

## Retention Schedule - Regulatory Services - Planning Enforcement

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

| Function             | Document Description   | Retention Period   |
|----------------------|--|--|
| Planning Enforcement | Enforcement Notices, including all EN types, BOC ENs, BOCs, TSN, SN and all related HR information, appeal decisions, judgements, SOS, decisions, Court Decisions<br><br>Enforcement Orders and related documentation (as above) | Retain indefinitely – however review 6 years after date with notice confirmed  |
| Planning Enforcement | USNs (s215) and associated documentation<br><br>Appeal decisions/judgements  | Retain indefinitely however, review 6 years after date compliance with notice confirmed<br><br>Review 6 months after conviction or compliance following judgement                  |
| Planning Enforcement | Enforcement Register entries   | Indefinitely unless required to be removed   |
| Planning Enforcement | Requests for information (PCN, S330 etc)   | Review 6 years after date of case closure and also 6 months if summary offence or indefinitely if either way   |
| Planning Enforcement | Officers reports, plans, maps, photographs, proofs, statements   | Indefinitely   |
| Planning Enforcement | Complaints, enquiries, comments, site notes  | Upon compliance/case closed -<br><br>CY+ 5 years<br><br>CY+2 years – retain full details of complaint including personal data. Retain non-personal data for three years thereafter |
| Planning Enforcement | Default Actions – including risk assessments, contract documentation etc   | 6 years from compliance or case closed unless POCA or costs to be recovered  |
| Planning Enforcement | Recovery of costs from Default Actions   | Retain indefinitely – until recouped and then hold for 2 years, thereafter review after 6 years  |
| Planning Enforcement | Proceeds of Crime and related Court papers   | 6 years after conclusion of case and/or recouped proceeds  |
| Planning Enforcement | Procedures and Enforcement Plan  | Until superceded   |