of staff procedures	3	0
OD and Transformation	HR	Staff - public holidays	All records relating to the publication of a policy on public	3	0
OD and Transformation	HR	Staff - recognition	All records relating to schemes which recognise staff	6	0
OD and Transformation	HR	Staff - recognition	All records relating to the process of recommending employees	3	0
OD and Transformation	HR	Staff - recruitment process	All records relating to an individual's employment history - paid employment	6	0
OD and Transformation	HR	Staff - recruitment process	All records relating to an individual's employment history -	6	0
OD and Transformation	HR	Staff - recruitment process	All records relating to the appointment of Statutory Officers	Permanent	Permanent
OD and Transformation	HR	Staff - recruitment process	All records relating to the creation, implementation and monitoring of the Council's induction programme	3	0
OD and Transformation	HR	Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	6	0

OD and Transformation	HR	Staff - recruitment process	All records relating to the selection process for Statutory Criminal Records Bureau/Disclosure and Barring Service:	5	0
OD and Transformation	HR	Staff - recruitment process	Disclosure application forms	0	6
OD and Transformation	HR	Staff - recruitment	The selection of an individual for an established position	1	0
OD and Transformation	HR	Staff - redeployment	All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal	3	0
OD and Transformation	HR	Staff - references	All records relating to the management of the provision of staff	6	0
OD and Transformation	HR	Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	6	0
OD and Transformation	HR	Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults	20	0
OD and Transformation	HR	Staff - risk management	Personal risk assessments relating to individuals returning to	3	4
OD and Transformation	HR	Staff - sickness management	All records relating to the monitoring of employee absence	1	0
OD and Transformation	Payroll	Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	6	0
OD and Transformation	HR	Staff - time management	All records relating to the process of monitoring staff leave and	2	0
OD and Transformation	HR	Staff - training	All notes and materials created for training courses	0	Date training course ends
OD and Transformation	HR	Staff - training	All records relating to the creation and management of training	3	0
OD and Transformation	HR	Staff - training	All records relating to the development and implementation of training programmes	3	0
OD and Transformation	HR	Staff - training	All records relating to the development, implementation and monitoring of the corporate training plan	3	0
OD and Transformation	HR	Staff - training	All records relating to training concerning children	40	0
OD and Transformation	HR	Staff - training	All records relating to training not concerning children	3	0
OD and Transformation	HR	Staff - victimisation	All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace	6	0
OD and Transformation	HR	Staff - workplace bullying	Casework - Harassment	6	0
OD and Transformation	HR	Vetting of contract and supplier staff	All records relating to the checking/vetting of contract and	6	0
OD and Transformation	Payroll	Cycle hire	All records relating to cycle hire schemes	6	0
Planning and Building Control	Planning Policy Development	Landscape character assessment	All records relating to landscape character assessment	0	Date that the landscape is destroyed
Planning and Building Control	Management	Sustainable drainage systems	All records relating to the regulation and maintenance of Sustainable Drainages Systems (SUDS)	Permanent	Permanent
Planning and Building Control	Planning Policy	Gypsy and traveller sites	All records relating to the provision and management of permanent or transit sites for use by travellers within the area including dealing with unauthorised use of land by traveller	6	0
Planning and building control	Building control	Building control enforcement	All records relating to actions taken to enforce the Building Control Regulations	6	0
Planning and building control	Building control	Building control	All records relating to the creation and management of the Building Control Register	Permanent	Permanent
Planning and building control	Building control	Building control	All records relating to the process of approving building applications for all other buildings (excluding listed or significant)	15	0
Planning and building control	Building control	Building control	All records relating to the process of approving building applications in relation to listed or other significant buildings	Permanent	Permanent
Planning and building control	Building control	Building control	All records relating to the process of inspecting building work for the purpose of insuring compliance	10	0

Planning and building control	Building control	Domestic heating oil tanks	All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging	6	0
Planning and building control	Development		All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Permanent	Permanent
Planning and building control	Management	Advertisement control			
Planning and building control	Development	Business planning applications	All records relating to the management of the planning	Permanent	Permanent
Planning and building control	Development		All records relating to the creation and implementation of the Community Infrastructure Levy	Permanent	Permanent
Planning and building control	Management	Community infrastructure levy (CIL)			
Planning and building control	Development	Conservation area tree works notification	All records relating to conservation area tree works notification	Permanent	Permanent
Planning and building control	Development	Development control enforcement	All records relating to the enforcement of development control	6	0
Planning and building control	Development	Development control enforcement	Case files relating to Breach Of Condition Notices	6	0
Planning and building control	Development	Development control enforcement	Case files relating to planning contravention Notices	6	0
Planning and building control	Development		All records relating to the management of the development control process (excluding parts of the process included in other	6	0
