

	<p><b>UDC Document retention schedules – All services</b></p>	<p><b>Document Control</b> Reference: Retention schedules Issue No: Version 1 Issue Date: August 2024</p>
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**List of Contents:**

<b>Directorate</b>	<b>Service Area</b>	<b>Page(s)</b>
<b>Chief Executive</b>	Executive Support Team	4
	Electoral Services	4 to 6
<b>Planning</b>	Building Control	7
	Development Management	8 to 10
	Planning Policy	11
	Planning Services	12
	Planning Enforcement	13
<b>Corporate Services</b>	Communications	14
	Customer services	15
	Democratic Services	16 to 19
	Museum	20 to 21
<b>Finance</b>	Finance	22 to 23
	Benefits	24 to 27
	Council Tax	28
	Business rates	29
	Recovery	29
<b>Commercial Change &amp; Digital Change Management</b>	Information Communications Technologies (ICT)	30 to 31
	Information Governance	31 to 32
	Facilities	33 to 34
	Print & Mail Room	35

Directorate	Service Area	Page(s)
<b>Housing Health &amp; Communities</b>	Environmental Health Protection	36 to 41
	Environmental Health Commercial	42 to 51
	Housing Management, Strategy, Operations & Repairs	52 to 61
	Communities	62 to 67
<b>Environmental Services</b>	Waste & Recycling	68
	Street Cleansing	69 to 70
	Commercial Waste	71 to 73
	Fleet services	74
<b>Legal</b>	Legal Services	75 to 78
	Land Charges	78
<b>Business, People &amp; Performance</b>	Human Resources	79 to 87
	Performance & Risk	88 to 89
	Internal Audit	90 to 92
	Economic Development & Parking	93 to 96

Directorate: Chief Executive							
Service area: Executive Support							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ES 1.1	Corporate - meeting governance	All records relating to the organization of meetings	Date of meeting	4		1522	Official
ES 1.2	Corporate - meeting governance	Recordings of meetings	Date of meeting	4		1523	Official

Directorate: Chief Executive							
Service area: Electoral Services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Elect 1.1	Election results	All records to the creation and publication of election results	Date of the election	The actual result will be kept permanently and be available on our website for historic purposes - minus address details from legal notices to be removed after 21 days	Representation of the People Act 1985	669	Official
Elect 1.2	Electoral areas	All records relating to the creation and management of electoral boundaries.	Creation of records	Permanent		1338	Official
Elect 1.3	Electoral nominations	All records relating to the process of administering nominations for elections	Date of the election	12 months, except Home Address form destroyed after 21 days	Representation of the People Regulations 2001. Representation of the Peoples Act 1983. Section 23 and schedule 1 rule 57. Local Elections (Principal Areas) Rules 2006	302	Official - Sensitive

Directorate: Chief Executive							
Service area: Electoral Services (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Elect 1.4	Electoral register	All records relating to the creation and publication of the electoral register		Permanent	Electoral Registration and Administration Act 2013	301	Official - Sensitive
Elect 1.5	Postal voting	All records relating to the administration of postal voting	Year records created	Application kept for as long as it is in force (as from 31/10/23 up to 3 years maximum). Record linked to elector's household so when the elector ceases to be registered the absent vote is removed	Representation of the People Regulations 2001. As amended by The Representation of The People (Postal and Proxy Voting Etc.) (Amendment) Regulations 2023	957	Official - Sensitive
Elect 1.6	Proxy voting	All records relating to the administration of proxy voting	Year records created	Application kept for as long as it is in force (as from 31/10/23 up to 3 years maximum). Record linked to elector's household so when the elector ceases to be registered the absent vote is removed	Representation of the People Regulations 2001. As amended by The Representation of The People (Postal and Proxy Voting Etc.) (Amendment) Regulations 2023	299	Official - Sensitive
Elect 1.7	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.	Year records created	The actual result will be kept permanently and be available on our website for historic purposes		673	Official
Elect 1.8	Voting	All records relating to the administration of the voting process for individual elections including ballot papers	Date of election	12 months	Representation of the People Regulations 2001	300	Official - Sensitive

Directorate: Chief Executive							
Service area: Electoral Services (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Elect 1.9	Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Date of election	6	Limitation Act 1980 (Section 2)	1435	Official - Sensitive
Elect 1.10	Members - electoral cycle	All records relating to the management of the members electoral cycle	Date cycle ends	4		1334	Official - Sensitive
Elect 1.11	Councillor casual vacancies	All records relating to Councillor casual vacancies	Creation of records	6 months		1365	Official - Sensitive
Elect 1.12	Candidate expenses	Expenses Declaration and return from candidates/Election agents for an election	Date of election	2 years for all polls except parish (12 months) from date of receipt	Representation of the People Act 1983 - Sections 87-89		Official - Sensitive

Directorate: Planning							
Service area: Planning Building Control							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
PBC 1.1	Building Control Enforcement	All records relating to Building Control Functions	Date Construction completed	15 minimum	Health & Safety Executive Operational Standard Rules - April 2024		Official - Sensitive
PBC 1.2	Building Control Register						Official - Sensitive
PBC 1.3	Building Applications						Official - Sensitive
PBC 1.4	Building Applications (Significant or Listed)						Official - Sensitive
PBC 1.5	Building Work Inspections						Official - Sensitive
PBC 1.6	Dangerous structures		Year records created	15 minimum	Health & Safety Executive Operational Standard Rules - April 2024		Official
PBC 1.7	Demolition control						Official
PBC 1.8	Demolition enforcement						Official

Directorate: Planning							
Service area: Planning Development Management							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
PDC 2.1	Advertisement control	All records relating to planning permission for certain types of advertisements and advertisements in specified areas		Permanent		986	Official
PDC 2.2	Community infrastructure levy (CIL)	All records relating to the creation and implementation of the Community Infrastructure Levy	Creation of records	Permanent		1373	Official
PDC 2.3	Conservation area tree works notification	All records relating to conservation area tree works notification		Permanent		1479	Official
PDC 2.4	Development control enforcement	All records relating to the enforcement of development control	Date of the resolution of any enforcement action	Enforcement To cover 10-year immunity period	Limitation Act 1980 (Section 2)	1042	Official
PDC 2.5	Development control enforcement	Case files relating to Breach of Condition Notices	Close of case	Enforcement To cover 10-year immunity period	Limitation Act 1980 (Section 2)	1043	Official
PDC 2.6	Development control enforcement	Case files relating to planning contravention Notices	Close of case	Enforcement Review at end of 6 years	Limitation Act 1980 (Section 2)	1044	Official
PDC 2.7	Development Management - Planning application and planning case files held within the planning team databases, microfiche and scanned records, including the application documents and background information, committee report, statutory notices, legal agreements and decision notices	All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	Year records created	Permanent		541	Official

<b>Directorate: Planning</b>							
<b>Service area: Planning Development Management (continued)</b>							
<b>Reference</b>	<b>Process Activity</b>	<b>Records Description</b>	<b>Retention Trigger</b>	<b>Retention (Years)</b>	<b>Retention Source</b>	<b>LGA ID Tag</b>	<b>Classification</b>
PDC 2.8	Discharge of planning conditions	All records relating to the discharge of planning conditions		Permanent		1477	Official
PDC 2.9	Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment screening	Date of assessment	15		1481	Official
PDC 2.10	Land charges search	All records relating to land charge searches	Year records created	1		619	Official
PDC 2.11	Land charges search	Land Charges Register		Permanent		620	Official
PDC 2.12	Lawful Development Certificate existing use	All records relating to the creation and implementation of Certificates of Lawful Use or Development	Creation of records	Permanent		1374	Official
PDC 2.13	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		1475	Official
PDC 2.14	Local development order	All records relating to the creation and management of Local Development Orders	Creation of records	Permanent		1369	Official
PDC 2.15	Neighbourhood development order	All records relating to the creation and implementation of Neighbourhood Development Orders	Creation of records	Permanent		1371	Official
PDC 2.16	Outline planning consent	All records relating to applications for and management of outline planning consents	Year records created	15		1473	Official
PDC 2.17	Planning area search	All records relating to planning area searches	Year records created	1		977	Official
PDC 2.18	Planning decision notices	All records relating to the creation and publication of formal planning decision notices		Permanent		442	Official
PDC 2.19	Planning minor material amendments	All records relating to planning minor material amendments	Date of amendment	Permanent		1483	Official

Directorate: Planning							
Service area: Planning Development Management (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
PDC 2.20	Planning non-material amendments	All records relating to planning non-material amendments	Date of amendment	Permanent		1482	Official
PDC 2.21	Planning obligations	All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	Creation of records	Permanent		1372	Official
PDC 2.22	Planning pre-application advice	All records relating to planning pre-application advice	Year records created	15		1480	Official
PDC 2.23	Prior notification of development	All records relating to applications for and management of prior notifications of development	Date of notification + 6 years then review	6	Limitation Act 1980 (Section 2)	1476	Official
PDC 2.24	Removal/variation of planning conditions	All records relating to the removal/variation of planning conditions		Permanent		1478	Official
PDC 2.25	Self-build and custom build register	All records relating to the creation, management and publication of the Self Build and Custom House Building Register	Creation of records	6		1525	Official - Sensitive
PDC 2.26	Self-build and custom build register	Self-Build and Custom House Building Register	Creation of register	Permanent		1524	Official - Sensitive

Directorate: Planning							
Service area: Planning Policy							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
PP 3.1	Conservation areas (Specific sites & monuments)	All records relating to the maintenance of specific sites and monuments	Year records created	6	Limitation Act 1980 (Section 2)	436	Official
PP 3.2	Conservation areas (General)	All records relating to the management of conservation areas		Permanent		437	Official
PP 3.3	Land use proposals	All records relating to the creation and implementation of land use proposals	Date proposals superseded	6		529	Official
PP 3.4	Local Development Framework	All records relating to the creation and implementation of a Local Development Framework	Date framework expires	6	Limitation Act 1980 (Section 2)	815	Official
PP 3.5	Local plans	All records relating to the creation, implementation and management of the local plan	Date plan is adopted	6		UDC	Official
PP 3.6	Minerals local plan	All records relating to the creation, implementation and monitoring of the Minerals Local Plan	Date plan expires	6		621	Official
PP 3.7	Neighbourhood development plan	All records relating to the development and implementation of neighbourhood development plans	Creation of records	Permanent		1370	Official
PP 3.8	Statutory development plans	All records relating to the creation and implementation of statutory development plans	Date plan superseded	6		533	Official
PP 3.9	Transport policy	All records relating to the creation of a Transport Strategy	Date strategy adopted	15		421	Official
PP 3.10	Transport policy	All records relating to the creation, implementation and monitoring of transport policy	Date policy expires	3		422	Official
PP 3.11	Waste local plan	All records relating to the development, implementation and monitoring of a Waste Local Plan	Date plan expires	10		622	Official
PP 3.12	Zoning	All records relating to the zoning process	Year records created	6		441	Official

Directorate: Planning							
Service area: Planning Services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
PS 4.1	Conservation advice	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area		Permanent		438	Official
PS 4.2	Demolitions - property assessment	All records relating to the review and assessment of housing conditions in the area to help determine which properties are unfit for occupancy or are abandoned	Date of assessment	6	Limitation Act 1980 (Section 2)	109	Official
PS 4.3	Derelict properties	All records relating to the monitoring and management of derelict properties	Date of any action taken about derelict property	6	Limitation Act 1980 (Section 2)	630	Official
PS 4.4	High hedges	All records relating to the assessment of complaints in relation to high hedges	Date of decision	6	Limitation Act 1980 (Section 2)	1006	Official
PS 4.5	Listed buildings	All records relating to listed buildings		Permanent		440	Official
PS 4.6	Property enquiries certificates	All records relating to the creation of property enquiry certificates	Date of the search	6		978	Official
PS 4.7	Listed buildings	All records relating to listed buildings		Permanent		440	Official
PS 4.8	Street names and numbering	All records relating to the naming and numbering of streets		Permanent		439	Official
PS 4.9	Tree management	All records relating to the management of trees which are the responsibility of the authority	Year records created	6	Limitation Act 1980 (Section 2)	432	Official
PS 4.10	Tree management	All records relating to tree preservation orders	Date of order	0		433	Official
PS 4.11	Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders	Date of preservation order	0		434	Official

<b>Directorate: Planning</b>							
<b>Service area: Planning Enforcement</b>							
<b>Reference</b>	<b>Process Activity</b>	<b>Records Description</b>	<b>Retention Trigger</b>	<b>Retention (Years)</b>	<b>Retention Source</b>	<b>LGA ID Tag</b>	<b>Classification</b>
P.E 5.1	Development Control	All records relating to the enforcement of development control	Date of resolution	6 (minimum)	Limitation Act 1980 (Section 2)	1042	Official
P.E 5.2	Breach of Condition Notice	Case files relating to Breach of Condition Notices	Date of case closure	6 (then further review)	Limitation Act 1980 (Section 2)	1043	Official - Sensitive
P.E 5.3	Planning Contravention Notices	Case files relating to planning contravention Notices	Date of case closure	6 (then further review)	Limitation Act 1980 (Section 2)	1043	Official - Sensitive
P.E 5.4	Demolition Enforcement	All records relating to demolition enforcement	Date of case closure	6 (then further review)	Limitation Act 1980 (Section 2)	1043	Official
P.E 5.5	Planning Enforcement Notices	All records relating to Enforcement Notices issued		Permanent	Town & Country Planning Act 1990	UDC	Official
P.E 5.6	Planning Enforcement Complaints	All records relating to enforcement complaints made or received	Date records created	10	Town & Country Planning Act 1990	UDC	Official - Sensitive

Directorate: Corporate Services							
Service area: Communications							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Comms 1.1	Accessibility of Web sites	All records relating to the accessibility of web sites	Year of last record entry	3		811	Official
Comms 1.2	Media and publicity protocols	All records relating to the creation and management of media and publicity protocols	Date policy/protocol expires	3		770	Official
Comms 1.3	News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.	Year records created	Permanent		UDC	Official
Comms 1.4	Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.	Date of first publication	Permanent		UDC	Official
Comms 1.5	Staff - communications	All records relating to responses made by councils to external consultations	Year records created	3		1192	Official

Directorate: Corporate Services							
Service area: Customer Services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
CS 1.1	Complaints and compliments	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	Date systems updated	1		307	Official - Sensitive
CS 1.2	Complaints and compliments	Copy documents relating to the 'Tell us Once' system	Year records created	1		1577	Official - Sensitive
CS 1.3	Complaints and compliments	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Year records created	6	Limitation Act 1980 (Section 2)	588	Official - Sensitive
CS 1.4	Complaints and compliments	All records relating to complaints about services dealt with as business as usual	Year records created	3		287	Official - Sensitive
CS 1.5	Complaints and compliments	All records relating to complaints referred to the Local Government Ombudsman	Date complaint resolved	10		288	Official - Sensitive
CS 1.6	Complaints and compliments	All records relating to level 1 complaints	Year records created	6		289	Official - Sensitive
CS 1.7	Complaints and compliments	Records relating to the processes to support the provision of a complaints process	Date processes change	6		1735	Official - Sensitive
CS 1.8	Complaints and compliments	All records relating to the creation and analysis of customer satisfaction surveys	Year records created	3		599	Official - Sensitive
CS 1.9	Complaints and compliments	All records relating to feedback and suggestions made by local residents	Year records created	3		1118	Official - Sensitive
CS 1.10	Complaints and compliments	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	Year comment received	1		1456	Official - Sensitive
CS 1.11	Consultations	All records relating to links between local people, local organisations and decision makers.	Year records created	4	Local Government Act 1972 s100c	303	Official - Sensitive

