



# Data Retention Policy and Data Retention Schedule

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## 1. Introduction

- 1.1 This Retention and Destruction Policy should be read in conjunction with the Council's other policies and procedures, in particular, the Data Protection Policy and the ICT Code of Conduct.
- 1.2 This policy describes the records which are kept by the Council, how long they should be kept for and whether they are to be deleted or archived at the end of their retention period.
- 1.3 This policy deals with all of the records held by the Council, but is principally concerned with those records which contain personal data.
- 1.4 The General Data Protection Regulation requires that the personal data held by the Council shall be adequate, relevant and limited to what is necessary in relation to the purposes for which the personal data is held. This is called the 'data minimisation' principle. In short – personal data should not be held for longer than is necessary.
- 1.5 This Policy is very large and is not designed to be read from cover to cover. Instead, please use the contents page or the CTRL+F function to locate the parts of the Policy which are relevant to you. The Policy is divided into departmental areas of The Council.
- 1.6 The retention periods set out in this Policy will not always be appropriate in every individual case. It is acknowledged that there may be individual instances where it is appropriate to retain an individual record or set of records for longer than specified in this Policy. Where these records include personal data, this must only be considered where there is a clear, lawful basis for retaining the data under the Data Protection Act 2018 and all applicable data protection legislation.
- 1.7 The Information Governance Manager should be consulted in instances where it is proposed to retain any record for longer than the period specified in this Policy.
- 1.8 Heads of Service (as Information Risk Owners- IROs) and Service Managers are responsible for ensuring that the records within their control are retained and destroyed in accordance with this Policy.
- 1.9 Overall responsibility for data protection within The Council lies with the Senior Information Risk Owner (SIRO), who is the Head of Law and Governance.
- 1.10 At the end of any retention period, it is important that records are destroyed securely. What will constitute 'secure' destruction will vary depending on the format of the record e.g. shredding will ordinarily be appropriate for paper records, but alternative means of destruction would be required for digital records.
- 1.11 The Information Governance Manager is able to advise on the retention of records and the means of securely destroying records.
- 1.12 All decisions regarding data retention periods are governed by all applicable data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
- 1.13 Some decisions regarding data retention periods are governed by other legislation that dictate legal minimum retention periods for some data held by The Council. Where applicable, this is referenced within the individual departmental data retention schedule.
- 1.14 Further to the retention periods identified below, there is a global retention policy on all files held on the District Council network of 6 years. Any files erased from departmental areas within 6 years of their last edit will be erased from relevant folders, but may be recovered if required for a clear, lawful purpose.
- 1.15 Retention of Microsoft Teams 'Chat' messages is set to 7 days.

## 2. Document Control

- 2.1 This Policy will be reviewed annually in line with legislation and official guidance. Details of updates made to this document are set out in the table below.

Version Number	Date of Edits	Description of Edits	Editor
1.0	28/10/20	Creation of current document	Gerard Gray Information Governance Manager

### **3. Retention of e-Mails**

- 3.1 The Council applies automated retention periods for e-Mails retained within the e-Mail platform utilised by The Council.
- 3.2 The e-Mail retention period for e-Mails in the 'Deleted Items' folder is 30 days.
- 3.3 The e-Mail retention period for e-Mails in other folders, including the 'Inbox', is 4 years.
- 3.4 The Council recognises that there may be times where there is a lawful basis for e-Mails to be retained for longer than the listed retention period allows. It is the responsibility of officers to ensure that any e-Mails saved outside of the e-Mail platform are retained lawfully and in line with all applicable Data Protection legislation.
- 3.5 The Council's Information Governance team will undertake audits on the use of digital storage across The Council to ensure that data is held in line with the Data Retention Schedule below.
- 3.6 The Information Governance Manager is able to advise on the retention of e-Mails, including the retention of e-Mails outside of the e-Mail platform used by The Council.

### **4. Retention of files held on third-party software**

- 4.1 Council Departments may make use of industry-specific third-party software hosted on The Council's network.
- 4.2 It is the responsibility of Heads of Service and Service Managers to ensure that data on third-party software hosted by The Council is held in line with the Data Retention Schedule below. It is also their responsibility to ensure that there are clear, documented processes in place to ensure that personal data is destroyed in line with retention limits identified below.
- 4.3 These processes will be audited on a regular basis by Information Governance.

### **5. Retention of files held by processors or joint-controllers**

- 5.1 Where Council data is held by third-party data processors or joint controllers, clear processes will be in place to ensure that the data is retained in line with agreed time periods, pursuant to all relevant Data Protection legislation.
- 5.2 These time periods will be clearly defined within the contract, Data Processing Agreement and/or Data Sharing Agreement in place between The Council and the third-party, and will be reviewed on a regular basis.

## 6. Departmental Data Retention Schedules

### Building Control

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to actions taken to enforce the Building Control Regulations	No	No	No	Not protectively marked	Archive	Legal	Retain from date of outcome of enforcement action for 6 years.
All records relating to the creation and management of the Building Control Register	No	No	No	Not protectively marked	N/A	Legal	Retain permanently.
All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings) including inspecting building work to ensure compliance	No	No	No	Not protectively marked	Archive	Legal	Retain from construction completed for 10 years.
All records relating to the process of approving building applications in relation to listed or other significant buildings	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the management of dangerous structures	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to demolition control	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to demolition enforcement	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.
Street naming and numbering files	Yes	No	No	Not protectively marked	N/A	Legal	Maintained.
Client email database	Yes	No	No	Official	Secure disposal	Business	Retain for 4 years.

**CCTV**

<b>Record Description</b>	<b>Contains personal Info</b>  Y/N	<b>Contains Special Category Info</b>  Y/N	<b>Criminal Offence Data</b>  Y/N	<b>Risk Classification</b>  (Public/Internal/Confidential/Restricted/Top Secret)	<b>Action at end of retention</b>  Secure disposal/Archives/Other	<b>Required for legal or Business need</b>  Legal/Business	<b>Retention Period</b>
All records relating to the release of CCTV evidence	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 1 year- longer in exceptional circumstances with clear lawful basis.
All records relating to the management of Town Centre and other maintained CCTV systems	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 1 year- longer in exceptional circumstances with clear lawful basis.
All records relating to the plans, measures taken, maintenance etc. in relation to the prevention of crime in town centres	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the provision of security in local authority buildings	No	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.

**Chief Executive**

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the publication of current job vacancies within the authority	No	No	Yes	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the publication of information and advice on how to deal with civil emergency situations such as rioting, threats of terrorism, extreme weather etc.	No	No	No	Not protectively marked	Archive	Business	Retain from year records created for 1 year.
All records relating to the provision of information to the public on what to do/who to contact in the event on an ongoing emergency related to public health such as a flu outbreak	No	No	No	Not protectively marked	Archive	Business	Retain from year records created for 1 year.
All records relating to the publication of information and advice on how to deal with emergency weather conditions such as flooding, heavy snowfalls etc.	No	No	No	Not protectively marked	Archive	Business	Retain from year records created for 1 year.
All records relating to the creation and delivery of PREVENT training	No	No	No	Not protectively marked	Archive	Business	Retain from date training superseded for 3 years.
All records relating to procurement advice	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the sale of services by individual authorities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to successful tenders	Yes	No	No	Official	Secure disposal	Business	Retain from award of contract.
All records relating to the creation and monitoring of service legal agreements	Yes	No	No	Official	Secure disposal	Legal	Retain from date service agreement expires for 6 years.
All records relating to the management of contracts for goods and services where the contract is under seal	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from last action on the contract for 12 years.
All records relating to the management of contracts for goods and services where the contract is under signature	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from last action on the contract for 6 years.
All records relating to unsuccessful tenders	Yes	No	No	Official	Secure disposal	Business	Retain from date contract awarded for 1 year.
All records relating to the development and implementation of procurement policy	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy expires for 6 years.
All records relating to the management of civic events	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the process of organizing a ceremonial event or civic occasions	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the recording of ceremonial events and civic occasions – visitor's book, photographs, weekly engagement list	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to the creation and management of media and publicity protocols	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy/protocol expires for 3 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the publication of the latest news and public information relevant to the local area	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to the creation and publication of official publications about the council and the surrounding area	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of first publication until when publication goes out of print.
All records relating to responses made by councils to external consultations	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the management of civic recognition and awards	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to the development, implementation and monitoring of equality and diversity policies	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy expires for 3 years.
All records relating to the development and implementation of organisation restructure	Yes	No	No	Official	Secure disposal	Business	Retain from date restructure completed for 6 years.
All records relating to the use of external graphic design services	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
All records relating to audits carried out internally and externally	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date audit accepted for 6 years.
All records relating to the development within the local area	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to twinning agreements or other partnerships with locations (e.g. cities, towns) in one or more different countries in order to promote cultural understanding between the communities	No	No	No	Not protectively marked	Archive	Business	Retain from date twinning arrangement commences retain until the date the twinning arrangement ends.
All records relating to the creation and analysis of customer satisfaction surveys	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to feedback and suggestions made by local residents including comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 3 years.
Records relating to processes to support consultations concerning service delivery	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Records relating to the consultation documents completed by service users concerning service delivery	Yes	No	No	Official	Secure disposal	Business	Retain from completion of survey until the legal/administrative purpose for its use has been fulfilled.
All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to Contractors' insurances	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date policy expires for 6 years.
All records relating to partnership working	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of partnership for 6 years.



