

Team	Subject/ description	Format(s)	Retention Period	Notes
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Retention Schedule – Regulatory Services

REG	PACE notebooks	Paper	CY+ 6 years	Good business practice Could become a complaint Limitation Act 1980 Based on guidance provided by ACPO
REG	Staff files (application form Contracts Meeting minutes Correspondence Disciplinary procedures	Paper and electronic	Employment + 6 years Except superannuation information	Limitation Act 1980 Asylum and Immigration Act 1996 Transfer of Undertakings (Protection of Employment) Regulations 2006. SI 2006 No 246 Access to files should be in accordance with the authority's open file policy.
REG	Ombudsman	None specified	6 years after case closes.	
REG	FOI Correspondence	None specified	Current year	Common practice
REG	Contracts	Printed or electronic	Contracts under Seal 12 years from contract completion date Contracts not under seal 6 years from contract completion date	Limitation Act 1980 See also Public Contracts Regulations 2015 SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37
REG	Unsuccessful tenders and quotations	Paper and electronic	4 years from the award of the contract	See also SI 2006 No 5 Public Contracts Regulations 2015, SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37
REG	Fees and charges: Charges for service	Electronic	Until superseded + 1 year	Good business practice.
REG	Recruitment applications (unsuccessful candidates)	Paper and electronic	6 months	Good Business Practice

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REG	Attendance at training	None specified	CY + 1 year	Good business practice
	Continuous Professional Development [CPD]	None specified	Add to personnel file and destroy 6 years after employment ends	Good business practice
	Training records	None specified	6 years after employment ceases	The training record may need to be referred to in any industrial action.
	Post entry training	None specified	2 years after completion of qualification/course	
EC	Register of stray dog forms	Handwritten seizure forms	12 months from date of entry	Environmental Protection Act 1990 Section 149. Seizure of stray dogs. Register to be available for public inspection free of charge
EC	Complaints, enquiries, comments, worksheet records	Electronic & paper	Upon case closure: CY +5 years CY+2 years retain full information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice
EC	Court Order	Electronic & paper	Recommend 3 years after order ends	Court Service destroys 3 years after the date the order was made
EC	Fixed Penalty notices	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint In line with DDC Fixed Penalty Notice Operational Policy in regards to repeat offenders
EC	Civil Penalty Notices (Littering from vehicle offences)	Electronic records	Upon case closure: CY +5 years CY+2 years retain full	Good business practice

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			information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	
EC	Officer Body worn camera footage	Electronic or burnt to CD	No dispute –28 days or settlement of dispute CY+ 2 years or If proceeded to prosecution 6 years after conclusion of case or last significant action	Good business practice Could become a complaint Limitation Act 1980 Based on guidance outlined in the CCTV code of practice published by the ICO
EC	Warnings regarding offences (e.g. dog fouling, littering, breach of PSPO, e.g. fly tipping etc.)	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint
EC	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980
EC	Enforcement notices	Paper/electronic	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.) then CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint Based on LGO decisions regarding enforcement of notices (Mallory Park)
EC	Community protection notice Written warnings	Electronic investigation records	CY + 2 years, retain if CPN served for CY+ 5 years	Good business practice Could become a complaint
EC	FPN representations	Electronic investigation records	If FPN paid CY + 2 years. If proceeded to prosecution 6	Good business practice Could become a complaint

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			years after conclusion of case or last significant action	Limitation Act 1980
EC	Prosecution files	Physical/ digital evidence and supporting prosecution paperwork	6 years after conclusion of case or last significant action	Limitation Act 1980
EC	Waste transfer notes Transfer note – (Does not apply where the waste is hazardous waste under SI 2005 No 895 and SI 2005 No 1820 (W 148))	May be in electronic form providing it can be produced in a visible and legible documentary	Two years Regulation 35 (6) Amended by SI 2014 No 656 Regulation 6 form.	The Waste (England and Wales) Regulations 2011, SI 2011 No 988 Regulation 35 Revokes SI 1991 No 2839, SI 1994 No 1056 , SI 1998 No 605 In so far as they apply to England and Wales SI 2003 No 63, SI 2005 No 3026 The Whole regulations As amended by SI 2014 No 656 Regulation 6 NB. The waste management contractor must retain notes for 6 years under landfill tax legislation
EC	Procedures	Paper and electronic	Until superseded	
EP	Complaints, enquiries, comments, worksheet records	Electronic & paper	Upon case closure: CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice
EP	Court Order	Electronic & paper	Recommend 3 years after order ends	Court Service destroys 3 years after the date the order was made
EP	Fixed Penalty notices	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical	Good business practice Could become a complaint In line with DDC Fixed Penalty Notice Operational Policy in regards to repeat offenders

