

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 and 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)	<p>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</p> <p>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</p> <p>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</p>
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	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>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</p>
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	<p>To provide strategic oversight of data quality, information security, information compliance, records management, training and transparency. This group is made up of:</p> <p>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</p>
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
Corporate - development strategy	All records relating to creation, implementation and monitoring of a strategic plan for the council	6	Corporate Lead – Communications and Digital Services
Corporate - development strategy	All records relating to the development and monitoring of annual service plans	0	Corporate Lead – Communications and Digital Services
Corporate - equalities and diversity	All records relating to the use of the Equality Framework for Local Government (EFLG)	3	Corporate Lead - HR
Corporate - meeting governance	All records relating to the organization of meetings	4	Corporate Lead – Democratic Services and Scrutiny
Corporate - meeting governance	Recordings of meetings	4	Corporate Lead – Democratic Services and Scrutiny
Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	6	Corporate Lead - HR
Corporate - project management	All records relating to the management of projects which end with a contract under seal	12	Corporate Lead - HR
Corporate - project management	All records relating to the management of projects which end with a contract under signature	6	Corporate Lead - HR
Corporate - reporting	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups	6	Corporate Lead – Democratic Services and Scrutiny
Corporate - research	All records relating to research which has been commissioned or carried out by the local authority	0	Corporate Lead – Communications and Digital Services
Corporate - resource planning	All records relating to the collection and analysis of staff statistics	5	Corporate Lead - HR
Corporate - service policy	All records relating to the management of internal	3	Corporate Lead - HR

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

Employment and training initiatives	All records relating to the provision of programmes to promote the development of learning and employment	6	Corporate Lead - HR
Equal opportunities advice	All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy	3	Corporate Lead - HR
Equal opportunities advice	All records relating to the publication of equal opportunities policy and provision of advice/information on equal opportunities to employers and employees in the area	1	Corporate Lead - HR
Sports employment	All records relating to the advertising current vacancies and providing advice and information to those seeking employment in sport and leisure in the local area	1	Corporate Lead - HR
Sports employment	All records relating to the publication of the councils' policy on training and employment within the sports and leisure service	3	Corporate Lead - HR
Health and safety training	All records relating to health and safety training provided to employees by local authorities	6	Corporate Lead - HR
Health and safety training	All records relating to the provision of food hygiene and occupational health and safety training courses for managers and staff of local businesses	6	Corporate Lead - HR
Occupational health services	All records relating to the process by which the Council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	6	Corporate Lead - HR
Work health and safety advice and training	All records relating to the provision of work health and safety advice and training	6	Corporate Lead - HR
Community fire safety	All records relating to community fire safety	3	Corporate Lead - HR

Protection from harassment	All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not actionable	3	Corporate Lead - HR
Equality and diversity	All records relating to the development, implementation and monitoring of equality and diversity policies	3	Corporate Lead - HR
Media and publicity protocols	All records relating to the creation and management of media and publicity protocols	3	Corporate Lead – Communications and Digital Services
News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.	3	Corporate Lead – Communications and Digital Services
Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.	0	Corporate Lead – Communications and Digital Services
Staff - communications	All records relating to responses made by councils to external consultations	3	Corporate Lead – Communications and Digital Services
Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made	1	Corporate Lead - HR
Customer satisfaction surveys	All records relating to the creation and analysis of customer satisfaction surveys	3	Corporate Lead – Communications and Digital Services
Feedback and suggestions	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	1	Corporate Lead – Communications and Digital Services
Community engagement	All records relating to links between local people, local organisations and decision makers.	4	Corporate Lead – Communications and Digital Services
Corporate - industrial	All records relating to the	6	Corporate Lead - HR