<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the creation, implementation and maintenance of the local authority's emergency plan	No	No	No	Official	Secure disposal	Business	Retain from date the plan expires for 6 years.
All records relating to the testing of emergency plans	No	No	No	Official	Secure disposal	Business	Retain from date of the test for 6 years.
All records relating to the development of tourism opportunities	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 10 years.
All records relating to the publication of information from a national census or other surveys relating to the local area	No	No	No	Not protectively marked	Archive	Business	Retain from date first published until operational use.
All records relating to the collation and analysis of economic information	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to officers driving their own vehicles on council business	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of service
All records relating to employee eye tests	Yes	Yes	No	Official	Secure disposal	Business	Retain from eye test carried out until new eye test completed/ Duration of Service
All records relating to the management of trees which are the responsibility of the authority	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	No	No	No	Not protectively marked	N/A	Legal	Retain permanently.
All records relating to the creation and implementation of the Community Infrastructure Levy	No	No	No	Not protectively marked	N/A	Business	Retain permanently.

## Community Safety

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Client records relating to the use of civil injunctions	Yes	No	No	Official	Secure disposal	Legal	Retain from date injunction ends for 6 years.
Records relating to the development and management for processes to allow the use of civil injunctions	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year processes change for 6 years.
Client records relating to the management of community safety activities	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the development and management of processes to allow the provision of community safety activities	No	No	No	Not protectively marked	Archive	Business	Retain from year processes change for 6 years.
All records relating to referrals and support services made as part of the PREVENT requirements which contain personal information	Yes	Yes	Yes	Official – sensitive	Secure disposal	Legal	Retain e-mail records for 4 years.
All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons	Yes	Yes	Yes	Official	Secure disposal	Business	Retain e-mail records for 4 years.
All records relating to the work of Neighbourhood Policing Teams which do not contain personal information	No	No	Yes	Official	Secure disposal	Business	Retain from year records created for 6 years.
Records relating to the work of Neighbourhood Policing Teams	Yes	No	Yes	Official – sensitive	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the creation and implementation of measures aimed at preventing vandalism within the area	No	No	No	Not protectively marked	Archive	Legal	Retain from year records created for 6 years.
All records relating to anti-social behavior	Yes	No	Yes	Official	Archive	Legal	Retain from date of the resolution of enforcement action for 6 years.
CCTV Public System	Yes	Yes	Yes	Official - sensitive	Secure disposal	Business	Retain for 31 days unless preserved for purpose (+1 year)
Rural crime victim matrix referrals	Yes	Yes	Yes	Official - sensitive	Secure disposal	Legal	Retain from year records created for 6 years.
South Warwickshire ODOC Meeting (Prolific Offenders)	Yes	Yes	Yes	Official - sensitive	Secure disposal	Business	Retain e-mail records for 4 years.
CCTV access requests	Yes	No	Yes	Official - sensitive	Secure disposal	Legal	Retain from year records created for 6 years.
Homelessness Prevention Meetings	Yes	Yes	No	Official - sensitive	Archive	Business	Retain e-mail records for 4 years.
Funding bids and all associated paperwork including process and management	No	No	No	Not protectively marked	Secure disposal	Business	Retain from last action on project for 6 years.

## Consultation & Performance

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
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	No	No	No	Not protectively marked	Archive	Business	Retain from year records created for 1 year.
Residents Survey and Customer Satisfaction Index responses	Yes	Yes	No	Public	Disposal	Business	1 year (paper copies)
Citizens' Panel Database	Yes	Yes	No	Internal	Disposal	Business	For as long as consent given
Citizens Panel surveys responses	Yes	Yes	No	Internal	Disposal	Business	1 year (paper copies)
Business Survey replies	Yes	No	No	Internal	Disposal	Business	1 year (paper copies)
Business Sounding Board and Database	Yes	No	No	Internal	Maintained and Archive	Business	Duration of consent
All records relating to the management of staff consultation and feedback	Yes	No	No	Official	Secure disposal	Legal	Retain from completion for 1 year.

**Contracts Manager/Waste/Ground Maintenance/Leisure/Street Cleaning/Community Enhancement**

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the cutting of grass on public land	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the provision and maintenance of outdoor play facilities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for 18 years.
All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the maintenance of parks and open spaces	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to information about parks in the local area including location, facilities, opening times, events etc.	No	No	No	Not protectively marked	Archive	Business	Retain permanently
All records relating to the implementation and monitoring of food waste recycling schemes	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the provision of general information about waste, recycling and so on	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records to the provision of recycling bags and containers	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the creation, implementation and management of battery recycling schemes	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to residential recycling collections	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the provision and maintenance of litter bins	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the removal of litter from and the sweeping of the streets	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to street cleaning	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the collection of clinical waste	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through flytipping.	No	No	No	Not protectively marked	Archive	Legal	Retain from year records created for 6 years.
All records relating to bulky household waste collections	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the collection of household garden waste	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the monitoring and enforcement of household waste accumulation	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
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	Yes	No	No	Official	Secure disposal	Legal	Retain for duration of contract + 6 years.

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	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the provision of household waste containers	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the enforcement of household waste regulations	Yes	No	No	Official	Archive	Legal	Retain for duration of investigation + 6 years.
All records relating to the management of residential waste spillages	No	No	No	Not protectively marked	Archive	Legal	Retain from date of spillage for 6 years.
All records relating to the enforcement of the duty of care concerning the disposal of refuse	No	No	No	Not protectively marked	Archive	Legal	Retain from date of any enforcement action for 6 years.
All records relating to the creation and publication of a directory of local sports clubs and organisations which provide sporting facilities to local residents	No	No	No	Not protectively marked	Maintained	Business	Retain permanently-maintained
All records relating to partnership with local, regional and national partners to create equitable and sustainable opportunities for sports participation at every level	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to information about sports facilities	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to information relating to the development of sports facilities and programs	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the marketing of sporting events/awards	No	No	No	Not protectively marked	Archive	Business	Retain from year records created for 3 years.
All records relating to the provision of public swimming pools and associated facilities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of contract + 6 years.
All records relating to the development, implementation and management of car parks which are owned and run by the District Council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
List of car parks owned and run by the local authority, their locations and tariffs.	No	No	No	Not protectively marked	Maintained	Business	Retain permanently-maintained
Records relating to the allocation of spaces in cycle and motorcycle racks	Yes	No	No	Official	Maintained	Business	Retain from year records created for 6 years.
All records relating to the provision of parking areas for heavy goods vehicles	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the enforcement of off street parking regulations within the local authority area	Yes	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Swimming pools monitoring and inspection records	No	No	No	Not protectively marked	Secure disposal	Legal	Length of contract + 6 years.
All records relating to the monitoring of the quality of water in public swimming pools and spa pools	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the removal of abandoned items and vehicles reported on local roads or property	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 2 years.
Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 1 year.
Site files relating to individual waste sites which may be managed by a number of different contractors over its life span	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of life of the site for 7 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the provision of bins for the collection of dog waste in local public areas	No	No	Yes	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to monitoring and dealing with flyposting	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date of enforcement action for 6 years.
All records relating to the removal of waste which has been dumped by fly-tippers	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the monitoring and enforcement of action in individual cases against fly tipping	Yes	No	No	Official	Secure disposal	Legal	Retain from date of the resolution of any enforcement action for 6 years.
Records relating to the processes to support enforcement action taken against fly tippers	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date process changes for 6 years.
All records relating to the reporting and removal of graffiti from buildings	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the monitoring and enforcement of action in individual cases against litter dropping	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the processes to support the enforcement of litter dropping schemes	No	No	Yes	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
All records relating to the determination of parking regulations (residents and visitor parking) on council property for enforcement of those regulations	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
MOP records	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years
Victorian Christmas Market	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years
Market forum, contact list and meeting minutes	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 10 years.
Rural cinema data	Yes	No	No	Not protectively marked	N/A	Business	Retain permanently.

Corporate

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Team meeting/management team meeting minutes and papers held by individual teams where no corporate decisions are made	No	No	Yes	Not protectively marked	Archive	Business	Retain from date of meeting for 1 year.
All records relating to a formal complaint about one or more services provided by the local authority	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to complaints referred to the Local Government Ombudsman	Yes	No	No	Official	Secure disposal	Business	Retain from date complaint resolved for 6 years.
All records relating to links between local people, local organisations and decision makers	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Asset register	No	No	No	Not protectively marked	Archive	Legal	Retain from life of the asset for 6 years.
Corporate risk register	No	No	No	Not protectively marked	Maintained	Legal	N/A
All records relating to the management of internal procedures and facilities involved in the delivery of services not covered elsewhere in the schedule	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to creation, implementation and monitoring of a strategic plan for the council	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date plan expires for 6 years.
All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	No	No	No	Not protectively marked	Secure disposal	Business	Variable- Department-specific dependent upon need- case-by-case basis.
All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the creation of a retention schedule for the authority	No	No	No	Not protectively marked	Maintained	Business	N/A
All records relating to the development and implementation of the record of processing activity	No	No	No	Not protectively marked	Maintained	Business	N/A
Funding bids and all associated paperwork including process and management	No	No	No	Not protectively marked	Secure disposal	Business	Retain from last action on project for 12 years.

