

## Retention Schedule - Building Control

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Application type	Document type	Retention Period	comments
All types	Application form	As soon as contact details in Uniform are verified as correct, (1 month from submission date maximum).	Allows for accuracy of information transferred to Uniform to be checked.
All types	Contact details (fields on Uniform)	3 months after date of completion.	Status change to complete will automatically trigger deletion of contact details as well as dispatching completion certificate.
FP/IA		<b>If work starts:</b> 15 years from date of completion	As in accordance with National Building Control performance standards. Retain only the electronic records for the reference, address, description, decision type, decision date and completion date.
		<b>If no work commences:</b> 3 months after revocation.	Uniform to be set up to automatically revoke after 3 years but period can be extended with agreement of BC Manager. Retain only the electronic records for the reference, address, description, reception date, decision type, decision date and revocation date.
BN		<b>If work does not start:</b> 3 years 1 month from date of valid decision.	Retain only the electronic records for the reference, address, description, reception date, decision type, decision date and revocation date.
		<b>If work starts:</b> 15 years from date of completion	Retain only the electronic records for the reference, address, description, decision type, decision date and completion date.
RG		15 years from date of completion	Retain only the electronic records for the reference, address, description, decision type, decision date and completion date.

PA		3 years 6 months from date of decision advice notice	Retain only the electronic records for the reference, address, description, suggested decision type, suggested decision date.
EX	Decision letter	3 years	All documentation and records destroyed.
	All other correspondence	Date decision letter sent	Status of application changing to complete triggers deletion of all personal data leaving only the property details submitted.
FQ		9 months from date of substantive response	All documentation and records destroyed.
GEN		9 months from date of last substantive response	All documentation and records destroyed.
General correspondence	All types	9 months from date of last substantive response	All documentation and records destroyed.
Solicitors enquiries	All types	9 months from date of last substantive response.	All documentation and records destroyed.
3 <sup>rd</sup> party/neighbour enquiries		9 months from date of substantive response.	All documentation and records destroyed.
Historic records	All types	<b>All records on all applications are cleansed 18 years after date of valid submission.</b>	Typically projects complete within 1-3 years. It is therefore reasonable to expect that all historic jobs will have been completed within 5 years of the date of submission. As not completed retain only the electronic records for the reference, address, description, decision type, decision date, inspection types carried out, inspections dates and inspections results.
CPS		Keep all records as they are electronic and hold limited detail already	
CF		Delete all records over 15 years old	Delete electronic records and any paper versions. Reception date to be used to guide the age of the application
Superseded		Once the new application has been received and a decision issued keep only the skeletal information	Once the decision has been issued on the amended application retain only the reference number, location of works, description of works, reception date, decision type, decision date and rejection reasons

UN		Live – All details for up to 5 years from the UN being created. All live UN's over 5 years old. If not in contact with the owners retain only skeletal information.	Old UN's should not exist they should have been deleted or changed to an application  UN's over 5 years older than reception date should only retain the electronic data of location, reception date, description of unauthorised works and inspection details not including names
DEM		One year and 6 months after decision date all documentation destroyed. Only limited information kept electronically	Limited information to be retained is the location address, description of works, notified consultees, demolition decision type and date and the redacted demolition notice. NOTE: We need to add an expiry to the notice
PR		12 months after last substantive response	All records and documents destroyed
DS		Live – Keep all details Closed/ completed – Keep details of property and dangerous structure Migration of data to Uniform – All records prior to 01/01/2011 to not be migrated and all data deleted	If closed only retain electronically address, description of dangerous structure, date received, date closed and details of inspections carried out.
SAP		Records kept for 15 years. After 15 years all data deleted	All files under 15 years old are kept with the exception of the personal data redacted from documents and removed from the electronic system.
CSH		Records kept for 15 years. After 15 years all data deleted	All files under 15 years old are kept with the exception of the personal data redacted from documents and removed from the electronic system.
Disabled applications		All details relating to a person's disability are to be destroyed after the application is validated	Statement to be made on screen that disabled credentials have been verified.
IN		All details prior to 1 <sup>st</sup> November 1991 to be deleted. If application is live all details to be retained	Pre 01/11/1991 - all electronic and paper copies destroyed Post 01/11/1991 - Keep all documentation for 15 years after receipt of the Final Certificate. After 15 years only keep electronic records of our reference, their reference, location, description

			of work, approved inspectors, decision type, decision date, commencement date and final certificate date.
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