Planning and building control	Management	Development control			
Planning and building control	Development	Discharge of planning conditions	All records relating to the discharge of planning conditions	Permanent	Permanent
Planning and building control	Development	Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment	15	0
Planning and building control	Development		All records relating to the creation and implementation of Certificates of Lawful Use or Development	Permanent	Permanent
Planning and building control	Management	Lawful Development Certificate existing use			
Planning and building control	Management	Lawful Development Certificate proposed use	All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use	Permanent	Permanent
Planning and building control	Development		All records relating to the creation and management of Local Development Orders	Permanent	Permanent
Planning and building control	Management	Local development order			
Planning and building control	Development		All records relating to the creation and implementation of Neighbourhood Development Orders	Permanent	Permanent
Planning and building control	Management	Neighbourhood development order			
Planning and building control	Development		All records relating to applications for and management of outline planning consents	15	0
Planning and building control	Management	Outline planning consent			
Planning and building control	Development	Planning area search	All records relating to planning area searches	1	0
Planning and building control	Development		All records relating to the management of public enquiries related to planning issues	Permanent	Permanent
Planning and building control	Management	Planning consultation			
Planning and building control	Development	Planning consultation	All records relating to the planning consultation process	15	0
Planning and building control	Development		All records relating to the creation and publication of formal planning decision notices	Permanent	Permanent
Planning and building control	Management	Planning decision notices			
Planning and building control	Development	Planning minor material amendments	All records relating to planning minor material amendments	15	0
Planning and building control	Development	Planning non-material amendments	All records relating to planning non-material amendments	15	0
Planning and building control	Development		All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	Permanent	Permanent
Planning and building control	Management	Planning obligations			
Planning and building control	Development		All records relating to the monitoring of building and landscape design	0	development ceases to exist
Planning and building control	Management	Planning obligations			
Planning and building control	Development	Planning pre-application advice	All records relating to planning pre-application advice	15	0
Planning and building control	Development		All records relating to applications for and management of planning applications for approval of reserved matters	15	0
Planning and building control	Management	Planning reserved matters			
Planning and building control	Development		All records relating to applications for and management of prior notifications of development	6	0
Planning and building control	Management	Prior notification of development			
Planning and building control	Development	Removal/variation of planning conditions	All records relating to the removal/variation of planning	Permanent	Permanent
Planning and building control	Development	Residential planning applications	All records relating to the management of the planning	Permanent	Permanent
Planning and building control	Development		All records relating to the creation, management and publication of the Self Build and Custom House Building Register	6	0
Planning and building control	Management	Self-build and custom build register			
Planning and building control	Development	Self-build and custom build register	Self Build and Custom House Building Register	Permanent	Permanent
Planning and building control	Management		Case files relating to Section 106 agreements under the Town and Country Planning Act 1990	6	0
Planning and building control	Planning policy	Building and landscape design			
Planning and building control	Planning policy	Conservation areas	All records relating to the maintenance of specific sites and	6	0

Planning and building control	Planning policy	Conservation areas	All records relating to the management of conservation areas	Permanent	Permanent	
Planning and building control	Planning policy	Land use proposals	All records relating to the creation and implementation of land use proposals		6	0
Planning and building control	Planning policy	Local Development Framework	All records relating to the creation and implementation of a Local Development Framework		6	0
Planning and building control	Planning policy	Local plans	All records relating to the creation, implementation and management of the local plan		6	0
Planning and building control	Planning policy	Neighbourhood development plan	All records relating to the development and implementation of neighbourhood development plans	Permanent	Permanent	
Planning and building control	Planning policy	Statutory development plans	All records relating to the creation and implementation of statutory development plans		6	0
Planning and building control	Planning services	Conservation advice	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area	Permanent	Permanent	
Planning and building control	Building control	Dangerous structures	All records relating to the management of dangerous structures		6	0
Planning and building control	Building control	Demolition control	All records relating to demolition control		6	0
Planning and building control	Building control	Demolition enforcement	All records relating to demolition enforcement		6	0
Planning and building control	Development		All records relating to the assessment of complaints in relation to high hedges		6	0
Planning and building control	Management	High hedges				