## Customer Services

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Post Log (for return items only)	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Mitel Call Logger	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Mitel Contact Centre	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Contact Centre Log	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Benefits Log	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Customer Registration details	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
Sign in records	Yes	No	No	Not Classified	Secure disposal	Business	Retain for 1 year
CCTV Screen for customer service	Yes	Yes	No	Official	Secure disposal	Business	Retain for 31 days unless otherwise required
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 district parking zone	Yes	No	No	Official	Secure disposal	Legal	Retain from date permit expires for 6 years.
All records relating to the creation, implementation and monitoring of district parking schemes	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
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	Yes	No	Yes	Official	Secure disposal	Business	Retain from date systems updated for 1 year.
Copy documents relating to the 'Tell us Once' system	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the provision of interpreting and translation services	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of service use for 3 years.



## Democratic Services

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the publication of details of committees and the dates and venues for forthcoming meetings	No	No	No	Not protectively marked	N/A	Business	Retain from date of publication until this will be a dynamic document, constantly updating.
All records relating to the creation of management of the authority's constitution	No	No	No	Not protectively marked	N/A	Legal	Retain permanently.
All records relating to the creation and publication of election results	Yes	No	No	Not protectively marked	Archive	Legal	Retain from date of the election for 1 year.
All records relating to the creation and management of electoral boundaries	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the process of administering nominations for elections	Yes	No	No	Not protectively marked	Archive	Legal	Retain from date of the election for 1 year.
All records relating to the creation and publication of the electoral register	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of the election for 1 year.
Background papers to reports – Principal set	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of meeting for 6 years.
Minutes and decisions – copies for public inspection	No	No	No	Not protectively marked	Archive	Legal	Retain from date of meeting/decision for 6 years.
Principal copy minutes and decisions, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	No	No	No	Not protectively marked	Archive	Legal	Retain from date of meeting/decision for 6 years.
All records relating to the administration of postal voting schemes	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 1 year.
All records relating to the administration of proxy voting schemes	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 1 year.
Information on the different referenda which can take place and legal terms under which they may be carried out	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the administration of the voting process for individual elections including ballot papers	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 1 year.
All records relating to Councillor casual vacancies	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to a complaint made against a councillor where the complaint is unfounded	Yes	No	No	Official	Secure disposal	Business	Retain from year complaint made for 6 years.
All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor	Yes	No	Yes	Official	Secure disposal	Business	Retain from year complaint made for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor	Yes	No	Yes	Official	Secure disposal	Business	Retain from year complaint made until the length of time the sanction is in force/ 6 years, whichever is longer.
All records relating to councillors' declaration of interest	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from date member leaves office for 18 months.
All records relating to the compiling and publication of a councillors' directory	Yes	No	No	Not protectively marked	Secure disposal	Business	Duration of councillor's service.
Information about elected local representatives, their roles, how they are elected and where to find out who are your current representatives	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for councillor's term of office.
All records relating to liaison with parish/town council and councillors	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Recordings of meetings	No	No	No	Not protectively marked	Secure disposal	Business	Variable dependent upon lawful basis.
All records relating to the administration of Independent Remuneration Panel	Yes	No	No	Official	Secure disposal	Business	Retain from creation of records for 6 years.
All records relating to the administration of appointments & membership of committees & working groups	Yes	No	No	Not protectively marked	Archive	Business	Retain from year records created for 6 years.
All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Yes	No	No	Official	Secure disposal	Legal	Retain from date of election for 4 year.
All records relating to the management of the members electoral cycle	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date cycle ends for 4 years.
All records relating to the provision of a forward plan of key decisions to be made by the executive	No	No	No	Not protectively marked	Archive	Legal	Retain from creation of records for 6 years.
All records relating to the provision of induction and training for new members and ongoing development support to existing members	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 4 years.
All records relating to research into matters to be considered by Scrutiny	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 6 years.
All records relating to the management of consultation on any proposal being Scrutinised – Monitoring of implementation of Scrutiny & overview committee decisions	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 6 years.
All records relating to expenses and allowances paid to councillors including the publication of this information (Finance/HR)	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the administration and recording of the appointment of Members to Outside Bodies	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain from end of appointment/office for 6 years.
All records relating to the creation and management of Members Code of Conduct	No	No	No	Not protectively marked	N/A	Business	Retain from creation of code of conduct until code is replaced.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b> <b>Secure disposal/Archives/Other</b>	<b>Required for legal or Business need</b> <b>Legal/Business</b>	<b>Retention Period</b>
All records relating to community grants	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of last payment of grant for 6 years.
All records relating to cultural grants	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from last payment on the grant for 6 years.
All records relating to grants made to voluntary organisations (Housing)	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of last payment of grant for 6 years.
All records relating to the processing and management of petitions	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 6 years.

## Environmental Health

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Food handling questionnaire	Yes	No	No	Official	Secure disposal	Business	Retain from date of questionnaire for 6 years.
Records relating to specific enforcement actions relating to dangerous dogs	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of the resolution of enforcement action for 6 years.
Records relating to the processes to allow enforcement action relating to dangerous dogs	No	No	Yes	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Records relating to the management of dog registration schemes where the names of individual owners are recorded	Yes	No	No	Official	Secure disposal	Legal	Retain from date registration expires for 6 years.
Records relating to the processes to allow the administration of dog registration schemes	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Records relating to dog wardens' activities which may include enforcement action which refer to specific individuals	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of the resolution of enforcement action or resolution of situation for 6 years.
Records relating to processes required to support the collection and detention of stray animals	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the collection and detention of stray animals where owners' or other interested parties' personal information is recorded	Yes	No	No	Official	Secure disposal	Legal	Retain from date of the resolution of enforcement action or resolution of situation for 6 years.
All records relating to the development, implementation and monitoring of programmes	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Records relating to the investigation of specific food poisoning and contamination incidents where the records contain personal information	Yes	Yes	Yes	Official	Secure disposal	Business	Retain from date investigation concluded for 6 years.
All records relating to food safety enforcement actions	No	No	Yes	Official	Secure disposal	Legal	Retain from date the enforcement action completed/life of the ban for 6 years.
All records relating to the management of food safety inspections and approvals	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to food safety including advice and risk assessment	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date created for 6 years.
All records relating to the provision of pest control services	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
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	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date created for 5 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the enforcement of the smoking ban	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.
All records relating to the inspection and monitoring of air handling units	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of inspection for 5 years.
All records relating to measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to all aspects of asbestos management	No	No	No	Not protectively marked	Secure disposal	Business	Retain from closure of building for 40 years.
All records relating to enforcement of compliance with the Clean Air Act	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.
All records relating to the monitoring of construction site pollution	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the maintenance of a register of contaminated land	No	No	No	Not protectively marked	Maintained	Business	Retain permanently.
All records dealing with reports of incidents of light and noise pollution	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from completion of enforcement action for 6 years.
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	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date investigation ends for 6 years.
All records relating to the analysis of private water supplies	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of analysis for 6 years.
All records relating to the processes to support the emptying of cesspools and septic tanks	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Records relating to the emptying of cesspools and septic tanks for individually named householders	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the monitoring of smoke control records	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.
All records relating to the monitoring of water pollution	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to monitoring water quality	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the removal of dead animals from publicly accessible area	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of removal of dead animal for 6 years.
Records relating to the processes to support monitoring and enforcement of action against dog fouling	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date process changes for 6 years.
Records relating to the monitoring and enforcement of action in individual cases against dog fouling	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of the resolution of any enforcement action for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the publication of bathing water information	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Client records relating to the investigation into infectious diseases	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the processes to support investigations into infectious diseases	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year processes change for 6 years.
All records relating to the creation, implementation and management of water fluoridation schemes	No	No	No	Not protectively marked	Secure disposal	Business	Retain from termination of scheme for 20 years.
All records relating to the enforcement of public health	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of enforcement action for 6 years.
All records relating to the administration of permits for pollution control	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date permit expires for 6 years.
All records relating to the regulation of solvent emissions where contamination of land is involved	No	No	Yes	Not protectively marked	Secure disposal	Business	Retain permanently.
All records relating to the regulation of solvent emissions where contamination of land is not involved	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date of enforcement action for 6 years.
All records relating to the registration of food businesses	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date registration expires for 6 years.
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	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from life of check for 6 years.
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	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of assessment for 6 years.
All records relating to the monitoring and management of derelict properties	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date of any action taken about derelict property for 6 years.
Records relating to the enforcement of powers to deal with specific cases of idling vehicles	Yes	No	No	Official	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.
All records relating to permission granted by local authorities for the closure of roads to allow sporting events or parades to take place	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of event for 6 years.
All records relating to the creation and management of designated public places orders	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date order expires for 6 years.
All records relating to applications for and management of Public Spaces Protection Orders	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from date order is spent for 6 years.
All records relating to the provision of advice on the protection and enhancement both the local rural environment and wildlife	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the provision of grants for developing areas of the countryside for public use and education	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of last payment on grant for 6 years.
All records relating to the support of ecology and geology of the local area	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the development and implementation of environmental policy	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy superseded for 40 years.
All records relating to landscape character assessment	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of the assessment until date that the landscape is destroyed.
All records relating to the management of local access forums	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created 4 years.
All records relating to the creation, implementation and maintenance of Surface Water Management Plans (SWMP)	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the provision and management of sustainable development	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the management of the countryside including nature conservation, access and informal recreation issues	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from last action on individual projects for 6 years.
All records relating to the creation, management and publication of the Self Build and Custom House Building Register	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 6 years.
Self Build and Custom House Building Register	Yes	No	No	Not protectively marked	N/A	Business	Retain permanently.
Case files relating to Section 106 agreements	Yes	No	No	Official	Secure disposal	Business	Retain from close of case for 6 years.
Health and safety – prosecution register	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to health and safety training provided to employees by local authorities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date qualification expires for 6 years.
All records relating to the provision of work health and safety advice and training	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Risk Assessments (relating to hazardous substances)	No	No	No	Not protectively marked	Archive	Legal	Retain for duration of use.
All records relating to health and safety campaigns carried out by local authorities	No	No	No	Not protectively marked	Archive	Business	Retain from date of end of campaign for 3 years.
All records relating to health and safety strategy including policy documents, development and implementation and health and safety policies	No	No	No	Not protectively marked	Archive	Legal	Retain from date policy superseded for 6 years.