Directorate: Corporate Services							
Service area: Democratic Services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Dem 1.1	Minutes, agendas and reports	Background papers to reports - Principal Set	Date of meeting	4	Local Government Act 1972 s100d	1213	Official
Dem 1.2	Minutes, agendas and reports	Minutes - Copies for public inspection	Date of meeting/decision	6	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	292	Official
Dem 1.3	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	Date of meeting/decision	6	Local Government Act 1972 s100b	293	Official
Dem 1.4	Councillor casual vacancies	All records relating to Councillor casual vacancies	Creation of records	6 months		1365	Official - Sensitive
Dem 1.5	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint is unfounded	Year complaint made	1		1574	Official - Sensitive
Dem 1.6	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	Year complaint made	0		1575	Official - Sensitive
Dem 1.7	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	Year complaint made	0		1576	Official - Sensitive
Dem 1.8	Councillors declaration of interest	All records relating to Councillors' declaration of interest	Date member leaves office	18 months	Local Government Act 1972 Section 94 (1)	1509	Official - Sensitive
Dem 1.9	Councillors directory	All records relating to the compiling and publication of a councillors' directory	Creation of directory	1		296	Official - Sensitive

Directorate: Corporate Services							
Service area: Democratic Services (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Dem 1.10	Councillors surgeries	All records relating to councillor advice surgeries	Date records created	0		295	Official
Dem 1.11	Mayoral elections	All records relating to mayoral elections	Date of election	6 months		1360	Official
Dem 1.12	Mayoral elections	All records relating to the creation of a mayoralty for a local authority area	Creation of records	Permanent		1361	Official
Dem 1.13	Mayoral invitations	All records relating to mayoral invitations	Year records created	3		298	Official
Dem 1.14	Members of parliament - MPs and MEPs	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives.	Year records created	1		631	Official
Dem 1.15	Parish/town council and councillors	All records relating to liaison with parish/town council and councillors	Year records created	6	Limitation Act 1980 (Section 2)	672	Official
Dem 1.16	Members - allowances	All records relating to the administration of Independent Remuneration Panel	Creation of records	6		1315	Official
Dem 1.17	Members - committee membership	All records relating to the administration of appointments & membership of committees & working groups	Date records superseded	4		1311	Official
Dem 1.18	Members - communications	All records relating to the development of a policy on communication with members	Creation of records	3		1439	Official
Dem 1.19	Members - democratic services - advice	All records relating to professional advice to members and the public on democratic services and functions, including advice on the design of committee structures.	Date of advice	4		1582	Official

Directorate: Corporate Services							
Service area: Democratic Services (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Dem 1.20	Members - executive forward plan	All records relating to the provision of a forward plan of key decisions to be made by the executive.	Creation of records	4	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	1437	Official
Dem 1.21	Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community	Creation of records	3		1438	Official - Sensitive
Dem 1.22	Members - induction and training	All records relating to the provision of induction and training for new members and ongoing development support to existing members	Creation of records	3		1440	Official
Dem 1.23	Members - minutes, agendas and reports	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.		Permanent	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	1441	Official
Dem 1.24	Members - overview and scrutiny	All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support	Creation of records	6		1318	Official
Dem 1.25	Members - overview and scrutiny	All records relating to research into matters to be considered by Scrutiny.	Creation of records	6		1319	Official

Directorate: Corporate Services							
Service area: Democratic Services (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Dem 1.26	Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny & overview committee decisions	Creation of records	6		1317	Official
Dem 1.27	Members - overview and scrutiny	All records relating to the monitoring of implementation of Council decisions	Creation of records	6		1316	Official
Dem 1.28	Members - political offices	All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)	Creation of records	6	Limitation Act 1980 (Section 2)	1442	Official
Dem 1.29	Members - secretariat	All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support	Creation of records	4		1313	Official
Dem 1.30	Members - secretariat	All records relating to the processing of member support requests excluding: Member training & development	Creation of records	4		1312	Official
Dem 1.31	Members - secretariat	All records relating to the processing of member support requests including: Member training & development	Creation of records	4		1314	Official

Directorate: Corporate Services							
Service area: Saffron Museum							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
MUS 1.1	Museum loans, donations, bequests and sales	Files relating to the deposit, donation or purchase of records held in the museum service		Permanent		UDC	Official
MUS 1.2	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		Permanent		UDC	Official
MUS 1.3	Museum and gallery shops	All records relating to the sale of goods in museum and gallery shops	Year records created	6	HMRC - Compliance Handbook Manual CH15400	794	Official
MUS 1.4	Museum collections	All records relating to information about collections on display in museum collections		Permanent		UDC	Official
MUS 1.5	Museum events and exhibitions	All records relating to information about any events or exhibitions organised at museums with the local authority area.		Permanent		UDC	Official
MUS 1.6	Museums and galleries	All records relating to the management and maintenance of museums and galleries		Permanent		UDC	Official
MUS 1.7	Museums and galleries	All records relating to the provision of information and advice on museums and galleries in the local area	Year records created	3		UDC	Official
MUS 1.8	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		Permanent		UDC	Official
MUS 1.9	Arts and creative classes	All records relating to the development and management of arts and creative classes		Permanent		UDC	Official

Directorate: Corporate Services							
Service area: Saffron Museum (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
MUS 1.10	Arts development	All records relating to the support advice and development of arts in the local community		Permanent		UDC	Official
MUS 1.11	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		Permanent		UDC	Official
MUS 1.12	Exhibitions	All records relating to the provision of exhibitions in public buildings or open spaces		Permanent		UDC	Official
MUS 1.13	Outdoor events	All records relating to the organisation and management of outdoor events		Permanent		UDC	Official

Directorate: Finance							
Service area: Finance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
FIN 1.1	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	End of the financial year to which the records relate	6	HMRC - Compliance Handbook Manual CH15400	1425	Official
FIN 1.2	Accounts - financial management	All records relating to the banking of monies paid to the council	End of the financial year to which the records relate	6	HMRC - Compliance Handbook Manual CH15400	908	Official
FIN 1.3	Accounts - financial management	All records relating to the receipt of payments made to the council	Year records created	6	HMRC - Compliance Handbook Manual CH15400	909	Official
FIN 1.4	Accounts - financial management	Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	Date asset destroyed	6		910	Official
FIN 1.5	Accounts - financial planning	All records relating to the creation and implementation of the annual budget for the council	Year records created	6		911	Official
FIN 1.6	Accounts - financial planning	All records relating to the creation and implementation of departmental budgets	Year records created	6		912	Official
FIN 1.7	Accounts - financial planning	All records relating to the creation and implementation of partnership budgets	Year records created	6		913	Official
FIN 1.8	Accounts - financial planning	All records relating to the monitoring and reporting on the annual and departmental budgets	Year records created	6		914	Official
FIN 1.9	Accounts - fund management	All records relating the management of local authority financial assets	Date asset destroyed	6	HMRC - Compliance Handbook Manual CH15400	915	Official
FIN 1.10	Accounts - fund management	All records relating to the investment of local authority funds	End of investment	6		916	Official

Directorate: Finance							
Service area: Finance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
FIN 1.11	Accounts - inter-organisational charging	All records relating to charging of staff time and/or use of equipment between departments within the organisation	End of the financial year to which the records relate	6		1457	Official
FIN 1.12	Accounts - management and control	All records relating to the adoption and development of policies and procedures for accounting practice	Date the policy superseded	3		1426	Official
FIN 1.13	Accounts - revenue and customs	All records relating to the calculation of VAT and Collective Investment Scheme.	End of the financial year to which the records relate	3	The Income Tax (Employment) Regulations 1993	1427	Official
FIN 1.14	Finance - indemnification for members and officers	All records relating to the management of indemnification for members and officers	Date case closed	6	Limitation Act 1980 (Section 2)	1359	Official - Sensitive

Directorate: Finance							
Service area: Benefits							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
BEN 1.1	Benefits advice and assessment	Client records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.	Year records created	6	Limitation Act 1980 (Section 2)	147	Official - Sensitive
BEN 1.2	Benefits advice and assessment	Records relating to the creation and management of benefit advice schemes	Year records created	6		1739	Official - Sensitive
BEN 1.3	Debt enforcement	Case files relating to debt recovery	Close of case	6	Limitation Act 1980 (Section 2)	1116	Official - Sensitive
BEN 1.4	Debt enforcement	Client records relating to debt enforcement	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1115	Official - Sensitive
BEN 1.5	Debt enforcement	Records relating to the creation and management of debt enforcement schemes	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1741	Official - Sensitive
BEN 1.6	Welfare rights advice	Client records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties	Date advice given	6	Limitation Act 1980 (Section 2)	145	Official - Sensitive
BEN 1.7	Going into hospital	Notifications by people claiming benefits who when admitted to hospital must notify the local authority dealing with their claims for housing and Local Council Tax Support	Year records created	6		789	Official - Sensitive
BEN 1.8	Going into hospital	Records relating to the management of processes to allow the notification by people claiming benefits who are admitted to hospital	Date process changes	6		1707	Official - Sensitive
BEN 1.9	Housing benefit appeals	Client records concerning housing benefit appeals	Date appeal resolved	6		67	Official - Sensitive

Directorate: Finance							
Service area: Benefits (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
BEN 1.10	Housing benefit appeals	Records relating to the management of processes concerning housing benefit appeals	Date process changes	6		1710	Official - Sensitive
BEN 1.11	Housing benefit back-dated claims	Client records relating to back dated claims for housing benefit	Date claim resolved	6		63	Official - Sensitive
BEN 1.12	Housing benefit back-dated claims	Records relating to the management of processes concerning back dated claims for housing benefit	Date process changes	6		1711	Official - Sensitive
BEN 1.13	Housing benefit current claim	Client records relating to current claims for housing benefit	Year records created	6		65	Official - Sensitive
BEN 1.14	Housing benefit current claim	Records relating to the management of processes concerning current claims for housing benefit	Date process changes	6		1712	Official - Sensitive
BEN 1.15	Housing benefit new claim	Client records relating to new claims for housing benefit	Year records created	6		64	Official - Sensitive
BEN 1.16	Housing benefit new claim	Records relating to the management of processes concerning new claims for housing benefit	Date process changes	6		1713	Official - Sensitive
BEN 1.17	Housing benefit over-payments	Client records relating to the overpayment of housing benefit	Date overpayment resolved	6		66	Official - Sensitive
BEN 1.18	Housing benefit over-payments	Records relating to the management of processes concerning overpayment of housing benefit	Date process changes	6		1714	Official - Sensitive
BEN 1.19	Housing benefit renewal	Client records relating to the renewal of housing benefit	Date of renewal	6		68	Official - Sensitive
BEN 1.20	Housing benefit renewal	Records relating to the management of processes concerning renewal of housing benefit	Date process changes	6		1715	Official - Sensitive
BEN 1.21	Rent determination	Client records relating to the determination of private rents for those in receipt of housing benefits	Year records created	6		975	Official - Sensitive

Directorate: Finance							
Service area: Benefits (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
BEN 1.22	Rent determination	Records relating to the management of processes to allow the determination of private rents for those in receipt of housing benefits	Date process changes	6		1717	Official - Sensitive
BEN 1.23	Local Council Tax Support appeals	Client records relating to Local Council Tax Support appeals	Date appeal resolved	6		60	Official - Sensitive
BEN 1.24	Local Council Tax Support appeals	Records concerning the processes to manage Local Council Tax Support appeals	Date process changes	6		1718	Official - Sensitive
BEN 1.25	Local Council Tax Support backdated claims	Client records relating to Local Council Tax Support back claims	Last action	6		57	Official - Sensitive
BEN 1.26	Local Council Tax Support backdated claims	Records concerning the processes to manage Local Council Tax Support back claims	Date process changes	6		1719	Official - Sensitive
BEN 1.27	Local Council Tax Support current claim	Client records relating to current claims for Local Council Tax Support	Last action on the claim	6		59	Official - Sensitive
BEN 1.28	Local Council Tax Support current claim	Records concerning the processes to manage current claims for Local Council Tax Support	Date process changes	6		1720	Official - Sensitive
BEN 1.29	Local Council Tax Support new claim	Client records relating to new claims for Local Council Tax Support	Year records created	6		58	Official - Sensitive
BEN 1.30	Local Council Tax Support new claim	Records concerning the processes to manage new claims for Local Council Tax Support	Date process changes	6		1721	Official - Sensitive
BEN 1.31	Local Council Tax Support overpayments	Client records relating to the overpayment of Local Council Tax Supports	Date overpayment resolved	6		61	Official - Sensitive
BEN 1.32	Local Council Tax Support overpayments	Records concerning the processes to manage Local Council Tax Supports where an overpayment has been made	Date process changes	6		1722	Official - Sensitive
BEN 1.33	Local Council Tax Support renewal	Client records relating to the renewal of Local Council Tax Supports	Year records created	6		62	Official - Sensitive

Directorate: Finance							
Service area: Benefits (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
BEN 1.34	Local Council Tax Support renewal	Records concerning the processes to manage the renewal of Local Council Tax Supports	Date process changes	6		1723	Official - Sensitive
BEN 1.35	Unemployment benefit	Client records relating to applications for and payment of Jobseekers Allowance	Date benefit paid	6		1544	Official - Sensitive
BEN 1.36	Unemployment benefit	Records concerning the processes to allow applications for and payment of Jobseekers Allowance	Date process changes	6		1725	Official - Sensitive
BEN 1.37	Universal credit	Client records relating to applications for and payment of universal credit	Creation of records	6		1468	Official - Sensitive
BEN 1.38	Universal credit	Records concerning the processes to allow applications for universal credit	Date process changes	6		1726	Official - Sensitive
BEN 1.39	Benefit fraud	All records relating to the detection and prosecution of benefit fraud	Date case resolved	6		675	Official - Sensitive