Planning and building control	Development	Listed buildings	All records relating to listed buildings	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Creation Order files	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Dedications to create a public right of way by agreement	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Diversion of rights of way files	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Orders and claims to change the definitive map and statements	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Orders to divert footpaths or bridleways	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Orders to extinguish footpaths or bridleways	Permanent	Permanent	
Planning and building control	Development	Public rights of way	Public Rights of Way diversions/extinguishments	Permanent	Permanent	
Property	Property and Estates	Permission to film and photograph	All records relating to permission granted to film/photograph publicly owned buildings		0	Film/photograph 0 is disposed of
Property	Property and Estates	Permission to host events	All records relating to permissions granted to hold events and activities on publicly owned land		6	0
Property	Property and Estates	Skip permits	All records relating to the management of skip permit of		6	0
Property	Property and Estates	Verges - permitted use	All records relating to the management of permitted use of		6	0
Property	Regeneration and	Business directories	All records relating to the creation of business directories		3	0
Property	Regeneration and	Business sponsorship opportunities	All records relating to business sponsorship offered to individual		6	0
Property	Regeneration and		Information and advice on property valuation for local business and on local chartered surveyors who may be available to carry		1	0
Property	Economic Development	Land and property valuations	All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.		6	0
Property	Regeneration and	Support for tourism businesses	All records relating to financial support provided for commercial property development		6	0
Property	Economic Development	Commercial property development	All records relating to the provision of office and industrial business space for rent to businesses in the local community.		6	0
Property	Regeneration and	Business centres	All records relating to information held about properties or land currently available to let within the area		1	0
Property	Economic Development	Commercial lettings	Information and advice on vacant industrial/office/retail/land and development opportunities in the area.		1	0
Property	Regeneration and	Vacant land and property	All records relating to the development and publication of economic reports and forecasts		10	0
Property	Economic Development	Economic reports and forecasts				

					The funding body will set the retention period for the funding
Property	Regeneration and Economic Development	European and other funding	All records relating to funding received from the European Union	0	0
Property	Regeneration and	European and other funding	Funding Bids	12	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold	80	0
Property	Regeneration and	European and other funding	Lottery Funding - Purchase of leasehold buildings / land	80	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000	10	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000	10	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million	20	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million	20	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000	5	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000	5	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000	15	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000	15	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million	40	0
Property	Regeneration and Economic Development	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million	40	0
Property	Regeneration and	Local economic development	All records relating to the management of local economic	6	0
Property	Regeneration and	Regeneration projects	All records relating to the management of regeneration projects	12	0
	Property and Estates /				Ownership of the property
Property	Regeneration and Economic Development	Voluntary property acquisition	All records relating to the voluntary acquisition of property	0	0 ends
Property	Property and Estates	Conference, hall and meeting room hire	All records (except financial) relating to the booking of conference halls and meeting rooms available for hire from the	3	0
Property	Property and Estates	Conference, hall and meeting room hire	Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority	6	0
Property	Property and Estates	Estates management	All records relating to the provision of an estates management service for land and property in the area	6	0
Property	Property and Estates	Temporary structure fire safety	All records relating to the management of fire safety of	6	0
Property	Property and Estates	Workplace fire regulations	All records relating to the provision of advice to employers on current fire regulations, fire prevention and safety in the	3	0
Property	Property and Estates	Asbestos management	All records relating to all aspects of asbestos management	40	0
Property	Property and Estates	Corporate - health and safety	Risk Assessments relating to land and property in public	6	0
Property	Regeneration and	Economic information and analysis	All records relating to the collation and analysis of economic	6	0
Property	Property and Estates	Community grants	All records relating to community grants	6	0
Property	Property and Estates	Grants for voluntary organisations	All records relating to grants made to voluntary organisations	6	0
Property	Property and Estates	Sporting club grants	All records relating to the allocation of sports grants	6	0
Property	Property and Estates	Sports grants	All records relating to the allocation of sports grants	6	0

Property	Property and Estates	Civic buildings	Information about the location and opening hours of council offices. May also include information about public meetings and the availability of civic officials for queries.		1	0
Property	Property and Estates	Civic liability	All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property.		6	0
Property	Property and Estates	Corporate - assets	Asset Management Plans		6	0
Property	Property and Estates	Corporate - assets	Asset Register		6	0
Property	Property and Estates	Corporate - assets	Sale of property (other than by auction or Order Of Court)		6	0