## Estates Surveyors

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the provision of an estates management service for land and property in the area	No	No	No	Not protectively marked	Archive	Legal	Retain from year records created for 6 years.
All records relating to the certification of buildings (not listed buildings)	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for life of building.
All records relating to the completion of property valuations	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from disposal of the property for 6 years.
All records relating to the design and construction of buildings (listed buildings)	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for life of building.
All records relating to the design and construction of buildings (not listed buildings)	No	No	No	Not protectively marked	Archive	Legal	Retain for life of building.
All records relating to the feasibility of the design and construction of buildings	No	No	No	Not protectively marked	Secure disposal	Business	Retain for life of building.
Case file relating to the sale of property by auction	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Records relating to the management of council properties which are owned or leased by the Council but which have not been built by the Council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of council use of the building for 6 years.
Surveys of buildings owned by local authorities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from disposal of the building for 6 years.
All records relating to maintenance and refurbishment on council land and property	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to property deeds where the property is housing owned by the Council	Yes	No	No	Official	Secure disposal	Business	Retain from disposal of the building for 6 years.
All records relating to community asset transfers	No	No	No	Not protectively marked	Secure disposal	Business	Permanently retained.
All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area	No	No	No	Not protectively marked	Secure disposal	Business	Retain for life of building.
Records relating to permission given to named individuals to film/photograph publicly owned buildings	Yes	No	No	Official	Secure disposal	Business	Retain from date consent granted for 6 years.
Records relating to the management of the process to grant permission to film/photograph publicly owned buildings	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date consent granted for 6 years.
All records relating to the registration of publicly owned land and property	No	No	No	Not protectively marked	Archive	Business	Retain from date land acquired until public ownership of the land ceases.



<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the compulsory acquisition of property (Legal?)	Yes	No	No	Official	Archive	Legal	Retain from date of acquisition until ownership of property ends.
Records relating to former tip sites (and Tim Berwick)	No	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years after disposal
All records relating to the management of common land	No	No	No	Not protectively marked	N/A	Business	Permanently retained.
Applications to register a piece of land as a village green, register of common land and village greens	Yes	No	No	Not protectively marked	N/A	Business	Permanently retained.
Records relating to the administration of the RADAR Key scheme which contain personal information about individual keyholders	Yes	No	No	Official	Secure disposal	Business	Retain from date radar key issued for 3 years.
All records relating to the provision and management of public conveniences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the provision and maintenance of all car parking facilities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
All records relating to the provision of information on events and activities that have or will take place in the local area. Events/activities may be run by the local authority, local volunteer groups or other organisations	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to accessibility of buildings owned by public authorities and other facilities in the area	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the maintenance of cycle and motorcycle racks	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the provision of cycle and motorcycle racks	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Asset management plans	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Sale of property (other than by auction or Order Of Court Protection)	Yes	No	No	Official	Archive	Legal	Retain from close of case for 6 years.
All records relating to the provision and maintenance of street furniture	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.
All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This does not include highway retaining walls and walls providing a safety barrier	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date maintenance carried out for 6 years.
All records relating to the placing of tourist signs	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.

## Finance

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the publication of spending plans	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the banking of monies paid to the council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the receipt of payments made to the council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which the records relate for 6 years.
Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the creation and implementation of the annual budget for the council	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the creation and implementation of departmental budgets	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the creation and implementation of partnership budgets	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the monitoring and reporting on the annual and departmental budgets	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the management of local authority financial assets	No	No	No	Not protectively marked	Archive	Legal	Retain during ownership of asset.
All records relating to the investment of local authority funds	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to charging of staff time and/or use of equipment between departments within the organisation	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the adoption and development of policies and procedures for accounting practice	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
Payroll records	No	No	No	Not protectively marked	Secure disposal	Legal	Hold indefinitely
Insurance records/claims	No	No	Yes	Not protectively marked	Secure disposal	Legal	Hold indefinitely

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b> <b>Secure disposal/Archives/Other</b>	<b>Required for legal or Business need</b> <b>Legal/Business</b>	<b>Retention Period</b>
All records relating to expenditure made by the council including invoices, purchase orders etc.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the publication of details of council expenditure which can be viewed by local residents	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the publication of council accounts	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which the records relate for 6 years.
All records relating to the transparency of senior salaries	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to value for money activities	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
Bank reconciliation records	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
Records concerning the processes to allow the payment of local crisis payments	No	No	No	Not protectively marked	Secure disposal	Business	Retain from end of the financial year to which the records relate for 6 years.
All records relating to insurance claims made against the Council by officers/third parties	Yes	No	No	Official	Secure disposal	Legal	Retain from date claim settled for 6 years.
All records relating to insurance claims made by the Council against third parties	Yes	No	No	Official	Secure disposal	Legal	Retain from date claim settled for 6 years.
All records relating to the payment of insurance premiums	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the registration of insurance claims	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to valuations for insurance claims	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date insurance claim resolved for 6 years.
Employer's Liability Insurance Policy	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy expires for 6 years.
Insurance policies taken out by the Council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date policy expires for 6 years.
All records relating to the publication of council accounts	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the development and implementation of staff benefits	No	No	No	Not protectively marked	Secure disposal	Legal	Retain for duration of employment
All records relating to Income Tax and National Health Insurance returns	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from end of the financial year to which records relate for 6 years
All records relating to the ownership, acquisition and disposal of fleet vehicles	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date that ownership is terminated for 6 years.
All records relating to the maintenance and management of fleet vehicles	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of maintenance for 6 years.