Directorate: Finance							
Service area: Council Tax							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
CT 1.1	Council tax account enquiries	All records relating to enquiries about council tax accounts	Year records created	6	[All records may need to be kept from 1st April 1993]	53	Official - Sensitive
CT 1.2	Council tax annual notification	All records relating to the Council tax annual notification	Year records created	6	[All records may need to be kept from 1st April 1993]	52	Official - Sensitive
CT 1.3	Council tax appeals	All records relating to Council Tax Appeals	Date appeal completed	6	[All records may need to be kept from 1st April 1993]	1552	Official - Sensitive
CT 1.4	Council tax band reductions	All records relating to council tax band reductions	Year records created	Back to 1993 personal information shall be stored for as long the Council is required to maintain council tax records that are linked to the 1993 council tax bands.	[All records may need to be kept from 1st April 1993]	56	Official - Sensitive
CT 1.5	Council tax discount	All records relating to discounts made to council tax	Year records created	Back to 1993 personal information shall be stored for as long the Council is required to maintain council tax records that are linked to the 1993 council tax bands.	[All records may need to be kept from 1st April 1993]	54	Official - Sensitive
CT 1.6	Council tax exemptions	All records relating to council tax exemptions	Year records created	Back to 1993 personal information shall be stored for as long the Council is required to maintain council tax records that are linked to the 1993 council tax bands.	[All records may need to be kept from 1st April 1993]	55	Official - Sensitive

Directorate: Finance							
Service area: Business Rates							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
BR 2.1	Business rate relief	All records relating to reduction in business rates to business owners	When appeal rights on previous valuation lists are closed	6	Local Government Finance Act 1992	50	Official - Sensitive
BR 2.2	Business rate supplement	All records relating to the implementation and management of a business rate supplement	When appeal rights on previous valuation lists are closed	6	Local Government Finance Act 1992	1330	Official - Sensitive
BR 2.3	Business rates account enquiries	All records relating to enquiries about business rates accounts	When appeal rights on previous valuation lists are closed	6	Local Government Finance Act 1992	51	Official - Sensitive
BR 2.4	Business rates annual notification	All records relating to the provision of the business rates annual notification to businesses	When appeal rights on previous valuation lists are closed	6	Local Government Finance Act 1992	49	Official - Sensitive
BR 2.5	Business Rates exemptions	All records relating to business rates exemptions	When appeal rights on previous valuation lists are closed	6	Local Government Finance Act 1992	UDC	Official - Sensitive
BR 2.6	Business covid grants	All records relating to covid grant applications	Year records created	12	BEIS		Official - Sensitive

Directorate: Finance							
Service area: Recovery							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
REC 3.1	Debt enforcement	Case files relating to debt recovery	Close of case	No time limit	Local Government Finance Act 1992	1116	Official - Sensitive
REC 3.2	Debt enforcement	Client records relating to debt enforcement	Year records created	No time limit	Local Government Finance Act 1992	1115	Official - Sensitive
REC 3.3	Debt enforcement	Records relating to the creation and management of debt enforcement schemes	Year records created	No time limit	Local Government Finance Act 1992	1741	Official - Sensitive

Directorate: Commercial & Digital Change Management							
Service area: Information Communication Technologies							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ICT 1.1	ICT - business continuity	Business Continuity Plans including all records relating to the development of business continuity plans	Creation of plans	Retain from creation of plans		930	Official - Sensitive
ICT 1.2	ICT - data management	All records relating to the creation and implementation of security measures for information systems	Date system commissioned	Retain until system decommissioned		931	Official - Sensitive
ICT 1.3	ICT - hardware	All records relating to the maintenance of systems hardware	Current system	6		933	Official - Sensitive
ICT 1.4	ICT - help desk	All records relating to system fault reporting	Year records created	1		934	Official - Sensitive
ICT 1.5	ICT - help desk	All records relating to the management of systems help desk support	Year records created	3		935	Official - Sensitive
ICT 1.6	ICT - maintenance	All records relating to the maintenance and monitoring of ICT networks	Year records created	1		1191	Official - Sensitive
ICT 1.7	ICT - manuals	All systems manuals relating to current information systems	Date system commissioned	Retain until system decommissioned		1248	Official - Sensitive
ICT 1.8	ICT - networks	All records relating to the implementation and management of computer networks used by council officers.	Date the system is superseded	6		1433	Official - Sensitive
ICT 1.9	ICT - peripherals	All records relating to the purchase and installation of peripheral ICT equipment	Financial year records were created	6	HMRC - Compliance Handbook Manual CH15400	1581	Official - Sensitive
ICT 1.10	ICT - resource management	All records relating to ICT resource management	Creation of records	3		1459	Official - Sensitive
ICT 1.11	ICT - security	All information relating to user profiles for information systems	Year records created	6		1246	Official - Sensitive
ICT 1.12	ICT - security	All records relating to the creation and implementation of policy and procedures relating to information security	Year records created	3		1247	Official - Sensitive
ICT 1.13	ICT - software	All records relating to software licenses for information systems	Date system decommissioned	6		943	Official - Sensitive

Directorate: Commercial & Digital Change Management							
Service area: Information Communication Technologies (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ICT 1.14	ICT - Web site	All records relating to the creation and maintenance of the council website	Creation of records	3		1434	Official - Sensitive

Directorate: Commercial & Digital Change Management							
Service area: Information Governance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
IG 1.1	Data Protection	All records relating to the creation and implementation of policies under UK General Data Protection Regulations	Date policy expires	3		782	Official
IG 1.2	Data Protection	All records relating to the management of subject access requests under UK General Data Protection Regulations	Creation of records	2		783	Official - Sensitive
IG 1.3	Data Protection	Records relating to the creation of data privacy impact assessments	Date document expires or is superseded	2		UDC	Official
IG 1.4	Data Protection	Records relating to the creation of service data Privacy notices	Date document expires or is superseded	2		UDC	Official
IG 1.5	Data Protection	Records relating to the development of Information Sharing Agreements	Date document expires or is superseded	2		UDC	Official
IG 1.6	Data Protection	Records relating to the development, implementation of maintenance of the Record of Processing Activities (ROPA) under Article 30 of the UK GDPR	Creation of records	until superseded		UDC	Official - Sensitive
IG 1.7	Data Protection	Records relating to the process of data mapping as part of UK GDPR	Creation of records	until superseded		UDC	Official

Directorate: Commercial & Digital Change Management							
Service area: Information Governance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
IG 1.8	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000	Date policy expires	3		1513	Official
IG 1.9	Freedom of Information	All records relating to the management of Freedom of Information Requests	Year records created	2		671	Official - Sensitive
IG 1.10	Freedom of Information	All records relating to the creation of policies to deal with requests under the Environmental Information Regulations 2004	Date policy expires	3		UDC	Official
IG 1.11	Environmental Information	All records relating to the management of Environmental Information Requests	Year records created	2		UDC	Official - Sensitive
IG 1.12	Re-use of public sector information	All records relating to the management of the re-use of public sector information	Date licence expires	6		990	Official
IG 1.13	Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	Year records created	10		1062	Official
IG 1.14	Records management	Records created to develop and implement information audits	Date the information audit superseded	3		1876	Official - Sensitive
IG 1.15	Records management	Records relating to the creation and maintenance of a retention schedule	Creation of schedule	until superseded		UDC	Official
IG 1.16	Policy - retention schedules	All records relating to the creation of a retention schedule for the authority	Date of publication	until superseded		UDC	Official
IG 1.17	Policy - retention schedules	All records relating to the development and implementation of information surveys (or information audits)	Date information survey expires	3		932	Official - Sensitive

Directorate: Commercial & Digital Change Management							
Service area: Facilities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
FAC 1.1	Facilities - accessible buildings	All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities	Date adaptations complete	6	Limitation Act 1980 (Section 2)	1414	Official
FAC 1.2	Facilities - air handling units	All records relating to the management on air handling units in properties owned by the Council	Creation of records	6	Limitation Act 1980 (Section 2)	1415	Official
FAC 1.3	Facilities - asbestos	Asbestos Register	Year records created	40		886	Official
FAC 1.4	Facilities - council offices	All records relating to the provision of facilities for staff	Date use of the facility ceases	6	Limitation Act 1980 (Section 2)	887	Official
FAC 1.6	Facilities - council offices	All records relating to the certification of buildings (listed and significant)		Permanent	Building Control Performance Standards	889	Official
FAC 1.7	Facilities - council offices	All records relating to the certification of buildings (not listed buildings)	Date of completion of building	15	Building Control Performance Standards	890	Official
FAC 1.8	Facilities - council offices	All records relating to the design and construction of buildings (listed buildings)		Permanent	Building Control Performance Standards 2009	892	Official
FAC 1.9	Facilities - council offices	All records relating to the design and construction of buildings (not listed buildings)	Date of completion of building	15	Building Control Performance Standards 2009	893	Official
FAC 1.10	Facilities - council offices	All records relating to the feasibility of the design and construction of buildings	Date of final certificate of completion	15		894	Official
FAC 1.11	Facilities - council offices	Surveys of buildings owned by local authorities	Disposal of the building	6	Limitation Act 1980 (Section 2)	897	Official
FAC 1.12	Facilities - equipment	All records relating to the management of equipment used by the facilities function	Creation of records	6	Limitation Act 1980 (Section 2)	1447	Official

Directorate: Commercial & Digital Change Management							
Service area: Facilities (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
FAC 1.13	Facilities - fire safety	Records relating to the installation and commissioning of fire alarm systems on Council premises	Date of installation	6		1881	Official
FAC 1.14	Facilities - fire safety	Records relating to the installation of fixed fire suppression equipment	Date of installation	6		1882	Official
FAC 1.15	Facilities - fire safety	Records relating to the routine fire safety inspections on Council premises	Date of the inspection	6		1880	Official
FAC 1.16	Facilities - fire safety	Records relating to the routine portable fire-fighting equipment inspections	Date of the inspection	6		1883	Official
FAC 1.17	Facilities - equipment	All records relating to the management of equipment used by the facilities function	Creation of records	6	Limitation Act 1980 (Section 2)	1447	Official
FAC 1.18	Facilities - hazardous substances	Risk Assessments (relating to hazardous substances)	Closure date	40	Control of Substances Hazardous to Health Regulations, 1997/2002	899	Official
FAC 1.19	Facilities - management	All records relating to the provision of security in local authority buildings	Year records created	6	Limitation Act 1980 (Section 2)	1245	Official
FAC 1.20	Facilities - planned maintenance	All records relating to planned maintenance on council land and property	Year records created	6	Limitation Act 1980 (Section 2)	901	Official
FAC 1.21	Facilities - planned maintenance	All records relating to the refurbishment of buildings owned by the local authority	Year records created	6	Limitation Act 1980 (Section 2)	902	Official
FAC 1.22	Facilities - Risk Assessments	Fire Risk Assessments		Permanent	Regulatory Reform (Fire Safety) Order 2005	1074	Official
FAC 1.23	Facilities - staff/visitor car parking	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings	Creation of records	6	Limitation Act 1980 (Section 2)	1423	Official
FAC 1.24	Facilities - water	All records relating to the provision and maintenance of water supplies in council offices.	Creation of records	6	Limitation Act 1980 (Section 2)	1424	Official

Directorate: Commercial & Digital Change Management							
Service area: Print & Mail Room							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
P&S 1.1	Facilities - graphic design	All records relating to the provision of an internal graphic design service where a recharge is made	Creation of records	6	Limitation Act 1980 (Section 2)	1420	Official
P&S 1.2	Facilities - graphic design	All records relating to the provision of an internal graphic design service where no recharge is made	Creation of records	1		1419	Official
P&S 1.3	Facilities - graphic design	All records relating to the use of external graphic design services	Creation of records	6	Limitation Act 1980 (Section 2)	1418	Official
P&S 1.4	Facilities - internal mail	All records relating to the management of internal mail facilities	Creation of records	3		1445	Official
P&S 1.5	Facilities - printing and copying	All records relating to the provision of printing and copying services to staff	Creation of records	6	Limitation Act 1980 (Section 2)	1421	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.1	Animal inspection	Records relating to processes to ensure animal inspection	Date process changes	6		1768	Official
EH(P) 1.2	Animal inspection	Records relating to specific animal inspections	Year records created	6	Limitation Act 1980 (Section 2)	738	Official
EH(P) 1.3	Animal welfare	All records relating to animal welfare schemes which could include enforcement action where specific individuals are named	Date of the resolution of enforcement action or resolution of situation	6	Limitation Act 1980 (Section 2)	1769	Official
EH(P) 1.4	Animal welfare	Records relating to the administration of animal welfare schemes which could include enforcement action	Date of enforcement of expiry of licence	6	Limitation Act 1980 (Section 2)	360	Official
EH(P) 1.5	Dangerous dogs enforcement	Records relating to specific enforcement actions relating to dangerous dogs	Date of the resolution of enforcement action	6	Limitation Act 1980 (Section 2)	1095	Official
EH(P) 1.6	Dangerous dogs enforcement	Records relating to the processes to allow enforcement action relating to dangerous dogs	Date process changes	6		1770	Official
EH(P) 1.7	Dog registration	Records relating to the management of dog registration schemes where the names of individual owners are recorded	Date registration expires	6	Limitation Act 1980 (Section 2)	542	Official- Sensitive
EH(P) 1.8	Dog registration	Records relating to the processes to allow the administration of dog registration schemes	Date process changes	6		1771	Official
EH(P) 1.9	Dog wardens	Records relating to dog wardens' activities which may include enforcement action which refer to specific individuals	Date of the resolution of enforcement action or resolution of situation	6	Limitation Act 1980 (Section 2)	1772	Official
EH(P) 1.10	Dog wardens	Records relating to processes required to support dog warden activities	Date any enforcement action resolved	6	Limitation Act 1980 (Section 2)	358	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.11	Stray animals	Records relating to processes required to support the collection and detention of stray animals	Year records created	6	Limitation Act 1980 (Section 2)	511	Official
EH(P) 1.12	Stray animals	Records relating to the collection and detention of stray animals where owners' or other interested parties' personal information is recorded	Date of the resolution of enforcement action or resolution of situation	6	Limitation Act 1980 (Section 2)	1774	Official
EH(P) 1.13 (Both P&C)	Environmental health - out of hours emergencies	All records relating to environmental health out of hours emergencies	Year records created	6	Limitation Act 1980 (Section 2)	535	Official
EH(P) 1.14 (Both P&C)	Food poisoning and contamination	Records relating to the investigation of specific food poisoning and contamination incidents where the records contain personal information	Date investigation concluded	6		1783	Official
EH(P) 1.15	Pest control	All records relating to the provision of pest control services	Year records created	6	Limitation Act 1980 (Section 2)	357	Official
EH(P) 1.16	Air handling units	All records relating to the inspection and monitoring of air handling units	Date of inspection	3		337	Official
EH(P) 1.17	Air quality	All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants		Permanent		340	Official
EH(P) 1.18	Clean Air Act approval	All records relating to enforcement of compliance with the Clean Air Act	Date of any enforcement action	6	Limitation Act 1980 (Section 2)	635	Official
EH(P) 1.19	Construction site pollution	All records relating to the monitoring of construction site pollution	Year records created	6	Limitation Act 1980 (Section 2)	345	Official
EH(P) 1.20	Contaminated land	All records relating to the maintenance of a register of contaminated land		Permanent		346	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.21	Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations	Year records created	2		838	Official
EH(P) 1.22	Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental Information Regulations	Date policy expires	3		839	Official
EH(P) 1.23	Idling vehicles	Records relating to the enforcement of powers to deal with specific cases of idling vehicles	Date of any enforcement action	6	Limitation Act 1980 (Section 2)	988	Official
EH(P) 1.24	Idling vehicles	Records relating to the processes to support the enforcement of powers to deal with idling vehicles.	Year records created	6		1788	Official
EH(P) 1.25	Light pollution	All records dealing with reports of incidents of light pollution (non statutory)	Completion of enforcement action	6	Limitation Act 1980 (Section 2)	864	Official
EH(P) 1.26	Light pollution	All records dealing with reports of incidents of light pollution (statutory)	Date building occupier vacates building	6	Limitation Act 1980 (Section 2)	865	Official
EH(P) 1.27	Noise pollution	Records relating to the administration of specific complaints about noise pollution where a non-statutory investigation has taken place	End of investigation	6	Limitation Act 1980 (Section 2)	339	Official
EH(P) 1.28	Noise pollution	Records relating to the administration of specific complaints about noise pollution where a statutory investigation has taken place	Date home occupier vacates property	6	Limitation Act 1980 (Section 2)	338	Official
EH(P) 1.29	Noise pollution	Records relating to the processes to support the administration of complaints about noise pollution where the investigation is either statutory or non statutory.	Date process changes	6		1789	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.30	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	Date investigation ends	6	Limitation Act 1980 (Section 2)	343	Official
EH(P) 1.31	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	Date occupier vacates building	6	Limitation Act 1980 (Section 2)	344	Official
EH(P) 1.32	Private water supply analysis	All records relating to the analysis of private water supplies	Date of analysis	6	Limitation Act 1980 (Section 2)	971	Official
EH(P) 1.33	Septic tanks and cesspits	All records relating to the processes to support the emptying of cesspools and septic tanks	Date process changes	6		1790	Official
EH(P) 1.34	Septic tanks and cesspits	Records relating to the emptying of cesspools and septic tanks for individually named householders	Year records created	6	HMRC - Compliance Handbook Manual CH15400	875	Official
EH(P) 1.35	Smoke control areas	All records relating to the monitoring of smoke control records	Date of any enforcement action	6	Limitation Act 1980 (Section 2)	1129	Official
EH(P) 1.36	Water pollution	All records relating to the monitoring of water pollution	Year records created	6	Limitation Act 1980 (Section 2)	606	Official
EH(P) 1.37	Water quality monitoring	All records relating to monitoring water quality	Year records created	6	Limitation Act 1980 (Section 2)	725	Official
EH(P) 1.38	Dog fouling	Records relating to the processes to support monitoring and enforcement of action against dog fouling	Date process changes	6	Limitation Act 1980 (Section 2)	1792	Official
EH(P) 1.39	Dog fouling	Records relating to the monitoring and enforcement of action in individual cases against dog fouling	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)	513	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.40	Disabled facilities grant	Client records relating to disabled facilities' grants for Private owned dwellings (Non Uttlesford Housing Stock)	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	113	Official- Sensitive
EH(P) 1.41	Disabled facilities grant	Records relating to the administration of disabled facilities' grants schemes for Private owned dwellings (Non Uttlesford Housing Stock)	Financial year records were created	6	HMRC - Compliance Handbook Manual CH15400	1700	Official- Sensitive
EH(P) 1.42	Home repair assistance grant	Client records relating to the payment of home assistance repair grants for Private owned dwellings (Non Uttlesford Housing Stock or rented properties)	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	112	Official- Sensitive
EH(P) 1.43	Home repair assistance grant	Records relating to the management of processes to allow the payment of home repair assistance grants for Private owned dwellings (Non Uttlesford Housing Stock or rented properties)	Date process changes	6		1709	Official- Sensitive
EH(P) 1.44	Home improvement loans	Client records relating to Home Improvement loans	Last payment on the loan	6	HMRC - Compliance Handbook Manual CH15400	817	Official- Sensitive
EH(P) 1.45	Home improvement loans	Records relating to processes to support the payment of Home Improvement loans	Date of payment	6	HMRC - Compliance Handbook Manual CH15400	1730	Official- Sensitive
EH(P) 1.46	Home renovation grants	Client records relating to home renovation assistance grants	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	359	Official- Sensitive
EH(P) 1.47	Home renovation grants	Records relating to processes to support the payment of home renovation assistance grants	Date of payment	6	HMRC - Compliance Handbook Manual CH15400	1731	Official- Sensitive
EH(P) 1.48	Compulsory property acquisition	All records relating to compulsory purchase orders	Date of purchase	Until date of ownership of land ceases	Compulsory Purchase Act 1965	658	Official- Sensitive

