East Devon District Council Document Retention Policy

1. Policy Statement

- 1.1 East Devon District Council is committed to the efficient management of records for the effective and lawful delivery of services
- 1.2 The council will ensure that information is not kept for longer than is necessary amd will apply the principles of data minimisation, relevance, adequacy, accuracy, lawfulness and transparency as defined in the UKGDPR

2. Purpose

- 2.1 The purpose of this document is to:
 - Set out our approach to document retention
 - Provide a framework which will inform decisions on whether information should be retained or disposed of
 - Ensure that we are protecting personal data and complying with the principles of Data Protection legislation
 - Ensure our information can be found and retrieved efficiently and quickly
 - Minimise storage requirements and associated costs
 - Ensure compliance with legal and regulatory requirements including (but not limited to):

Freedom of Information Act 2000 including the code of practice s46

Environmental Information Regulations 2005

Data Protection Act 2018 UK GDPR

Public Records Act 1958 Limitation Act 1980 Inquiries Act 2005

2.2 Key principles

- We recognise that information is one of the council's corporate assets. Information may be generated by the council in any of its service areas or it may originate from external organisations or individuals
- Information may be held in various formats, including letters, emails, invoices, statements, reports, legal documents such as contracts and deeds, system records, plans, drawings, photographs, cctv images and footage, audio/video recordings
- This policy uses the term "information" to encompass documents and records in both hard copy and electronic form
- Some documents carry with them specific legal or regulatory requirements in terms of their retention. Where
 this is not the case, we will apply the principle of necessity and proportionality as outlined in the UK General
 Data Protection Regulation and associated legislation
- It is important that the council has in place a robust system for the timely and secure disposal of documents and records that are no longer required and/or that we are not obliged to retain

3. Retention and disposal schedule

- 3.1 Our retention and disposal schedule sets out our retention periods. Information must be kept for the length of time defined unless there is a legal requirement to destroy it sooner.
- 3.2 Retention periods will be driven by legislation and/or business need.
- 3.2 Any proposed additions or changes to the retention schedule must be approved by the Data Protection Officer (in the case of personal data) and the SIRO in all other cases.
- 3.3 The Schedule will be reviewed every two years, along with this policy.

4. Roles and Responsibilities

Senior Information Risk Officer (SIRO)	The role of SIRO is to take ownership of the council's information risk. The SIRO will chair the Information Governance Board
Data Protection Officer (DPO)	The DPO will provide advice relating to the retention of information which includes personal identifiers and will produce an annual report for the Information Governance Working Board which will outline compliance with this policy, using information provided by the Information Asset Owners
	The DPO and SIRO do not have the operational knowledge required to assess whether a particular document may be required by a service for operational need. This is the responsibility of the Information Asset Owner
	The DPO and SIRO will not advise on the method of information destruction. This is something which must be determined by the Information Asset Owner in conjunction with advice from Strata
Corporate Lead - Legal Services	The Head of Legal will advise services in terms of the retention of information which may be required for legal proceedings
Information Asset Owner	 The Information Asset Owner will be the Assistant Director for the relevant service team, or equivalent officer where there is no AD post. Their role will be: Ensuring stated retention timescales are applied Reviewing the retention schedules regularly to ensure data is deleted, anonymised or that processing is restricted in accordance with them Auditing and monitoring the secure disposal of their own records and those of any third parties holding or producing records on their behalf Maintaining a record of disposal for their service area for inclusion in the DPO's annual report to the Information Governance Board
All staff	Appraising records is a responsibility of all business areas and is primarily focused on identifying key service records which are needed for ongoing administrative or legal purposes. All staff members are responsible for managing the information they create and receive as part of their normal daily business activities and should be familiar with this policy, the document retention schedule and the information handling good practice guidelines
Information Governance Working Group	The group consists of the DPO and ADs or equivalents in services with no AD post and will meet regularly throughout the year to consider operational issues in relation to information governance including data retention
Information Governance Board	To provide strategic oversight of data quality, information security, information compliance, records management, training and transparency. This group is made up of: SIRO DPO Nominated Portfolio Holder Lead for Corporate HR Representative of Strata Service Solutions Ltd Lead for Corporate Communications and IT Representative from the Audit and Governance Committee
Strata	IT specialists from Strata will provide advice in terms of the ability to securely destroy documents and workaround solutions to restrict processing where systems do not allow for permanent deletion

5. Disposal and retention considerations

The following guidelines will be applied to all information prior to a decision regarding disposal. Any decision to retain information beyond its stated retention period will be made by the Information Asset Owner (AD) with advice provided by the SIRO and DPO, as required. A retention period should not be extended indefinitely.

5.1 Is retention required to fulfil statutory or regulatory obligations?

This will usually be stated within the record on the document retention period

5.2 Is the information subject to an information request or does it relate to information recently disclosed in a response?

Information must not be deleted if it is subject to an information request under FOI/EIR or DPA 2018

5.3 Is retention required for use as evidence in legal proceedings or for a public inquiry?

Any document which may be required for use in legal proceedings should be retained until the threat of proceedings has passed. In some cases it may be appropriate to retain records indefinitely to be able to defend litigious claims. The limitation period for commencing litigation should be a factor here.

5.4 Is retention required to meet the operational needs of the service?

It may be appropriate to retain information for future reference or for performance management purposes. If this is the case, consideration should be given to the anonymisation of any personal identifiers.

5.5 Is the document of historic interest of intrinsic value?

Where it is considered to be the case, the Information Asset Owner will consult with the DPO and SIRO to ensure the anonymisation of personal data.

6. Evaluation, monitoring and assessment

The SIRO, working with the DPO, is responsible for providing an annual report to Information Governance Board which will include an update on the management of service records during the year and any issues relating to the destruction of documents. This will be based upon information provided by the Information Asset Owners (ADs) with input from other officers and teams, as needed.

Appendix A – document retention schedules

Links to: Governance, Place, Housing, Finance

Appendix A

Governance			
Service Name	Records Description	Retention Period Years	Information Asset Owner
	All records relating to		Corporate Lead –
	creation, implementation		Communications and
Corporate - development	and monitoring of a		Digital Services
strategy	strategic plan for the council	6	
	All records relating to the		Corporate Lead –
	development and		Communications and
Corporate - development	monitoring of annual service		Digital Services
strategy	plans	0	
	All records relating to the		Corporate Lead - HR
	use of the Equality		
Corporate - equalities and	Framework for Local		
diversity	Government (EFLG)	3	
Construction of the	All considerations at the		Corporate Lead –
Corporate - meeting	All records relating to the		Democratic Services and
governance	organization of meetings	4	Scrutiny
Cornerate meeting			Corporate Lead –
Corporate - meeting	Decordings of mostings	4	Democratic Services and
governance	Recordings of meetings	4	Scrutiny Corporate Lead - HR
	All records relating to the		Corporate Lead - FIK
Cornerate project	management of projects		
Corporate - project	where there is a small (or no) budget involved	6	
management	All records relating to the	6	Corporate Lead - HR
	management of projects		Corporate Lead - Till
Corporate - project	which end with a contract		
	under seal	12	
management	All records relating to the	12	Corporate Lead - HR
	management of projects		Corporate Lead - Till
Corporate - project	which end with a contract		
management	under signature	6	
management	All records relating to the		Corporate Lead –
	submission of reports and		Democratic Services and
	responses to Cabinet,		Scrutiny
	Committee and associated		Coramiy
Corporate - reporting	working groups	6	
corporate - reporting	All records relating to		Corporate Lead –
	research which has been		Communications and
	commissioned or carried out		Digital Services
Corporate - research	by the local authority	0	ga. 25. 1.000
corporate - rescarcii	All records relating to the		Corporate Lead - HR
Cornorate - resource	collection and analysis of		Corporate Lead - Filt
Corporate - resource planning	staff statistics	5	
hiaiiiiiilg	All records relating to the	J	Corporate Lead - HR
Corporate convice policy		2	Corporate Lead - FIK
Corporate - service policy	management of internal	3	

		T	
	procedures and facilities		
	involved in the delivery of		
	services not covered		
	elsewhere in the schedule		
	All records relating to		Corporate Lead –
	changes made to		Communications and
Information management	information systems	6	Digital Services
	All records relating to the		Corporate Lead –
	configuration of information		Communications and
Information management	systems	0	Digital Services
	All records relating to the		Corporate Lead –
	creation and		Communications and
	implementation of system		Digital Services
Information management	tracking requirements	0	
	All records relating to the		Corporate Lead –
	creation of system process		Communications and
Information management	maps	0	Digital Services
	All records relating to the		Corporate Lead –
	design and construction of		Communications and
Information management	information systems	0	Digital Services
	,		Corporate Lead –
	All records relating to the		Communications and
Information management	development of systems	0	Digital Services
	All records relating to the		Corporate Lead –
	implementation of ICT		Communications and
Information management	systems	0	Digital Services
	All records relating to the		Corporate Lead –
	creation of disposal		Democratic Services and
	schedules for records		Scrutiny
	disposed of in line with the		
Records management	Lord Chancellor's Code	10	
<u> </u>	All records relating to		Corporate Lead –
	twinning agreements with		Democratic Services and
	towns in one or more		Scrutiny
	different countries in order		
	to promote cultural		
	understanding between the		
Town twinning	communities	0	
	All records relating to		Corporate Lead - HR
	careers advice given to		Corporate Lead Title
Careers advice	school pupils	3	
	All records relating to the		Corporate Lead - HR
	publication of current job		Jospanaio Lodd Till
	vacancies within the		
Current vacancies	authority	1	
Carrette vacanoles	All records relating to the	-	Corporate Lead - HR
	provision of advice and		Sorporato Loda - Filt
	support for those with		
	special needs who may wish		
Disabled poorle			
Disabled people - employment advice	to seek full or part time employment	6	
emblovinem advice	i employment	6	

		T	To
	All records relating to the		Corporate Lead - HR
	provision of programmes to		
Employment and training	promote the development		
initiatives	of learning and employment	6	
	All records relating to the		Corporate Lead - HR
	creation, implementation		
	and monitoring of the		
	Council's Equal		
Equal opportunities advice	Opportunities Policy	3	
	All records relating to the		Corporate Lead - HR
	publication of equal		Corporate Load Title
	opportunities policy and		
	provision of		
	•		
	advice/information on equal		
En al consultation of the	opportunities to employers		
Equal opportunities advice	and employees in the area	1	
	All records relating to the		Corporate Lead - HR
	advertising current		
	vacancies and providing		
	advice and information to		
	those seeking employment		
	in sport and leisure in the		
Sports employment	local area	1	
	All records relating to the		Corporate Lead - HR
	publication of the councils'		
	policy on training and		
	employment within the		
Sports employment	sports and leisure service	3	
, ,	All records relating to health		Corporate Lead - HR
	and safety training provided		
	to employees by local		
Health and safety training	authorities	6	
ricaltif and safety training	All records relating to the		Corporate Lead - HR
	provision of food hygiene		Corporate Lead - Tilk
	, , , , , , , , , , , , , , , , , , , ,		
	and occupational health and		
	safety training courses for		
	managers and staff of local		
Health and safety training	businesses	6	
	All records relating to the		Corporate Lead - HR
	process by which the		
	Council ensures that all		
	work premises are safe for		
	employees and visitors to		
	them and that accidents are		
	prevented wherever		
Occupational health services	possible	6	
	All records relating to the		Corporate Lead - HR
Work health and safety	provision of work health and		
advice and training	safety advice and training	6	
	All records relating to		Corporate Lead - HR
Community fire safety	community fire safety	3	20.50.00.0000 1110
Community fire safety	community me salety		

Г	T A II		0
	All records relating to the		Corporate Lead - HR
	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		
Protection from harassment	given is not actionable	3	
	All records relating to the		Corporate Lead - HR
	development,		
	implementation and		
	monitoring of equality and		
Equality and diversity	diversity policies	3	
	All records relating to the		Corporate Lead –
	creation and management		Communications and
Media and publicity	of media and publicity		Digital Services
protocols	protocols	3	
•	All records relating to the		Corporate Lead –
	publication of the latest		Communications and
News and information	news and public information		Digital Services
releases	relevant to the local area.	3	
releases	All records relating to the		Corporate Lead –
	creation and publication of		Communications and
	official publications about		Digital Services
	the council and the		2.g.a. co. visco
Publications	surrounding area.	0	
Fublications	All records relating to	0	Corporate Lead –
	_		Communications and
Staff - communications	responses made by councils	3	Digital Services
Starr - communications	to external consultations	3	
	Team		Corporate Lead - HR
	Meeting/Management		
	Team meeting minutes and		
	papers held by individual		
	teams where no corporate		
Staff - communications	decisions are made	1	
	All records relating to the		Corporate Lead –
	creation and analysis of		Communications and
Customer satisfaction	customer satisfaction		Digital Services
surveys	surveys	3	
	Comments received via		Corporate Lead –
	social media sites, where		Communications and
	the comments/complaints		Digital Services
	have been referred on to		
	the relevant department		
Feedback and suggestions	within the Council	1	
	All records relating to links		Corporate Lead –
	between local people, local		Communications and
	organisations and decision		Digital Services
Community engagement	makers.	4	
			Corporate Lead - HR
Community engagement Corporate - industrial	All records relating to the	6	Corporate Lead - HR

relations	management of employee		
	relations		
Corporate - industrial	All records relating to trade	_	Corporate Lead - HR
relations	union liaison	3	
	All records relating to the		Corporate Lead - HR
	creation, implementation		
Corporate - policies and	and monitoring of policies		
procedures	and procedures	3	
	All records relating to the		Corporate Lead –
	collection and publication of		Communications and
	a range of performance		Digital Services
	indicators reflecting the		
Performance measurement	services the authority	_	
and reporting	provides	5	
	All records relating to the		Corporate Lead - HR
Transparency of senior	transparency of senior		
salaries	salaries	1	
	All records relating to the		Corporate Lead - HR
	provision of advice and		
	information on health issues		
	of concern to individuals	_	
Health advice	and the community.	6	
	All records relating to the		Corporate Lead - HR
	creation, implementation		
Health and wellbeing	and management of health		
strategy	and wellbeing strategies	5	
	All records relating to the		Corporate Lead - HR
	provision of free health	_	
Health checks	checks	0	
	All records relating to the		Corporate Lead - HR
Corporate - organisation	creation and publication of a		
structure	staff directory	1	
	All records relating to the		Corporate Lead - HR
	development and		
Corporate - organisation	implementation of		
structure	organisation restructure	6	
Corporate - partnership	All records relating to		Corporate Lead - HR
working	partnership working	6	
	All records relating to the		Corporate Lead - HR
	process for ending a tenancy	_	
Staff - accommodation	of an allocated home	6	
	All records relating to the		Corporate Lead - HR
	repayment to late tenancy		
	arrears for housing provided	_	
Staff - accommodation	for employees	6	10
	All records relating to the		Corporate Lead - HR
	management of staff annual	_	
Staff - annual leave	leave	3	
	All records relating to staff	_	Corporate Lead - HR
Staff - appraisal	performance	6	