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			information only)	
EP	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980
EP	Alarm Keyholder details	Paper/electronic	Annual checks to be made with keyholders and data removed when no longer required	GDPR – Article 6 Lawfulness of Processing (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
EP	Enforcement notices	Paper/electronic	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.) then CY +5 years CY+2 years retain fully information of complaint including personal data Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint Based on LGO decisions regarding enforcement of notices (Mallory Park)
EP	Community protection notice Written warnings	Electronic investigation records	CY + 2 years, retain if CPN served for CY+ 5 years	Good business practice Could become a complaint
EP	FPN representations	Electronic investigation records	If FPN paid CY + 2 years. If proceeded to prosecution 6 years after conclusion of case or last significant action	Good business practice Could become a complaint Limitation Act 1980
EP	Prosecution files	Physical/ digital evidence and supporting prosecution paperwork	6 years after conclusion of case or last significant action	Limitation Act 1980
EP	Contracts	Printed or electronic	Contracts under seal 12 years from contract completion date Contracts not under seal 6 years from contract completion date	Limitation Act 1980 See also Public Contracts Regulations 2015 SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37
EP	Unsuccessful tenders and quotations	Paper and electronic	4 years from the award of the contract	See also SI 2006 No 5 Public Contracts Regulations 2015, SI 2015 No 102

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				Utilities Contract Regulations 2006 Regulation 37
EP	Public Health Act Burials records	Electronic and paper.	Investigation reports scanned held for 15 years from date of cremation. Hard copies of death certificates kept for 15 years	Part 7, Section 34 of Cremations (England and Wales) Regulations 2008 -
EP	Public Health Act burial – personal effects	All items stored within locked filing cabinet in Reg Services offices.	Disposed of a year after the date of the funeral.	Personal effects (e.g. Valuables, Bank Records, Address Books, Wills)
EP	Consultations under the Licensing Act 2003 for premises license & temporary event notice	Electronic and paper.	Recommend whilst licence relevant + 6 years	Licensing Act 2003 Chapter 17
EP	Private Water Supplies <ul style="list-style-type: none"> • Test results • Risk assessment and sampling • Monitoring- sampling and analysis 	None held. Any results would be stored in paper & electronic format	<ul style="list-style-type: none"> • CY + 1 year • At least 30 years. • At least 30 years 	Private Water Supplies (England) Regulations 2016
EP	Procedures	Paper and electronic	Until superseded	
EP	Notice of measurement of grit, dust and fumes by occupiers	To be in writing	Recommend 6 years from date of notice	Clean Air Act 1993 Chapter 11 Section 10
EP	Records of measurement of grit, dust and fumes	To be in writing	Recommend 6 years from date of measurement	Clean Air Act 1993 Chapter 11 Section 11
EP	Information about furnaces and fuel consumed	To be in writing	Recommend 6 years from date of information	Clean Air Act 1993 Chapter 11 Section 12
EP	Notices requiring information about pollution	Issued notice to be writing	Recommend 6 years after date of supply of information. (The notice has a life of 12 months)	Clean Air Act 1993 Chapter 11 Section 36
EP	Improvement Plan	None specified	Until superseded	Air Quality Standards Regulations 2007. SI 2007 No 64 Regulation 8 (4)
EP	Action plan	None specified	Until superseded	Air Quality Standards Regulations 2007. SI 2007 No 64 Regulation 11
EP	Environmental Permitting public register	Electronic	6 years after date of last entry in register	The Environmental Permitting Regulations (England & Wales) 2016
EP	Fol Correspondence	None specified	Current year	Common practice
EP	Contaminated land records	Electronic	Permanent record of potentially contaminated sites	Part IIA Environmental Protection Act 1990