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P) 1.49	Compulsory property acquisition	All records relating to the compulsory acquisition of property	Date of acquisition	Until date of ownership of property ceases	Limitation Act 1980 (Section 2)	659	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Protection – Enforcement							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH(P)E 2.1	Abandoned vehicles	All records relating to the management of with any vehicles reported as abandoned on local roads or property	Year records created	6	Limitation Act 1980 (Section 2)	308	Official
EH(P)E 2.2	Flyposting	All records relating to monitoring and dealing with flyposting	Date of enforcement action	6	Limitation Act 1980 (Section 2)	523	Official
EH(P)E 2.3	Fly tipping	All records relating to the removal of waste which has been dumped by fly-tippers	Year records created	6	Limitation Act 1980 (Section 2)	522	Official
EH(P)E 2.4	Fly tipping	Records relating to the monitoring and enforcement of action in individual cases against fly tipping	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)	521	Official
EH(P)E 2.5	Fly tipping	Records relating to the processes to support enforcement action taken against fly tippers	Date process changes	6	Limitation Act 1980 (Section 2)	1793	Official
EH(P)E 2.6	Litter enforcement	Records relating to the monitoring and enforcement of action in individual cases against litter dropping	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1025	Official
EH(P)E 2.7	Litter enforcement	Records relating to the processes to support the enforcement of litter dropping schemes	Date process changes	6		1794	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH (C) 1.1	Animal by-products enforcement	All records relating to enforcement action taken under the Animal By-Products (Enforcement) (England) Regulations 2013	Date enforcement action completed	6	Limitation Act 1980 (Section 2)	1566	Official
EH (C) 1.2	Environmental health - out of hours emergencies	All records relating to environmental health out of hours emergencies	Year records created	6	Limitation Act 1980 (Section 2)	535	Official
EH (C) 1.3	Port arrival notification	All records relation to information on arrivals and departures at airports or ports within the local authority area	Date of arrival/departure	Dynamic process constantly updating		722	Official- Sensitive
EH (C) 1.4	Port consignment notification	All records relating to port consignment notification	Year records created	6	Limitation Act 1980 (Section 2)	724	Official
EH (C) 1.5	Rabies protection	All records relating to the management of rabies protection schemes	Year records created	6		804	Official
EH (C) 1.6	Food poisoning and contamination	All records relating to the investigation of food poisoning and contamination incidents where the records do not contain personal information	Date investigation concluded	6	Limitation Act 1980 (Section 2)	336	Official
EH (C) 1.7	Food poisoning and contamination	Records relating to the investigation of specific food poisoning and contamination incidents where the records contain personal information	Date investigation concluded	6		1783	Official- Sensitive
EH (C) 1.8	Food safety enforcement	All records relating to food safety enforcement actions	Date the enforcement action completed/life of the ban	6	Limitation Act 1980 (Section 2)	335	Official- Sensitive
EH (C) 1.9	Food safety inspections	All records relating to the management of food safety inspections	Year records created	6	Limitation Act 1980 (Section 2)	333	Official
EH (C) 1.10	Food safety inspections	Risk Assessments relating to food safety	Date created	6	Limitation Act 1980 (Section 2)	334	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH (C) 1.11	Food business registration	All records relating to the registration of food businesses	Date registration expires		Limitation Act 1980 (Section 2)		Official
EH (C) 1.12	Food premises approval	All records relating to the approval of food premises	Date of inspection		Limitation Act 1980 (Section 2)		Official
EH (C) 1.13	Food safety advice	All records relating to food safety advice	Year records created				Official
EH (C) 1.14	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	Date created	5		954	Official
EH (C) 1.15	Scientific services	All records relating to the administration of scientific services	Year records created	6	Limitation Act 1980 (Section 2)	955	Official
EH (C) 1.16	Swimming pool and spa pool monitoring	All records relating to the monitoring of the quality of water in public swimming pools and spa pools	Year records created	7	Limitation Act 1980 (Section 2)	1136	Official
EH (C) 1.17	Swimming pool and spa pool monitoring	Swimming pools monitoring and inspection records	Year records created	6	Limitation Act 1980 (Section 2)	1138	Official
EH (C) 1.18	Bathing waters	All records relating to the publication of bathing water information	Year records created	1		1567	Official
EH (C) 1.19	Infectious disease investigation	All records relating to the investigation into infectious diseases	Year records created	6	Limitation Act 1980 (Section 2)	361	Official
EH (C) 1.20	Infectious disease investigation	Records relating to the processes to support investigation into infectious diseases	Year processes change	6		1802	Official
EH (C) 1.21	Water fluoridation schemes	All records relating to the creation, implementation and management of water fluoridation schemes	Termination of the scheme	20		1568	Official
EH (C) 1.22	Air handling units	All records relating to the inspection and monitoring of air handling units	Date of inspection	3		337	Official
EH (C) 1.23	Asbestos management	All records relating to all aspects of asbestos management	Closure of building	40		342	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
EH (C) 1.24	Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations	Year records created	2		838	Official
EH (C) 1.25	Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental Information Regulations	Date policy expires	3		839	Official
EH (C) 1.25	Food safety inspections	All records relating to the provision of COVID19 secure food safety inspections during the COVID19 Pandemic	Current year	6			Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial - Health & Safety							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
H&S 1.1	Accident reporting	All records relating to the reporting of accidents where the person concerned is over 18	Date of accident	3 years & 4 months	Limitation Act 1980 (Section 11)	354	Official- Sensitive
H&S 1.2	Accident reporting	All records relating to the reporting of accidents where the person concerned is under 18	Date of birth of minor	21 years & 4 months	Limitation Act 1980 (Section 11)	355	Official- Sensitive
H&S 1.3	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Date report made	3	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	356	Official- Sensitive

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial - Health & Safety							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
H&S 1.4	Accident reporting	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Date of incident	3	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	1508	Official
H&S 1.5	Health and safety - prosecutions register	Health and safety - prosecutions register	Year records created	6	Limitation Act 1980 (Section 2)	348	Official
H&S 1.6	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	Life of check	6	Limitation Act 1980 (Section 2)	347	Official
H&S 1.7	Health and safety training	All records relating to health and safety training provided to employees by local authorities	Date qualification expires	6	Limitation Act 1980 (Section 2)	349	Official
H&S 1.8	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	Date qualification expires	6	Limitation Act 1980 (Section 2)	350	Official
H&S 1.9	Work health and safety advice and training	All records relating to the provision of work health and safety advice and training	Year records created	6	Limitation Act 1980 (Section 2)	704	Official
Corporate Health & Safety							
CH&S 1.1	Policy and performance	All records relating to accident reporting where the person is aged under 18 at the time of the accident	Date of birth of individual	22	Limitation Act 1980 (Section 11)	1168	Official – Sensitive
CH&S 1.2	Policy and performance	All records relating to health and safety campaigns carried out by local authorities	Date of end of campaign	3		1169	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial - Health & Safety							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
Corporate Health & Safety continued							
CH&S 1.3	Policy and performance	All records relating to Health and Safety strategy including policy documents	Date policy superseded	6	Limitation Act 1980 (Section 2)	1170	Official
CH&S 1.4	Policy and performance	All records relating to the development and implementation of health and safety policies	Date policy superseded	6	Limitation Act 1980 (Section 2)	1172	Official
CH&S 1.5	Policy and performance	Process of inspecting equipment	Date of inspection	6	Limitation Act 1980 (Section 2)	1173	Official
CH&S 1.6	Policy and performance	Records kept of the vaccination status of staff	Current year	6		2942	Official - Sensitive
CH&S 1.7	Policy and performance	Risk Assessments relating to land and property in public ownership	Date risk assessment superseded	6	Limitation Act 1980 (Section 2)	1174	Official
CH&S 1.8	Policy and performance	Risk assessments and other records relating to health and safety measures put in place to protect staff during the COVID19 Pandemic	Current year	6		2960	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial – Emergency Planning							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
E.P 1.1	Civil emergencies - flooding	All records relating to the provision of advice and information on what to do in the event of a flood	Year records created	3		742	Official
E.P 1.2	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	Date equipment provided	6	Limitation Act 1980 (Section 2)	743	Official
E.P 1.3	Civil emergencies - gas pipelines	All records relating to the response to emergency incidents involving major gas pipelines	Date of emergency	6		744	Official
E.P 1.4	Civil emergencies - major accident hazards	All records relating to the management of major accident hazards in civil emergencies	Date of emergency	6	Limitation Act 1980 (Section 2)	741	Official
E.P 1.5	Civil emergencies - social and psychological support	Client records relating to the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors.	Date of last contact	6	Limitation Act 1980 (Section 2)	678	Official- Sensitive
E.P 1.6	Civil emergencies - social and psychological support	Records relating to the development and management of processes to ensure the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors.	Year processes change	3		1750	Official – Sensitive
E.P 1.7	Current emergency situations - civil	All records relating to the publication of information and advice on how to deal with civil emergency weather situations such as rioting, threats of terrorism etc.	Year records created	3		1065	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial – Emergency Planning (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
E.P 1.8	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.	Year records created	1		1052	Official
E.P 1.9	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.	Year records created	3		1064	Official
E.P 1.10	Emergency plan	All records relating to the creation, implementation and maintenance of the local authority's emergency plan	Date the plan expires	6		647	Official
E.P 1.11	Emergency plan	All records relating to the testing of emergency plans	Date of the test	6		648	Official
E.P 1.12	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		1152	Official