	All records relating to the		Corporate Lead - HR
Staff - appraisal	annual appraisal of staff	1	·
	All records relating to the		Corporate Lead - HR
	management of staff		·
Staff - apprenticeships	apprenticeships	6	
	All records relating to the		Corporate Lead - HR
	development and		·
	implementation of staff		
Staff - benefits	benefits	6	
	All records relating to leased		Corporate Lead - HR
Staff - business travel	vehicle allowances	6	
	All records relating to		Corporate Lead - HR
	officers driving their own		
Staff - business travel	vehicles on council business	6	
	All records relating to the		Corporate Lead - HR
Staff - consultation and	management of staff		
feedback	consultation and feedback	6	
Staff - continuing	All records relating to		Corporate Lead - HR
professional development	workforce development	3	
Staff - disciplinary	Case files relating to		Corporate Lead - HR
procedures	disciplinary matters	6	
	Casework: Disciplinary		Corporate Lead - HR
Staff - disciplinary	where the case results in		
procedures	dismissal	6	
	Casework: Disciplinary		Corporate Lead - HR
Staff - disciplinary	where the case results in no		
procedures	case to answer	0	
Staff - disciplinary	Non Schools Case Work -		Corporate Lead - HR
procedures	Performance and Capability	6	
	All records relating to		Corporate Lead - HR
Staff - employment tribunals	employment tribunal	6	
	Case files relating to		Corporate Lead - HR
	Employment Tribunal Claims		
	and other employment		
Staff - employment tribunals	matters	6	
	All records relating to the		Corporate Lead - HR
	implementation and		
Staff - equal pay	management of Equal Pay	6	
	All records relating to the		Corporate Lead - HR
	payment of legitimately		
	incurred business expenses		
	to officers and others		
	working for of the		
Staff - expenses	organisation	6	
	Casework - Grievance		Corporate Lead - HR
Staff - grievance	procedure	6	
	All records relating to the		Corporate Lead - HR
	development and		
	implementation of job		
Staff - job analysis	descriptions and person	6	

	specifications		
	All records relating to the		Corporate Lead - HR
Staff - job analysis	evaluation of jobs	6	
Staff - medicals and health	All records relating to		Corporate Lead - HR
screening	employee eye tests	0	
Staff - occupational health	Health Referral files	85	Corporate Lead - HR
Staff - occupational health	Health Surveillance forms	40	Corporate Lead - HR
·	All records relating to the		Corporate Lead - HR
	management of staff		·
Staff - operational	operational		
exercising/training	exercising/training	3	
	All records relating to		Corporate Lead - HR
	individuals who are made		
Staff - outplacement	redundant	80	
	All records relating to staff		Corporate Lead - HR
	transferred to other		
Staff - outplacement	organisations (TUPE)	6	
	All records relating to the		Corporate Lead - HR
	management of staff		
Staff - overtime	overtime payments	6	
	All records relating to car		Corporate Lead - HR
Staff - payroll	loan agreements	6	
	All records relating to events		Corporate Lead - HR
	notifiable under the		
	Retirements Benefits		
	Schemes (Information		
	Powers) Benefits		
Staff - payroll	Regulations 1995	6	
	All records relating to		Corporate Lead - HR
	Income Tax and National		
Staff - payroll	Health Insurance returns	3	
	All records relating to Inland		Corporate Lead - HR
Staff - payroll	Revenue approval	Permanent	
	All records relating to		Corporate Lead - HR
Staff - payroll	relocation claims	3	
	All records relating to the		Corporate Lead - HR
	administration of parental		
	leave where the child is		
Staff - payroll	disabled	18	
	All records relating to the		Corporate Lead - HR
	administration of parental		
a	leave where the child is not		
Staff - payroll	disabled	6	0
	All records relating to the		Corporate Lead - HR
Class	administration of Statutory		
Staff - payroll	Maternity Pay	3	0
	All records relating to the		Corporate Lead - HR
Class II	administration of Statutory		
Staff - payroll	Sick Pay	3	Components I start IID
Staff - pension scheme	All records realting to the	6	Corporate Lead - HR

	monitoring of pension fund		
	contributions (employer and		
	employee)		
	Bank details, pay details of		Corporate Lead - HR
Staff - pension scheme	the individual pensioners	6	
Staff - pension scheme	Bulk transfer files	100	Corporate Lead - HR
Starr perision sometime	Files relating to individual	100	Corporate Lead - HR
	members of the pension		Corporate Load Tint
	scheme (including		
Staff - pension scheme	dependents)	100	
Starr perision sometime	Returns relating to members	100	Corporate Lead - HR
	of staff transferring into the		Corporate Load Tint
Staff - pension scheme	pension fund	6	
Starr perision serience	All records relating to the		Corporate Lead - HR
	management of staff		Corporate Load Tint
Staff - procedures	procedures	3	
Stair procedures	All records relating to the		Corporate Lead - HR
	publication of a policy on		Jospandio Loud Till
Staff - public holidays	public holidays	3	
Starr pasite frontacys	All records relating to		Corporate Lead - HR
	schemes which recognise		Corporate Load Tint
Staff - recognition	staff	6	
otan recognition	All records relating to the		Corporate Lead - HR
	process of recommending		Corporate Load Tint
Staff - recognition	employees for honours	3	
	All records relating to an		Corporate Lead - HR
	individual's employment		Corporate Issue Time
Staff - recruitment process	history - paid employment	6	
	All records relating to an		Corporate Lead - HR
	individual's employment		
Staff - recruitment process	history - voluntary service	6	
	All records relating to the		Corporate Lead - HR
	appointment of Statutory		
Staff - recruitment process	Officers	Permanent	
	All records relating to the		Corporate Lead - HR
	creation, implementation		
	and monitoring of the		
	Council's induction		
Staff - recruitment process	programme	3	
,	All records relating to the		Corporate Lead - HR
	development and		·
	implementation of terms		
	and conditions of		
Staff - recruitment process	employment	6	
·	All records relating to the		Corporate Lead - HR
	selection process for		-
Staff - recruitment process	Statutory Officers	5	
·	Criminal Records		Corporate Lead - HR
	eriiiiiai necoras		
	Bureau/Disclosure and		

	application forms		
	The selection of an		Corporate Lead - HR
	individual for an established		'
Staff - recruitment	position	1	
	All records relating to the		Corporate Lead - HR
	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		
Staff - redeployment	restructuring.	3	
	All records relating to the		Corporate Lead - HR
	management of the		
Staff - references	provision of staff references	6	
	All records relating to the		Corporate Lead - HR
	reorganisation of the		
	internal workforce of the		
Staff - reorganisations	council	6	
	Personal risk assessment		Corporate Lead - HR
	records for staff working		
	with children or vulnerable		
Staff - risk management	adults	20	
	Personal risk assessments		Corporate Lead - HR
	relating to individuals		
Staff - risk management	returning to work	3	
	All records relating to the		Corporate Lead - HR
	monitoring of employee		
Staff - sickness management	absence	1	
	All records relating to the		Corporate Lead - HR
	management of a recharged		
Staff - telephone charges	telephone service to staff	6	
	All records relating to the		Corporate Lead - HR
	process of monitoring staff		
Staff - time management	leave and attendance	2	
	All notes and materials		Corporate Lead - HR
Staff - training	created for training courses	0	10
	All records relating to the		Corporate Lead - HR
	creation and management		
Staff - training	of training statistics	3	10 11 115
	All records relating to the		Corporate Lead - HR
	development and		
6. 55	implementation of training		
Staff - training	programmes	3	Component
	All records relating to the		Corporate Lead - HR
	development,		
Chaff had t	implementation and		
Staff - training	monitoring of the corporate	3	

		T	
	training plan		
	All records relating to		Corporate Lead - HR
Staff - training	training concerning children	40	
	All records relating to		Corporate Lead - HR
	training not concerning		
Staff - training	children	3	
	All records relating to the		Corporate Lead - HR
	development and		
	implementation of a policy		
	dealing with reports of		
	victimisation in the		
6. 66	workplace for council		
Staff - victimisation	employees	6	0
Staff - workplace bullying	Casework - Harassment	6	Corporate Lead - HR
	All records relating to the		Corporate Lead - HR
Vetting of contract and	checking/vetting of contract		
supplier staff	and supplier staff	6	
	All records relating to cycle		Corporate Lead - HR
Cycle hire	hire schemes	6	- I - I - I - I - I - I - I - I - I - I
	All records to the creation		Electoral Registration
	and publication of election		Officer
Election results	results	0	
	All records relating to the		Electoral Registration
5 1	creation and management		Officer
Electoral areas	of electoral boundaries	Permanent	Floatenel Deviates Con
	All records relating to the		Electoral Registration Officer
	process of administering		Officer
Electoral nominations	nominations for elections	0	Floring Deviatories
	All records relating to the		Electoral Registration Officer
	creation and publication of	Downson	Officer
Electoral register	the electoral register	Permanent	Floatoral Degistration
	All records relating to the		Electoral Registration Officer
Destal vetice	administration of postal		Officer
Postal voting	voting schemes	1	Floatoral Degistration
	All records relating to the		Electoral Registration Officer
Duananatina	administration of proxy		Officer
Proxy voting	voting schemes Information on the different	1	Floatoral Degistration
			Electoral Registration Officer
	referenda which can take		Officer
	place and legal terms under which they may be carried		
Poforonda	' '		
Referenda	out. All records relating to the	1	Electoral Registration
	administration of the voting		Officer
	process for individual		
	elections including ballot		
Voting	papers	0	
vouis	All records relating to		Electoral Registration
Councillor casual vacancies	Councillor casual vacancies	0	Officer
Petitions	All records relating to the	6	Electoral Registration
i Cutions	All records relating to the	l 0	Licotoral Negistration

	management of petitions		Officer
	All records relating to the		Electoral Registration
	processing of petitions		Officer
Petitions	received by the Authority	6	Gilleel
retitions	All records relating to the	0	Electoral Registration
	provision, manning and		Officer
	publicity for polling stations,		Onicei
Members - elections -			
	including the payment of	6	
polling stations	staff	6	Floatoral Dogistration
	All records relating to the		Electoral Registration Officer
	appointment of a returning		Officer
	officer, the arrangements for the count and the		
N.A. and house allegations			
Members - elections -	declaration and publication	6	
results	of results.	6	Licensing Menoger
	All records relating to the		Licensing Manager
	administration of		
Charact annuting an americal an	permissions for street		
Street parties permission	parties	6	0
Compulsory property	All records relating to		Corporate Lead – Legal Services
acquisition	compulsory purchase orders	0	
Control land and the	All records relating to the		Corporate Lead – Legal Services
Compulsory property	compulsory acquisition of		Services
acquisition	property	0	1
	All records relating to the		Licensing Manager
	licensing and monitoring of		
	street traders and street		
Illegal street trading	trading	6	1
	All records relating to the		Licensing Manager
	administration of licences		
Sex establishment licence	for sex establishments	6	
	All records relating to the		Licensing Manager
	administration of street		
Street collection licence	licence collection schemes	6	4
	All records relating to the		Licensing Manager
	provision of information		
Farmers markets	about Farmers' Markets	0	4
	Information on the		Licensing Manager
	locations, opening times and		
	facilities of permanent or		
	temporary markets within		
	the local authority area. Also		
	includes information for		
	prospective and existing		
Local markets	stallholders.	1	
	All records relating to the		Licensing Manager
	administration of market		
Market event licence	event licences	6	
	All records relating to the		Licensing Manager
Street trading licence	administration of Street	6	

	Trading licences		
	All records relating to the		Licensing Manager
	development and		
	implementation of byelaws		
Byelaws and regulations	and regulations	6	
Dycians and regulations	All records relating to the		Licensing Manager
	management of civic		Liberioning Wanager
Civic recognition and awards	recognition and awards	10	
Civic recognition and awards	All records relating to the	10	Corporate Lead –
	publication of details of		Democratic Services and
	local assemblies and		Scrutiny
	committees and the dates		
Community assemblies and	and venues for forthcoming		
committees	meetings	0	
committees	<u> </u>	0	Corporate Lead –
	All records relating to the creation of management of		Democratic Services and
Constitution	_	Dormanant	Scrutiny
Constitution	the authority's constitution	Permanent	
Minutes, agendas and	Background papers to		Corporate Lead – Democratic Services and
reports	reports - Principal Set	4	Scrutiny
reports	reports - Fillicipal Set	4	Corporate Lead –
Minutes, agendas and	Minutes - Copies for public		Democratic Services and
reports	inspection	6	Scrutiny
Teports	Principal copy minutes,		Corporate Lead –
	agendas and reports relating		Democratic Services and
	to decisions taken and		Scrutiny
	recommendations made by		, , , , , , , , , , , , , , , , , , ,
Minutes, agendas and	the local authority and its		
reports	committees and panels	6	
Терогіз	All records relating to a	0	Corporate Lead –
	complaint made against a		Democratic Services and
Councillors declaration of	councillor where the		Scrutiny
interest	complaint is unfounded	1	Cordinity
interest	·	1	Corporate Lead –
	All records relating to a complaint made against a		Democratic Services and
	councillor where the		Scrutiny
			Cordiny
Councillors declaration of	complaint results in a major		
	sanction against the councillor		
interest		0	Corporate Load
	All records relating to a		Corporate Lead – Democratic Services and
	complaint made against a		Scrutiny
	councillor where the		Scrutiny
Councillors de de retire et	complaint results in a minor		
Councillors declaration of	sanction against the councillor		
interest		0	Components
Councillors de deserver e	All records relating to		Corporate Lead –
Councillors declaration of	Councillors' declaration of	4	Democratic Services and Scrutiny
interest	interest	1	•
	All records relating to		Corporate Lead –
Councillors declaration of	Councillors' declaration of		Democratic Services and
interest	interest	0	Scrutiny