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EP	Planning Consultations	Electronic	6 years from grant of permission	Limitation Act 1980
PP	Procedures	Paper and electronic	Until superseded	
PP	Copies of common entry documents (including health certificates and sampling analysis) submitted to port health for high risk foods	Electronic Paper	6 years 3 years	In line with the statutory retention period for CVEDs at Border Inspection Posts
PP	Import pre-notifications for imported food	Electronic	1 year	Retention period determined in-house - retained for 1 year for statistical purposes.
PP	Catch certificates and associated paperwork (e.g. invoice, packing list, CVED) for IUU fish imports	Electronic Paper	6 years 3 years	Retention period determined by vet checks regime where CVED's and health certificates are required to be held at the BIP for 3 years. Catch certificates presented for fishery products would be kept for 3 years along with the CVED etc.
PP	Sampling paperwork (e.g. notice given to owner that sample will be analysed, certificate of analysis/examination)	Electronic Paper	6 years 6 years from date of notice	Retention period obtained from FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. The Food Safety (Sampling and Qualifications) (England) Regulations 2013.

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PP	Copies of Certificates of Inspection (COI's) for Organic Imports	Electronic	2 years after COI has been endorsed.	Two year retention practice confirmed by DEFRA. Traders/importers are required to keep the COI for 2 years after it has been endorsed. TRACES NT is an EU system and retention periods for electronic storage will be determined by the Commission.
PP	Food premises registration forms	Electronic	6 years after the registration lapses	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. Regulation (EC) No 852/2004 Article 6 The Food Safety and Hygiene (England) Regulations 2013
PP	Premises Inspection Paperwork (including Inspection Forms, Report Forms, Photographs, Food Complaints)	Electronic	6 years after the intervention	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. Paper copies will be kept for 1 year (which is the time frame for prosecution) The Food Safety Act and relevant regulations (e.g. The Food Safety and Hygiene (England) Regulations 2013)
PP	Enforcement Notices served under the Food Safety and Hygiene (England) Regulations 2013, the Food Safety Act 1990 (including Hygiene Improvement Notices, Prohibition Orders, Remedial Action Notices) and The Official Feed and Food Controls (England) Regulations 2009 (e.g. Detention/Re-Dispatch/Destruction Notice)	Electronic Paper	6 years 6 years from the date of compliance, expiry or revocation	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. The Food Safety and Hygiene (England) Regulations 2013 Food Safety Act 1990 The Official Feed and Food Controls (England) Regulations 2009 (as amended)

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PP	Enforcement Notices served under The Organics Products Regulations 2009 (e.g. Movement Control Notice, Consent to Movement Notice)	Electronic Paper	6 years 6 years from the date of compliance, expiry or revocation.	The Competent Authority for the organics regime is DEFRA but due to no guidance from the competent authority, the retention period for these notices has been based on the guidance from the FSA COP which states that records relating to interventions must be retained for at least 6 years.
PP	Issuance of a Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate	Electronic Paper	6 years LA to retain a paper copy for 12 months from date of issue.	Public Health (Ships) Regulations 1979 No 1435 Regulation 18D (as amended by The Public Health (Ships) (Amendment) (England) Regulations 2007)
PP	Notifications of Infectious Diseases (NOIDS)	Electronic	12 months from date case closed.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	Outbreak investigation questionnaires	Electronic	12 months from date case closed.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	Outbreak/incident investigation reports (local outbreaks, incidents)	Electronic	Retention period depends on whether children were involved in the outbreak: • If yes retain for 25 years. • If not retain for 8 years.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980