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial – Licensing & Compliance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LIC 1.1	Taxi & private hire	All records relating to the administration of hackney carriage drivers licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)	578	Official - Sensitive
LIC 1.2	Taxi & private hire	All records relating to the administration of hackney carriage licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)		Official - Sensitive
LIC 1.3	Taxi & private hire	All records relating to setting the level of hackney carriage (taxi) fares for licensed taxis in the local area	Year records created	6	Limitation Act 1980 (Section 2)	1010	Official
LIC 1.5	Taxi & private hire	All records relating to applications for and management of dual drivers licences	Date licence expires	6	Limitation Act 1980 (Section 2)		Official - Sensitive
LIC 1.6	Taxi & private hire	Records relating to the creation and maintenance of a database to record where a licence is refused, revoked or suspended in relation to taxis and private hire vehicles	Date licence refused, revoked or suspended	11	Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 Section 2		Official - Sensitive
LIC 1.7	Taxi & private hire	All records relating to the administration of private hire drivers licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)		Official - Sensitive
LIC 1.8	Taxi & private hire	Records relating to the creation and maintenance of a database to record where a licence is refused, revoked or suspended in relation to private hire vehicles	Date licence refused, revoked or suspended	11	Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 Section 2		Official - Sensitive
LIC 1.9	Taxi & private hire	All records relating to the administration of private hire operators licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)		Official - Sensitive
LIC 1.10	Taxi & private hire	All records relating to the administration of private hire vehicle licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)		Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial – Licensing & Compliance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LIC 1.11	Gambling and lottery	All records relating to the administration of Club Gaming Permits	Expiry of licence	6	Limitation Act 1980 (Section 2)	132	Official - Sensitive
LIC 1.12	Gambling and lottery	All records relating to the administration of Club Machine Permits	Expiry of licence	6	Limitation Act 1980 (Section 2)	1343	Official - Sensitive
LIC 1.13	Gambling and lottery	All records relating to the administration of Family Entertainment Centre Gaming Machine Permits	Expiry of licence	6	Limitation Act 1980 (Section 2)	140	Official - Sensitive
LIC 1.14	Gambling and lottery	All records relating to the administration of licences for gambling premises licence	Date licence expires	6	Limitation Act 1980 (Section 2)	1017	Official - Sensitive
LIC 1.15	Gambling and lottery	All records relating to the administration of Gambling Premises Temporary Use Notices	Expiry of licence	6	Limitation Act 1980 (Section 2)	1341	Official - Sensitive
LIC 1.16	Gambling and lottery	All records relating to the administration of Licensed Premises Gaming Machine Permits	Expiry of licence	6	Limitation Act 1980 (Section 2)	1346	Official - Sensitive
LIC 1.17	Gambling and lottery	All records relating to the administration of lottery licences	Date licence expires	6	Limitation Act 1980 (Section 2)	326	Official - Sensitive
LIC 1.18	Gambling and lottery	All records relating to the administration of Prize Gaming Permits	Expiry of licence	6	Limitation Act 1980 (Section 2)	1344	Official - Sensitive
LIC 1.19	Gambling and lottery	All records relating to the administration of licences for track betting	Date licence expires	6	Limitation Act 1980 (Section 2)	801	Official - Sensitive
LIC 1.20	Gambling and lottery	All records relating to the administration of Track Gambling Premises Occasional Use Notices	Expiry of licence	6	Limitation Act 1980 (Section 2)	1345	Official - Sensitive
LIC 1.21	Alcohol and entertainment	All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment	Date licence expires	6	Limitation Act 1980 (Section 2)	819	Official - Sensitive
LIC 1.22	Alcohol and entertainment	All records relating to the provision of club premises certificates	Date licence expires	3		1402	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Environmental Health Commercial – Licensing & Compliance							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LIC 1.23	Alcohol and entertainment	All records relating to the administration of personal alcohol and entertainment licences	Date licence expires	6	Limitation Act 1980 (Section 2)	876	Official - Sensitive
LIC 1.24	Alcohol and entertainment	All records relating to the administration of temporary event notices	Date of the event	6	Limitation Act 1980 (Section 2)	983	Official - Sensitive
LIC 1.25	Businesses	All records relating to the administration of house-to-house collection licence schemes	Date licence expires	6	Limitation Act 1980 (Section 2)	590	Official - Sensitive
LIC 1.26	Businesses	All records relating to the administration of street licence collection schemes	Date licence expires	6	Limitation Act 1980 (Section 2)	589	Official - Sensitive
LIC 1.27	Businesses	All records relating to the registration of tattooist, piercing and electrolysis	Date registration expires	6	Limitation Act 1980 (Section 2)	627	Official - Sensitive
LIC 1.28	Businesses	All records relating to the registration of acupuncturist	Date licence expires	6	Limitation Act 1980 (Section 2)	628	Official - Sensitive
LIC 1.29	Businesses	All records relating to the administration of massage and special treatment licences	Date licence expires	6	Limitation Act 1980 (Section 2)	323	Official - Sensitive
LIC 1.30	Waste and pollution	All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in October 2013)	Date registration expires	6	Limitation Act 1980 (Section 2)	824	Official - Sensitive
LIC 1.31	Waste and pollution	All records relating to the registration of scrap metal sites	Date licence expires	6	Limitation Act 1980 (Section 2)	315	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Options							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HO 1.1	Allocated council homes	Case files relating to receipt of Notices served pursuant to section 26 of the Landlord and Tenant Act 1954	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	72	Official - Sensitive
HO 1.2	Allocated council homes	Documents related to housing applications.	Date of application	6	Limitation Act 1980 (Section 2)	73	Official - Sensitive
HO 1.3	Allocated council homes	Documents related to unsuccessful housing applications.	Date of application	6	Limitation Act 1980 (Section 2)	74	Official - Sensitive
HO 1.4	Allocated council homes	The register of individual housing applications.	Date of application	6	Limitation Act 1980 (Section 2)	75	Official - Sensitive
HO 1.5	Furnished tenancies	All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period. This is subject to eligibility.	End of tenancy	6	Limitation Act 1980 (Section 2)	656	Official - Sensitive
HO 1.6	Housing allocation system	All records relating to the allocation of housing	End of tenancy	6	Limitation Act 1980 (Section 2)	78	Official - Sensitive
HO 1.7	Housing evictions	Case files relating to repossession of council properties held under an unsecured tenancy	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	98	Official - Sensitive
HO 1.8	Housing evictions	Case files relating to service of s.25 s.27 and other Notices to quit	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	99	Official - Sensitive
HO 1.9	Housing referrals	All records relating to the management of housing referrals	End of tenancy	6	Limitation Act 1980 (Section 2)	877	Official - Sensitive
HO 1.10	Registering for a council property	All records relating to the registration for a council property	End of tenancy	6	Limitation Act 1980 (Section 2)	80	Official - Sensitive
HO 1.11	Housing rent	All records relating to deposits paid for housing	Year records created	6	HMRC - Compliance Handbook Manual CH15400	101	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Options (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HO 1.12	Homelessness assessment	Records relating to the assessment of the circumstances of anyone in the authority area who is homeless or threatened with homelessness and may be eligible for assistance	Date assessment completed	6	Limitation Act 1980 (Section 2)	1859	Official - Sensitive
HO 1.13	Homelessness assessment	Records relating to the process to ensure the assessment of the circumstances of anyone in the authority area who is homeless or threatened with homelessness and may be eligible for assistance	Date process changes	6	Limitation Act 1980 (Section 2)	1860	Official - Sensitive
HO 1.14	Homelessness support	Client records relating to short term and emergency accommodation for homeless people.	Last contact	6	HMRC - Compliance Handbook Manual CH15400	92	Official - Sensitive
HO 1.15	Homelessness support	Records relating to the processes supporting the provision of short term and emergency accommodation for homeless people	Date processes change	6		1738	Official - Sensitive
HO 1.16	Hostels and emergency accommodation	All records relating to the provision of hostels and other temporary accommodation	Creation of records	6	Limitation Act 1980 (Section 2)	1376	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Management							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HM 1.1	Change of housing tenancy	All records relating to changes in existing tenancies	End of tenancy	6	Limitation Act 1980 (Section 2)	655	Official - Sensitive
HM 1.2	Demoted tenancy	All records relating to application for and management of a demoted tenancy	Date demoted tenancy ends	6	Limitation Act 1980 (Section 2)	1357	Official - Sensitive
HM 1.3	Ending housing tenancy	All records relating to the development and implementation of a process concerning the ending of a housing tenancy	Date process superseded	6		UDC	Official - Sensitive
HM 1.4	Housing evictions	All records relating to the eviction of tenants from local authority properties	Date of enforcement action	6	Limitation Act 1980 (Section 2)	97	Official - Sensitive
HM 1.5	Housing evictions	Case files relating to repossession of council properties held under an unsecured tenancy	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	98	Official - Sensitive
HM 1.6	Housing evictions	Case files relating to repossession of council properties held under an unsecured tenancy	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	98	Official - Sensitive
HM 1.7	Housing evictions	Case files relating to service of s.25 s.27 and other Notices to quit	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	99	Official - Sensitive
HM 1.8	Introductory council tenancies	All records relating to introductory council tenancies	End of tenancy	6	Limitation Act 1980 (Section 2)	657	Official - Sensitive
HM 1.9	Mutual home exchange	All records relating to the management of mutual home exchange	Year records created	6	Limitation Act 1980 (Section 2)	77	Official - Sensitive
HM 1.10	Communal heating charge	All records relating to the allocation and collection of communal heating charges	Year records created	6	Limitation Act 1980 (Section 2)	103	Official - Sensitive
HM 1.11	Housing insurance claims	All records relating to the management of housing insurance claims	Date claim settled	6	Limitation Act 1980 (Section 2)	105	Official - Sensitive
HM 1.12	Housing rent	Documentation relating to the notification and enforcement of breaches of council tenancy agreements.	End of tenancy	6	Limitation Act 1980 (Section 2)	102	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Management (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HM 1.13	Housing service charges	All records relating to the creation, implementation and collection of housing service charges	Financial year records were created	6	HMRC - Compliance Handbook Manual CH15400		Official - Sensitive
HM 1.14	Late tenancy arrears	All records relating to the repayment to late tenancy arrears	Date of last repayment	6	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.15	Right to buy your home	All records relating to the management of right to buy schemes	Date property purchased	Indefinitely	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.16	Right to buy your home	Case file relating to Right to Buy pursuant to the Housing Act 1985	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.17	Housing rent setting	All records relating to the setting of housing rent	Year records created	6	HMRC - Compliance Handbook Manual CH15400		Official - Sensitive
HM 1.18	Housing rent setting	Case files relating to rent reviews	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.19	Rent arrears	Documentation relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management advice	Last action on the tenancy	6	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.20	Rent arrears	Documentation relating to setting rents for council housing and rent accounting	Last action on the tenancy	6	Limitation Act 1980 (Section 2)		Official - Sensitive
HM 1.21	Affordable housing	Client records relating to the provision and management of affordable housing	End of tenancy	6	Limitation Act 1980 (Section 2)	1007	Official - Sensitive
HM 1.22	Empty residential properties	All records relating to the management of empty residential properties	Year records created	6	HMRC - Compliance Handbook Manual CH15400	122	Official - Sensitive
HM 1.23	Hard to let properties	All information relating to the management of hard to let properties	Year records created	6	Limitation Act 1980 (Section 2)	123	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Management (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HM 1.24	Unauthorised house occupants	Client records relating to the management of unauthorised house occupants	Date of enforcement action	6	Limitation Act 1980 (Section 2)	95	Official - Sensitive
HM 1.25	Unauthorised house occupants	Records concerning the process to ensure the management of unauthorised house occupants	Date processes change	6	Limitation Act 1980 (Section 2)	96	Official - Sensitive
HM 1.26	Garage lettings	All records relating to the management of garage lettings	End of tenancy	6	HMRC - Compliance Handbook Manual CH15400	879	Official - Sensitive
HM 1.27	Tenant support	All records relating to the provision of support to new tenants	Year records created	6		71	Official - Sensitive
HM 1.28	Housing tenant support	All records relating to support given to housing tenants	End of tenancy	6	Limitation Act 1980 (Section 2)	85	Official - Sensitive
HM 1.29	Council tenant advice	Documentation relating to the tenancy agreement.	Last action on the tenancy	6		1766	Official - Sensitive
HM 1.30	Council tenant advice	Information about housing transfers, applications, removals	End of the tenancy	6	Limitation Act 1980 (Section 2)	90	Official - Sensitive
HM 1.31	Housing mediation	All records relating to the provision and management of housing mediation services	Date case resolved	6	Limitation Act 1980 (Section 2)	1008	Official - Sensitive
HM 1.32	Mortgage references	All records relating to the provision of references to a mortgage lender for tenants wishing to purchase their own property.	End of tenancy	6	Limitation Act 1980 (Section 2)	1157	Official - Sensitive
HM 1.33	Tenant housing alterations	All records relating to alterations made to council housing stock by tenants	Date the work on the property is completed	6	Limitation Act 1980 (Section 2)	600	Official - Sensitive
HM 1.34	Demolitions - alternative housing	All records relating to the demolition of property and the offer to tenants of alternative accommodation	End of tenancy	6	Limitation Act 1980 (Section 2)	106	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Management (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HM 1.35	Demolitions - tenants' responsibilities	All records relating to advice and support given to tenants when the property is demolished	End of tenancy	6	Limitation Act 1980 (Section 2)	108	Official - Sensitive
HM 1.36	Decoration and disturbance allowances	Client records relating to the payment of decoration or disturbance allowances	Date of last payment of allowance	6	HMRC - Compliance Handbook Manual CH15400	118	Official - Sensitive
HM 1.37	Decoration and disturbance allowances	Records relating to the management of processes leading to the payment of decoration or disturbance allowances	Date process changes	6		1706	Official - Sensitive
HM 1.38	Disabled people - home adaptations and aids	Client records relating to home adaptations and aids provided to disabled people	Date use of the equipment ceases	6	Limitation Act 1980 (Section 2)	143	Official - Sensitive
HM 1.39	Disabled people - home adaptations and aids	Records relating to the process of providing home adaptations and aids to disabled people	Year records created	6	HRMC Compliance Handbook Manual CH15400	1805	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Strategy							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HS 1.1	Affordable housing	Records concerning the process to ensure the provision and management of affordable housing	Date processes change	6		1763	Official - Sensitive
HS 1.2	House clearance and rehousing	Client records relating to the demolition and redevelopment of site including the rehousing of current tenants	Completion of the redevelopment of the site	6	Limitation Act 1980 (Section 2)	878	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Strategy (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HS 1.3	House clearance and re-housing	Records concerning the process to ensure the demolition and redevelopment of site including the rehousing of current tenants	Date processes change	6		1764	Official - Sensitive
HS 1.4	Housing association nomination and registration	Information about housing associations in the borough	Year records created	6	Limitation Act 1980 (Section 2)	76	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing Tenant Engagement							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HTA 1.1	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	Year records created	3		956	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing – Sheltered Accommodation							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HSA 1.1	Sheltered housing	Client records relating to the allocation of sheltered housing	Date of assessment	6	Limitation Act 1980 (Section 2)	86	Official - Sensitive
HSA 1.2	Sheltered housing	Records relating to the development and management of the policy concerning the allocation of sheltered housing	Year records created	6		1834	Official - Sensitive
HSA 1.3	Community alarms and Telecare	Records relating to the process of providing community alarms and telecare service	Year records created	6	HRMC Compliance Handbook Manual CH15400	1816	Official - Sensitive
HSA 1.4	Community alarms and Telecare	Records relating to the provision of community alarms and telecare service	Year records created	6	Limitation Act 1980 (Section 5)	235	Official - Sensitive
HSA 1.5	Care needs assessment	All client records relating to care needs assessments carried out	Date of assessment	0	Limitation Act 1980 (Section 2)	156	Official - Sensitive
HSA 1.6	Care needs assessment	All records relating to adults who don't fall into any other categories	Last contact	2	Limitation Act 1980 (Section 2)	1207	Official - Sensitive
HSA 1.7	Care needs assessment	Client records relating to the care of adults with a learning impairment	Date of last contact	6	Limitation Act 1980 (Section 2)	157	Official - Sensitive
HSA 1.8	Care needs assessment	Records relating to the creation and management of the care needs assessment process	Year records created	6		1809	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing – Housing Repairs & Voids							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HR&V 1.1	Gas safety inspection	Annual gas safety inspections for properties under landlord management resulting in the issuance of a CP12 certificate	Date of certificate	6	Limitation Act 1980 (Section 2)	1543	Official - Sensitive
HR&V 1.2	Communal housing repairs	All records relating to repairs made to communal areas within council accommodation	Year records created	6	Limitation Act 1980 (Section 2)	115	Official - Sensitive
HR&V 1.3	Council home modernisation	All records relating to the management of housing modernisation schemes	Last action on the scheme	6	Limitation Act 1980 (Section 2)	1856	Official - Sensitive
HR&V 1.4	Emergency out of hours housing repairs	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	End of tenancy	6	Limitation Act 1980 (Section 2)	114	Official - Sensitive
HR&V 1.5	House surveying - major repairs	All records relating to surveys undertaken by the council of housing stock	Date of the survey	6	Limitation Act 1980 (Section 2)	613	Official - Sensitive
HR&V 1.6	Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	End of tenancy	6	Limitation Act 1980 (Section 2)	111	Official - Sensitive
HR&V 1.7	Housing repairs	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	End of tenancy	6	Limitation Act 1980 (Section 2)	1855	Official - Sensitive
HR&V 1.8	Rechargeable home repairs	All records relating to the management of rechargeable home repairs	Year records created	6	HMRC - Compliance Handbook Manual CH15400	120	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Housing – Housing Repairs & Voids							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
HR&V 1.9	Overdue housing repairs - discretionary allowance	Client 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.	Date of last payment	6	HMRC - Compliance Handbook Manual CH15400	117	Official - Sensitive
HR&V 1.10	Overdue housing repairs - discretionary allowance	Records relating to the management of processes to allow the payment 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.	Date process changes	6		1716	Official - Sensitive
HR&V 1.11	Energy efficiency	All records relating to the assessment of properties for energy efficiency.	Date of assessment	6		840	Official - Sensitive
HR&V 1.12	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	Year records created	6	Limitation Act 1980 (Section 2)	611	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>1. Neighbourhood Security:</b>							
COM 1.1	Channel early intervention scheme	All assessments made as part of the Vulnerability Assessment Framework	Date of last contact with individual	6	Limitation Act 1980 (Section 2)	1521	Official - Sensitive
COM 1.2	Channel early intervention scheme	All records relating to the creation and management of a Channel Panel	Creation of the panel	6		1751	Official - Sensitive
COM 1.3	Civil injunction	Client records relating to the use of civil injunctions	Date injunction ends	6	Limitation Act 1980 (Section 2)	1493	Official - Sensitive
COM 1.4	Civil injunction	Records relating to the development and management for processes to allow the use of civil injunctions	Year processes change	6		1752	Official - Sensitive
COM 1.5	Community safety	Client records relating to the management of community safety activities	Year records created	6	Limitation Act 1980 (Section 2)	828	Official - Sensitive
COM 1.6	Community safety	Records relating to the development and management of processes to allow the provision of community safety activities	Year processes change	6		1753	Official
COM 1.7	Community safety	Homicide Data [Serious Case Review]	Year records created	6	Limitation Act 1980 (Section 2)	963	Official - Sensitive
COM 1.8	Community safety	Intelligence Reports received by Community Partners	Date of report	0	Limitation Act 1980 (Section 2)	964	Official - Sensitive
COM 1.9	Counter terrorism (Prevent)	All records relating to referrals made as part of the PREVENT requirements which contain personal information	Last action on the referral	6	Limitation Act 1980 (Section 2)	1518	Official - Sensitive
COM 1.10	Counter terrorism (Prevent)	All records relating to support services provided as part of the PREVENT strategy	Last action on service provided	6	Limitation Act 1980 (Section 2)	1519	Official - Sensitive
COM 1.11	Counter terrorism (Prevent)	All records relating to the creation and delivery of PREVENT training	Date training superseded	3		1517	Official