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

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

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

	monitoring of pension fund contributions (employer and employee)		
Staff - pension scheme	Bank details, pay details of the individual pensioners	6	Corporate Lead - HR
Staff - pension scheme	Bulk transfer files	100	Corporate Lead - HR
Staff - pension scheme	Files relating to individual members of the pension scheme (including dependents)	100	Corporate Lead - HR
Staff - pension scheme	Returns relating to members of staff transferring into the pension fund	6	Corporate Lead - HR
Staff - procedures	All records relating to the management of staff procedures	3	Corporate Lead - HR
Staff - public holidays	All records relating to the publication of a policy on public holidays	3	Corporate Lead - HR
Staff - recognition	All records relating to schemes which recognise staff	6	Corporate Lead - HR
Staff - recognition	All records relating to the process of recommending employees for honours	3	Corporate Lead - HR
Staff - recruitment process	All records relating to an individual's employment history - paid employment	6	Corporate Lead - HR
Staff - recruitment process	All records relating to an individual's employment history - voluntary service	6	Corporate Lead - HR
Staff - recruitment process	All records relating to the appointment of Statutory Officers	Permanent	Corporate Lead - HR
Staff - recruitment process	All records relating to the creation, implementation and monitoring of the Council's induction programme	3	Corporate Lead - HR
Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	6	Corporate Lead - HR
Staff - recruitment process	All records relating to the selection process for Statutory Officers	5	Corporate Lead - HR
Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure	0	Corporate Lead - HR

	application forms		
Staff - recruitment	The selection of an individual for an established position	1	Corporate Lead - HR
Staff - redeployment	All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring.	3	Corporate Lead - HR
Staff - references	All records relating to the management of the provision of staff references	6	Corporate Lead - HR
Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	6	Corporate Lead - HR
Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults	20	Corporate Lead - HR
Staff - risk management	Personal risk assessments relating to individuals returning to work	3	Corporate Lead - HR
Staff - sickness management	All records relating to the monitoring of employee absence	1	Corporate Lead - HR
Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	6	Corporate Lead - HR
Staff - time management	All records relating to the process of monitoring staff leave and attendance	2	Corporate Lead - HR
Staff - training	All notes and materials created for training courses	0	Corporate Lead - HR
Staff - training	All records relating to the creation and management of training statistics	3	Corporate Lead - HR
Staff - training	All records relating to the development and implementation of training programmes	3	Corporate Lead - HR
Staff - training	All records relating to the development, implementation and monitoring of the corporate	3	Corporate Lead - HR

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

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

	Trading licences		
Byelaws and regulations	All records relating to the development and implementation of byelaws and regulations	6	Licensing Manager
Civic recognition and awards	All records relating to the management of civic recognition and awards	10	Licensing Manager
Community assemblies and committees	All records relating to the publication of details of local assemblies and committees and the dates and venues for forthcoming meetings	0	Corporate Lead – Democratic Services and Scrutiny
Constitution	All records relating to the creation of management of the authority's constitution	Permanent	Corporate Lead – Democratic Services and Scrutiny
Minutes, agendas and reports	Background papers to reports - Principal Set	4	Corporate Lead – Democratic Services and Scrutiny
Minutes, agendas and reports	Minutes - Copies for public inspection	6	Corporate Lead – Democratic Services and Scrutiny
Minutes, agendas and reports	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	6	Corporate Lead – Democratic Services and Scrutiny
Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint is unfounded	1	Corporate Lead – Democratic Services and Scrutiny
Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor	0	Corporate Lead – Democratic Services and Scrutiny
Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor	0	Corporate Lead – Democratic Services and Scrutiny
Councillors declaration of interest	All records relating to Councillors' declaration of interest	1	Corporate Lead – Democratic Services and Scrutiny
Councillors declaration of interest	All records relating to Councillors' declaration of interest	0	Corporate Lead – Democratic Services and Scrutiny

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

PLACE

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

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

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

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

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

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

European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000	10	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000	10	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million	20	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million	20	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000	5	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000	5	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000	15	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000	15	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million	40	AD – Growth, prosperity and Development
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million	40	AD – Growth, prosperity and Development

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

Civic buildings	Information about the location and opening hours of council offices. May also include information about public meetings and the availability of civic officials for queries.	1	AD – Place, Assets and Commercialisation
Civic liability	All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property.	6	AD – Place, Assets and Commercialisation
Corporate - assets	Asset Management Plans	6	AD – Place, Assets and Commercialisation
Corporate - assets	Asset Register	6	AD – Place, Assets and Commercialisation
Corporate - assets	Sale of property (other than by auction or Order Of Court Protection)	6	AD – Place, Assets and Commercialisation
Facilities - accessible buildings	All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities	6	AD – Place, Assets and Commercialisation
Facilities - air handling units	All records relating to the management on air handling units in properties owned by the Council	6	AD – Place, Assets and Commercialisation
Facilities - asbestos	Asbestos Register	40	AD – Place, Assets and Commercialisation
Facilities - catering services	All records relating to the provision of catering services to staff (including food hygiene checks)	6	AD – Place, Assets and Commercialisation
Facilities - consumables	All records relating to the purchase of consumables for local authorities	6	AD – Place, Assets and Commercialisation
Facilities - council offices	All records relating to the provision of facilities for staff	6	AD – Place, Assets and Commercialisation
Facilities - council offices	All records relating to building acquisition	6	AD – Place, Assets and Commercialisation
Facilities - council offices	All records relating to the certification of buildings (listed and significant)	Permanent	AD – Place, Assets and Commercialisation
Facilities - council offices	All records relating to the certification of buildings (not listed buildings)	15	AD – Place, Assets and Commercialisation
Facilities - council offices	All records relating to the	6	AD – Place, Assets and