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PP	Fixed Penalty notices	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint In line with DDC Fixed Penalty Notice Operational Policy in regards to repeat offenders
PP	FPN representations	Electronic investigation records	If FPN paid CY + 2 years. If proceeded to prosecution 6 years after conclusion of case or last significant action	Good business practice Could become a complaint Limitation Act 1980
PP	Planning Consultations	Electronic	6 years from grant of permission	Limitation Act 1980
PP	Consultations under the Licensing Act 2003 for premises license & temporary event notice	Electronic and paper.	Recommend whilst licence relevant + 6 years	Licensing Act 2003 Chapter 17
PP	Investigations (Accidents, complaints etc.)	Electronic Paper	7 years after the case has closed* 1 year	For the investigation of accidents, complaints etc. current HSE retention policy (dated 2015) is for a review to be undertaken 7 years after the folder is closed. *The HSE apply an exemption for some health related cases, see 'Investigation and inspection of health related risks' below.
PP	Inspections and other targeted interventions	Electronic Paper	7 years after the case has closed*. 1 year.	Current HSE retention policy (dated 2015) is for a review to be undertaken 7 years after the folder is closed. *The HSE apply an exemption for some health related cases; see 'Investigation and inspection of health related risks' below.
PP	Investigation and inspection of health related risks: asbestos/ compressed air/ hazardous substances/ lead exposure.	Electronic Paper	40 years. 1 year.	Current HSE policy is to retain files for 40 years from date of last entry to the file.

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PP	Cooling tower register	Electronic	6 years after notification that the cooling tower has closed.	Limitation Act 1980.
PP	Health and Safety Enforcement: Prohibition and improvement notices.	To be in writing	Whilst relevant plus 7 years	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 As per HSE Retention Policy statement. And other various health and safety legislation
PP	Health and Safety Enforcement: Notices made available on the public register	To be in writing	Relevant notices to be kept available on the register for 3 years	Relevant notices are those served to protect the public instead of or in addition to protecting those in employment. As per HSE Retention Policy statement.. Environment and Safety Information Act 1988
PP	Prosecutions	Electronic Paper	6 years. 6 years after court case or significant action	Limitation Act 1980.
License	Procedures	Paper and electronic	Until superseded	
License	Complaints, enquiries, comments, worksheet records	Electronic & paper	Upon case closure: CY +5 years CY+2 years retain full information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice
License	Animal Boarding	Electronic	12 months after expiry of licence	Animal Boarding Establishment Act 1963. Section 1 Licensing of boarding establishment for animals
License	Dangerous Wild Animals	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Legislative Reform (Dangerous Wild Animals) (Licensing) Order 2010 SI 2010 No 839

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License	Dog breeding	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Breeding of Dogs Act 1973 Section 1 (6) The Breeding of Dogs (Licensing Records) Regulations 1999 SI 1999 No 3192 The Schedule
License	Pet Shop and other establishments where animals are bred or kept for the purpose of carrying out business	Electronic	12 months after expiry of licence	Pet Animal Act 1951 (Sections 2 and 3 repealed by the Animal Welfare Act 2006) Animal Boarding Establishments Act 1964 and 1970 Breeding of Dogs Act 1973 Breeding and Sale of Dogs (Welfare) Act 1999
License	Riding establishment licences	Electronic	3 years after the last entry	Riding Establishments Act 1964 Section 1 – Licensing of riding Establishments
License	Zoos	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Directions made under the Zoo Licensing Act	Electronic	6 years after the date of the direction	Zoo Licensing Act 1981 (Amendment) England and Wales) Regulations 2002 SI 2002 No 3080 Regulation 25 (Inserts Section 19A into the Act)
License	Licensing and registers (Excluding Animals)			
License	Applications	Electronic	Validity of licence plus 1 year	Good Practice
License	Acupuncture, tattooing, ear piercing and electrolysis	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Gaming	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Betting, Gaming and Lotteries Act 1963 Schedule 1 Sections 29 and 34

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License	Gaming competition annual statements of competitions	Electronic	CY + 2 years	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Betting Gaming and Lotteries Act 1963 Schedule 2 Section 23
License	Hackney carriages and private hire vehicles. (Including drivers)	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Hairdresser's register	None specified	6 years from cessation of registration	
License	Hypnotism	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Late night café	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Licensing authority's register	None specified	To be kept up to date	Licensing Act 2003 (Licensing authority's register) (Other information) Regulations 2005 SI 2005 No 43
License	Market and street trading	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Pleasure boats and pleasure vessels	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Guidance to Local Authorities from The Gambling Commission	Electronic	To be kept up to date	Gambling Act 2005 Chapter 19 Section 25 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976