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>1. Neighbourhood Security (continued):</b>							
COM 1.12	Hate crime	All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons	Year records created	6		1514	Official - Sensitive
COM 1.13	Protection from harassment	Client 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 could be actionable	Date advice given	6	Limitation Act 1980 (Section 2)	135	Official - Sensitive
COM 1.14	Protection from harassment	Client 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	Date advice given	3		136	Official - Sensitive
COM 1.15	Protection from harassment	Records relating to the process to provide advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school	Year process changed	3		1755	Official - Sensitive
COM 1.16	Release of CCTV evidence	All records relating to the release of CCTV evidence	Year records created	6	Limitation Act 1980 (Section 2)	305	Official - Sensitive
COM 1.17	Council Controlled CCTV	All records relating to the management of Council Controlled CCTV	Date of filming	1 month	CCTV Code of Practice (Revised Edition 2008) section 8.3	427	Official - Sensitive
COM 1.18	Town centre crime prevention	All records relating to the prevention of crime in town centres	Year records created	6	Limitation Act 1980 (Section 2)	426	Official - Sensitive

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>2. Incident Response:</b>							
COM 2.1	Anti-social behaviour - inconsiderate or nuisance	All records relating to anti-social behaviour (inconsiderate or nuisance)	Date of the resolution of enforcement action	6	Limitation Act 1980 (Section 2)	1108	Official - Sensitive
COM 2.2	Anti-social behaviour - neighbour nuisance	All records relating to anti-social behaviour (neighbour nuisance)	Date of the resolution of enforcement action	6	Limitation Act 1980 (Section 2)	1109	Official - Sensitive
<b>3. Public Safety:</b>							
COM 3.1	Community Protection Warnings & Protection Notices	All records relating to applications for and management of Community Protection Notices	Date notice is spent	6	Anti -Social Behaviour Crime and Policing Act 2014	1495	Official - Sensitive
COM 3.2	Criminal Behaviour Order	All records relating to the use of Criminal Behaviour Orders	Date order is spent	6	Anti- Social Behaviour Crime and Policing Act 2014	1494	Official - Sensitive
COM 3.4	Demonstrations and parades permission	All records relating to permission granted by local authorities for the closure of roads to allow sporting events or parades to take place	Date of event	6	Limitation Act 1980 (Section 2)	540	Official
COM 3.8	Premises closure notice	All records relating to premises closure notices	Date notice is spent	6	Anti- Social Behaviour Crime and Policing Act 2014	1497	Official
COM 3.9	Public Spaces Protection Order	All records relating to applications for and management of Public Spaces Protection Orders	Date order is spent	6	Anti- Social Behaviour Crime and Policing Act 2014	1496	Official

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>4. Safeguarding:</b>							
COM 4.1	Care Act 2014 implementation	All records relating to the implementation of the Care Act 2014	Date Act superseded	7	UDC Practice	UDC	Official - Sensitive
COM 4.2	Care at home	Records relating to the management of safeguarding concerns relating to carers	Date matter resolved	7	UDC Practice	UDC	Official - Sensitive
COM 4.3	Care at home	Records relating to the management of safeguarding concerns relating to clients	Date matter resolved	7	UDC Practice	UDC	Official - Sensitive
COM 4.4	Safeguarding vulnerable adults	Client records relating to the safeguarding of vulnerable adults	Date incident resolved	7	UDC Practice	UDC	Official - Sensitive
COM 4.1	Care Act 2014 implementation	All records relating to the implementation of the Care Act 2014	Date Act superseded	7	UDC Practice	UDC	Official - Sensitive
COM 4.5	Safeguarding vulnerable adults	Records relating to the creation and management of the processes relating to the safeguarding of adults	Year records created	7	UDC Practice	UDC	Official - Sensitive
<b>5. Community Partnerships:</b>							
COM 5.1	Corporate - partnership working	All records relating to corporate partnership	End of Partnership	6		1179	Official
COM 5.2	Equal opportunities advice	All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy	Date the policy expires	3		279	Official
COM 5.3	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	Year records created	Dynamic list, which is constantly updating, if not year records created + 1 year.		280	Official
COM 5.4	Armed Forces Community Covenant	All records relating to the Armed Forces Community Covenant	End of Community Covenant	6		UDC	Official

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>6. Communities Grants:</b>							
COM 6.1	Community facility grants	All records relating to community facility grants	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	706	Official
COM 6.2	Community grants	All records relating to community grants	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	829	Official
COM 6.3	Cultural grants	All records relating to cultural grants	Last payment on the grant	6	HMRC - Compliance Handbook Manual CH15400	1045	Official
COM 6.4	Grants for voluntary organisations	All records relating to grants made to voluntary organisations	Date of last payment of grant	6	HMRC - Compliance Handbook Manual CH15400	556	Official
COM 6.5	Sports grants	All records relating to the allocation of sports grants	Year records created	6	HMRC - Compliance Handbook Manual CH15400	583	Official
COM 6.6	Gifted and talented awards	Records relating to grants awarded to individual particularly gifted individuals in the local area to pursue cultural activities	Date of payment of grant	6	HMRC - Compliance Handbook Manual CH15400	1728	Official
COM 6.7	Gifted and talented awards	Records relating to the process to support the provision of grants awarded to particularly gifted individuals in the local area to pursue cultural activities	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1039	Official
COM 6.8	Ward Members initiatives	Records relating to the administration of grants awarded to support initiatives made by Ward Members	Year records created	6	HMRC - Compliance Handbook Manual CH15400	UDC	Official
COM 6.9	Youth Transport grant	Records relating to grants awarded to support youth transport	Year records created	6	HMRC - Compliance Handbook Manual CH15400	UDC	Official

Directorate: Housing Health & Communities							
Service area: Communities							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>7. Health &amp; Wellbeing:</b>							
COM 7.1	Health and wellbeing strategy	All records relating to the creation, implementation and management of health and wellbeing strategies	Year strategy superseded	5		1347	Official
COM 7.2	Young people's organised activities	All records relating to the organisation of activities for young people	Date of activity	6	Limitation Act 1980 (Section 2)	584	Official - Sensitive
COM 7.3	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	Year records created	6	Limitation Act 1980 (Section 2)	584	Official - Sensitive
COM 7.4	Exercise and fitness classes	All records relating to the development and management of exercise and fitness classes	Creation of records	6	Limitation Act 1980 (Section 2)	1531	Official - Sensitive
<b>8. Youth Council:</b>							
COM 8.1	Early years grant	Records relating to the administration of early years grants which contain personal information	Year records created	6	HMRC - Compliance Handbook Manual CH15400	849	Official - Sensitive
COM 8.2	Early years grant	Records relating to the processes supporting the provision of early years grants	Date process changes	6	HMRC - Compliance Handbook Manual CH15400	1727	Official - Sensitive
COM 8.3	Youth Opportunity Fund	All records relating to application for grants from the Youth Opportunity Fund	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1000	Official - Sensitive

Directorate: Environmental Services							
Service area: Waste & Recycling							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.1	Composters	Records relating to the processes supporting the provision of composters	Date process changes	3		1791	Official
W&R 1.2	Composters	Records relating to the provision of composters to specific households where the householder is named	Year records created	6	HMRC - Compliance Handbook Manual CH15400	461	Official
W&R 1.3	Food waste recycling	All records relating to the implementation and monitoring of food waste recycling schemes	Date scheme ends	6	Limitation Act 1980 (Section 2)	1087	Official
W&R 1.4	Recycling advice	All records relating to the provision of general information about waste, recycling and so on	Year records created	1		809	Official
W&R 1.5	Recycling bags and containers	All records to the provision of recycling bags and containers	Year records created	3		459	Official
W&R 1.6	Recycling of batteries	All records relating to the creation, implementation and management of battery recycling schemes	Creation of the scheme	4	Waste Batteries & Accumulators Regulations 2009	1571	Official
W&R 1.7	Recycling sites	All records relating to the provision and management of recycling collection sites	Date use of site ceases	6	Limitation Act 1980 (Section 2)	460	Official
W&R 1.8	Residential recycling collections	All records relating to residential recycling collections	Year records created	3	Environmental Protection Act 1980	1013	Official

Directorate: Environmental Services							
Service area: Street Care & Cleaning							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.9	Abandoned shopping trolleys	All records relating to the removal of abandoned shopping trolleys	Year records created	6	Limitation Act 1980 (Section 2)	1037	Official
W&R 1.10	Abandoned vehicles	All records relating to the management of with any vehicles reported as abandoned on local roads or property	Year records created	6	Limitation Act 1980 (Section 2)	308	Official
W&R 1.11	Dead animal removal	All records relating to the removal of dead animals from publicly accessible area	Date of removal of dead animal	6	Limitation Act 1980 (Section 2)	512	Official
W&R 1.12	Dog waste bins	All records relating to the provision of bins for the collection of dog waste in local public areas	Year records created	3		993	Official
W&R 1.13	Dog fouling	Records relating to the processes to support monitoring and enforcement of action against dog fouling	Date process changes	6	Limitation Act 1980 (Section 2)	1792	Official
W&R 1.14	Dog fouling	Records relating to the monitoring and enforcement of action in individual cases against dog fouling	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)	513	Official
W&R 1.15	Flyposting	All records relating to monitoring and dealing with flyposting	Date of enforcement action	6	Limitation Act 1980 (Section 2)	523	Official
W&R 1.16	Fly tipping	All records relating to the removal of waste which has been dumped by fly-tippers	Year records created	6	Limitation Act 1980 (Section 2)	522	Official
W&R 1.17	Fly tipping	Records relating to the monitoring and enforcement of action in individual cases against fly tipping	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)	521	Official
W&R 1.18	Fly tipping	Records relating to the processes to support enforcement action taken against fly tippers	Date process changes	6	Limitation Act 1980 (Section 2)	1793	Official

Directorate: Environmental Services							
Service area: Street Care & Cleaning							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.19	Graffiti removal	All records relating to the reporting and removal of graffiti from buildings	Year records created	6	Limitation Act 1980 (Section 2)	1510	Official
W&R 1.20	Litter bins	All records relating to the provision and maintenance of litter bins	Year records created	6	Limitation Act 1980 (Section 2)	516	Official
W&R 1.21	Litter enforcement	Records relating to the monitoring and enforcement of action in individual cases against litter dropping	Year records created	6	HMRC - Compliance Handbook Manual CH15400	1025	Official
W&R 1.22	Litter enforcement	Records relating to the processes to support the enforcement of litter dropping schemes	Date process changes	6		1794	Official
W&R 1.23	Litter removal	All records relating to the removal of litter from and the sweeping of the streets	Year records created	6	Limitation Act 1980 (Section 2)	515	Official
W&R 1.24	Market cleaning	All records relating to market cleaning	Year records created	6	Limitation Act 1980 (Section 2)	518	Official
W&R 1.25	Road spillages	All records relating to the management of road spillage incidents which do not involve an accident to a minor	Year records created	6	Limitation Act 1980 (Section 2)	525	Official
W&R 1.26	Road spillages	All records relating to the management of road spillage incidents which involve an accident to a minor	Date of birth of individual concerned	21	Limitation Act 1980 (Section 11)	526	Official
W&R 1.27	Street cleaning	All records relating to street cleaning	Year records created	6	Limitation Act 1980 (Section 2)	517	Official