## Housing

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Client records relating to disabled facilities' grants.	Yes	Yes	No	Official	Secure disposal	Legal	Retain from date of last payment of grant for 6 years.
Client records relating to rent assistance offered to private tenants	Yes	No	No	Official	Secure disposal	Business	Retain from year records for 6 years.
Records relating to processes to support the payment of rent assistance offered to private tenants	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of payment for 6 years.
All records relating to the provision and management of a Local Involvement Network [LINK]	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 4 years.
Information about housing associations in the borough	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to housing transfer to a private registered provider	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of transfer for 6 years.
All records relating to the development, implementation and monitoring of a social housing policy	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date policy expires for 3 years.
Client records relating to short term and emergency accommodation for homeless people	Yes	No	No	Official	Secure disposal	Legal	Retain from last contact for 6 years.
Records relating to the processes supporting the provision of short term and emergency accommodation for homeless people	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date processes change for 6 years.
All records relating to the provision of hostels and other temporary accommodation	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the provision of information and support to anyone who is providing property for rent in the local area	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention and single homeless advice	Yes	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> (Public/Internal/Confidential/Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to fair rents inspections	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of inspection for 6 years.
All records relating to the registration of houses in multiple occupation	Yes	No	No	Official	Secure disposal	Legal	Retain from date registration expires for 6 years.
All records relating to safety inspections of houses in multiple occupation	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of inspection for 6 years.
All records relating to the administration of landlord accreditation schemes	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain from date accreditation ends for 3 years.
All records relating to the licensing of houses in multiple occupancy	Yes	No	No	Official	Secure disposal	Legal	Retain from date licence expires for 6 years.
All documentation relating to benefit documentation relating to <b>successful claims</b> including: notification letters and any correspondence with individuals and third parties, claim forms and associated documents/correspondence, appeals process and any correspondence and documents arising out of the appeal, new claims, changes in circumstances, rent and tenancy, information about overpayments, Discretionary Housing Payments. This list is not exhaustive and any documentation held in connection with benefits will be covered by this section.	Yes	Yes	No	Not protectively marked	Secure disposal	Business	Retain from last action for 10 years for successful claims.
All documentation relating to benefit documentation relating to <b>unsuccessful claims</b> including: notification letters and any correspondence with individuals and third parties, claim forms and associated documents/correspondence, appeals process and any correspondence and documents arising out of the appeal, new claims, changes in circumstances, rent and tenancy, information about overpayments, Discretionary Housing Payments. This list is not exhaustive and any documentation held in connection with benefits will be covered by this section.	Yes	Yes	No	Not protectively marked	Secure disposal	Business	Retain from last action for 6 years for unsuccessful claims.
All documentation relating to business rates including: bills, letters/correspondence, forms, direct debit details, reliefs, discounts, exemptions, occupation and vacation details, Valuation Office Agency information, appeals process and any correspondence and documents arising out of the appeal. This list is not exhaustive and any documentation held in connection with business rates will be covered by this section.	Yes	Yes	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All documentation relating to Council Tax Documentation including: financial information, discounts, exemptions, property information, appeals process and any correspondence and documents arising out of the appeal, bills, letters/correspondence, occupation and vacation details, Valuation Office Agency Information. This list is not exhaustive and any documentation held in connection with Council Tax will be covered by this section.	Yes	Yes	No	Not protectively marked	Secure disposal	Business	Retain from last action for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> (Public/Internal/Confidential/Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All documentation relating to Local Council Tax Reduction including: appeals process and any correspondence and documents arising out of the appeal, new claims and associated documents/correspondence, changes in circumstances, hardship fund applications. The list is not exhaustive and any documentation held in connection with Local Council Tax Reduction will be covered by this section.	Yes	Yes	No	Not protectively marked	Secure disposal	Business	Retain from last action for 6 years.
All documentation to do with fraud or suspected fraud including letters, forms etc.	Yes	Yes	Yes	Not protectively marked	Secure disposal	Business	Retain from last action for 6 years.
Local Government Ombudsman Complaints	Yes	Yes	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 10 years.
Court Orders	Yes	Yes	Yes	Official	N/A	Legal	Retain permanently.
Court documents	Yes	Yes	Yes	Official	N/A	Legal	Retain permanently.
All documentation relating to debt enforcement	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to Local Housing Allowance Schemes	Yes	No	No	Official	Secure disposal	Business	Retain from last action for 6 years.
All records relating to recovery records of overpayment (sundry debts)	Yes	Yes	No	Official	Secure disposal	Business	Retain for 10 years.
All records relating to policies, procedures and guidance	No	No	No	Not protectively marked	Secure disposal	Business	Retain until superseded + 3 years.
Abritas Home Choice Plus Letting System	Yes	Yes	No	Official	Secure disposal	Legal	Retain until cessation of let + 6 years.
SCAN (Senior Citizen Action Network) membership lists	Yes	No	No	Official	Secure disposal	Business	As long as consent is given plus 6 months
List of services/people we can refer individuals to who provide Dementia support services	Yes	No	No	Not protectively marked	Secure disposal	Business	As long as services are being provided
List of Activities for Older People in Stratford Town	Yes	No	No	Not protectively marked	Secure disposal	Business	As long as the activities are delivered
RES details	Yes	Yes	No	Official	Secure disposal	Legal	Retain for 6 years
Current tenancy problems spreadsheet	Yes	Yes	Yes	Official	Secure disposal	Business	Maintained until end of tenancy
Independent Living advice applications	Yes	Yes	No	Official	Secure disposal	Business	Retain for one year
Bed and Breakfast details	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for length of service
Rough sleepers list	Yes	No	No	Official	Maintained	Business	Maintained
Empty property register	Yes	No	No	Official	Maintained	Business	For as long as the properties are empty
Call out log spreadsheet	Yes	No	No	Official	Secure disposal	Business	Retain for 6 years

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Nominations spreadsheet	Yes	No	No	Official	Secure disposal	Business	Retain for 6 years
Referrals log	Yes	No	No	Official	Secure disposal	Business	Retain for 6 years
Safeguarding Adult Notification Records + Adult Referral Records	Yes	No	No	Official	N/A	Legal	Retain indefinitely
Rouge Landlord Database	Yes	Yes	Yes	Official	Secure disposal	Legal	Retain for duration of active use + 6 years
Domestic Homicide Review Information	Yes	No	Yes	Official	N/A	Legal	Retain indefinitely
Ombudsman Complaints and Investigations	Yes	No	Yes	Official	N/A	Legal	Retain indefinitely
Refugee resettlement property information	Yes	No	No	Official	N/A	Legal	Retain for duration of settlement + 6 years
All records relating to the provision of advice and information to the public on all aspects of public health relating to housing	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>  Secure disposal/Archives/Other	<b>Required for legal or Business need</b>  Legal/Business	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>				
All records relating to the creation and publication of a staff directory	Yes	No	No	Not protectively marked	Secure disposal	Business	Retained for duration of employment.
All records relating to the management of staff annual leave	Yes	No	No	Not protectively marked	Secure disposal	Business	Retained for duration of employment.
Personnel records relating to staff performance, appraisal and management support for staff	Yes	No	No	Official	Secure disposal	Legal	Retained for duration of employment + 6 months.
Records relating to the management of individual staff apprentices and support	Yes	No	No	Official	Secure disposal	Legal	Retained for duration of employment + 6 months.
All records relating to leased vehicle allowances	No	No	No	Not protectively marked	Secure disposal	Legal	Retained for duration of employment.
All records relating to workforce development	No	No	No	Not protectively marked	Secure disposal	Business	Retained for duration of employment + 6 months.
Case files relating to disciplinary matters	Yes	No	Yes	Official	Secure disposal	Legal	Retained for duration of employment + 6 months.
All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retained for duration of employment + 6 months.
Case files relating to Employment Tribunal Claims and other employment matters	Yes	No	Yes	Official	Secure disposal	Legal	Retain from closure for 6 years.
All records relating to the implementation and management of Equal Pay and job evaluation	No	No	No	Not protectively marked	Archive	Business	Retained for duration of employment.
All records relating to the payment of legitimately incurred business expenses to officers and others working for the organisation	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
Casework – grievance procedure	Yes	No	No	Official	Secure disposal	Legal	Retained for duration of employment + 6 months.
Occupational Health referral + Health Surveillance files	Yes	Yes	No	Official – sensitive	Secure disposal	Business	Retain from date of birth for 120 years.
Personnel records relating to the management of staff training	Yes	No	No	Official	Secure disposal	Business	Retained for duration of employment + 6 months.
All records relating to individuals who are made redundant	Yes	No	Yes	Official	Secure disposal	Business	HR files: Retained for duration of employment + 6 months.
All records relating to staff transferred to other organisations (TUPE)	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of transfer for 6 years.
All records relating to the management of staff overtime payments	Yes	No	No	Official	Secure disposal	Legal	Retain from creation of records for 6 years.
All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995	Yes	No	No	Official	Archive	Legal	Retain for duration of employment



<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>  Secure disposal/Archives/Other	<b>Required for legal or Business need</b>  Legal/Business	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>				
All records relating to Inland Revenue approval	No	No	No	Not protectively marked	Archive	Business	Retain for 6 years.
All records relating to relocation claims	Yes	No	No	Official	Secure disposal	Legal	Retain from end of the financial year to which records relate for 3 years.
All records relating to the administration of parental leave where the child is disabled	Yes	No	No	Official	Secure disposal	Business	Retain from date of birth of child for 18 years.
All records relating to the administration of parental leave where the child is not disabled	Yes	No	No	Official	Secure disposal	Legal	Retain from date of birth of child for 6 years.
All records relating to the administration of Statutory Maternity Pay	Yes	No	No	Official	Secure disposal	Legal	Retain from tax year in which the maternity period ends for 6 years.
All records relating to the administration of Statutory Sick Pay	Yes	No	No	Official	Secure disposal	Legal	Retain from tax year to which the sick pay relates for 6 years.
All records relating to the monitoring of pension fund contributions (employer and employee)	No	No	No	Official	Secure disposal	Legal	Retain from year records created for 6 years.
Pension scheme bulk transfer files	Yes	No	No	Official	Archive	Business	Retain from date of the last contact with the scheme of the last pensioner/dependent for 6 years.
All records relating to an individual's employment history – paid employment	Yes	No	No	Official	Archive	Legal	Retain for duration of employment + 6 years.
All records relating to an individual's employment history – voluntary service	Yes	No	No	Official	Archive	Legal	Retain for duration of employment + 6 years.
All records relating to the appointment of Statutory Officers	Yes	No	No	Official	N/A	Business	Retain permanently.
All records relating to the selection process for Statutory Officers	Yes	No	No	Official	Archive	Business	Retain for duration of employment + 6 years.
Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms	Yes	No	Yes	Official – sensitive	Secure disposal	Legal	Retain from date check completed for 6 months.
The selection of an individual for an established position	Yes	No	No	Official	Secure disposal	Business	Retain from recruitment finalized for 1 year.
All records relating to the reorganization of the internal workforce of the council	Yes	No	No	Official	Secure disposal	Legal	Retain for duration of employment + 6 months.
Personal risk assessments relating to individuals returning to work	Yes	No	No	Official	Secure disposal	Legal	Retain for duration of employment + 6 months.
All records relating to training concerning children	Yes	No	No	Not protectively marked	Archive	Business	Retain from date training completed for 40 years.
All records relating to training not concerning children	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for duration of employment + 6 months.
All records relating to the checking/vetting of contract and supplier staff	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date check carried out for 6 years.
All records relating to the provision of volunteering opportunities available in the community	No	No	Yes	Not protectively marked	Archive	Business	Retain from year records created for 1 year.
All records relating to the provision of programmes to promote the development of learning and employment	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy.	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date the policy expires for 3 years.
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	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the collection and analysis of staff statistics	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 5 years.
All records relating to the use of the Equality Framework for Local Government (EFLG)	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 3 years.