	All records relating to the		Corporate Lead –
	All records relating to the		Democratic Services and
Control of the control of	compiling and publication of		Scrutiny
Councillors directory	a councillors' directory	1	·
	All records relating to liaison		Corporate Lead –
Parish/town council and	with parish/town council		Democratic Services and
councillors	and councillors	6	Scrutiny
	All records relating to the		Licensing Manager
	maintenance of burial		
	grounds including faculties		
	giving permission for work		
Cemeteries and crematoria	to be carried out	6	
	All records relating to the		Licensing Manager
	management of and		
	regulations relating to		
Cemeteries and crematoria	crematoria	6	
	All records relating to the		Licensing Manager
	management of the burials		
Cemeteries and crematoria	and cremations process	6	
	Applications for cremation		Licensing Manager
	and any certificates or other		5 5
	documents relating to a		
Cemeteries and crematoria	cremation	15	
	Registers, indexes, plans		Licensing Manager
	relating to cemeteries and		
Cemeteries and crematoria	crematoria	50	
	All records relating to the		Licensing Manager
	purchase of grave plots		
	including registers, deeds,		
	statutory declarations and		
Grave purchasing	transfer of grants	75	
Grave parenasing	All records relating to the	,,,	Licensing Manager
	construction and erection of		Licensing Manager
Memorial construction	a memorial	6	
Wichional construction	All records relating to the		Licensing Manager
Memorial construction	removal of a memorial	6	Licensing Manager
Wellional Constituction	All records relating to the	0	Licensing Manager
	management of mortuary		Licensing Manager
Mortuaries	services	6	
Mortuaries	services	0	Corporate Lead –
	All records relating to the		Democratic Services and
Civic events	management of civic events	6	Scrutiny
0.010 0001103	All records relating to the		Corporate Lead –
	process of organising a		Democratic Services and
	ceremonial event or civic		Scrutiny
Civic events	occasions	Permanent	
CIVIC CVCIICS		1 Cilianent	Corporate Lead –
	All records relating to the recording of ceremonial		Democratic Services and
	events and civic occasions -		Scrutiny
			Coldiny
Civis avants	Visitor's book, Photographs,	Dormanont	
Civic events	Weekly engagement list	Permanent	

PLACE

Service	Record description	Retention period	Information Asset Owner
	All records relating to		AD – Planning and
Landscape character	landscape character		Development Management
assessment	assessment	0	
	All records relating to the		AD – Planning and
	regulation and maintenance		Development Management
Sustainable drainage	of Sustainable Drainages		
systems	Systems (SUDS)	Permanent	
	All records relating to the		AD – Planning and
	provision and management		Development Management
	of permanent or transit sites		
	for use by travellers within		
	the area including dealing		
	with unauthorised use of		
	land by traveller		
Gypsy and traveller sites	communities.	6	
- / - /	All records relating to		AD – Planning and
Building control	actions taken to enforce the		Development Management
enforcement	Building Control Regulations	6	Development management
	All records relating to the		AD – Planning and
	creation and management		Development Management
	of the Building Control		Development management
Building control	Register	Permanent	
	All records relating to the	- Cilianene	AD – Planning and
	process of approving		Development Management
	building applications for all		Development management
	other buildings (excluding		
	listed or significant		
Building control	buildings)	15	
Sunaing Control	All records relating to the	15	AD – Planning and
	process of approving		Development Management
	building applications in		Development Management
	relation to listed or other		
Building control	significant buildings	Permanent	
Sulfullig Control	All records relating to the	remanent	AD – Planning and
	process of inspecting		Development Management
	building work for the		Development Management
	purpose of insuring		
Duilding control	· · ·	10	
Building control	compliance All records relating to the	10	AD – Planning and
	installation of any new or		Development Management
	replacement domestic oil		
December 1997	storage tanks in properties		
Domestic heating oil tanks	belonging to the Council	6	
	All records relating to		AD – Planning and
	planning permission for		Development Management
Advertisement control	certain types of	Permanent	

	advertisements and		
	advertisements in specified		
	All records relating to the		AD – Planning and
	All records relating to the		<u> </u>
B I	management of the		Development Management
Business planning	planning applications		
applications	system	Permanent	
	All records relating to the		AD – Planning and
	creation and		Development Management
	implementation of the		
Community infrastructure	Community Infrastructure		
levy (CIL)	Levy	Permanent	
	All records relating to		AD – Planning and
Conservation area tree	conservation area tree		Development Management
works notification	works notification	Permanent	
	All records relating to the		AD – Planning and
Development control	enforcement of		Development Management
enforcement	development control	6	
Development control	Case files relating to Breach		AD – Planning and
enforcement	Of Condition Notices	6	Development Management
	Case files relating to		AD – Planning and
Development control	planning contravention		Development Management
enforcement	Notices	6	
	All records relating to the		AD – Planning and
	management of the		Development Management
	development control		
	process (excluding parts of		
	the process included in		
Development control	other parts of the schedule)	6	
	All records relating to the		AD – Planning and
Discharge of planning	discharge of planning		Development Management
conditions	conditions	Permanent	Bevelopment Wanagement
Conditions	All records relating to	Termanent	AD – Planning and
Environmental Impact	Environmental Impact		Development Management
Assessment screening	Assessment screening	15	Development Management
Assessment sercening	All records relating to the	13	AD – Planning and
	creation and		Development Management
	implementation of		Development Management
Lawful Davalanmant	Certificates of Lawful Use or		
Lawful Development		Dormanant	
Certificate existing use	Development	Permanent	AD Diaming and
	All records relating to		AD – Planning and
	applications for and		Development Management
	management of Certificates		
Laurent Danielauren	of Lawful Use or		
Lawful Development	Development for proposed	B	
Certificate proposed use	use (CLOPUD)	Permanent	
	All records relating to the		AD – Planning and
	creation and management		Development Management
	of Local Development		
Local development order	Orders	Permanent	

	All records relating to the		AD – Planning and
	creation and		Development Management
	implementation of		
Neighbourhood	Neighbourhood		
development order	Development Orders	Permanent	
	All records relating to		AD – Planning and
	applications for and		Development Management
	management of outline		
Outline planning consent	planning consents	15	
	All records relating to		AD – Planning and
Planning area search	planning area searches	1	Development Management
	All records relating to the		AD – Planning and
	management of public		Development Management
	enquiries related to		
Planning consultation	planning issues	Permanent	
-	All records relating to the		AD – Planning and
	planning consultation		Development Management
Planning consultation	process	15	
-	All records relating to the		AD – Planning and
	creation and publication of		Development Management
	formal planning decision		
Planning decision notices	notices	Permanent	
	All records relating to		AD – Planning and
Planning minor material	planning minor material		Development Management
amendments	amendments	15	
	All records relating to		AD – Planning and
Planning non-material	planning non-material		Development Management
amendments	amendments	15	
	All records relating to the		AD – Planning and
	creation and		Development Management
	implementation of Planning		
	Obligations (also known as		
Planning obligations	Section 106 agreements)	Permanent	
	All records relating to the		AD – Planning and
	monitoring of building and		Development Management
Planning obligations	landscape design	0	
	All records relating to		AD – Planning and
Planning pre-application	planning pre-application		Development Management
advice	advice	15	
	All records relating to		AD – Planning and
	applications for and		Development Management
	management of planning		
	applications for approval of		
Planning reserved matters	reserved matters	15	
	All records relating to		AD – Planning and
	applications for and		Development Management
	management of prior		
Prior notification of	notifications of		
development	development	6	
Removal/variation of	All records relating to the	Permanent	AD – Planning and

	T	T	
planning conditions	removal/variation of		Development Management
	planning conditions		
	All records relating to the		AD – Planning and
	management of the		Development Management
Residential planning	planning applications		
applications	system	Permanent	
	All records relating to the		AD – Planning and
	creation, management and		Development Management
	publication of the Self Build		
Self-build and custom build	and Custom House Building		
register	Register	6	
Self-build and custom build	Self Build and Custom House		AD – Planning and
register	Building Register	Permanent	Development Management
	Case files relating to Section		AD – Planning and
	106 agreements under the		Development Management
Building and landscape	Town and Country Planning		
design	Act 1990	6	
	All records relating to the		AD – Planning and
	maintenance of specific		Development Management
Conservation areas	sites and monuments	6	
	All records relating to the		AD – Planning and
	management of		Development Management
Conservation areas	conservation areas	Permanent	
	All records relating to the		AD – Planning and
	creation and		Development Management
	implementation of land use		
Land use proposals	proposals	6	
	All records relating to the		AD – Planning and
	creation and		Development Management
Local Development	implementation of a Local		
Framework	Development Framework	6	
	All records relating to the		AD – Planning and
	creation, implementation		Development Management
	and management of the		
Local plans	local plan	6	
	All records relating to the		AD – Planning and
	development and		Development Management
	implementation of		
Neighbourhood	neighbourhood		
development plan	development plans	Permanent	
	All records relating to the		AD – Planning and
	creation and		Development Management
Statutory development	implementation of statutory		
plans	development plans	6	
	All records relating to the		AD – Planning and
	provision of advice and		Development Management
	consultation to local		
	residents who are		
	considering carrying out any		
Conservation advice	works on property within a	Permanent	

	conservation area		
	All records relating to the		AD – Planning and
	management of dangerous		Development Management
Dangerous structures	structures	6	·
	All records relating to		AD – Planning and
Demolition control	demolition control	6	Development Management
	All records relating to		AD – Planning and
Demolition enforcement	demolition enforcement	6	Development Management
	All records relating to the		AD – Planning and
	assessment of complaints in		Development Management
High hedges	relation to high hedges	6	
	All records relating to listed		AD – Planning and
Listed buildings	buildings	Permanent	Development Management
			AD – Planning and
Public rights of way	Creation Order files	Permanent	Development Management
	Dedications to create a		AD – Planning and
	public right of way by		Development Management
Public rights of way	agreement	Permanent	
	Diversion of rights of way		AD – Planning and
Public rights of way	files	Permanent	Development Management
	Orders and claims to change		AD – Planning and
	the definitive map and		Development Management
Public rights of way	statements	Permanent	
	Orders to divert footpaths		AD – Planning and
Public rights of way	or bridleways	Permanent	Development Management
	Orders to extinguish		AD – Planning and
Public rights of way	footpaths or bridleways	Permanent	Development Management
	Public Rights of Way		AD – Planning and
Public rights of way	diversions/extinguishments	Permanent	Development Management
	All records relating to		AD – Streetscene and
	permission granted to		Engineering
Permission to film and	film/photograph publicly		
photograph	owned buildings	0	
	All records relating to		AD – Streetscene and
	permissions granted to hold		Engineering
	events and activities on		
Permission to host events	publicly owned land	6	
	All records relating to the		AD – Streetscene and
	management of skip permit		Engineering
Skip permits	of schemes	6	
	All records relating to the		AD – Streetscene and
Marana and collect	management of permitted		Engineering
Verges - permitted use	use of verges	6	AD Control in the con
	All records relating to the		AD – Growth, prosperity and
Ducinosa dinastania	creation of business	2	Development
Business directories	directories	3	AD Constitution of
	All records relating to		AD – Growth, prosperity and
Dualmana amana arabira	business sponsorship		Development
Business sponsorship	offered to individual		
opportunities	councils	6	

	Information and advice on		AD – Growth, prosperity and
	property valuation for local		Development
	business and on local		Development
	chartered surveyors who		
Land and property	may be available to carry		
valuations	out a valuation.	1	
variations	All records relating to		AD – Growth, prosperity and
	advice, grants and		Development
	assistance are available to		Development
	businesses in taking forward		
	tourism marketing,		
	publicity, and promotional		
Support for tourism	1 -		
Support for tourism businesses	activity to encourage visitors to the local area.	6	
businesses		6	AD Crowth propositive
	All records relating to		AD – Growth, prosperity and
Canada naial ana anata	financial support provided		Development
Commercial property	for commercial property		
development	development	6	1.5
	All records relating to the		AD – Growth, prosperity and
	provision of office and		Development
	industrial business space for		
	rent to businesses in the		
Business centres	local community.	6	
	All records relating to		AD – Growth, prosperity and
	information held about		Development
	properties or land currently		
	available to let within the		
Commercial lettings	area	1	
	Information and advice on		AD – Growth, prosperity and
	vacant		Development
	industrial/office/retail/land		
	and development		
Vacant land and property	opportunities in the area.	1	
	All records relating to the		AD – Growth, prosperity and
	development and		Development
Economic reports and	publication of economic		
forecasts	reports and forecasts	10	
	All records relating to		AD – Growth, prosperity and
	funding received from the		Development
European and other funding	European Union	0	
			AD – Growth, prosperity and
European and other funding	Funding Bids	12	Development
	Lottery Funding - Purchase		AD – Growth, prosperity and
	of buildings / land on a		Development
	heritable basis in Scotland,		
	or purchase of buildings /		
	land on a freehold basis		
European and other funding	elsewhere	80	
	Lottery Funding - Purchase		AD – Growth, prosperity and
European and other funding	of leasehold buildings / land	80	Development

	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		Development
Consumer and athenticaling	other property - £10,001 to	10	
European and other funding	£50,000	10	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £10,001 to		
European and other funding	£50,000	10	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £100,001 to		
European and other funding	£5 Million	20	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £100,001 to		
European and other funding	£5 Million	20	
Laropean and other randing	Lottery Funding-	20	AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		Development
Superior and other founding	other property - £5,001 to	_	
European and other funding	£10,000	5	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £5,001 to		
European and other funding	£10,000	5	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £50,001 to		
European and other funding	£100,000	15	
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - £50,001 to		
European and other funding	£100,000	15	
Laropean and other randing	Lottery Funding-	13	AD – Growth, prosperity and
	Refurbishment, extension or		Development
	*		Development
	construction of buildings or		
Furancan and ather for div	other property - Above £5	40	
European and other funding	Million	40	1.5
	Lottery Funding-		AD – Growth, prosperity and
	Refurbishment, extension or		Development
	construction of buildings or		
	other property - Above £5		
European and other funding	Million	40	