Directorate: Environmental Services							
Service area: Commercial Waste							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.28	Commercial clinical waste disposal	All records relating to the collection and safe disposal of clinical waste	Year records created	40	Hazardous Waste Directive 2005		Official
W&R 1.29	Commercial waste bins	All records relating to the provision of bins for the collection of trade waste	Year records created	6	HMRC - Compliance Handbook Manual CH15400		Official
W&R 1.30	Commercial waste collection	All records relating to the provision of a regular commercial trade waste collection from local businesses	Year records created	6	HMRC - Compliance Handbook Manual CH15400		Official
W&R 1.31	Commercial waste disposal sites	All records relating to the publication of the location, opening times, terms and conditions of use and charges for the use of the commercial waste disposal sites	Year records created	1			Official
W&R 1.32	Commercial waste special collections	All records relating to the special collection of commercial waste	Year records created	6	Limitation Act 1980 (Section 2)		Official
W&R 1.33	Commercial waste spillage	All records relating to the management of incidents concerning spillages of commercial waste	Year records created	6	Limitation Act 1980 (Section 2)		Official
W&R 1.34	Skip services	Records relating to the provision of council owned skips available for hire to individual residents who are named	Year records created	6	Limitation Act 1980 (Section 2)		Official
W&R 1.35	Hazardous waste collection	All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections	Year records created	6	Hazardous Waste Directive 2005		Official
W&R 1.36	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	Year records created	6	Limitation Act 1980 (Section 2)		Official

Directorate: Environmental Services							
Service area: Commercial Waste (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.37	Bulky household waste collections	All records relating to bulky household waste collections	Year records created	3			Official
W&R 1.38	Clinical household waste	All records relating to the collection of clinical household waste	Year records created	6	Hazardous Waste Directive 2005		Official
W&R 1.39	Household garden waste	All records relating to the collection of household garden waste	Year records created	3			Official
W&R 1.40	Household waste accumulation	All records relating to the monitoring and enforcement of household waste accumulation	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)		Official
W&R 1.41	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	Year records created	3			Official
W&R 1.42	Household waste collection	All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries	Year records created	3			Official
W&R 1.43	Household waste containers	All records relating to the provision of household waste containers	Year records created	3			Official
W&R 1.44	Household waste disposal sites	All records relating to the provision of household waste disposal sites	Date use of waste disposal site ceases	6	Limitation Act 1980 (Section 2)		Official
W&R 1.45	Household waste disposal sites	Waste site equipment records	Year records created	6	Limitation Act 1980 (Section 2)		Official
W&R 1.46	Household waste disposal sites	Waste site inspections records	Date of the inspection	6	Limitation Act 1980 (Section 2)		Official
W&R 1.47	Household waste disposal sites	Waste site permits records	Date permit expires	6	Limitation Act 1980 (Section 2)		Official
W&R 1.48	Household waste disposal sites	Waste sites development records	Year records created	6	Limitation Act 1980 (Section 2)		Official

Directorate: Environmental Services							
Service area: Commercial Waste (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.49	Household waste enforcement	All records relating to the enforcement of household waste regulations	Date of the resolution of any enforcement action	6	Limitation Act 1980 (Section 2)		Official
W&R 1.50	Residential waste spillages	All records relating to the management of residential waste spillages	Date of spillage	6	Limitation Act 1980 (Section 2)		Official
W&R 1.51	Area waste strategy	All records relating to the development, implementation, and monitoring of the Area Waste Plan	Life of the plan	3			Official
W&R 1.52	Refuse duty of care - enforcement	All records relating to the enforcement of the duty of care concerning the disposal of refuse	Date of any enforcement action	6	Limitation Act 1980 (Section 2)		Official

Directorate: Environmental Services							
Service area: Supporting services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.53	Assisted garden maintenance	Records relating to the process of providing assisted garden maintenance for elderly or disabled tenants	Year records created	6	HRMC Compliance Handbook Manual CH15400	1804	Official - Sensitive
W&R 1.54	Assisted garden maintenance	Records relating to the provision of assisted garden maintenance to individually named elderly or disabled tenants	Year records created	6	HMRC - Compliance Handbook Manual CH15400	121	Official - Sensitive
W&R 1.55	Needle exchange	Client records relating to the provision of facilities for the safe return of used hypodermic needles	Year records created	6	Limitation Act 1980 (Section 2)	1080	Official - Sensitive
W&R 1.56	Needle exchange	Records relating to the process of providing facilities for the safe return of used hypodermic needles	Year records created	6	HRMC Compliance Handbook Manual CH15400	1825	Official - Sensitive

Directorate: Environmental Services							
Service area: Fleet Services							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
W&R 1.57	Facilities - vehicle maintenance	All records relating to the acquisition and disposal of fleet vehicles	Date that ownership is terminated	6	Limitation Act 1980 (Section 2)	904	Official
W&R 1.58	Facilities - vehicle maintenance	All records relating to the maintenance of fleet vehicles	Date of maintenance	6	Limitation Act 1980 (Section 2)	905	Official
W&R 1.59	Facilities - vehicle maintenance	All records relating to the ownership of fleet vehicles	Date that ownership is terminated	6	Limitation Act 1980 (Section 2)	906	Official
W&R 1.60	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	Date vehicle acquired	0	Limitation Act 1980 (Section 2)	907	Official

Directorate: Legal Services							
Service area: Legal							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LEG 1.1	Legal - advice	All records relating to copyright and intellectual property rights	Date intellectual property/copyright ends	6	Limitation Act 1980 (Section 2)	944	Legal Professional Privilege
LEG 1.2	Legal - case management	All records relating to general common law issues	Closure	6		1284	Legal
LEG 1.3	Legal - case management	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000	Date of the court order	6		1286	Legal
LEG 1.4	Legal - case management	Case files relating to Criminal Injuries Compensation Authority Claims	Date of birth of claimant	85 (Review at the end of 85 years)		1287	Legal
LEG 1.5	Legal - contracts	All records relating to actions founded on a simple contract	Last action on the contract	6	Limitation Act 1980 (Section 2)	1278	Legal
LEG 1.6	Legal - contracts	All records relating to contracts founded on a speciality	Date of case of action	12 (Review at end of 12 years - the period can be extended by virtue of Section 33)	Limitation Act 1980 (Section 2)	1279	Legal
LEG 1.7	Legal - contracts	Case files relating to the receipt and preparation of contract documents	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1280	Legal
LEG 1.8	Legal - contracts	Case files relating to the release of bonds	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1281	Legal
LEG 1.9	Legal - contracts	Company formation, contracts or similar matters	Closure of company	12	Limitation Act 1980 (Section 2)	1282	Legal
LEG 1.10	Legal - judicial review	Case files relating to judicial review	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1283	Legal
LEG 1.11	Legal - land and property	All records relating to the disposal of information systems	Date system disposed of	3		1253	Legal

Directorate: Legal Services							
Service area: Legal (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LEG 1.12	Legal - land and property	All records relating to the disposal of publicly owned equipment	Date of disposal of equipment	6	Limitation Act 1980 (Section 2)	1254	Legal
LEG 1.13	Legal - land and property	All records relating to the disposal of publicly owned land and property	Date of disposal of property	6	Limitation Act 1980 (Section 2)	1255	Legal
LEG 1.14	Legal - land and property	Case files relating to Deed of Release/Rectification/Variation By Client	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1256	Legal
LEG 1.15	Legal - land and property	Case files relating to grant of easement to the client	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1257	Legal
LEG 1.16	Legal - land and property	Case files relating to leases/tenancy agreements/licences to be granted to the client	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1258	Legal
LEG 1.17	Legal - land and property	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)	Close of case	6 (Review at end of 6 years)		1259	Legal
LEG 1.18	Legal - land and property	Case files relating to licences for assignment/under-letting/ alterations relating to leases	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	1260	Legal
LEG 1.19	Legal - land and property	Conveyancing - acting for purchaser		Permanent		1263	Legal
LEG 1.20	Legal - land and property	Conveyancing - acting for vendor on sale of the whole of the title	Completion of action	12		1264	Legal
LEG 1.21	Legal - land and property	Conveyancing - acting for vendor who retains part of the title		Permanent		1265	Legal
LEG 1.22	Legal - land and property	Loan Consents relating to loans made	Date of last payment on loan	12	Limitation Act 1980 (Section 2)	1266	Legal

Directorate: Legal Services							
Service area: Legal (continued)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LEG 1.23	Legal - litigation support	All records relating to the recovery of land	Date of case of action	12 (Review at end of 12 years. The same period is prescribed for the recovery of money charged on land, e.g. by mortgage, or the proceeds of sale of land, e.g. under a trust for sale. Longer periods are provided for Crown Lands, the period being either 60 or 30 years. Claims by subjects to recover lands from the Crown are barred after the ordinary period of 12 years)	Limitation Act 1980 (Section 2)	947	Legal
LEG 1.24	Legal - litigation support	Case files relating to injunction proceedings	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	948	Legal
LEG 1.25	Legal - litigation support	Case files relating to injunctions under the Town & Country Planning Acts	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	949	Legal
LEG 1.26	Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	Close of case	6	Limitation Act 1980 (Section 2)	1507	Legal
LEG 1.27	Legal - litigation support	Case files relating to the prosecution of breaches/review of community orders	Close of case	6 (Review at end of 6 years)	Limitation Act 1980 (Section 2)	951	Legal

Directorate: Legal Services							
2. Regulation of Investigatory Powers (RIPA)							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
RIPA 2.1	RIPA Authorisations	Documents pertaining to the authorisation of RIPA	Date of last action	1 or 3 years depending upon direction received from Nurainatta	Covert surveillance and property interference code of practice - Updated 2024	UDC	Legal
RIPA 2.2	RIPA Investigations	Conduct of Investigations that relate to RIPA Authorisations	Date of last action or conclusion of investigation unless required for evidential purposes	1	Covert surveillance and property interference code of practice - Updated 2024	UDC	Legal
3. Land Charges							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
LAND 1.1	Land charges search	All records relating to land charge searches	Year records created	1		619	Official
LAND 1.2	Land charges search	Land Charges Register		Permanent		620	Official