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

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

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

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

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

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

	storage licence schemes		
Beach patrols	All records relating to the management of beach patrols	6	AD – Streetscene and Engineering
Coastal protection	All records relating to the review and maintenance of coastal protection within the local authority area	Permanent	AD – Streetscene and Engineering
Allotments	All records relating to the allocation and management of allotments	6	AD – Streetscene and Engineering
Tree management	All records relating to the management of trees which are the responsibility of the authority	6	AD – Streetscene and Engineering
Tree management	All records relating to tree preservation orders	0	AD – Streetscene and Engineering
Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders	0	AD – Streetscene and Engineering
Boat and trailer parking	All records relating to the provision and maintenance of boat and trailer parking	6	AD – Streetscene and Engineering
Lifebelts	All records relating to the provision and maintenance of lifebelts for use by rivers and water ways	6	AD – Streetscene and Engineering
Boat launching and recovery	All records relating to the provision of slipways which may be used for the launch and recovery of trailed boats	6	AD – Streetscene and Engineering
Navigation and berthing	All records relating to the monitoring of navigation and berthing in the water ways under the control of the local authority	6	AD – Streetscene and Engineering
Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	6	AD – Streetscene and Engineering
Bulky household waste collections	All records relating to bulky household waste collections	3	AD – Streetscene and Engineering
Clinical household waste	All records relating to the collection of clinical household waste	6	AD – Streetscene and Engineering

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

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

HOUSING and HEALTH

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

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

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

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

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

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

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

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

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

management	provision of advice and information on trees, woodland and tree-related issues to local organisations and the public		Engineering
Grazing land	All records relating to the administration of grazing land including permits to graze	Permanent	AD – StreetScene and Engineering
Nature reserves	All information about the management of local nature reserves by the council	6	AD – StreetScene and Engineering
Open access land	All records relating to the management of open access land	Permanent	AD – StreetScene and Engineering
Animal by-products enforcement	All records relating to enforcement action taken under the Animal By-Products (Enforcement) (England) Regulations 2013	6	AD – Environmental health
Environmental health - out of hours emergencies	All records relating to environmental health out of hours emergencies	6	AD – Housing Statutory Services
Food poisoning and contamination	All records relating to the investigation of food poisoning and contamination incidents	6	AD – Environmental health
Food safety enforcement	All records relating to food safety enforcement actions	6	AD – Environmental health
Food safety inspections	All records relating to the management of food safety inspections	6	AD – Environmental health
Food safety inspections	Risk Assessments relating to food safety	6	AD – Environmental health
Pest control	All records relating to the provision of pest control services	6	AD – Environmental health
Scientific services	All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	5	AD – Environmental health
Scientific services	All records relating to the administration of scientific services	6	AD – Environmental health
Smoking ban	All records relating to the enforcement of the smoking ban	6	AD – Environmental health

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

	relation to the concentration of a defined range of pollutants		
Clean Air Act approval	All records relating to enforcement of compliance with the Clean Air Act	6	AD – Environmental Health
Construction site pollution	All records relating to the monitoring of construction site pollution	6	AD – Environmental Health
Contaminated land	All records relating to the maintenance of a register of contaminated land	Permanent	AD – Environmental Health
Contaminated land	Files relating to individual contractors responsible for managing waste site	12	AD – Environmental Health
Contaminated land	Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	1	AD – Environmental Health
Contaminated land	Records relating to local authority controlled household recyclable sites	0	AD – Environmental Health
Contaminated land	Records relating to the licencing and environmental control of closed landfill sites	0	AD – Environmental Health
Contaminated land	Reports made every 6 months during the life of the contract of waste management sites	0	AD – Environmental Health
Contaminated land	Site files relating to individual waste sites which may be managed by a number of different contractors over its life span	7	AD – Environmental Health
Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations	2	Information Governance Manager
Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental Information Regulations	3	Information Governance Manager
Exhaust emission testing	All records relating to exhaust emission testing	6	AD – Environmental Health
Geotechnonology	All records relating to the provision of geotechnology services	Permanent	AD – Environmental Health