	All records relating to the		AD – Growth, prosperity and
Local economic	management of local		Development
development	economic development	6	
	All records relating to the		AD – Growth, prosperity and
	management of		Development
Regeneration projects	regeneration projects	12	Development
	All records relating to the		AD – Growth, prosperity and
Voluntary property	voluntary acquisition of		Development
acquisition	property	0	Development
	All records (except financial)		AD – Streetscene and
	relating to the booking of		Engineering
	conference halls and		gg
Conference, hall and	meeting rooms available for		
meeting room hire	hire from the local authority	3	
	Financial records relating to		AD – Streetscene and
	the booking of conference		Engineering
	halls and meeting rooms		
Conference, hall and	available for hire from the		
meeting room hire	local authority	6	
	All records relating to the		AD – Place, Assets and
	provision of an estates		Commercialisation
	management service for		
	land and property in the		
Estates management	area	6	
	All records relating to the		AD – Planning and
Temporary structure fire	management of fire safety		Development Management
safety	of temporary structures	6	Development management
	All records relating to the		AD – Planning and
	provision of advice to		Development Management
	employers on current fire		
	regulations, fire prevention		
Workplace fire regulations	and safety in the workplace.	3	
- 7	All records relating to all		AD – Planning and
	aspects of asbestos		Development Management
Asbestos management	management	40	
	Risk Assessments relating to		AD -Place, Assets and
Corporate - health and	land and property in public		Commercialisation
safety	ownership	6	
	All records relating to the		AD – Growth, Development
Economic information and	collation and analysis of		and Prosperity
analysis	economic information	6	
	All records relating to		AD – Growth, Development
Community grants	community grants	6	and Prosperity
, 8	All records relating to grants		AD – Growth, Development
Grants for voluntary	made to voluntary		and Prosperity
organisations	organisations	6	
- 3	All records relating to the	-	AD – Growth, Development
Sporting club grants	allocation of sports grants	6	and Prosperity
	All records relating to the	7	AD – Growth, Development
Sports grants	allocation of sports grants	6	and Prosperity
Sports grants	anocation or sports grants	ı ·	and i rosperity

lo of in pu	nformation about the ocation and opening hours of council offices. May also nclude information about		AD – Place, Assets and Commercialisation
of in pr	of council offices. May also		Commercialisation
in pi			
р			
I - I -	oublic meetings and the		
ı av	vailability of civic officials		
	or queries.	1	
	All records relating to civic		AD – Place, Assets and
	iability where property or		Commercialisation
	other facilites which are		
O'	owned and maintained by		
	hem cause damage or		
	njury to people or property.	6	
,	, , , , , ,		AD – Place, Assets and
Corporate - assets As	Asset Management Plans	6	Commercialisation
			AD – Place, Assets and
Corporate - assets As	Asset Register	6	Commercialisation
· · · · · · · · · · · · · · · · · · ·	sale of property (other than		AD – Place, Assets and
	by auction or Order Of Court		Commercialisation
I	Protection)	6	
<u>'</u>	All records relating to		AD – Place, Assets and
	lesigns or adaptations		Commercialisation
	ntended to ensure access to		
	and use of public buildings		
	by people with disabilities	6	
	All records relating to the	•	AD – Place, Assets and
	nanagement on air		Commercialisation
	nandling units in properties		
	owned by the Council	6	
	,		AD – Place, Assets and
Facilities - asbestos A	Asbestos Register	40	Commercialisation
	All records relating to the		AD – Place, Assets and
	provision of catering		Commercialisation
·	ervices to staff (including		
	ood hygiene checks)	6	
ū	All records relating to the		AD – Place, Assets and
	ourchase of consumables		Commercialisation
·	or local authorities	6	
	All records relating to the		AD – Place, Assets and
	provision of facilities for		Commercialisation
•	taff	6	1
	All records relating to		AD – Place, Assets and
	ouilding acquisition	6	Commercialisation
	All records relating to the		AD – Place, Assets and
	ertification of buildings		Commercialisation
	listed and significant)	Permanent	1
-	All records relating to the		AD – Place, Assets and
A			,
	_		Commercialisation
CE	ertification of buildings not listed buildings)	15	Commercialisation

	completion of property		Commercialisation
	valuations		
	All records relating to the		AD – Place, Assets and
	design and construction of		Commercialisation
Facilities - council offices	buildings (listed buildings)	Permanent	
	All records relating to the		AD – Place, Assets and
	design and construction of		Commercialisation
	buildings (not listed		
Facilities - council offices	buildings)	15	
	All records relating to the		AD – Place, Assets and
	feasibility of the design and		Commercialisation
Facilities - council offices	construction of buildings	15	
	All records relating to the		AD – Place, Assets and
Facilities - council offices	valuation of property	2	Commercialisation
	Case file relating to the sale		AD – Place, Assets and
Facilities - council offices	of property by auction	6	Commercialisation
	Records relating to the		AD – Place, Assets and
	management of council		Commercialisation
	properties which are owned		
	or leased by the Council but		
	which have not been built		
Facilities - council offices	by the Council	6	
	Surveys of buildings owned		AD – Place, Assets and
Facilities - council offices	by local authorities	6	Commercialisation
			AD – Place, Assets and
Facilities - energy and fuel	Display Energy Certificates	7	Commercialisation
	All records relating to the		AD – Place, Assets and
	management of equipment		Commercialisation
	used by the facilities		
Facilities - equipment	function	6	
Facilities - hazardous	Risk Assessments (relating		AD – Place, Assets and
substances	to hazardous substances)	40	Commercialisation
	All records relating to		AD – Place, Assets and
	facilities management		Commercialisation
	services provided to local		
Facilities - management	authorities	6	
	All records relating to the		AD – Place, Assets and
	management of service level		Commercialisation
	agreements for buildings		
Facilities - management	owned by local authorities	6	
	All records relating to the		AD – Place, Assets and
	provision of security in local		Commercialisation
Facilities - management	authority buildings	6	
	All records relating to		AD – Place, Assets and
Facilities - planned	planned maintenance on		Commercialisation
maintenance	council land and property	6	
	All records relating to the		AD – Place, Assets and
Facilities - planned	refurbishment of buildings		Commercialisation
maintenance	owned by the local authority	6	
Facilities - planned	All records relating to the	6	AD – Place, Assets and

maintenance	responsive maintenance of		Commercialisation
	properties owned by the		
	local authority		
	All records relating to		AD – Place, Assets and
	unplanned repairs to		Commercialisation
	premises or facilities		
Facilities - reactive repairs	equipment	6	
	All records relating to the		AD – Place, Assets and
	management of reception		Commercialisation
Facilities - reception	facilities	3	
·	All records relating to the		AD – Place, Assets and
	Electricity Exposure Risk		Commercialisation
	Assessment(live equipment		
	including the Record of		
Facilities - Risk Assessments	Competent Persons	40	
	·		AD – Place, Assets and
Facilities - Risk Assessments	Fire Risk Assessments	Permanent	Commercialisation
	All records relating to the		AD – Place, Assets and
	provision and maintenance		Commercialisation
	of all car parking facilities		
Facilities - staff/visitor car	attached to Council		
parking	buildings	6	
	All records relating to the		AD – Place, Assets and
	provision and maintenance		Commercialisation
	of water supplies in council		
Facilities - water	offices.	6	
	All records relating to		AD – Place, Assets and
	accessibility of buildings		Commercialisation
Accessibility - local facilities	owned by public authorities	6	
	All records relating to		AD – Place, Assets and
Community asset transfer	community asset transfers	Permanent	Commercialisation
	All records relating to the		AD – Streetscene and
Composters	provision of composters	6	Engineering
	All records relating to the		AD – Streetscene and
	implementation and		Engineering
	monitoring of food waste		
Food waste recycling	recycling schemes	6	
	All records relating to the		AD – Streetscene and
	provision of general		Engineering
	information about waste,		
Recycling advice	recycling and so on	1	
	All records to the provision		AD – Streetscene and
Recycling bags and	of recycling bags and		Engineering
containers	containers	3	
	All records relating to the		AD – Streetscene and
	creation, implementation		Engineering
	and management of battery		
Recycling of batteries	recycling schemes	4	
	All records relating to the		AD – Streetscene and
Recycling sites	provision and management	6	Engineering

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	6	Lingineering
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_		Engineering
	6	
	-	AD – Streetscene and
market cleaning	6	Engineering
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		AD – Streetscene and
All records relating to the		AD – Streetscene and Engineering
All records relating to the administration of the RADAR	3	AD – Streetscene and Engineering
All records relating to the	3	
	of recycling collection sites All records relating to residential recycling collections All records relating to the removal of abandoned shopping trolleys All records relating to the management of with any vehicles reported as abandoned on local roads or property All records relating to the removal of dead animals from publicly accessible area All records relating to the provision of bins for the collection of dog waste in local public areas All records relating to monitoring and dealing with flyposting All records relating to enforcement action taken against fly tippers All records relating to the removal of waste which has been dumped by fly-tippers All records relating to the reporting and removal of graffiti from buildingd All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the removal of litter from and the sweeping of the streets All records relating to	All records relating to residential recycling collections All records relating to the removal of abandoned shopping trolleys All records relating to the management of with any vehicles reported as abandoned on local roads or property All records relating to the removal of dead animals from publicly accessible area All records relating to the provision of bins for the collection of dog waste in local public areas All records relating to monitoring and dealing with flyposting All records relating to enforcement action taken against fly tippers All records relating to the removal of waste which has been dumped by fly-tippers All records relating to the reporting and removal of graffiti from buildingd All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the reporting and removal of graffiti from buildings All records relating to the provision and maintenance of litter bins All records relating to the enforcement of litter dropping schemes All records relating to the removal of litter from and the sweeping of the streets All records relating to the removal of litter from and the sweeping of the streets All records relating to

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	of public conveniences		
	All records relating to the		AD – Streetscene and
	management of road		Engineering
	spillage incidents which do		
	not involve an accident to a		
Road spillages	minor	6	
	All records relating to the		AD – Streetscene and
	management of road		Engineering
	spillage incidents which		
	involve an accident to a		
Road spillages	minor	21	
	All records relating to street		AD – Streetscene and
Street cleaning	cleaning	6	Engineering
	All records relating to the		AD – Streetscene and
	provision of community		Engineering
Community noticeboards	noticeboard	6	
	All records relating to the		AD – Streetscene and
	development of a		Engineering
Community strategy	community strategy	4	
,	All records relating to the		AD – Streetscene and
Facilities - vehicle	acquisition and disposal of		Engineering
maintenance	fleet vehicles	6	
	All records relating to the		AD – Streetscene and
Facilities - vehicle	maintenance of fleet		Engineering
maintenance	vehicles	6	5 5
Facilities - vehicle	All records relating to the		AD – Streetscene and
maintenance	ownership of fleet vehicles	6	Engineering
	Logbooks and other records		AD – Streetscene and
	relating to the ownership of		Engineering
	the fleet vehicles which are		
Facilities - vehicle	passed on to the new owner		
maintenance	on disposal	0	
	All records relating to the		AD – Countryside and
	commissioning of works of		Leisure
	art from local or other		
	artists for display in public		
	buildings or other art		
Art commissions	exhibitions in the area	6	
	All records relating to the		AD – Countryside and
	development and		Leisure
	management of arts and		
Arts and creative classes	creative classes	6	
	All records relating to the		AD – Countryside and
	support and development of		Leisure
Arts development	arts in the local community	6	
	All records relating to the		AD – Countryside and
	provision of information and		Leisure
	advice on local arts		
Arts organisations and	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	organisations, exhibitions		

	All records relating to the		AD – Countryside and
	provision of information on		Leisure
	countryside events that		Leisare
	have or will take place in the		
	local area. Events may be		
	run by the local authority,		
	local volunteer groups or		
Countryside events	other organisations	1	
Country state events	All records relating to the	-	AD – Countryside and
	provision of exhibitions in		Leisure
	public buildings or open		Leisare
Exhibitions	spaces	3	
EXITIONS	All records relating to the	3	AD – Countryside and
	organisation and		Leisure
	management of outdoor		Leisure
Outdoor events	events	6	
Outdoor events	All records relating to		AD – Countryside and
	information on the		Leisure
	accessibility of various		
Accessibility - local facilities	facilities	0	
/teeessionity local racinetes	All records relating to the		AD – Countryside and
	provision of leisure activities		Leisure
	for older people within the		Leisure
	community. This may		
	include cultural, sporting		
	and other organised social		
Older people's activities	activities	6	
Cide: people's delinities	All records relating to the		AD – Countryside and
	development and		Leisure
	management of outdoor		
Outdoor activities	activities	6	
	Records relating to children		AD – Countryside and
	(aged under 18 years) who		Leisure
	are taking part in outdoor		
Outdoor activities	activities	25	
	Records relating to young		AD – Countryside and
	people and adults (aged		Leisure
	over 18 years) who are		
	taking part in outdoor		
Outdoor activities	activities	6	
	All records relating to the		AD – Countryside and
	maintenance and		Leisure
	preservation of sites of		
	historical or cultural interest		
	and ancient monuments		
	within the local authority		
Historic sites maintenance	area	6	
	All records relating to the		AD – Countryside and
	maintenance of memorials		Leisure
	where the memorial is a		
Memorial maintenance	listed building	Permanent	
		30	1

	All records relating to the		AD – Countryside and
	All records relating to the		· · · · · · · · · · · · · · · · · · ·
	maintenance of memorials		Leisure
	where the memorial is not a		
Memorial maintenance	listed building	6	1.5
	All records relating to the		AD – Countryside and
	sale of goods in museum		Leisure
Museum and gallery shops	and gallery shops	6	
	All records relating to		AD – Countryside and
	information about		Leisure
	collections on display in		
Museum collections	museum collections	1	
	All records relating to		AD – Countryside and
	information about any		Leisure
	events or exhibitions		
Museum events and	organised at museums with		
exhibitions	the local authority area.	1	
	All records relating to loans,		AD – Countryside and
Museums and galleries -	donations and bequests		Leisure
loans donations and	made to Museums and		
bequests	Galleries	Permanent	
	All records relating to the		AD – Countryside and
	management and		Leisure
	maintenance of museums		
Museums and galleries	and galleries	6	
	All records relating to the		AD – Countryside and
	provision of information and		Leisure
	advice on museums and		
Museums and galleries	galleries in the local area	1	
	All records relating to		AD – Countryside and
	information about sports		Leisure
Sports facilities	facilities	1	
•	All records relating to the		AD – Countryside and
	management of sports		Leisure
	facilities, Includes booking		
	and hire of sport facilities		
Sports facilities	and usage data records	2	
	All records relating to the	_	AD – Countryside and
	membership of sports		Leisure
Sports facilities	facilities	6	Leisare
oper to racinities	All records relating to advice		AD – Countryside and
	and information for visitors		Leisure
	on attractions in the local		12.34.0
	area. This will include		
	descriptions, opening hours,		
	admission prices and how to		
Local attractions	get there	1	
	All records relating to the	_	AD – Streetscene and
Fuel delivery and storage	delivery and storage of fuel	Permanent	Engineering
. acr acrivery and storage	All records relating to the	. crimanent	AD – Streetscene and
Petroleum storage licence	administration of petroleum	Permanent	Engineering
i caroleum storage literite	administration of petroleum	i cimanent	Lugineering