## Information Governance

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Policies and procedures developed for managing requests for information under FOI, EIR, DPA and GDPR	No	No	No	Not protectively marked	Archive	Business	3 years after policy expiration
All records relating to the creation and implementation of policies under General Data Protection Regulations	No	No	No	Not protectively marked	Archive	Business	3 years after policy expiration
FOI/EIR Requests (inc. Internal Reviews)	Yes	Yes	Dependent	Not protectively marked/ Confidential	Secure disposal	Legal	4 years after last correspondence
Subject Access Requests- inc. all relevant documentation (inc. Internal Reviews)	Yes	Yes	Dependent	Not protectively marked/ Confidential	Secure disposal	Legal	1 year after last correspondence
Data Breach Concerns	Yes	Yes	Dependent	Not protectively marked/ Confidential	Secure disposal	Legal	6 years
ROPA, DPIA, Privacy Notice, Data Retention Ownership Lists	Yes	No	No	Not protectively marked	Maintained	Business	Updated on staff change and fully updated annually
Departmental IRO Lists	Yes	No	No	Not protectively marked	Maintained	Business	Updated on staff change and fully updated annually
Records of departmental DPIAs, ROPAs, DSAs, Data Retention Policies	No	No	Dependent	Not protectively marked	Maintained	Legal / Business	3 years after expiration

IT

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the creation, implementation and maintenance of the local authority's IT disaster recovery plan and business continuity plans	Yes	No	No	Official	Secure disposal	Business	Retain from date the plan expires for 6 years.
All records relating to the testing of IT disaster recovery plans	Yes	No	No	Official	Secure disposal	Business	Retain from date of the test for 6 years.
All records relating to the requests for support on JIRA and Helpdesk system.	Yes	No	No	Official	Archive	Business	Retain from year records created for 6 years.
All records relating to the collection and analysis of staff usage statistics	Yes	No	No	Official	Secure disposal	Business	Retain from year records created for 6 months.
All records relating to changes made to information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system decommissioned for 6 years.
All records relating to the configuration of information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the creation and implementation of system tracking requirements	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the creation of system process maps	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the design and construction of information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the development of systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the implementation of ICT systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to internal room bookings	Yes	No	No	Official	Secure disposal	Business	Retain from creation of records for 6 years.
All records relating to the creation and implementation of security measures for information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the maintenance of systems hardware	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date created until date system decommissioned.
All records relating to system fault reporting	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the maintenance and monitoring of ICT networks	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date created until date system decommissioned.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b>  (Public/ Internal/ Confidential/ Restricted/Top Secret)	<b>Action at end of retention</b>  Secure disposal/Archives/Other	<b>Required for legal or Business need</b>  Legal/Business	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>				
All systems manuals relating to current information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system commissioned until date system decommissioned.
All records relating to the purchase and installation of peripheral ICT equipment	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from financial year records were created for 6 years.
All records relating to ICT resource management	No	No	No	Not protectively marked	Secure disposal	Business	Retain until equipment is disposed.
All information relating to user profiles for information systems	Yes	No	No	Official	Maintained	Business	Maintained
All records relating to the creation and implementation of policy and procedures relating to information security	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records until superseded plus 6 years.
All records relating to software licenses for information systems	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date system decommissioned for 6 years.
All records relating to the creation and maintenance of the council website	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records for 6 years.
Geographical information system (GIS)	No	No	No	Not protectively marked	N/A	Business	Retained permanently
Emergency contact list	Yes	No	No	Official	Maintained	Legal	Maintained
All records relating to the accessibility of web sites	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 3 years.

Legal

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the development and implementation of byelaws and regulations	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date byelaw expired for 6 years.
All records relating to copyright and intellectual property rights	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date intellectual property/copyright ends for 6 years.
All records relating to general common law issues	Yes	No	Yes	Not protectively marked	Secure disposal	Business	Retain from closure for 6 years.
All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000	Yes	No	Yes	Official	Secure disposal	Business	Retain from date of the court order for 6 years.
All records relating to actions founded of a simple contract	No	No	No	Official	Secure disposal	Legal	Retain from last action on the contract for 6 years.
All records relating to contracts founded on a specialty (deed)	No	No	No	Official	Secure disposal	Legal	Retain from date of case of action for 12 years.
Case files relating to the receipt and preparation of contract documents	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 6 years.
Case files relating to the release of bonds	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 6 years.
Company formation, contracts or similar matters	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from closure of company for 12 years.
Case files relating to judicial review	No	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
All records relating to the disposal of publicly owned equipment	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of disposal of equipment for 6 years.
All records relating to the disposal of publicly owned land and property	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of disposal of property for 6 years.
Case files relating to Deed Of Release/Rectification/Variation/Easements By Client	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 12 years.
Case files relating to leases/tenancy agreements/licences/easements to be granted to the client	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Case files relating to Legal Charges	No	No	No	Not protectively marked	Secure disposal	Business	Retain from close of case for 6 years.
Case files relating to legal charges, licences for assignment/under-letting/alterations relating to leases	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Conveyancing – acting for purchaser	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
Conveyancing – acting for vendor on sale of the whole of the title	No	No	No	Not protectively marked	Secure disposal	Business	Retain from completion of action for 12 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/ Internal/ Confidential/ Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Conveyancing – acting for vendor who retains part of the title	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
Loan consents relating to loans made	Yes	No	No	Official	Secure disposal	Legal	Retain from date of last payment on loan for 12 years.
All records relating to the recovery of land	Yes	No	No	Official	Secure disposal	Legal	Retain from date of case of action for 12 years.
Case files relating to injunction proceedings	Yes	No	Yes	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Case files relating to Magistrate's Courts Proceedings	Yes	No	Yes	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Case files relating to the prosecution of breaches/review of community orders	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
All records relating to property deeds where the property is housing owned by the Council	Yes	No	No	Official	Secure disposal	Business	Retain from date ownership commenced until property is sold.
All records relating to community asset transfers	No	No	No	Not protectively marked	N/A	Business	Permanently retained.
Records relating to permission given to named individuals to film/photograph publicly owned buildings	Yes	No	No	Official	Secure disposal	Business	Retain from date consent granted for 3 years.
Records relating to the management of the process to grant permission to film/photograph publicly owned buildings	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date permission granted until film/photograph is disposed of.
Records relating to permission given to named individuals to host events on publicly owned land	Yes	No	No	Official	Secure disposal	Legal	Retain from date consent granted for 6 years.
All records relating to the creation of property enquiry certificates	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of search for 6 years.
Homelessness review, appeal files	Yes	Yes	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Homelessness review outcomes	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Information law files	Yes	No	No	Not protectively marked	Secure disposal	Legal	6 years.
Staff structure and responsibilities	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 6 years.
Planning obligations	Yes	Yes	No	Not protectively marked	Secure disposal	Legal	Retain from completion for 12 years.
Administration of estates	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 12 years.
Street naming	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 6 years.
Footpaths	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 12 years.
Judicial review files	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 12 years.
Planning appeals	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 12 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/ Internal/ Confidential/ Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Planning committee	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Planning enforcement	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 12 years.
Non-contentious property files	Yes	No	No	Official	Secure disposal	Legal	Indefinitely
Assets of Community Value	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Property disputes	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Licensing disputes	Yes	Yes	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Procurement and contract files	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Member files	Yes	No	No	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Land charges register	Yes	No	No	Not protectively marked	Secure disposal	Legal	Indefinitely.
Land charges searches	Yes	No	No	Official	Secure disposal	Business	6 years
Road closure applications	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from close of case for 6 years.
All records relating to the management of projects which end with a contract under seal	No	No	No	Not protectively marked	Archive	Legal	Retain from last action on project for 12 years.
All records relating to the management of projects which end with a contract under signature	No	No	No	Not protectively marked	Archive	Legal	Retain from last action on project for 6 years.