Property	Property and Estates	Facilities - accessible buildings	All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities		6	0
Property	Property and Estates	Facilities - air handling units	All records relating to the management on air handling units in properties owned by the Council		6	0
Property	Property and Estates	Facilities - asbestos	Asbestos Register		40	0
Property	Property and Estates	Facilities - catering services	All records relating to the provision of catering services to staff (including food hygiene checks)		6	0
Property	Property and Estates	Facilities - consumables	All records relating to the purchase of consumables for local		6	0
Property	Property and Estates	Facilities - council offices	All records relating to the provision of facilities for staff		6	0
Property	Property and Estates	Facilities - council offices	All records relating to building acquisition		6	0
Property	Property and Estates	Facilities - council offices	All records relating to the certification of buildings (listed and	Permanent	Permanent	
Property	Property and Estates	Facilities - council offices	All records relating to the certification of buildings (not listed		15	0
Property	Property and Estates	Facilities - council offices	All records relating to the completion of property valuations		6	0
Property	Property and Estates	Facilities - council offices	All records relating to the design and construction of buildings (listed buildings)	Permanent	Permanent	
Property	Property and Estates	Facilities - council offices	All records relating to the design and construction of buildings (not listed buildings)		15	0
Property	Property and Estates	Facilities - council offices	All records relating to the feasibility of the design and construction of buildings		15	0
Property	Property and Estates	Facilities - council offices	All records relating to the valuation of property		2	0
Property	Property and Estates	Facilities - council offices	Case file relating to the sale of property by auction		6	0
Property	Property and Estates	Facilities - council offices	Records relating to the management of council properties which are owned or leased by the Council but which have not		6	0
Property	Property and Estates	Facilities - council offices	Surveys of buildings owned by local authorities		6	0
Property	Property and Estates	Facilities - energy and fuel	Display Energy Certificates		7	0
Property	Property and Estates	Facilities - equipment	All records relating to the management of equipment used by the facilities function		6	0
Property	Property and Estates	Facilities - hazardous substances	Risk Assessments (relating to hazardous substances)		40	0
Property	Property and Estates	Facilities - management	All records relating to facilities management services provided to local authorities		6	0
Property	Property and Estates	Facilities - management	All records relating to the management of service level agreements for buildings owned by local authorities		6	0
Property	Property and Estates	Facilities - management	All records relating to the provision of security in local authority		6	0
Property	Property and Estates	Facilities - planned maintenance	All records relating to planned maintenance on council land and		6	0
Property	Property and Estates	Facilities - planned maintenance	All records relating to the refurbishment of buildings owned by the local authority		6	0
Property	Property and Estates	Facilities - planned maintenance	All records relating to the responsive maintenance of properties owned by the local authority		6	0
Property	Property and Estates	Facilities - reactive repairs	All records relating to unplanned repairs to premises or facilities		6	0
Property	Property and Estates	Facilities - reception	All records relating to the management of reception facilities		3	0

Property	Property and Estates	Facilities - Risk Assessments	All records relating to the Electricity Exposure Risk Assessment(live equipment including the Record of Competent		40	0
Property	Property and Estates	Facilities - Risk Assessments	Fire Risk Assessments	Permanent	Permanent	
Property	Property and Estates	Facilities - staff/visitor car parking	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings		6	0
Property	Property and Estates	Facilities - water	All records relating to the provision and maintenance of water supplies in council offices.		6	0
Property	Property and Estates	Accessibility - local facilities	All records relating to accessibility of buildings owned by public		6	0
Property	Property and Estates	Community asset transfer	All records relating to community asset transfers	Permanent	Permanent	
Returning / Electoral Reg Officer	Elections	Election results	All records to the creation and publication of election results		0	6
Returning / Electoral Reg Officer	Elections	Electoral areas	All records relating to the creation and management of	Permanent	Permanent	
Returning / Electoral Reg Officer	Elections	Electoral nominations	All records relating to the process of administering nominations		0	6
Returning / Electoral Reg Officer	Elections	Electoral register	All records relating to the creation and publication of the	Permanent	Permanent	
Returning / Electoral Reg Officer	Elections	Postal voting	All records relating to the administration of postal voting		1	0
Returning / Electoral Reg Officer	Elections	Proxy voting	All records relating to the administration of proxy voting		1	0
Returning / Electoral Reg Officer	Elections	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.		1	0
Returning / Electoral Reg Officer	Elections	Voting	All records relating to the administration of the voting process for individual elections including ballot papers		0	6
Returning / Electoral Reg Officer	Elections	Councillor casual vacancies	All records relating to Councillor casual vacancies		0	6
Returning / Electoral Reg Officer	Elections	Petitions	All records relating to the management of petitions		6	0
Returning / Electoral Reg Officer	Elections	Petitions	All records relating to the processing of petitions received by		6	0
Returning / Electoral Reg Officer	Elections	Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff		6	0
Returning / Electoral Reg Officer	Elections	Members - elections - results	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and		6	0