

Retention Schedule - Parks & Open Spaces

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

Function	Document Description	Retention Period
Parks & Open Spaces	Play area inspection sheets	Indefinite
Parks & Open Spaces	Tree Enquiries	All records from 01/01/2016 to be kept until transfer to Uniform. After migration records to be kept for Current year + 2
Parks & Open Spaces	Tree in conservation area notices	All records from 01/01/2016 to be kept until transfer to Uniform. After migration records to be kept for 2 years and 3 months.
Parks & Open Spaces	Tree Preservation Orders	Life of tree. Review every 5 years
Parks & Open Spaces	Applications to carry out works to trees with a Tree Preservation Order	