## Licensing

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the licensing and monitoring of street traders and street trading	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires or date of the resolution of enforcement action for 6 years.
All records relating to premises closure notices	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date notice is spent for 6 years.
Records relating to processes to ensure animal inspection	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Records relating to specific animal inspections	Yes	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to animal welfare schemes which could include enforcement action where specific individuals are named	Yes	No	Yes	Official	Secure disposal	Legal	Retain from date of the resolution of enforcement action or resolution of situation for 6 years.
Records relating to the administration of animal welfare schemes which could include enforcement action	No	No	Yes	Not protectively marked	Secure disposal	Legal	Retain from date of enforcement of expiry of licence for 6 years.
All records relating to the administration of personal alcohol and entertainment licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of temporary event notices	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of the event for 6 years.
All records relating to the administration of licences relating to animals and animal welfare	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of pet shop licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of riding establishment licence schemes	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to administration of zoo licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of scaffolding and hoarding licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the registration, business and premises of licencing	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the regulation of petrol vapour recovery	No	No	No	Not protectively marked	N/A	Business	Retain permanently.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to the regulation of solvent emissions where contamination of land is not involved	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of enforcement action for 6 years.
All records relating to the registration of Sunday trading notification	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date registration expires for 3 years.
Information on the locations, opening times and facilities of permanent or temporary markets/farmer markets within the local authority area. Also includes information for prospective and existing stallholders.	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the administration of gambling & lottery including licences/permits etc.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from expiry of licence for 6 years.
All records relating to the administration of licences relating to hazardous materials	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the administration of licences for weighbridge operator's licence	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to applications for and management of taxi & private hire licence including Hackney Carriage	Yes	No	No	Official	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the administration of voluntary sector transport licences	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
All records relating to the registration of scrap metal sites and licences connected with waste and pollution	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date licence expires for 6 years.
Disclosure and Barring Service Checks	Yes	Yes	Yes	Official	Secure disposal	Legal	Duration of the application process
Medical Certificate	Yes	Yes	No	Official	Secure disposal	Legal	Attached to individuals' records.
CSE Awareness Training	Yes	No	No	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Disability Awareness	Yes	No	No	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Advanced Drivers (DSE)	Yes	No	No	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Driving Licence	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Drivers' Licence Mandate (history check)	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Application Form	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Issue of Licences	Yes	No	No	Official	Secure disposal	Legal	Retained until license expires.
Complaints/Compliance Monitoring	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Private Hire Operators Application Form	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' records. General records retained for 6 years.
Application Form and Supporting Documents (Vehicle V5 registration document, Insurance Certificate, Metre Calibration certificate, MOT and Inspection Sheets, contract evidence for dispensation requests)	Yes	No	No	Official	Secure disposal	Legal	Attached to vehicle records. General records retained for 6 years.
Personal Licence Application and Supporting Documents (Basic Disclosure, proof of recognised licensing qualification, proof of the individuals right to work in the UK, Disclosure of Convictions declaration and 2 photographs) –	Yes	Yes	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Licence Applications and Supporting documents (Including proof of the applicants right to work in the UK) – Direct Application to SDC	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Sex Establishment Licensing – Licence Applications and Supporting Documents (Basic Disclosure Certificate and photo ID)	Yes	Yes	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Street Trading Licences – Licence Applications and Supporting documents (Basic Disclosure Certificate(s) and photograph of applicant and any staff members).	Yes	Yes	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Tattooing/Skin Piercing Registrations – Registration Applications and Supporting Documents (professional registrations/qualifications).	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
House to House Collection Licence – Licence Application and Supporting documents (Authorisation from Charity)	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Street Collection Licence – Licence Application and Supporting Documents (Authorisation from Charity).	Yes	No	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records. General records retained for 6 years.
Scrap Metal Licences – Licence Application and Supporting Documents (Basic Disclosure Certificate(s), Vehicle	Yes	Yes	Yes	Official	Secure disposal	Legal	Attached to individuals' licence records.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Registration documents, Environment Agency Permits/Licences or Exemptions, NI Number and photograph of applicant and any staff members)							General records retained for 6 years.
Food Premises Registration	Yes	No	Yes	Official	Maintained	Legal	Maintained
Food Samples	Yes	No	No	Official	Secure disposal	Business	Retained until sampling completed
Formal Notices (FOSH)	Yes	No	Yes	Official	Secure disposal	Legal	Retained for life of business
Infectious Disease Notification (Food)	Yes	Yes	Yes	Official	Secure disposal	Legal	Retain for 6 years from last action
Formal Action Files (FOSH)	Yes	Yes	Yes	Official	Secure disposal	Legal	Retain for 6 years from last action
Accidents (OSH)	Yes	Yes	No	Official	Secure disposal	Business	Retain for 6 years from last action
Health & Safety Inspections/Interventions	Yes	No	Yes	Official	Secure disposal	Legal	Retain for 6 years from last action
Food Premises Inspections	Yes	Yes	Yes	Official	Secure disposal	Legal	Retain for 6 years from last action
Temporary Events (FOSH)	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years from last action
Heartbeat Awards (Food)	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years from last action
Non Domestic Rate Payer details (FOSH)	Yes	No	No	Official	Maintained	Legal	Maintained
Approvals (Food)	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years from last action
Health & Wellbeing Charter Award (OSH)	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years from last action
Skin Piercing/Tattooing Licence Visit	Yes	No	No	Not protectively marked	Secure disposal	Business	Retain for 6 years.

## Planning

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Records relating to the processes to support the provision and management of unauthorised sites for use by travelers within the area including dealing with unauthorised use of land by traveller communities	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to planning or related applications	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the enforcement of development control that has not resulted in formal action	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of the resolution of any enforcement action for 10 years.
All records relating to the enforcement of development control that has resulted in formal action	No	No	No	Official	Archive	Legal	Retain permanently.
All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	No	No	No	Not protectively marked	Secure disposal	Legal	Retain until process expires + 3 years.
All records relating to land charge searches	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Land Charges Register	No	No	No	Not protectively marked	Maintained	Business	Maintained
All records relating to planning area searches	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 1 year.
All records relating to the monitoring of building and landscape design	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date development planned until development ceases to exist.
All records relating to the creation and implementation of land use proposals	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date proposals superseded for 6 years.
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	No	No	No	Official	N/A	Business	Retain permanently.
All records relating to the naming and numbering of streets	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
Third party responses	Yes	Yes	No	Not protectively marked	N/A	Legal	Removed from website following decision. Retain permanently.
Planning register	Yes	No	No	Not protectively marked	N/A	Legal	Retain permanently.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/ Internal/ Confidential/ Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Microfiche (Historic Planning enforcement file) (this includes where investigation leads to action and where no action is taken)	Yes	Yes	Yes	Official	N/A	Legal	Retain permanently – do not destroy enforcement records. Some historic files have been microfiched or back scanned with originals destroyed.
Public Register of Enforcement Notices	Yes	No	Yes	Not protectively marked	N/A	Legal	Permanent – Hard Copy and Electronic.
Planning Enforcement Inboxes	Yes	Yes	Yes	Official	Secure disposal	Business	Deleted after 4 years.
Officers site visit book	Yes	Yes	Yes	Official	Secure disposal	Business	Retain for 6 years.
Regulatory Committee Agenda Papers- Blue Paper version	Yes	No	Yes	Official	Secure disposal	Legal	Confidential shredding within 12 months.
Regulatory Committee Agenda Papers- non-Blue Paper version	Yes	No	Yes	Not protectively marked	N/A	Legal	Permanent - Electronic.
All records relating to the construction of vehicle crossovers at the request of residents	Yes	No	No	Official	Secure disposal	Legal	Retain from date of completion of crossover for 6 years.
All records relating to the assessment of complaints in relation to high hedges	Yes	No	No	Official	Secure disposal	Legal	Retain from date of decision for 6 years.
All records related to listed buildings	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the management of conservation areas	No	No	No	Not protectively marked	N/A	Business	Retain permanently.
All records relating to the monitoring of hazardous substances	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of monitoring for 40 years.