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	storage licence schemes		
	All records relating to the		AD – Streetscene and
!	management of beach		Engineering
Beach patrols	patrols	6	
	All records relating to the		AD – Streetscene and
	review and maintenance of		Engineering
	coastal protection within		
Coastal protection	the local authority area	Permanent	
	All records relating to the		AD – Streetscene and
	allocation and management		Engineering
Allotments	of allotments	6	
	All records relating to the		AD – Streetscene and
	management of trees which		Engineering
	are the responsibility of the		
Tree management	authority	6	
	All records relating to tree		AD – Streetscene and
Tree management	preservation orders	0	Engineering
ee management	All records relating to the		AD – Streetscene and
	creation, implementation		Engineering
	and monitoring of tree		Linginicering
Tree preservation orders	preservation orders	0	
Tree preservation orders	All records relating to the	O .	AD – Streetscene and
	provision and maintenance		
Doot and trailer parking	1 '	6	Engineering
Boat and trailer parking	of boat and trailer parking	6	AD Charaterana and
	All records relating to the		AD – Streetscene and
	provision and maintenance		Engineering
references	of lifebelts for use by rivers		
Lifebelts	and water ways	6	10.00
	All records relating to the		AD – Streetscene and
	provision of slipways which		Engineering
	may be used for the launch		
	and recovery of trailed	_	
Boat launching and recovery	boats	6	
	All records relating to the		AD – Streetscene and
	monitoring of navigation		Engineering
	and berthing in the water		
	ways under the control of		
Navigation and berthing	the local authority	6	
•	·	•	
	All records relating to the		AD – Streetscene and
	·	•	AD – Streetscene and Engineering
	All records relating to the		
	All records relating to the removal and disposal of		
	All records relating to the removal and disposal of needles, syringes and other		
	All records relating to the removal and disposal of needles, syringes and other drug related items that are		
Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the	6	
Syringe disposal Bulky household waste	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		
	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		Engineering AD – Streetscene and
Bulky household waste	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 All records relating to bulky household waste collections	6	Engineering
Bulky household waste	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 All records relating to bulky	6	Engineering AD – Streetscene and Engineering

	All records relating to the		AD – Streetscene and
	collection of household		Engineering
Household garden waste	garden waste	3	
	All records relating to the		AD – Streetscene and
1	monitoring and		Engineering
Household waste	enforcement of household		
accumulation	waste accumulation	6	
	All records relating to any		AD – Streetscene and
	assisted refuse collection		Engineering
	service provided to		
	residents who, through		
	illness or infirmity, are		
	unable to put out their		
Household waste assisted	refuse and do not have		
collection	anyone else to assist them	3	
	All records relating to the		AD – Streetscene and
	provision of regular		Engineering
	collection of household		
	rubbish from all residential		
1	premises within the		
Household waste collection	authority boundaries	3	
	All records relating to the		AD – Streetscene and
1	provision of household		Engineering
Household waste containers	waste containers	3	
	All records relating to the		AD – Streetscene and
Household waste	enforcement of household		Engineering
enforcement	waste regulations	6	
	All records relating to the		AD – Streetscene and
1	management of residential		Engineering
Residential waste spillages	waste spillages	6	
	All records relating to the		AD – Streetscene and
	development,		Engineering
	implementation and		
	monitoring of the Area		
Area waste strategy	Waste Plan	3	
	All records relating to the		AD – Streetscene and
1	enforcement of the duty of		Engineering
Refuse duty of care -	care concerning the disposal		
enforcement	of refuse	6	
	All records relating to the		AD – Streetscene and
1	management of applications		Engineering
	for winter storage and the		
	management of records of		
Boat winter storage	stored vessels.	6	
	All records relating to the		AD – Streetscene and
	publication of information		Engineering
Port and harbour facilities	Later and Constitution	1	
	about port facilities	1	
i	All records relating to the	1	AD – Streetscene and
			AD – Streetscene and Engineering

	All records relating to the		AD – Streetscene and
Composters	provision of composters	6	Engineering
	All records relating to the		AD – Streetscene and
	implementation and		Engineering
	monitoring of food waste		
Food waste recycling	recycling schemes	6	
	All records relating to the		AD – Streetscene and
	provision of general		Engineering
	information about waste,		
Recycling advice	recycling and so on	1	
	All records to the provision		AD – Streetscene and
Recycling bags and	of recycling bags and		Engineering
containers	containers	3	
	All records relating to the		AD – Streetscene and
	creation, implementation		Engineering
	and management of battery		
Recycling of batteries	recycling schemes	4	
	All records relating to the		AD – Streetscene and
	provision and management		Engineering
Recycling sites	of recycling collection sites	6	
	All records relating to		AD – Streetscene and
Residential recycling	residential recycling		Engineering
collections	collections	3	

HOUSING and HEALTH

Service	Record description	Retention period	Information Asset Owner
	All records relating to the		AD – Housing Regulated
	provision of a safeguarding		Services
Safeguarding adults board	adults board	6	
	All records relating to Multi		AD – Housing Regulated
Safeguarding vulnerable	Agency Risk Assessment		Services
adults	Conference (MARAC)	6	
	All records relating to the		AD – Housing Regulated
Safeguarding vulnerable	safeguarding of vulnerable		Services
adults	adults	6	
	All records relating to the		AD – Housing Statutory
	provision of assisted garden		Services
Assisted garden	maintenance for elderly or		
maintenance	disabled tenants	6	
	All records relating to the		AD – Housing Statutory
Community alarms and	provision of community		Services
Telecare	alarms and telecare service	6	
	All records relating to home		AD – Housing Statutory
Disabled people - home	adaptations and aids		Services
adaptations and aids	provided to disabled people	6	
	All records relating to the		AD – Housing Statutory
	creation and management		Services
Credit unions	of Credit Unions	6	
	All records relating to the		AD – Housing Statutory
	payments to assist with the		Services
Funeral payment	payment for a funeral	6	
Home repair assistance	All records relating to home		AD – Housing Statutory
grant	repair assistance grants	6	Services
	All records relating to the		AD – Housing Statutory
	provision of a discretionary		Services
	allowance to tenants where		
	it has not been possible to		
	carry out essential repairs to		
	their home or to communal		
	areas around their home		
Overdue housing repairs -	within a reasonable or		
discretionary allowance	agreed timeframe.	6	
	All records relating to the		AD – Housing Statutory
	determination of private		Services
	rents for those in receipt of		
Rent determination	housing benefits	6	
	All records relating to the		AD – Environmental Health
	administration on		
Environmental health	environmental health		
placements	placements	3	
	All records relating to the		AD – Environmental Health
	reporting of accidents		
	where the person		
Accident reporting	concerned is over 18	3	

	All records relating to the		AD – Environmental Health
	reporting of accidents		
	where the person		
Accident reporting	concerned is under 18	21	
	All records relating to the		AD – Environmental Health
	reporting of accidents which		
	fall under the Reporting of		
	Injuries, Diseases and		
	Dangerous Occurrences		
Accident reporting	Regulations 1985	3	
	All records relating to the		AD – Environmental Health
	reporting of accidents which		
	fall under the Reporting of		
	Injuries, Diseases and		
	Dangerous Occurrences		
Accident reporting	Regulations 2013	30	
	All records relating to fire		AD – Environmental Health
Construction site fire safety	safety on construction sites	6	
Health and safety -	Health and safety -		AD – Environmental Health
prosecutions register	prosecutions register	6	
	All records relating to		AD – Environmental Health
	checks on local businesses		
	and business premises to		
	ensure that safe and healthy		
	working conditions are		
	provided for all employees		
Health and safety regulation	and visitors	6	
· · ·	Food Handling		AD – Environmental Health
Occupational health services	Questionnaires	6	
	All assessments relating to		AD – Environmental Health
Safety of disused mines and	the safety of disused mines		
tips	and tips	6	
•	All financial records relating		AD – Environmental Health
	to the payment for work		
	carried out in relation to the		
	safety of disused mines and		
Safety of disused mines and	tip and the reclamation of		
tips	the money.	6	
•	All work orders relating to		AD – Environmental Health
	the work ordered to be		
	carried out relating to the		
Safety of disused mines and	safety of disused mines and		
tips	tips	6	
•	All records relating to the		AD – Environmental Health
Acupuncturist registration	registration of acupuncturist	6	
	All records relating to the		AD – Environmental Health
			1
	administration of caravan		
Caravan site licence	_	6	
Caravan site licence Moveable dwelling site	administration of caravan	6	AD – Environmental Health

	of moveable dwelling site		
	licences		
	All records relating to the		AD – Environmental Health
Petrol vapour recovery	regulation of petrol vapour		
regulation	recovery	Permanent	
	All records relating to the		AD – Environmental Health
	regulation of dry cleaning		
	premises where		
Regulation of dry cleaning	contamination of land is		
premises	involved	Permanent	
	All records relating to the		AD – Environmental Health
	regulation of solvent		
	emissions where		
	contamination of land is		
Solvent emissions regulation	involved	Permanent	
	All records relating to the		AD – Environmental Health
	registration of Sunday		
Sunday trading notification	trading notification	3	
	All records relating to the		AD – Environmental Health
Tattooist, piercing and	registration of tattoist,		
electrolysis registration	piercing and electrolysis	6	
	All records relating to the		AD – Environmental Health
Market stall rental	rental of market stalls	6	
	All records relating to the		AD – Environmental Health
	monitoring of calibration		
Calibration and testing	and testing equipment	6	
	All records relating to the		AD – Environmental Health
	provision or organisation of		
	festive decorations such as		
	lights, Christmas tree etc. to		
	be installed over the festive		
Festive decorations	season.	6	
	All records relating to the		AD – Environmental Health
	provision of advice and		
	information on what to do		
Civil emergencies - flooding	in the event of a flood	3	
	All records relating to the		AD – Environmental Health
	provision of equipment such		
	as sandbags and engineering		
	advice to help		
	residents/businesses in the		
Civil emergencies - flooding	event of flooding	6	100
	All records relating to the		AD – Environmental Health
	provision of information to		
	the public on what to		
	do/who to contact in the		
	event of an ongoing		
Command and an area	emergency related to public		
Current emergency	health such as a flu		
situations - health	outbreak.	1	

	All records relating to the		AD – Environmental Health
	publication of information		AD - Environmental Health
	and advice on how to deal		
	with emergency weather		
Current emergency	conditions such as flooding,		
situations - weather	heavy snowfalls etc.	3	
situations - weather	All records relating to the	3	AD – Environmental Health
	creation, implementation		AD – Environmental Health
	and maintenance of the		
Emorgon av plan	local authority's emergency	6	
Emergency plan	plan	6	AD Environmental Haalth
Encourage value	All records relating to the		AD – Environmental Health
Emergency plan	testing of emergency plans	6	15.5.
	All records relating to works		AD – Environmental Health
	carried out to reduce the		
	likelihood of flooding in		
	areas considered at risk or		
	where there has previously	_	
Flood prevention	been flooding	Permanent	
	All assessments made as		AD – Environmental Health
Channel early intervention	part of the Vulnerability		
scheme	Assessment Framework	6	
	All records relating to the		AD – Environmental Health
Channel early intervention	creation and management		
scheme	of a Channel Panel	6	
	All records relating to the		AD – Environmental Health
Civil injunction	use of civil injunctions	6	
	All records relating to the		AD – Environmental Health
	management of community		
Community safety	safety activities	6	
	All records relating to		AD – Environmental Health
	referrals made as part of the		
Counter terrorism (Prevent)	PREVENT requirements	6	
	All records relating to		AD – Environmental Health
	support services provided as		
	part of the PREVENT		
Counter terrorism (Prevent)	strategy	6	
	All records relating to the		AD – Environmental Health
	creation and delivery of		
Counter terrorism (Prevent)	PREVENT training	3	
, ,	All records relating to the		AD – Environmental Health
	logging and monitoring of		
	instances of erious crime		
	directed at a victim for		
Hate crime	religious or racial reasons	6	
	All records relating to the	-	AD – Environmental Health
	logging and monitoring of		
	instances of serious crime		
	directed at a victim for		
Hate crime	religious or racial reasons	6	
riace crime	Tenglous of Tuelal Teasons	<u> ~ </u>	1

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	All records relating to the		AD – Housing Statutory
	provision of advice and		Services
	information about safety in		
	the home including accident		
	prevention, what to do in		
	the event of an accident,		
Home safety advice	risks in the home etc	3	
	All records relating to the		AD – Environmental Health
Release of CCTV evidence	release of CCTV evidence	6	
	All records relating to the		AD – Environmental Health
Town centre crime	prevention of crime in town		
prevention	centres	6	
	All records relating to the		AD – Environmental Health
	creation and		
	implementation of		
	measures aimed at		
	preventing vandalism within		
Vandalism prevention	the area	6	
	Case files relating to receipt		AD – Housing Regulated
	of Notices served pursuant		Services
	to section 26 of the		Set vices
	Landlord And Tenant Act		
Allocated council homes	1954	6	
Allocated council florines	All records relating to the	0	AD – Housing Statutory
	_		Services
Community wordens	work of the Community Wardens	6	Services
Community wardens		6	AD Haveing Statuten.
	Intelligence Reports		AD – Housing Statutory
Community wordens	received by Community Wardens	0	Services
Community wardens		0	AD Haveira Basyletad
	Documents related to	6	AD – Housing Regulated
Allocated council homes	housing applications.	6	Services
	Documents related to		AD - Housing regulated
l	unsuccessful housing		Services
Allocated council homes	applications.	6	
	The register of individual		AD – Housing Regulated
Allocated council homes	housing applications.	6	Services
	All records relating to		AD – Housing Regulated
	changes in existing		Services
Change of housing tenancy	tenancies	6	
I			
1	All records relating to	_*	AD – Housing Regulated
	All records relating to application for and		AD – Housing Regulated Services
	All records relating to		0 0
Demoted tenancy	All records relating to application for and	6	0 0
Demoted tenancy	All records relating to application for and management of a demoted		0 0
Demoted tenancy	All records relating to application for and management of a demoted tenancy		Services
Demoted tenancy	All records relating to application for and management of a demoted tenancy All records relating to the		Services AD – Housing Regulated
Demoted tenancy	All records relating to application for and management of a demoted tenancy All records relating to the development and		Services AD – Housing Regulated
·	All records relating to application for and management of a demoted tenancy All records relating to the development and implementation of a process concerning the ending of a		Services AD – Housing Regulated
Demoted tenancy Ending housing tenancy	All records relating to application for and management of a demoted tenancy All records relating to the development and implementation of a process	6	Services AD – Housing Regulated

		T	
	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.		
	All records relating to the		AD – Housing Regulated
Housing allocation system	allocation of system	6	Services
-	All records relating to the		AD – Housing Regulated
	eviction of tenants from		Services
Housing evictions	local authority properties	6	
<u> </u>	Case files relating to		AD – Housing Regulated
	repossession of council		Services
	properties held under an		Jet Tiees
Housing evictions	unsecured tenancy	6	
Housing evictions	Case files relating to service	<u> </u>	AD – Housing Regulated
	of s.25 s.27 and other		Services
Housing evictions	Notices to quit	6	Services
Housing evictions	•	0	AD Housing Regulated
	All records relating to the		AD – Housing Regulated Services
Haveing referrels	management of housing	6	Services
Housing referrals	referrals	6	100 11 1 1
	All records relating to		AD – Housing Regulated
Introductory council	introductory council		Services
tenancies	tenancies	6	
	All records relating to the		AD – Housing Regulated
	management of mutual		Services
Mutual home exchange	home exchange	6	
	All records relating to the		AD – Housing Regulated
Registering for a council	registration for a council		Services
property	property	6	
	All records relating to the		AD – Housing Statutory
	allocation and collection of		Services
Communal heating charge	communal heating charges	6	
	All records relating to the		AD – Housing Statutory
	provision of home contents		Services
	insurance schemes to		
Home contents insurance	council tenants	6	
	All records relating to the		AD – Housing Statutory
	management of housing		Services
Housing insurance claims	insurance claims	6	
	All records relating to the		AD – Housing Statutory
Housing rent setting	setting of housing rent	6	Services
	Case files relating to rent	-	AD – Housing Statutory
Housing rent setting	reviews	6	Services
	All records relating to		AD – Housing Statutory
Housing rent	deposits paid for housing	6	Services
TIOUSING TELL			
	Documentation relating to the notification and		AD – Housing Statutory
Housing rest		6	Services
Housing rent	enforcement of breaches of	6	

