

Retention Schedule - Private Sector Housing

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

Function	Document Description	Retention Period
Private Sector Housing	Caravan site licensing	Register (indefinite) Licences (destroyed 2 years from when change of proprietor or licence revoked)
Private Sector Housing	Empty Properties - Records	Retain electronic copies and hard copy files indefinitely until two years after case is closed.
Private Sector Housing	Grants Assistance Applications	All records kept for six years until after conditions expire and then destroyed.
Private Sector Housing	HMO licensing	<p>Destroy licence records on property two years after the licence no longer applies. This includes the following cases:</p> <ol style="list-style-type: none"> 1. The property ceases to be a licensable HMO 2. There is a change in licence holder. <p>Where the licence has been renewed to the same licence holder, the original licence application details must be retained.</p>
Private Sector Housing	Planning consultations	Retain electronic records and hard copies current year + 1 years
Private Sector Housing	Requests for service	Retain electronic copies for five years after case closed. Hard copy files retained for one year after case closed.
Private Sector Housing	Statistical Returns	Retain electronic version indefinitely + working papers 3 years