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>1. Recruitment &amp; Selection</b>							
HR 1.1	Councils staff Induction programme	All records relating to the creation, implementation and monitoring of the Council's induction programme	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.2	Conditions of employment for staff	All records relating to the development and implementation of terms and conditions of employment	Date terms and conditions expire	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.3	Selection of Statutory Officers	All records relating to the selection process for Statutory Officers	Date of appointment	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.4	Appointment of Statutory Officers	All records relating to the appointment of Statutory Officers	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.5	Job development & personal specifications	All records relating to the development and implementation of job descriptions and person specifications	Date JD/person specification superseded	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.6	Job evaluations	All records relating to establishing level and responsibilities for specific post	Date evaluation completed	Permanent	UDC practice	UDC	Official - Sensitive
HR 1.7	Application sifting and Interview process (Unsuccessful Candidates)	All records relating to sifting & interview for unsuccessful candidates	Date of outcome	6 to 12 months	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>1. Recruitment &amp; Selection - continued</b>							
HR 1.8	Application Sifting & Interview (Successful Candidates)	All records relating to sifting & interview for successful candidates	Date of outcome	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 1.9	Pre employment process	All records relating to the clarification of qualification and suitability for post sought	Date of outcome	Successful Candidates move to file then as long as the employee stays employed but upon leaving 6 years + current?	UDC practice	UDC	Official - Sensitive
HR 1.10	CRB/Disclosure process (where post requires)	All records related to Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms	Date check completed	As long as the employee stays employed as on I-Trent	UDC practice	UDC	Official - Sensitive
HR 1.11	Staff paid employment	All records relating to an individual's employment history - paid employment	Termination	As long as the employee stays employed as on I-Trent	UDC practice	UDC	Official - Sensitive
HR 1.13	Staff voluntary employment	All records relating to an individual's employment history - voluntary service	Termination	As long as the employee stays employed as on I-Trent	UDC practice	UDC	Official - Sensitive
<b>2. Occupational Health &amp; Staff Health Matters</b>							
HR 2.1	Staff- Health Screening	All records relating to employee eye tests	Eye test carried out	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 2.2	Staff - Health Referral	Health Referral files	Date of birth	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 2.3	Staff - Health Survey	Health Surveillance forms	Date of questionnaire	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>3. Staff Management, Development &amp; Performance</b>							
HR 3.1	Staff - Procedures	All records relating to the management of staff procedures	Date procedure superseded	Permanent	UDC practice	UDC	Official - Sensitive
HR 3.2	Staff Annual Leave	All records relating to the management of staff annual leave	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.3	Staff - Public Holidays	All records relating to the publication of a policy on public holidays	Date the policy superseded	Permanent	UDC practice	UDC	Official - Sensitive
HR 3.4	Staff - Time Management	All records relating to the process of monitoring staff leave and attendance	Date action completed	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.5	Staff - Sickness Management	All records relating to the monitoring of employee absence	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.6	Staff - Risk Management	Personal risk assessments relating to individuals returning to work	Date risk assessment expires	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.7	Staff - Risk Management	Personal risk assessment records for staff working with children or vulnerable adults	Termination of employment	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.8	Staff - Performance	Personnel records relating to staff performance	Action completed	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.9	Staff - Annual Appraisal	Personnel records relating to the annual appraisal of staff	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.10	Staff - Annual Appraisal (supporting measures)	Records relating to the processes to support the management of staff performance (including appraisals)	Date processes change	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>3. Staff Management, Development &amp; Performance - continued</b>							
HR 3.11	Staff - Continuing Professional Development	All records relating to workforce development	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.12	Staff Recognition Scheme	All records relating to schemes which recognise staff	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.13	Staff Recognition (Honours)	All records relating to the process of recommending employees for honours	Year of submission	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.15	Staff - References	All records relating to the management of the provision of staff references	Date of reference	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.16	Management of staff on Apprenticeships	Records relating to the management of individual staff apprentices	End of apprenticeship	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 3.17	Support to staff on Apprenticeships	Records relating to the processes to support the provision and management of staff apprenticeships	Date processes change	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>4. Staff Payroll, Benefits &amp; Expenses</b>							
HR 4.1	Equal Pay	All records relating to the implementation and management of Equal Pay	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.2	Staff - Overtime	All records relating to the management of staff overtime payments	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.3	Staff - Benefits	All records relating to the development and implementation of staff benefits	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.4	Staff - Expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.5	Travel records (Leased Vehicles)	All records relating to leased vehicle allowances	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.6	Travel records Staff (Private Vehicle use)	All records relating to officers driving their own vehicles on council business	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.7	Staff - payroll (Retirement benefits)	All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995	Date event takes place	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.8	Staff - payroll (National Insurance)	All records relating to Income Tax and National Health Insurance returns	End of the financial year to which records relate	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>4. Staff Payroll, Benefits &amp; Expenses - continued</b>							
HR 4.9	Staff - payroll (Inland revenue)	All records relating to Inland Revenue approval	Creation of records	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.10	Staff - payroll (Parental Leave - disabled child)	All records relating to the administration of parental leave where the child is disabled	Date of birth of child	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.11	Staff - payroll (Parental Leave - child)	All records relating to the administration of parental leave where the child is not disabled	Date of birth of child	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.12	Staff- payroll (Maternity)	All records relating to the administration of Statutory Maternity Pay	Tax year in which the maternity period ends	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 4.13	Staff - payroll (Statutory sick pay)	All records relating to the administration of Statutory Sick Pay	Tax year to which the sick pay relates	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>5. Staff Pensions - continued</b>							
HR 5.1	Staff - pension scheme - (Contributions)	All records relating to the monitoring of pension fund contributions (employer and employee)	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 5.2	Staff - pension scheme - (Personal Details)	Bank details, pay details of the individual pensioners	Date of the last payment	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 5.3	Staff - pension scheme - (Files for members & dependants)	Files relating to individual members of the pension scheme (including dependants)	Date of last contact with scheme	Claire do you want this to read 100 years ?	UDC practice	UDC	Official - Sensitive
HR 5.4	Staff - pension scheme - (Administration of fund)	Finance and procurement: Financial services: Treasury and investments: Information relating to the administration of the pension fund on behalf of admitted bodies	Creation of records	Permanent		1592	Official - Sensitive
HR 5.5	Staff - pension scheme - (Contribution spreadsheets)	Pension fund contribution income - annual year spreadsheets	Year records relate to	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 5.6	Staff - pension scheme - (Former employers)	Records of former employers and Associations	Date of the last contact with the scheme of the last pensioner/dependent	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 5.7	Staff - pension scheme - (Staff transfers into fund)	Returns relating to members of staff transferring into the pension fund	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>6. Disciplinary matters</b>							
HR 6.1	Staff - disciplinary procedures (Case Files)	Case files relating to disciplinary matters	Close of case	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 6.2	Disciplinary (Dismissal)	Casework: Disciplinary where the case results in dismissal	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 6.3	Disciplinary (No case to answer)	Casework: Disciplinary where the case results in no case to answer	Start of investigation	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 6.4	Disciplinary (Tribunal records)	All records relating to employment tribunal	Year records created	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 6.5	Disciplinary (Tribunal case files)	Case files relating to Employment Tribunal Claims and other employment matters	Closure	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
<b>7. Grievance, Victimization, Bullying, Harassment and Whistleblowing Matters:</b>							
HR 7.1	Staff - Victimization	All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace for council employees	Date policy is superseded	Permanent	UDC practice	UDC	Official - Sensitive
HR 7.2	Workplace Bullying	Casework - Harassment	Date case resolved	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 7.3	Staff - Grievance	Casework - Grievance procedure	Date grievance resolved	<i>As long as the employee stays employed but upon leaving 6 years + current</i>	<i>UDC practice</i>	UDC	Official - Sensitive
HR 7.4	Whistleblowing (Substantiated)	Documents linked to an investigation partially or wholly substantiated	Date case resolved	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Human Resources							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
<b>7. Grievance, Victimisation, Bullying, Harassment and Whistleblowing Matters: - continued</b>							
HR 7.5	Whistleblowing (Unsubstantiated)	Documents linked to an entirely unsubstantiated claim	Date claim found unsubstantiated	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
<b>8. Redeployment / Reorganisation &amp; Redundancy matters</b>							
HR 8.2	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.	Date the policy superseded	Permanent	UDC practice	UDC	Official - Sensitive
HR 8.3	Staff - Reorganisations	All records relating to the reorganisation of the internal workforce of the council	Date reorganisation is completed	Current year +6	UDC practice	UDC	Official - Sensitive
HR 8.4	Staff - Outplacement	All records relating to staff transferred to other organisations (TUPE)	Date of transfer	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive
HR 8.5	Staff - Outplacement	All records relating to individuals who are made redundant	DOB of the individual made redundant	As long as the employee stays employed but upon leaving 6 years + current	UDC practice	UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Contract, Performance & Risk							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
CP&R 1.1	Business Process Improvement	All records relating to the use of business process improvement to improve council services	Date of final report or implementation of improvements	6		1578	Official
CP&R 1.2	Corporate - development strategy	All records relating to the development and monitoring of annual business plans	Year records created	2		UDC	Official
CP&R 1.3	Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Year records created	5		674	Official
CP&R 1.4	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	Year records created	1		785	Official
CP&R 1.5	Procurement - contracts management	All records relating to evaluation criteria used to evaluate a contract	Date contract awarded	6 months		1406	Official
CP&R 1.6	Procurement - contracts management	All records relating to prequalification questionnaires	Creation of records	6	Limitation Act 1980 (Section 2)	1407	Official
CP&R 1.7	Procurement - contracts management	All records relating to successful tenders	Award of contract	0		1405	Official
CP&R 1.8	Procurement - contracts management	All records relating to the creation and monitoring of service level agreements	Date service agreement expires	6	Limitation Act 1980 (Section 2)	1189	Official
CP&R 1.9	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under seal	Last action on the contract	12	Limitation Act 1980 (Section 8)	786	Official

Directorate: Business, People and Performance							
Service area: Contract, Performance & Risk							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
CP&R 1.10	Procurement - contracts management	All records relating to the management of contracts for goods and services where the contract is under signature	Last action on the contract	6	Limitation Act 1980 (Section 5)	787	Official
CP&R 1.11	Procurement - contracts management	All records relating to unsuccessful tenders	Date contract awarded	6 months		1404	Official
CP&R 1.12	Corporate - project management	All records relating to the management of projects which end with a contract under seal	Last action on project	12	Limitation Act 1980 (Section 2)	1181	Official
CP&R 1.13	Corporate - project management	All records relating to the management of projects which end with a contract under signature	Last action on project	6	Limitation Act 1980 (Section 2)	1182	Official
PFI 1.1	PFI Funding	All records relating to the management of Public Finance Initiative (PFI) projects	Last action on handover project	15	Limitation Act 1980 (Section 8)	UDC	Official

Directorate: Business, People and Performance							
Service area: Internal Audit							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
IA 1.1	Corporate - audit and inspection	All records relating to audits carried out internally or externally	Date audit accepted	6	Local Government Finance Act 1992	1160	Official - Sensitive
IA 1.2	Corporate - audit and inspection	All records relating to counter fraud investigations	Date of completion of enforcement action	6	Limitation Act 1980	1161	Official - Sensitive
IA 1.3	Data associated with Internal Audit Charters	Internal Audit Charter- (reviewed every 2 years)	Date of record completion	3		UDC	Official - Sensitive
IA 1.4	Data associated with Internal Audit Strategies	Internal Audit Strategy	Date of Strategy approved	3		UDC	Official - Sensitive
IA 1.5	Data associated with Internal Audit Strategies	Annual Work Programme	Date of Work Programme approved	3		UDC	Official - Sensitive
IA 1.6	Data associated with Internal Audit Programme	Annual Internal Audit Programme	Date of publication	6		UDC	Official - Sensitive
IA 1.7	Data associated with the Internal Audit Manual	Annual Internal Audit Manual	Date of publication	When superseded		UDC	Official - Sensitive
IA 1.8	Data associated with Internal Audit Assignments	Interim Audit Reports/ Final Sign off reports on completion of assignment	Date of completion of Final report to which it relates	6		UDC	Official - Sensitive
IA 1.9	Data associated with defining the specific terms of reference for Audit assignments	Specific terms of reference for each Audit assignment	Date of publication	6		UDC	Official - Sensitive
IA 1.10	Data of a personal or sensitive nature obtained following Internal Audit Activities	Working papers / Test Papers / IDEA Reports	Date of publication	1		UDC	Official - Sensitive
IA 1.11	Data of a general nature obtained as a result of Internal Audit Assignments	Working papers / Test records	Date of publication	6		UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Internal Audit							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
IA 1.12	Data obtained in email correspondence which has significant bearing to Audit activity	Significant emails relating to ongoing audit.		6		UDC	Official - Sensitive
IA 1.13	Data obtained following interviews, meetings & general papers during Audit process	Notes of interviews, closing meetings and other related papers from general Internal Audit assignments	Issue of final report	6		UDC	Official - Sensitive
IA 1.14	Data obtained as back-ground	Background information from general Internal Audit assignments	Completion of work	Dispose of when audit completed		UDC	Official - Sensitive
IA 1.15	Data obtained as a result of Audit generated by irregularity or fraud	Interim Audit reports (where Fraud irregularity suspected)	Date of conclusion of legal proceedings or internal disciplinary action	Case proven: 6 Not proven: 3		UDC	Official - Sensitive
IA 1.16	Data obtained as a result of Audit generated by irregularity or fraud	Completed Audit reports (where Fraud irregularity suspected)	Date of conclusion of legal proceedings or internal disciplinary action	Case proven: 6 Not proven: 3		UDC	Official - Sensitive
IA 1.17	Data obtained of a personal or sensitive nature following advice received from general source or via consultancy activities	Consultancy advice / General Advice / Reports memos emails	Completion of work	1		UDC	Official - Sensitive
IA 1.18	Consultancy & General Advice data	Consultancy & General Advice data and documentation including reports, memos, emails	Completion of work	6		UDC	Official - Sensitive
IA 1.19	IDEA Projects data - containing personal or sensitive data	IDEA Projects data and documentation including reports, memos, emails	Completion of work	1		UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Internal Audit							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
IA 1.20	IDEA Projects data	IDEA Projects data and documentation including reports, memos, emails	Completion of work	6		UDC	Official - Sensitive
IA 1.21	Data of a personal or sensitive nature obtained or shared following National Fraud Initiative sharing of datasets	NFI Data Sets collected and uploaded to NFI for an exercise	Date of submission/receipt	1		UDC	Official - Sensitive
IA 1.22	Data collated as part of National Fraud Initiative Reviews	NFI Data matches used in NFI Exercise Reviews	Date of record completion	1		UDC	Official - Sensitive
IA 1.23	Data of a personal or sensitive nature obtained or shared following National Fraud Initiative sharing of datasets	NFI Data Sets collected and uploaded to NFI for an exercise	Date of submission/receipt	1		UDC	Official - Sensitive
IA 1.24	Data collated as part of National Fraud Initiative Reviews	NFI Data matches used in NFI Exercise Reviews	Date of record completion	1		UDC	Official - Sensitive

Directorate: Business, People and Performance							
Service area: Economic Development							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ED 1.1	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.	Year records created	1		283	Official
ED 1.2	Business continuity advice	All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations	Year records created	3		880	Official
ED 1.3	Business co-operatives	All records relating to the creation and management of business co-operatives	Year records created	6	HMRC - Compliance Handbook Manual CH15400	285	Official
ED 1.4	Business directories	All records relating to the creation of business directories	Year records created	3		960	Official
ED 1.5	Business security advice	All records relating to the provision of help and advice to businesses about business security	Year records created	6	Limitation Act 1980 (Section 2)	636	Official
ED 1.6	Business sponsorship opportunities	All records relating to business sponsorship offered to individual councils	Date of sponsorship	6	Limitation Act 1980 (Section 2)	1026	Official
ED 1.7	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.	Year records created	1		768	Official
ED 1.8	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.	Year records created	6	HMRC - Compliance Handbook Manual CH15400	564	Official

Directorate: Business, People and Performance							
Service area: Economic Development							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ED 1.9	Business awards	All records relating to the creation and management of business awards	Year records created	1		634	Official
ED 1.10	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.	Date of last payment of the grant	6	HMRC - Compliance Handbook Manual CH15400	284	Official
ED 1.11	Business security grants	All records relating to grants towards the installation of security systems for local businesses	Date of last payment on grant	6	HMRC - Compliance Handbook Manual CH15400	637	Official
ED 1.12	Commercial property development	All records relating to financial support provided for commercial property development	Date of last payment	6	HMRC - Compliance Handbook Manual CH15400	866	Official
ED 1.13	Shop front improvement grants	All records relating to the provision of shop front improvement grants	Year records created	6	HMRC - Compliance Handbook Manual CH15400	425	Official
ED 1.14	Business improvement districts (BID)	All records relating to the creation and management of Business Improvement Districts (BID)	Year of creation	6		1352	Official
ED 1.15	Economic reports and forecasts	All records relating to the development and publication of economic reports and forecasts	Year records created	10		282	Official
ED 1.16	Local economic development	All records relating to the management of local economic development	Year records created	6		281	Official
ED 1.17	Regeneration projects	All records relating to the management of regeneration projects	Last action on the project	12	Limitation Act 1980 (Section 2)	771	Official

Directorate: Business, People and Performance							
Service area: Economic Development							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ED(P) 1.1	Council car parks	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	Year records created	6	Limitation Act 1980 (Section 2)	416	Official
ED(P) 1.2	Council car parks	List of car parks owned and run by the local authority, their locations and tariffs.	Year records created	1		417	Official
ED(P) 1.3	Cycle and motorcycle parking	Records relating to the allocation of spaces in cycle and motorcycle racks	Date allocation ceases	3		1844	Official
ED(P) 1.4	Cycle and motorcycle parking	Records relating to the maintenance of cycle and motorcycle racks	Year records created	6	Limitation Act 1980 (Section 2)	1843	Official
ED(P) 1.5	Cycle and motorcycle parking	Records relating to the provision of cycle and motorcycle racks	Year records created	6	Limitation Act 1980 (Section 2)	1842	Official
ED(P) 1.6	Disabled people - parking bays	All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers	Year records created	6	Limitation Act 1980 (Section 2)	186	Official
ED(P) 1.7	Disabled people - parking permits	All records relating to the management of parking permits for disabled people	Date of application	3		189	Official
ED(P) 1.8	Estate parking	All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	Year records created	6	Limitation Act 1980 (Section 2)	93	Official
ED(P) 1.9	Parking permits	All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone	Date permit expires	6	Limitation Act 1980 (Section 2)	413	Official

Directorate: Business, People and Performance							
Service area: Economic Development							
Reference	Process Activity	Records Description	Retention Trigger	Retention (Years)	Retention Source	LGA ID Tag	Classification
ED(P) 1.10	Parking zones	All records relating to the creation, implementation and monitoring of controlled parking schemes	Year records created	6	Limitation Act 1980 (Section 2)	412	Official
ED(P) 1.11	Pavement parking	All records relating to the monitoring of pavement parking	Date of enforcement action	6	Limitation Act 1980 (Section 2)	414	Official
ED(P) 1.12	Private car parks	All records relating to the monitoring of car parks owned and operated by private companies	Year records created	6	Limitation Act 1980 (Section 2)	418	Official
ED(P) 1.13	Street parking enforcement	All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area	Year records created	6	Limitation Act 1980 (Section 2)	410	Official

**Change History Record:**

Issue	Reason for change	Approval	Date of Issue
Version.1	New document (First Publication)	Strategic Director (Digital Innovation & Commercialisation)	August 2024