## Policy

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the use of business process improvement to improve council services	No	No	No	Official	Secure disposal	Business	Retain from date of final report or implementation of improvements for 6 years.
All records relating to the development of a community strategy	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date strategy expires/is superseded for 6 years.
All records relating to the creation and implementation of a Local Development Framework	Yes	No	No	Not protectively marked	Archive	Legal	Retain from date framework expires/is superseded for 6 years.
All records relating to the creation, implementation and management of the local plan	Yes	No	No	Not protectively marked	Archive	Business	Retain from date plan expires/is superseded for 6 years.
All records relating to the development and implementation of Neighbourhood development plans	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date plan expires/is superseded for 6 years.
All records relating to the creation and implementation of statutory development plans	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date plan expires/is superseded for 6 years.
All records relating to the creation of a Transport Strategy	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date plan expires/is superseded for 6 years.
Brownfield Land Register	Yes	No	No	Official	Maintained	Legal	Obligated to keep register up-to-date. Sites come off register when built. Unbuilt sites would remain on register until deemed by SDC unlikely to be built.
Call for sites register (published and internal version)	Yes	No	No	Official	Secure disposal	Business	Sites remain on register until advised that no longer available.
Consultation database	Yes	No	No	Official	Secure disposal	Business	Retain in perpetuity.
Self-build register	Yes	Yes	No	Official	N/A	Legal	Retain in perpetuity.
Housing sites schedule	Yes	No	No	Not protectively marked	Maintained	Legal	Maintained annually
Housing Strategy (Questionnaires/Evidence Log)	Yes	No	No	Official	Secure disposal	Legal	Retain for 6 years.
Housing waiting list data	Yes	Yes	No	Official	Secure disposal	Legal	Retain for 6 years.
Housing Needs Surveys	Yes	Yes	No	Official	Secure disposal	Legal	Retain for 6 years.
Neighbourhood Planning Consultations	Yes	No	No	Not protectively marked	Archive	Business	Retain from date plan expires/is superseded for 6 years.
Project specific consultation communication/documentation and commissioning	Yes	No	No	Official	Secure disposal	Business	Retain for 6 years.
All records relating to the support and development of arts and tourism in the local community	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the creation of business directories	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b> <b>Secure disposal/Archives/Other</b>	<b>Required for legal or Business need</b> <b>Legal/Business</b>	<b>Retention Period</b>
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	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of last payment of the grant for 6 years.
All records relating to financial support provided for commercial property development	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of last payment for 6 years.
All records relating to the provision of office and industrial business space for rent to businesses in the local community.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records (except financial) relating to the booking of conference halls and meeting rooms available for hire from the local authority	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to information on holiday/business accommodation available in the local area	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
All records relating to the management of tourist information centres	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Event photographs	Yes	No	No	Not protectively marked	Archive	Business	Retain for 6 years.
Shakespeare's England	Yes	No	No	Official	Maintained	Business	Maintained
Historic, failed, abortive tender documents	Yes	No	No	Official	Secure disposal	Business	Retain for 1 year from records created.



## Premises

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
All records relating to the reporting of accidents where the person concerned is over 18	Yes	Yes	No	Official	Secure disposal	Legal	Retain from date of accident for 4 years.
All records relating to the reporting of accidents where the person concerned is under 18	Yes	Yes	No	Official	Secure disposal	Legal	Retain from date of accident for 4 years.
All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Yes	Yes	No	Official	Secure disposal	Legal	Retain from date of accident for 4 years.
All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Yes	Yes	No	Official	Secure disposal	Legal	Retain from date of accident for 4 years.
All records relating to the registration of keyholder details with the council in order to ensure that there is a keyholder who can be contacted if the alarm is causing a noise nuisance	Yes	No	No	Official	Maintained	Business	N/A- Held location-specific.
All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date adaptations complete for 6 years.
All records relating to the management on air handling units in properties owned by the Council	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
Asbestos register	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 40 years.
All records relating to the purchase of consumables for local authorities	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from financial year records were created for 6 years.
All records relating to the provision of facilities for staff	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date use of the facility ceases for 6 years.
All records relating to building acquisition	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date that use of the building ceases for 6 years.
All records relating to the certification of buildings (listed and significant)	No	No	No	Not protectively marked	Archive	Legal	Duration of ownership.
Energy certificates	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date created for 6 years.
All records relating to the provision of security in local authority buildings	No	No	No	Official	Secure disposal / Archive	Legal	Retain from year records created for 6 years.
All records relating to the control of noise at work	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from date of any enforcement action for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification</b> <b>(Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
All records relating to maintenance and refurbishment on Council-owned buildings.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
All records relating to the management of reception facilities including security and CCTV	No	No	No	Not protectively marked	Secure disposal	Business	Retain from creation of records for 6 years.
Fire risk assessments	No	No	No	Not protectively marked	Archive	Legal	Retain for 15 years.
All records relating to the provision and maintenance of water supplies in council offices	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
Data relating to inspection of equipment	No	No	No	Not protectively marked	Archive	Legal	Retain from date of inspection for 6 years.
Potentially Violent Person Database	Yes	Yes	Yes	Official	Maintained	Business	N/A

## Revenues

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
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.	Yes	Yes	Yes	Official	Archive (100 years)	Legal	Retain from year records created for 6 years.
Records relating to the creation and management of benefit advice schemes.	No	No	No	Not protectively marked	Secure disposal	Business	Retain from year records created for 6 years.
Case files relating to debt recovery.	Yes	No	Yes	Official	Secure disposal	Legal	Retain from close of case for 6 years.
Client records relating to debt enforcement.	Yes	No	Yes	Official	Secure disposal	Legal	Retain from year records created for 6 years.
Records relating to the creation and management of debt enforcement schemes.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from year records created for 6 years.
Client records relating to information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice given might be actionable.	Yes	Yes	Yes	Official	Secure disposal	Legal	Retain from date advice given for 6 years.
Client records relating to information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice is not actionable.	Yes	Yes	Yes	Official	Secure disposal	Business	Retain from date advice given for 6 years.
Client records relating to applications for and payment of universal credit	Yes	No	No	Official	Archive	Business	Retain from creation of records for 6 years.
Records concerning the processes to allow applications for universal credit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Records relating to the management of processes concerning housing benefit appeals	No	No	No	Not protectively marked	Archive	Business	Retain from date process changes for 6 years.
Client records relating to back date claims for housing benefit	Yes	No	No	Official	Archive	Business	Retain from date claim resolved for 6 years.
Records relating to the management of processes concerning back date claims for housing benefit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Client records relating to current claims for housing benefit	Yes	Yes	No	Official	Archive	Business	Retain from year records created for 6 years.
Records relating to the management of processes concerning current claims for housing benefit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.

<b>Record Description</b>	<b>Contains personal Info</b>	<b>Contains Special Category Info</b>	<b>Criminal Offence Data</b>	<b>Risk Classification (Public/Internal/Confidential/Restricted/Top Secret)</b>	<b>Action at end of retention</b>	<b>Required for legal or Business need</b>	<b>Retention Period</b>
	<b>Y/N</b>	<b>Y/N</b>	<b>Y/N</b>		<b>Secure disposal/Archives/Other</b>	<b>Legal/Business</b>	
Client records relating to new claims for housing benefit	Yes	Yes	No	Official	Archive	Business	Retain from year records created for 6 years.
Records relating to the management of processes concerning new claims for housing benefit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Client records relating to the overpayment of housing benefit	Yes	Yes	No	Official	Archive	Business	Retain from date overpayment resolved for 6 years.
Records relating to the management of processes concerning overpayment of housing benefit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Client records relating to the renewal of housing benefit	Yes	Yes	No	Official	Archive	Business	Retain from date of renewal for 6 years.
Records relating to the management of processes concerning renewal of housing benefit	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date process changes for 6 years.
Client records relating to the provision of Local Housing Allowance schemes	Yes	Yes	No	Official	Archive	Business	Retain from date of decision for 6 years.
Records relating to processes to support the provision of Local Housing Allowance schemes	No	No	No	Not protectively marked	Secure disposal	Business	Retain from date of payment for 6 years.
All records relating to the investigation, detection and prosecution of benefit fraud	Yes	No	Yes	Official	Archive	Business	Retain from date case resolved for 6 years.
All records relating to the management of indemnification for members and officers	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from creation of records for 6 years.
All records relating to counter fraud investigations	Yes	No	Yes	Official	Archive	Legal	Retain from date of completion of enforcement action for 6 years.
Electoral Canvassing Data Matching Files	Yes	No	No	Official	Secure disposal	Business	Until completion of Canvass process
EAS and TUO	Yes	No	Yes	Official	Secure disposal	Business	Retain from creation of records for 6 years.
Rent increases	Yes	No	No	Official	Archive	Business	Retain from creation of records for 6 years.
Discretionary Housing Payment Returns	Yes	No	No	Official	Archive	Legal	6 years.
DD reports	Yes	No	No	Official	Archive	Legal	6 years.
Staff leave details	Yes	No	No	Official	Secure disposal	Business	6 years.
NDR Shared Service Data	Yes	No	No	Official	Archive	Legal/Business	Various
Client records relating to applications for employment & support allowance.	Yes	Yes	Yes	Official	Archive	Legal	Retain from creation of records for 6 years.
Records relating to management of employment & support allowance schemes.	No	No	No	Not protectively marked	Secure disposal	Legal	Retain from financial year records were created for 6 years.

## Venture House

Record Description	Contains personal Info Y/N	Contains Special Category Info Y/N	Criminal Offence Data Y/N	Risk Classification (Public/ Internal/ Confidential/ Restricted/Top Secret)	Action at end of retention Secure disposal/Archives/Other	Required for legal or Business need Legal/Business	Retention Period
Client data	Yes	No	Yes	Official	Secure disposal	Legal	From last interaction + 6 years
Visitor data	Yes	No	No	Official	Secure disposal	Business	One year
Networking data	Yes	No	No	Official	Secure disposal	Legal	From last interaction + 6 years
Newsletter	Yes	No	No	Official	N/A	Business	Rolling update
CCTV System	Yes	Yes	Yes	Official	Secure disposal	Business	31 days
Any files relating to the management and upkeep of Venture House	No	No	No	Not classified	Archive	Business	Rolling update
Venture House policies and procedures	No	No	No	Not classified	Archive	Legal	Rolling update