	1	T	1
	council tenancy agreements.		1.2
	All records relating to the		AD – Housing Statutory
	creation, implementation		Services
	and collection of housing		
Housing service charges	service charges	6	
	All records relating to the		AD – Housing Statutory
	repayment to late tenancy		Services
Late tenancy arrears	arrears	6	
	Documentation relating to		AD – Housing Statutory
	rent collection and the		Services
	notification and		
	enforcement of rent arrears		
	process, housing benefit and		
Rent arrears	debt management advice	6	
	Documentation relating to		AD – Housing Statutory
	setting rents for council		Services
Rent arrears	housing and rent accounting	6	
	All records relating to the		AD – Housing Statutory
	management of right to buy		Services
Right to buy your home	schemes	12	
, ,	Case file relating to Right to		AD – Housing Statutory
	Buy pursuant to the Housing		Services
Right to buy your home	Act 1985	6	
5 , ,	All records relating to the		AD – Housing Statutory
	provision and management		Services
Affordable housing	of affordable housing	6	36.1.665
76	All records relating to the		AD – Housing Regulated
	management of empty		Services
Empty residential properties	residential properties	6	Scribes
zmpty residential properties	All information relating to		AD – Housing Regulated
	the management of hard to		Services
Hard to let properties	let properties	6	Services
Housing association	Information about housing		AD – Housing Regulated
nomination and registration	associations in the borough	6	Services
Tionimation and registration	All records relating to		AD – Housing Regulated
Housing transfer to private	_		Services
Housing transfer to private registered provider	housing transfer to a private registered provider	6	Services
registered provider	·	0	AD Housing Regulated
	All records relating to the		AD – Housing Regulated
Charad hama arranin	creation and management	12	Services
Shared home ownership	of Shared Home Ownership	12	AD Haveing Basylated
	All records relating to the		AD – Housing Regulated
	development,		Services
	implementation and		
Casial bassing a street	monitoring of a social	3	
Social housing policy	housing policy	3	10 11 11 11 11
	All records relating to the		AD – Housing Statutory
	management of		Services
Unauthorised house	unauthorised house		
occupants	occupants	6	1.5 5
Caretaking	All records relating to the	6	AD – Housing Statutory

	provision of caretaking		Services
	services in council property		
	All records relating to the		AD – Housing Statutory
	management of garage		Services
Garage lettings	lettings	6	
	Annual gas safety		AD – Housing Statutory
	inspections for properties		Services
	under landlord management		
	resulting in the issuance of a		
Gas safety inspection	CP12 certificate	2	
	All records relating to		AD – Housing Statutory
	support given to housing		Services
Housing tenant support	tenants	6	
	All records relating to		AD – Housing Regulated
	property deeds where the		Services
	property is housing owned		
Property deeds	by the Council	0	
	All records relating to		AD – Housing Statutory
	alterations made to council		Services
Tenant housing alterations	housing stock by tenants	6	
-	All records relating to the		AD – Housing Statutory
	full involvement of tenants		Services
	in how their homes and		
	estates are managed, with		
	the aim of improving		
	housing services and		
	improving the quality of life		
Tenant participation	in local communities	3	
	All records relating to the		AD – Housing Statutory
	provision of support to new		Services
Tenant support	tenants	6	
	All records relating to		AD – Environmental Health
Animal inspection	animal inspection	6	
	All records relating to the		AD – Environmental Health
	administration of animal		
	welfare schemes which		
	could include enforcement		
Animal welfare	action	6	
	All records relating to the		AD – Environmental Health
Dangerous dogs	enforcement action relating		
enforcement	to dangerous dogs	6	
	All records relating to the		AD – Environmental Health
	administration of dog		
Dog registration	registration schemes	6	
	All records relating to the		AD – Environmental Health
	administration of the dog		
	wardens' activities which		
	may include enforcement		
Dog wardens	action	6	

	administration of pet burials		
	·		AD – Environmental Health
	All records relating to the collection and detention of		AD – Environmental Health
Stray animals		C	
Stray animals	stray animals	6	AB Controller
	All records relating to the		AD – Countryside and
	provision of grants for		Leisure
	developing areas of the		
	countryside for public use		
Countryside conservation	and education	6	
	All records relating to the		AD – Countryside and
	support of ecology and		Leisure
Ecology and geology	geology of the local area	Permanent	
	All records relating to the		AD – Environmental Health
	development and		
	implementation of		
Environmental policy	environmental policy	40	
	All records relating to the		AD – StreetScene and
	development,		Engineering
	implementation and		
	monitoring of waste		
Waste reduction	reduction programmes	6	
	All records relating to the		AD – Countryside and
	provision of facilities for		Leisure
Countryside education	countryside education	6	
,	All records relating to the		AD – Countryside and
	provision of information		Leisure
	about the facilities available		
	in the local countryside and		
Countryside facilities	how to enjoy them	1	
Country state facilities	All records relating to the		AD – Countryside and
	management of the		Leisure
	countryside including nature		Leisure
	conservation, access and		
Countryside management	informal recreation issues	6	
Country side management	All records relating to the		AD – Countryside and
	management of countryside		Leisure
Countryside rangers		6	Leisure
Countryside rangers	rangers	0	AD Countriside and
Countries de comos	All records relating to	Dawasanant	AD – Countryside and
Countryside surveys	countryside surveys	Permanent	Leisure
	All records relating to the		AD – Countryside and
	management of countryside		Leisure
Countryside visitor centres	visitor centres	6	100000000000000000000000000000000000000
	All records relating to the		AD – Countryside and
	management of countryside		Leisure
Countryside volunteers	volunteers	6	
	All records relating to the		AD – StreetScene and
	management of		Engineering
Forest and woodland	woodland/forest on council		
management	owned land	6	
Forest and woodland	All records relating to the	3	AD – StreetScene and

management	provision of advice and		Engineering
management	information on trees,		2.18.11.66.11.18
	woodland and tree-related		
	issues to local organisations		
	and the public		
	All records relating to the		AD – StreetScene and
	administration of grazing		Engineering
	land including permits to		Liigilieeiilig
Grazing land	= :	Permanent	
Grazing land	graze All information about the	remanent	AD – StreetScene and
			Engineering
Noture recentes	management of local nature	6	Eligilleerilig
Nature reserves	reserves by the council	6	AD ChroatCoops and
	All records relating to the		AD – StreetScene and
0	management of open access	B	Engineering
Open access land	land	Permanent	100 5 1 11 111
	All records relating to		AD – Environmental health
	enforcement action taken		
	under the Animal By-		
Animal by-products	Products (Enforcement)		
enforcement	(England) Regulations 2013	6	
	All records relating to		AD – Housing Statutory
Environmental health - out	environmental health out of		Services
of hours emergencies	hours emergencies	6	
	All records relating to the		AD – Environmental health
	investigation of food		
Food poisoning and	poisoning and		
contamination	contamination incidents	6	
	All records relating to food		AD – Environmental health
Food safety enforcement	safety enforcement actions	6	
	All records relating to the		AD – Environmental health
	management of food safety		
Food safety inspections	inspections	6	
	Risk Assessments relating to		AD – Environmental health
Food safety inspections	food safety	6	
	All records relating to the		AD – Environmental health
	provision of pest control		
Pest control	services	6	
	All records involved in the		AD – Environmental health
	monitoring, inspection,		
	testing for Legionnaires		
	Disease and checking of		
	results, including details of		
	the state of operation of the		
Scientific services	system	5	
	All records relating to the	-	AD – Environmental health
	administration of scientific		7.5 Environmental fleaten
Scientific services	services	6	
Scientific Scivices	All records relating to the		AD – Environmental health
	enforcement of the smoking		7.5 Environmentarmeatur
Smoking ban	ban	6	
JITOKITIS DATI	Dan	<u> </u>	

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	All records relating to the		AD – Environmental health
	monitoring of the quality of		
Swimming pool and spa pool	water in public swimming		
monitoring	pools and spa pools	7	
Swimming pool and spa pool	Swimming pools monitoring		AD – Environmental health
monitoring	and inspection records	6	
	All records relating to the		AD – Environmental health
	provision of advice and		
	information on how to		
	organise a funeral without		
Independent funerals	the use of a funeral director.	0	
	All records relating to the		AD – Environmental health
Memorial construction	inspection of memorials	6	
	All records relating to the		AD – Environmental health
Memorial construction	maintenance of memorials	6	
	All records relating to the		AD – Environmental health
	provision of municipal		
Municipal funerals	funerals	6	
·	All records relating to the		AD – Environmental health
Repatriation of bodies -	repatriation of bodies in		
England and Wales	England and Wales	6	
	All records relating to the		AD – Environmental health
Repatriation of bodies	re-patriation of bodies		
abroad	abroad	6	
	All records relating to the		AD – StreetScene and
	cutting of grass on public		Engineering
Grass cutting	land	6	
	All records relating to the		AD – StreetScene and
	provision and maintenance		Engineering
Outdoor play facilities	of outdoor play facilities	7	
	All records relating to the		AD – StreetScene and
	design and maintenance of		Engineering
	cultivated areas, open areas		
Parks and open space	and woodland in public		
landscaping	parks and open spaces	6	
	All records relating to the		AD – StreetScene and
Parks and open space	maintenance of parks and		Engineering
maintenance	open spaces	6	
	All records relating to		AD – StreetScene and
	information about parks in		Engineering
	the local area including		
	location, facilities, opening		
Parks and open spaces	times, events etc.	1	
	All records relating to the		AD – Environmental Health
	inspection and monitoring		
Air handling units	of air handling units	3	
	All records relating to the		AD – Environmental Health
	measuring the quality of		
	ambient air to ensure that it		
Air quality	meets required standards in	Permanent	

	relation to the		
	concentration of a defined		
	range of pollutants		
	All records relating to		AD – Environmental Health
	enforcement of compliance		7.15 Ellivii Gillileiteal Fiedrelli
Clean Air Act approval	with the Clean Air Act	6	
Cicarrin rice approva	All records relating to the		AD – Environmental Health
	monitoring of construction		7.15 Ellivii Gillileiteal Fiedrelli
Construction site pollution	site pollution	6	
construction site pondion	All records relating to the		AD – Environmental Health
	maintenance of a register of		7.5 Environmental ricaten
Contaminated land	contaminated land	Permanent	
Contaminated land	Files relating to individual	remanent	AD – Environmental Health
	contractors responsible for		AD – Environmental Health
Contaminated land	managing waste site	12	
Contaminated land	Maintenance reports	12	AD – Environmental Health
	submitted by contractors		AD - LIMIOIIIIEII(al Fiedili)
	relating to the kit and		
Contaminated land	equipment on waste sites	1	
Contaminated land	Records relating to local	1	AD – Environmental Health
	authority controlled		AD – Environmental Health
Contaminated land	household recyclable sites	0	
Contaminated land	Records relating to the		AD – Environmental Health
	licencing and environmental		AD – Environmental Health
	control of closed landfill		
Contaminated land	sites	0	
Contaminated land	Reports made every 6	0	AD – Environmental Health
	months during the life of the		AD – Elivironinental Health
	contract of waste		
Contaminated land		0	
Contaminated land	management sites Site files relating to	0	AD – Environmental Health
	individual waste sites which		AD – Elivirollillelitai Healtii
	may be managed by a number of different		
Contaminated land		7	
Contaminated land	contractors over its life span	7	Information Governance
	All records relating to the		
	management of requests for information under the		Manager
Environmental information			
	Environmental Information	2	
regulations	Regulations	2	Information Covernous
	Policies and procedures		Information Governance
	developed for managing		Manager
Environmental information	requests for information		
Environmental information	under the Environmental	2	
regulations	Information Regulations	3	AD Environmental Haalth
Exhaust opsission to the	All records relating to	6	AD – Environmental Health
Exhaust emission testing	exhaust emission testing	6	AD Emiliar and all trails
	All records relating to the		AD – Environmental Health
Cootoobnossissis	provision of geotechnology	Dormanart	
Geotechnonology	services	Permanent	

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He sale as between	All records relating to the		AD – Environmental Health
Hazardous substance	monitoring of hazardous	40	
control	substances	40	AD Fording on a stall locality
	All records relating to the		AD – Environmental Health
CHE Let al	enforcement of powers to		
Idling vehicles	deal with idling vehicles.	6	AD 5 day was deliberable
	All records dealing with		AD – Environmental Health
	reports of incidents of light		
Light pollution	pollution (non statutory)	6	100 5 1 111 111
	All records dealing with		AD – Environmental Health
Problem of the control of the contro	reports of incidents of light		
Light pollution	pollution (statutory)	6	
	All records relating to the		AD – Environmental Health
	administration of		
	complaints about noise		
	pollution where a statutory		
	investigation has taken		
Noise pollution	place	6	
	All records relating to the		AD – Environmental Health
	administration of		
	complaints about noise		
	pollution where the		
	investigation is non		
Noise pollution	statutory	6	
	All records relating to the		AD – Environmental Health
	monitoring and		
	enforcement of justified		
	complaint of non-statutory		
	nuisance such as emissions		
	of smoke, fumes or gases,		
Nuisances	dust, steam	6	
	All records relating to the		AD – Environmental Health
	monitoring and		
	enforcement of justified		
	complaint of statutory		
	nuisance such as emissions		
	of smoke, fumes or gases,		
Nuisances	dust, steam	6	
D.C. alian and the control of the co	All records relating to the		AD – Environmental Health
Private water supply	analysis of private water		
analysis	supplies	6	
	All records relating to the		AD – Environmental Health
	emptying of cesspools and		
Septic tanks and cesspits	septic tanks	6	
	All records relating to the		AD – Environmental Health
	monitoring of smoke control		
Smoke control areas	records	6	
	All records relating to the		AD – Environmental Health
	monitoring of water		
Water pollution	pollution	6	