Hazardous substance control	All records relating to the monitoring of hazardous substances	40	AD – Environmental Health
Idling vehicles	All records relating to the enforcement of powers to deal with idling vehicles.	6	AD – Environmental Health
Light pollution	All records dealing with reports of incidents of light pollution (non statutory)	6	AD – Environmental Health
Light pollution	All records dealing with reports of incidents of light pollution (statutory)	6	AD – Environmental Health
Noise pollution	All records relating to the administration of complaints about noise pollution where a statutory investigation has taken place	6	AD – Environmental Health
Noise pollution	All records relating to the administration of complaints about noise pollution where the investigation is non statutory	6	AD – Environmental Health
Nuisances	All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	6	AD – Environmental Health
Nuisances	All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	6	AD – Environmental Health
Private water supply analysis	All records relating to the analysis of private water supplies	6	AD – Environmental Health
Septic tanks and cesspits	All records relating to the emptying of cesspools and septic tanks	6	AD – Environmental Health
Smoke control areas	All records relating to the monitoring of smoke control records	6	AD – Environmental Health
Water pollution	All records relating to the monitoring of water pollution	6	AD – Environmental Health

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

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

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

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

House surveying - major repairs	All records relating to surveys undertaken by the council of housing stock	6	AD – Housing Statutory Services
Housing Care and Repair scheme	All records relating to the management of housing care and repair schemes	6	AD – Housing Statutory Services
Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	6	AD – Housing Statutory Services
Housing modernisation schemes	All records relating to the management of housing modernisation schemes	6	AD – Housing Statutory Services
Rechargeable home repairs	All records relating to the management of rechargeable home repairs	6	AD – Housing Statutory Services
Houses in multiple occupation register	All records relating to the registration of houses in multiple occupation	6	AD – Environmental Health
Houses in multiple occupation safety inspection	All records relating to safety inspections of houses in multiple occupation	6	AD – Environmental Health
Landlord accreditation	All records relating to the administration of landlord accreditation schemes	3	AD – Environmental Health
Council car parks	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	6	AD – Environmental Health
Council car parks	List of car parks owned and run by the local authority , their locations and tariffs.	1	AD – Environmental Health
Disabled people - parking bays	All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers	6	AD – Environmental Health
Disabled people - parking permits	All records relating to the management of parking permits for disabled people	3	AD – Environmental Health
Lorry parking	All records relating to the provision of parking areas for heavy goods vehicles	6	AD – Environmental Health
Parking permits	All records relating to the management of parking permit schemes for residents who keep and use	6	AD – Environmental Health

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

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

FINANCE

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

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

	Housing costs.	next financial year.	
Rent increase schedules received from landlords	details of yearly rent increases sent on schedules directly from landlords.	6 years from end of claim and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Specified accommodation details	details of accommodation provided under specified accommodation provisions which could detail resident's names and addresses.	immediately once decision 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 years from end of claim and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Single fraud investigation service	details of any fraudulent activity originating from DWP and Local Authority internal and external fraud reporting. This will include fraud referrals, request for information from DWP, sharing of information between DWP and LA	6 years from end of claim and/or any recovery of HB collected in full and/or fraud investigation being fully completed, + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Performance monitoring review	Annual performance monitoring of Housing Benefit caseload by the DWP. This will include sharing of documents and information between the LA and DWP.	6 years from end of claim and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Housing Benefit overpayments	Records of any outstanding Housing benefit overpayments including those with or without recovery action in progress. This may also include income and expenditure details of individuals and sharing of data with the DWP and HMRC.	6 years from end of claim and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Welfare rights advice	All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the request has come	immediately once case has been signposted and there is no HB or CTR claim in payment or a Financial Resilience case.	AD – Revenues and Benefits