	All as as and a solution to		AD Fusing an antal Haalth
	All records relating to		AD – Environmental Health
Water quality monitoring	monitoring water quality	6	
	All records relating to		AD – Environmental Health
	accident reporting where		
Corporate - health and	the person is aged over 18		
safety	at the time of the accident	4	
	All records relating to		AD – Environmental Health
	accident reporting where		
Corporate - health and	the person is aged under 18		
safety	at the time of the accident	22	
	All records relating to health		AD – Environmental Health
	and safety campaigns		
Corporate - health and	carried out by local		
safety	authorities	3	
	All records relating to Health		AD – Environmental Health
Corporate - health and	and Safety strategy		
safety	including policy documents	6	
	All records relating to the		AD – Environmental Health
	development and		
Corporate - health and	implementation of health		
safety	and safety policies	6	
Corporate - health and	Process of inspecting		AD – Environmental Health
safety	equipment	6	
,	All records relating to the		AD – Environmental Health
	provision and management		7.15 Environmental medicin
Local Involvement Network	of a Local Involvement		
(LINk)	Network [LINk]	4	
(LIIVK)	All records relating to the		AD – Countryside and
	provision of volunteering		Leisure
	opportunities available in		Leisure
Volunteering	the community	1	
Volunteering	the community		AD Housing Statutons
Varith landoushin tusining	Varith landarship training	2	AD – Housing Statutory
Youth leadership training	Youth leadership training	3	Services
	All records relating to the		AD – Housing Statutory
	management of youth		Services
Youth project volunteering	project volunteers	6	<u> </u>
	All records relating to		AD – Housing Statutory
Community facility grants	community facility grants	6	Services
	All records relating to		AD – Countryside and
Cultural grants	cultural grants	6	Leisure
	All records relating to		AD – Housing Regulated
Financial assistance for	financial assistance provided		Services
housing associations	to Housing Associations	6	
	All records relating to		AD – Housing Statutory
Special needs capital grants	special needs capital grants	6	Services
	All records relating to Home		AD – Housing Statutory
Home improvement loans	Improvement loans	6	Services
	All records relating to home		AD – Housing Statutory
Home renovation grants	renovation assistance grants	6	Services

	Central Heating Programme		Services
	and the Warm Front		
	Programme		
	All records relating to the		AD – Housing Statutory
	running of community and		Services
Community and day centres	day centres	6	
., ,	All records relating to the		AD – Housing Statutory
	provision and management		Services
Community centres	of Community Centres	6	
, , , , , , , , , , , , , , , , , , , ,	All records relating to the		AD – Housing Statutory
	provision of information		Services
	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		
Community support groups	or those with learning		
and organisations	difficulties	1	
	All records relating to the		AD – Environmental Health
	publication of bathing water		
Bathing waters	information	1	
	All records relating to the		AD – Environmental Health
Infectious disease	investigation into infectious		
investigation	diseases	6	
	All records relating to public		AD – Environmental Health
Public health strategic needs	health strategic needs		
assessment	assessments	6	
	All records relating to		AD – Environmental Health
	information, advice and help		
	to assist local residents who		
Stopping smoking	smoke to stop smoking.	0	
	All records relating to the		AD – Streetscene and
	clearance of snow and ice		Engineering
	from pavements in severe		
	winter weather conditions		
	except where an accident to		
Snow clearance	a minor is concerned	6	
	All records relating to the		AD – Streetscene and
	clearance of snow and ice		Engineering
	from pavements in severe		
	winter weather conditions		
	where any accident occurs		
Snow clearance	to a minor	21	
	AU 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		AD – Streetscene and
	All records relating to the		,
1	provision and maintenance		Engineering
Street furniture		3	
Street furniture	provision and maintenance	3	
Street furniture	provision and maintenance of street furniture	3	Engineering

	_		_
	public highway		
	All records relating to the		AD – Streetscene and
	maintenance and repair of		Engineering
	walls or fences in a state of		
	disrepair where there is a		
	risk to public safety. This will		
	include highway retaining		
	walls and walls providing a		
Wall maintenance	safety barrier	6	
	All records relating to the		AD – Streetscene and
	provision and fitting of		Engineering
Street name plates	street name plates	0	
·	All records relating to short		AD – Housing Regulated
	term and emergency		Services
	accommodation for		50.1.005
Homelessness support	homeless people.	6	
Tiomelessiness support	All records relating to the		AD – Housing Regulated
	provision of hostels and		Services
Hostels and emergency	other temporary		Services
accommodation	accommodation	6	
accommodation		0	AD Housing Dogulated
Council toward advice	Documentation relating to	6	AD – Housing Regulated
Council tenant advice	the tenancy agreement.	6	Services
	Information about housing		AD – Housing Regulated
	transfers, applications,		Services
Council tenant advice	removals	6	
	All records relating to the		AD – Streetscene and
	provision of help and advice		Engineering
	on highway drainage, land		
	drainage or private drainage		
	and may arrange for		
Drainage	clearance of a blocked drain	6	
	All records relating to the		AD – Housing Statutory
	assessment of properties for		Services
Energy efficiency	energy efficiency	6	
	All records relating to the		AD – Housing Regulated
	enforcement of public		services
	health and housing		
Housing and public health	regulations.	6	
	All records relating to the		AD – Housing Regulated
	provision of advice and		services
	information to the public on		
	all aspects of public health		
Housing and public health	relating to housing.	1	
O 1 P. 1 10 11001011	All records relating to legal		AD – Housing Regulated
	advice given to homeowners		services
	and tenants relating to		
Housing legal advice	housing matters	6	
TOUSING TOBUL MUVICE	All records relating to the		AD – Housing Regulated
	provision and management		services
Housing modistion	of housing mediation	6	Sei Vices
Housing mediation	or nousing mediation	6	

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	services		
	All records relating to the		AD – Housing Regulated
	provision of references to a		services
	mortgage lender for tenants		
_	wishing to purchase their		
Mortgage references	own property.	6	
	All records relating to advice		AD – Environmental Health
	given to tenants and		
	landlords in the private		
	sector on housing related		
	matters such as tenancies,		
	welfare benefits, rent,		
Private housing advice	repairs	1	
	All records relating to the		AD – Environmental Health
	provision of information and		
	support to anyone who is		
	providing property for rent		
Private landlord support	in the local area.	1	
	Advice about housing		AD – Environmental Health
	related issues such as		
	exclusion, mortgage arrears,		
	homeless prevention, single		
Private tenant advice	homeless advice	6	
	General information and		AD – Environmental Health
	advice about housing given		
	to home owners and		
Private tenant advice	tenants	3	
	All records relating to		AD – Housing Statutory
	repairs made to communal		Services
Comment have in a manaina	areas within council		
Communal housing repairs	accommodation	6	AB. Ha sia Bar lated
	All records relating to the		AD – Housing Regulated
Barris 1985 and a filtransister	demolition of property and		Services
Demolitions - alternative	the offer to tenants of		
housing	alternative accommodation	6	100 11 1 1
	All records relating to		AD – Housing Regulated
	disturbance allowance paid		Services
5 100	to tenants in council		
Demolitions - disturbance	property when nearby		
allowance	property is demolished	6	
	All records relating to advice		AD – Housing Regulated
Danielikiana (1999)	and support given to		Services
Demolitions - tenants'	tenants when the property		
responsibilities	is demolished	6	AD Housing State 1
	Housing repairs, renovation		AD – Housing Statutory
	major works and planned		Services
	maintenance relating to		
Fundamental after	specific properties, external		
Emergency out of hours	maintenance of grounds and	6	
housing repairs	building cleaning	6	

	All records relating to		AD – Housing Statutory
House surveying - major	surveys undertaken by the		Services
repairs	council of housing stock	6	36.1.665
	All records relating to the		AD – Housing Statutory
Housing Care and Repair	management of housing		Services
scheme	care and repair schemes	6	36.1.665
	All records relating to the		AD – Housing Statutory
	provision of temporary		Services
	accommodation to tenants		36.1.665
Housing improvements -	whilst major works are		
temporary accommodation	being carried out	6	
temperary accommodation	All records relating to the		AD – Housing Statutory
Housing modernisation	management of housing		Services
schemes	modernisation schemes	6	Scrieds
- Seriemes	All records relating to the		AD – Housing Statutory
	management of		Services
Rechargeable home repairs	rechargeable home repairs	6	56.7.663
neenargeasie neme repairs	All records relating to the		AD – Environmental Health
Houses in multiple	registration of houses in		7.5 Environmental ricardi
occupation register	multiple occupation	6	
occupation register	All records relating to safety		AD – Environmental Health
Houses in multiple	inspections of houses in		7.6 Environmental rication
occupation safety inspection	multiple occupation	6	
Secupation surety inspection	All records relating to the		AD – Environmental Health
	administration of landlord		7.6 Environmental rication
Landlord accreditation	accreditation schemes	3	
<u> </u>	All records relating to the		AD – Environmental Health
	development,		7.5 Environmental ricardi
	implementation and		
	management of car parks		
	which are owned and run by		
Council car parks	the local authority	6	
Courier car parks	List of car parks owned and		AD – Environmental Health
	run by the local authority,		AD Environmental fication
Council car parks	their locations and tariffs.	1	
Council car parks	All records relating to the		AD – Environmental Health
	provision of designated		AD - Environmental fleatin
	parking bay areas may be		
Disabled people - parking	provided for registered		
bays	disabled drivers	6	
buys	All records relating to the		AD – Environmental Health
Disabled people - parking	management of parking		7.5 Environmental fleatill
permits	permits for disabled people	3	
permits	All records relating to the		AD – Environmental Health
	provision of parking areas		7.5 Environmentar neatti
Lorry parking	for heavy goods vehicles	6	
Lorry parking	All records relating to the		AD – Environmental Health
	management of parking		AD - LIMIOIIIIeitai Healtii
	permit schemes for		
Parking permits	residents who keep and use	6	
i di king perinits	residents who keep and use	U	

	a car, a van or motorcycle on a full-time basis within a		
	controlled parking zone		AD Environmental Haalth
	All records relating to the		AD – Environmental Health
	provision and management		
	of zoos, farms, wildlife parks		
7	or 'pets' corners' open to		
Zoos and farm parks	the public	6	
	All records relating to the		AD – Environmental Health
	administration of licences		
Stage hypnotism licence	for stage hypnotism	6	
	All records relating to the		AD – Environmental Health
	administration of boarding		
Boarding animals licence	animals licences	6	
	All records relating to the		AD – Environmental Health
	administration of dangerous		
Dangerous animals licence	animals licences	6	
	All records relating to the		AD – Environmental Health
	administration of dog		
Dog breeding licence	breeding licences	6	
	All records relating to the		AD – Environmental Health
	administration of pet shop		
Pet shop licence	licences	6	
	All records relating to the		AD – Environmental Health
	administration of riding		
	establishment licence		
Riding establishment licence	schemes	6	
	All records relating to the		AD – Environmental Health
	administration of zoo		
Zoo licence	licences	6	
	All records relating to the		AD – Environmental Health
Homes in multiple	licensing of houses in		
occupancy licence	multiple occupancy	6	
, , , , , , , , , , , , , , , , , , , ,	All records relating to the		AD – Environmental Health
Pollution control - Part A(2)	administration of permits		
and Part B processes	for pollution control	6	
	All records relating to the		AD – Environmental Health
	creation and management		
Selective area housing	of Selective area housing		
licences	licences	6	
cerrees	All records relating to the		AD – Environmental Health
	designation and		2omicital ficalati
	management of selective		
Selective housing areas	licensing areas	6	
Selective floading areas	All records relating to the		AD – Environmental Health
	registration of food		/ Liviloimentar neatti
Food business registration	businesses	6	
1 000 business registration	All records relating to the		AD – Environmental Health
Food premises approval	approval of food premises	6	AD - Environmental Health
Food safety advice		3	AD – Environmental Health
roou salety advice	All records relating to food) J	AD – Environmental Health

	safety advice		
	All records relating to the		AD – Environmental Health
	provision of guidance		
	leaflets and materials for		
	organisers of firework		
	displays for the public,		
	retailers selling fireworks,		
	schools and the media,		
	including the firework safety		
Firework safety advice	code	3	
	All records relating to the		AD – Environmental Health
	monitoring and		
	enforcement of action		
Dog fouling	against dog fouling	6	
	All records relating to the		AD – Environmental Health
	registration of cooling		
Cooling tower registration	towers	6	
	All records relating to the		AD – Environmental Health
	registration of motor		
	salvage operators (this will		
Registration - motor salvage	change to Scrap Metal		
operator	Licence in October 2013)	6	
	All records relating to the		AD – Environmental Health
	registration of scrap metal		
Scrap metal site registration	sites	6	
	All records relating to the	_	AD – Environmental Health
	management of		
	exhumations including		
	faculty, home office licence		
	and the authority to re-open		
Exhumations	a grave	15	

FINANCE

Service	Record description	Retention period	Information Asset Owner
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to the	collected in full + remaining	
	management of housing	months to nearest April of	
Housing benefit appeals	benefit appeals	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to back	collected in full + remaining	
Housing benefit backdated	dated claims for housing	months to nearest April of	
claims	benefit	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to	collected in full + remaining	
Housing benefit current	current claims for housing	months to nearest April of	!
claim	benefit	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
Housing benefit new claim		collected in full + remaining	
including those cases that	All records relating to new	months to nearest April of	
are nil qualified	claims for housing benefit	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to the	collected in full + remaining	
Housing benefit	overpayment of housing	months to nearest April of	
overpayments	benefit	next financial year.	
Housing benefit			AD – Revenues and Benefits
renewal/Housing Benefit			
Award Accuracy		6 years from end of claim	
(HBAA)/Verification of		and/or any recovery of HB	
earnings and pensions		collected in full + remaining	
(VEP)/Housing Benefit	All records relating to the	months to nearest April of	
matching service (HBMS)	renewal of housing benefit	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to	collected in full + remaining	
Council tax reduction	council tax reduction	months to nearest April of	
appeals	appeals	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to	collected in full + remaining	
Council tax reduction	council tax benefit back	months to nearest April of	
backdated claims	claims	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records relating to	collected in full + remaining	
Council tax reduction	current claims for council	months to nearest April of	
current claim	tax benefit back	next financial year.	
Council tax reduction new	All records relating to new	6 years from end of claim	AD – Revenues and Benefits
claim	claims for council tax benefit	and/or any recovery of HB	

		collected in full + remaining	
		months to nearest April of	
		next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	Ab Revenues and Benefits
	All records relating to the	collected in full + remaining	
Council tax reduction	overpayment of council tax	months to nearest April of	
overpayment	benefits	next financial year.	
Overpayment	belletits	6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	AD – Neverides and Bellents
	All records relating to the	collected in full + remaining	
Council tax reduction	renewal of council tax	months to nearest April of	
renewal /HBAA/VEP/HBMS	benefits	next financial year.	
Tellewal / HBAA/ VEP/ HBIVIS		next illialiciai year.	AD – Revenues and Benefits
	All records relating to		AD – Revenues and Benefits
	applications for and	6 years from end of claim	
	management of housing	and/or any recovery of HB	
I to the second second to the second	benefit and/or council tax	collected in full + remaining	
Universal credit data share	reduction originating from	months to nearest April of	
records	DWP/HMRC via TYF	next financial year.	10.00
	All records relating to		AD – Revenues and Benefits
	applications for and	6 years from end of claim	
	management of housing	and/or any recovery of HB	
	benefit and/or council tax	collected in full + remaining	
ATLAS records (electronic	reduction originating from	months to nearest April of	
transfer of data)	DWP/HMRC via TYF	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
	All records relating to	and/or any recovery of HB	
Local Authority claim	discretionary housing	collected in full + remaining	
information/Local Authority	payments -originating from	months to nearest April of	
input document	DWP via TYF	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	All records originating from	collected in full + remaining	
	Tell us Once - in relation to	months to nearest April of	
Tell us Once	births, marriages and deaths	next financial year.	
	All records in relation to		AD – Revenues and Benefits
	data share - originating from		
	HMRC via DWP TYF.	6 years from end of claim	
	Matches of individuals to	and/or any recovery of HB	
	employer details or HB	collected in full + remaining	
	overpayment recovery	months to nearest April of	
Housing Benefit datashare	purposes	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
	All records relating to	and/or any recovery of HB	
	exceptional hardship for	collected in full + remaining	
Exceptional hardship for	council tax reduction under	months to nearest April of	
council tax	section 13a	next financial year.	
	All records relating to	6 years from end of claim	AD – Revenues and Benefits
	discretionary housing	and/or any recovery of HB	
Discretionary Housing	payments either for Housing	collected in full + remaining	
Payment	Benefit or Universal Credit	months to nearest April of	
· ayment	Denome of Offiversal Cical	onens to neurest April of	

	Housing costs.	next financial year.	
		6 years from end of claim	AD – Revenues and Benefits
		and/or any recovery of HB	
	details of yearly rent	collected in full + remaining	
Rent increase schedules	increases sent on schedules	months to nearest April of	
received from landlords	directly from landlords.	next financial year.	
		immediately once decision	AD – Revenues and Benefits
		has been made that resident	
		will not be moving in to the	
		property. If resident does	
		move in and claims Housing	
		Benefit and/or Council Tax	
		Reduction this will be 6	
	details of accommodation	years from end of claim	
	provided under specified	and/or any recovery of HB	
	accommodation provisions	collected in full + remaining	
Specified acccommodation	which could detail resident's	months to nearest April of	
details	names and addresses.	next financial year.	
	details of any fraudulent		AD – Revenues and Benefits
	activity orginating from		
	DWP and Local Authority	6 years from end of claim	
	internal and external fraud	and/or any recovery of HB	
	reporting. This will include	collected in full and/or fraud	
	fraud referals, request for	investigation being fully	
Circle for all a contraction	information from DWP,	completed, + remaining	
Single fraud investigation	sharing of information	months to nearest April of	
service	between DWP and LA Annual performance	next financial year.	AD – Revenues and Benefits
	1		AD – Revenues and Benefits
	monitoring of Housing Benefit caseload by the	6 years from end of claim	
	DWP. This will include	and/or any recovery of HB	
	sharing of documents and	collected in full + remaining	
Performance monitoring	information between the LA	months to nearest April of	
review	and DWP.	next financial year.	
. crien	Records of any outstanding	next initiation year.	AD – Revenues and Benefits
	Housing benefit		
	overpayments including		
	those with or without		
	recovery action in progress.		
	This may also include	6 years from end of claim	
	income and expenditure	and/or any recovery of HB	
	details of individuals and	collected in full + remaining	
Housing Benefit	sharing of data with the	months to nearest April of	
overpayments	DWP and HMRC.	next financial year.	
	All records relating to		AD – Revenues and Benefits
	Information and advice		
	about entitlement to	immediately once case has	
	welfare benefits, other	been signposted and there	
	allowances, grants and	is no HB or CTR claim in	
	general financial difficulties	payment or a Financial	
Welfare rights advice	where the request has come	Resilience case.	

All records relating to the provision of debt counselling services. This will include referrals and sharing of information to external agencies such as step change/ Citizens Advice East Devon, Money and Pension Service All records in relation to requests made from any hardship funds past, present and future, including Household Support Fund, Cost of Living hardship payments, energy rebate, Council Tax Support Fund. All records held within the social resilience (poverty) dashboard. Will include records of live and previous cases from relevant LA departments such as Housing Benefit, Housing, Council Tax. Data will be used to help inform local welfare support provision including distribution of funds. All records relating to the provision of businesses grants to new businesses, existing relation to subsidy control.		via email or phone call but		
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to new businesses, existing relation to subsidy control		1 .	•	
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businesses who want to and/or state aid legislation)+			,	
grow or businesses who remaining months to		~	_	
want to move to the local nearest April of next		want to move to the local	•	
Business grants area. financial year.	Business grants	area.		
6 Years from end of the AD – Revenues and Benefits				AD – Revenues and Benefits
All records relating to relevant relief + remaining		_	_	
reduction in business rates months to nearest April of		reduction in business rates	months to nearest April of	
Business rate relief to business owners next financial year.	Business rate relief	to business owners	next financial year.	
All records relating to the 6 Years from end of the AD – Revenues and Benefits	·	All records relating to the	6 Years from end of the	AD – Revenues and Benefits
Business rate supplement implementation and relevant supplement +				

	T	T	
	management of a business	remaining months to	
	rate supplement	nearest April of next	
		financial year.	
		6 Years from end of account	AD – Revenues and Benefits
		and/or any recovery action	
	All records relating to	to collect in full + remaining	
Business rates account	enquiries about business	months to nearest April of	
enquiries	rates accounts	next financial year.	
		6 Years from end of account	AD – Revenues and Benefits
	All records relating to the	and/or any recovery action	
	provision of the business	to collect in full + remaining	
Business rates annual	rates annual notification to	months to nearest April of	
notification	businesses	next financial year.	
	All records relating to audits	, , , , , , , , , , , , , , , , , , , ,	Finance Manager
Corporate - audit and	carried out internally or		i manee manager
inspection	externally	6	
Corporate - audit and	All records relating to		Finance Manager
inspection	counter fraud investigations	6	I mance Manager
Corporate - audit and	counter fraud investigations	0	Finance Manager
•	Estamal audit latter	F	Finance Manager
inspection	External audit letter	5	Fire Adams A
	All records relating to		Finance Manager
	expenditure made by the		
	council including invoices,		
Council expenditure	purchase orders etc	6	
	All records relating to the		Finance Manager
	publication of details of		
	council expenditure which		
	can be viewed by local		
Council expenditure	residents	1	
	All records relating to the		Finance Manager
	publication of council		
Transparency of accounts	accounts	6	
, ,	All records relating to value		Finance Manager
Value for money	for money activities	6	
,		6 Years from end of account	AD – Revenues and Benefits
		and/or any recovery action	la constant and periodical
	All records relating to	to collect in full + remaining	
Council tax account	enquiries about council tax	months to nearest April of	
enquiries	accounts	next financial year.	
chquires	accounts	6 Years from end of account	AD – Revenues and Benefits
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notification	notification	next financial year.	10 D
		6 years after the resolution	AD – Revenues and Benefits
		of the appeal from whatever	
	All records relating to	stage it has reached up to	
Council tax appeals	Council Tax Appeals	Valuation Tribunal	
	All records relating to	6 years after a new	AD – Revenues and Benefits
Council tax band reductions	council tax band reductions	valuation list is provided	

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All records in relation to requests for payments made under the test and trace payment scheme. All records in relation to requests for payments made under the test and trace payment scheme. All records in relation to period. All records in relation to requests for payments made under interim guest payment scheme. Government scheme - payments and/or host thank homes for ukraine AD – Revenues and Benefits or overpayment collected. In line with The Department for Leveling Up Housing and Communities.	investigative material	or compliance investigations	financial year.	
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Government scheme - payments and/or host thank homes for ukraine payments. for Leveling Up Housing and Communities.				
homes for ukraine you payments. Communities.	Government scheme -	_	-	
	homes for ukraine	1 7 7		
	Business Covid Grants -	All records relating to the	10 years from the date of	AD – Revenues and Benefits

application for payments	provision of covid-19 business grants to include - SBGF, RHL, Local authority discretionary grant fund, LRSG Open, LRSG Closed, LRSG Sector, LRSG Closed addendum, LRSG closed addendum Tier 4, LRSG open v2, LRSG closed v2, LRSG closed addendum 05.01 onwards, christmas support payemnt for wet led pubs (CSP), closed business lockdown payment, restart grants, ARG, Omicron	award of grant to evidence the award of grant and the assurance checks completed (this requirement is separate to any document retention period specified in relation to subsidy control and/or state aid legislation)+ remaining months to nearest April of next financial year.	
	Hopsitality and leisure grant.		
	All records relating to		Finance Manager
Corporate - insurance	Contractors' insurances	6	
	All records relating to		Finance Manager
!	insurance claims made		
Cornerate incurance	against the Council by	6	
Corporate - insurance	officers/third parties All records relating to	6	Finance Manager
!	insurance claims made by		Finance ivialiagei
	the Council against third		
Corporate - insurance	parties	6	
	All records relating to the		Finance Manager
	payment of insurance		S
Corporate - insurance	premiums	6	
	All records relating to the		Finance Manager
	registration of insurance		
Corporate - insurance	claims	6	
	All records relating to		Finance Manager
	valuations for insurance		
Corporate - insurance	claims	6	
Corporate - insurance	Corporate Risk Register	6	Finance Manager
	Employer's Liability		Finance Manager
Corporate - insurance	Insurance Policy	40	
	Insurance Policies taken out		Finance Manager
Corporate - insurance	by the Council	6	Singapa Manasas
	All records relating to		Finance Manager
	standard accounting		
	procedures including carry forward, balance sheet,		
	reserves, cash flow,		
	certification of accounts,		
	financial statements and		
Accounts - accounting	accounting policies	6	
Accounts - financial	All records relating to the	6	Finance Manager

management	banking of monies paid to		
	the council		
	All records relating to the		Finance Manager
Accounts - financial	receipt of payments made		
management	to the council	6	
	Share certificates, stocks,		Finance Manager
	bonds, other securities,		
	together with any		
Accounts - financial	appropriate contracts of		
management	purchase or sale	6	
	All records relating to the		Finance Manager
	creation and		
	implementation of the		
	annual budget for the		
Accounts - financial planning	council	6	
	All records relating to the		Finance Manager
	creation and		
	implementation of		
Accounts - financial planning	departmental budgets	6	
	All records relating to the		Finance Manager
	creation and		
	implementation of		
Accounts - financial planning	partnership budgets	6	
	All records relating to the		Finance Manager
	monitoring and reporting on		
	the annual and		
Accounts - financial planning	departmental budgets	6	
	All records relating the		Finance Manager
Accounts - fund	management of local		
management	authority financial assets	6	
-	All records relating to the		Finance Manager
Accounts - fund	investment of local		
management	authority funds	6	
	All records relating to		Finance Manager
	charging of staff time and/or		
	use of equipment between		
Accounts - inter-	departments within the		
organisational charging	organisation	1	
	All records relating to the		Finance Manager
	adoption and development		
Accounts - management and	of policies and procedures		
control	for accounting practice	3	
	All records relating to the		Finance Manager
	calculation of income tax,		
Accounts - revenue and	national insurance, VAT and		
customs	stamp duties	3	
	All records relating to the		AD – Revenues and Benefits
	detection and prosecution		
Benefit fraud	of benefit fraud	6	
Finance - indemnification for	All records relating to the	6	Finance Manager

members and officers	management of		
	indemnification for		
	members and officers		
	All records relating to land		AD - Planning and
Land charges search	charge searches	1	Development Management
			AD - Planning and
Land charges search	Land Charges Register	Permanent	Development Management
	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		
Business advice	law, business rates etc.	1	
	All records relating to the		Finance Manager
	creation of a list of		
	approved suppliers and		
Approved suppliers	contractors	6	
	All records relating to		Finance Manager
Corporate - purchasing	procurement advice	6	
	All records relating to the		Finance Manager
	sale of services by individual		
Corporate - purchasing	authorities	6	
	Case files relating to the		Finance Manager
	purchase of plot for highway		
	scheme where contracts are		
Corporate - purchasing	not used	6	
	Case files relating to the		Finance Manager
	purchase of property when		
	payment has already been		
Corporate - purchasing	made	6	
	Case files relating to the		Finance Manager
	purchase of property where		
Corporate - purchasing	contracts are used	6	
	All records relating to the		Finance Manager
	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		
Procurement - contracts lists	tender	1	
	All records relating to		Finance Manager
Procurement - contracts	evaluation criteria used to		
management	evaluate a contract	0	
_	All records relating to		Finance Manager
Procurement - contracts	prequalification		
management	questionnaires	6	
Procurement - contracts	All records relating to	0	Finance Manager

management	successful tenders		
	All records relating to the		Finance Manager
Procurement - contracts	creation and monitoring of		
management	service level agreements	6	
management	All records relating to the		Finance Manager
	management of contracts		Tillance Manager
	for goods and services		
Procurement - contracts	where the contract is under		
management	seal	12	
management	All records relating to the	12	Finance Manager
	management of contracts		i mance ivianagei
	for goods and services		
Procurement - contracts	where the contract is under		
	signature	6	
management contracts	-	0	Finance Manager
Procurement - contracts	All records relating to	0	Finance Manager
management	unsuccessful tenders	0	Finance Manager
	All records relating to the		Finance Manager
	development and		
B	implementation of		
Procurement policy	procurement policy	6	<u> </u>
			Corporate Lead –
	All records relating to the		Communications and digital
Accessibility of Web sites	accessibility of web sites	3	services
	All records collected by an		AD – Revenues and Benefits
	organisation to enable local		
	residents to notify the		
	council about a change in		
	circumstances which may		
	affect their entitlement to		
Change of circumstances	other council services	1	
	Copy documents relating to		AD – Revenues and Benefits
Change of circumstances	the 'Tell us Once' system	1	
	All records relating to		AD – Revenues and Benefits
	consultations concerning		
Service delivery consultation	service delivery	6	
	All records relating to the		Finance Manager
	arrangements of public		
	meetings or other means by		
	which citizens can be		
	consulted on budget plans		
Spending plans consultation	for the forthcoming year	3	
	All records relating to the		Finance Manager
	publication of spending		
Spending plans consultation	plans	3	
	All records relating to the		Finance Manager
	use of business process		
Business Process	improvement to imrpove		
Improvement	council services	6	
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