	via email or phone call but no further work is necessary.		
Debt counselling	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	6 years from date Financial Resilience case being closed, any claim for HB or CTR ending and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Local Welfare Provision records	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.	6 years from date Financial Resilience case being closed, any claim for HB or CTR ending and/or any recovery of HB collected in full + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Poverty Dashboard	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.	no more than 6 years from date any claim for Housing Benefit and/or council tax reduction claim ends or overpayment has been collected, tenancy with the council ends or outstanding rent arrears are collected in full, council tax account is closed or money owed from arrears is repaid in full or financial resilience case has been closed.	AD – Revenues and Benefits
Business grants	All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area.	6 years from the date of 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.	AD – Revenues and Benefits
Business rate relief	All records relating to reduction in business rates to business owners	6 Years from end of the relevant relief + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Business rate supplement	All records relating to the implementation and	6 Years from end of the relevant supplement +	AD – Revenues and Benefits

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

		details of discounts/ exemption/ reliefs claimed at the time must also be retained in order to ensure any recalculation of the charge is accurate	
Council tax discount	All records relating to discounts made to council tax	6 Years from end of the relevant discount + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Council tax exemptions	All records relating to council tax exemptions	6 Years from end of the relevant exemption + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
council tax recovery court action	Court records of cases heard and the result	6 years from the amount owed being cleared or from the end of action to recover the charge + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Council tax penalty charges	All records relating to council tax	6 years from the amount owed being cleared or from the end of action to recover the charge + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Corporate fraud - investigative material	All records relating to Fraud or compliance investigations	6 years from the date the case has been closed and if there hasn't been a prosecution + remaining months to nearest April of next financial year. If there is a prosecution 6 years after the sanction / conviction has been spent + remaining months to nearest April of next financial year.	AD – Revenues and Benefits
Government scheme - covid test and trace	All records in relation to requests for payments made under the test and trace payment scheme.	8 years from date claim paid or overpayment collected. In line with National Health Service data retention period.	AD – Revenues and Benefits
Government scheme - homes for ukraine	All records in relation to requests for payments made under interim guest payments and/or host thank you payments.	2 years from date claim paid or overpayment collected. In line with The Department for Leveling Up Housing and Communities.	AD – Revenues and Benefits
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, LRSO Open, LRSO Closed, LRSO Sector, LRSO Closed addendum, LRSO closed addendum Tier 4, LRSO open v2, LRSO closed v2, LRSO closed addendum 05.01 onwards, christmas support payemnt for wet led pubs (CSP), closed business lockdown payment, restart grants, ARG, Omicron Hopsitality and leisure grant.	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.	
Corporate - insurance	All records relating to Contractors' insurances	6	Finance Manager
Corporate - insurance	All records relating to insurance claims made against the Council by officers/third parties	6	Finance Manager
Corporate - insurance	All records relating to insurance claims made by the Council against third parties	6	Finance Manager
Corporate - insurance	All records relating to the payment of insurance premiums	6	Finance Manager
Corporate - insurance	All records relating to the registration of insurance claims	6	Finance Manager
Corporate - insurance	All records relating to valuations for insurance claims	6	Finance Manager
Corporate - insurance	Corporate Risk Register	6	Finance Manager
Corporate - insurance	Employer's Liability Insurance Policy	40	Finance Manager
Corporate - insurance	Insurance Policies taken out by the Council	6	Finance Manager
Accounts - accounting	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	6	Finance Manager
Accounts - financial	All records relating to the	6	Finance Manager

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

members and officers	management of indemnification for members and officers		
Land charges search	All records relating to land charge searches	1	AD - Planning and Development Management
Land charges search	Land Charges Register	Permanent	AD - Planning and Development Management
Business advice	Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business rates etc.	1	
Approved suppliers	All records relating to the creation of a list of approved suppliers and contractors	6	Finance Manager
Corporate - purchasing	All records relating to procurement advice	6	Finance Manager
Corporate - purchasing	All records relating to the sale of services by individual authorities	6	Finance Manager
Corporate - purchasing	Case files relating to the purchase of plot for highway scheme where contracts are not used	6	Finance Manager
Corporate - purchasing	Case files relating to the purchase of property when payment has already been made	6	Finance Manager
Corporate - purchasing	Case files relating to the purchase of property where contracts are used	6	Finance Manager
Procurement - contracts lists	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender	1	Finance Manager
Procurement - contracts management	All records relating to evaluation criteria used to evaluate a contract	0	Finance Manager
Procurement - contracts management	All records relating to prequalification questionnaires	6	Finance Manager
Procurement - contracts	All records relating to	0	Finance Manager

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