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License	Information on a register for the use of the Gambling Commission	None specified	To be kept up to date	Gambling Act 2005 Chapter 19 Section 29 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Occasional notice	Electronic	Recommend life of the notice plus 2 years	Gambling Act 2005 Chapter 19 Section 39 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Temporary use notice	Electronic	Recommend life of the notice plus 2 years	Gambling Act 2005 Chapter 19 Section 60, 215, 216, 217, 218 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Application to vary a licence	Electronic	Recommend life of the licence plus 2 years	Gambling Act 2005 Chapter 19 Section 104, 187 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Lottery tickets information	Electronic	Recommended life of the permit plus 2 years	Gambling Act 2005 Chapter 19 Section 253 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Club gaming permit	Electronic	Recommend life of the permit plus 2 years	Gambling Act 2005 Chapter 19 Section 271 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963

Team	Subject/ description	Format(s)	Retention Period	Notes
				Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Club machine permit	Electronic	Recommend life of the permit plus 2 years	Gambling Act 2005 Chapter 19 Section 273 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Prize gaming permits	Electronic	Recommend life of the permit plus 2 years	Gambling Act 2005 Chapter 19 Section 288 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Three year licensing policy	Electronic	Recommend current plus previous one	Gambling Act 2005 Chapter 19 Section 349 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Statement of small society lottery	Electronic	To be retained for at least 18 months Schedule 11 -55	Gambling Act 2005 Chapter 19 Schedule 11-39 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976
License	Premises – Sale of Alcohol etc Premises Licence Personal Licence Temporary event licence	Electronic	Recommend whilst licence relevant + 6 years	Licensing Act 2003 Chapter 17 <i>(There are in excess of 26 sections referring to records to be kept)</i>
License	Scrap metal dealer Licence to be issued by local authority <input type="checkbox"/> Site licence	Electronic	Recommend length of licence plus 3 years	Scrap Metal Dealers Act 2013 Section 2 Schedule 1 -2 (h)

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	<input type="checkbox"/> Collectors licence			
License	Receipt of metal	Electronic	3 years beginning with the day on which the metal is received or disposed of	Scrap Metal Dealers Act 2013 Section 13
	Disposal of metal			Scrap Metal Dealers Act 2013 Section 14
License	Sex establishment	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Street traders	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Theatre licences	Electronic	12 months after expiry of licence	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1
License	Notices of hearings Reply to notice of hearing Hearing has been dispensed with Withdrawal of representations Information not given orally because of absence	To be in writing Regulation 34	6 years from date of determination or subsequent appeal	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 6
License	Prescribed form for a temporary event	Electronic	Date of event plus two years	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 3 and Schedule 1 As amended by SI 2016 No 20
License	Form of acknowledgment	Electronic	Date of event plus 20 years	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 4

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License	Counter notice	Electronic	Date of event plus two years	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 5 and Schedule 2
License	Information and documents to accompany the notice of hearing. Records of proceedings	Electronic	6 years from the date that application or review is finally determined including any appeal or judicial review	Gambling Act 2005 (Proceedings of Licensing Committees and Subcommittees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007. SI 2007 No 173 Regulations 6 and 15
License	Sunday Trading	None specified	12 months after all entries have been superseded or deleted	Sunday Trading Act 1994 Chapter 20 Schedule 1
License	Accounts and annual reports of exempt and other excepted charities	Electronic	CY + 6 years CY + 12 years if relating to land	Charities Act 2006 and the Charities Act 2011 Sections 131, 134, 136
License	Accounts including Statement of account	Electronic	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of.	Charities Act 2011 Section 131
License	House to house licence	Electronic	Validity + 1 year	House to House Collection Act 1939 Section 2 As amended by the Charities Act 2006
License	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980
License	Enforcement notices	Paper/electronic	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.) then CY +5 years CY+2 years retain fully	Good business practice Could become a complaint Based on LGO decisions regarding enforcement of notices (Mallory Park)

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			information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	
License	Prosecutions	Electronic Paper	6 years. 6 years after court case or significant action	Limitation Act 1980.
Corp H&S	Annual/Business Planning (Including Corporate and Directorate Planning) including: Planning, Statistics, Trends	Electronic	CY + 3 years	
Corp H&S	Duplicate committee papers	Electronic	CY	
Corp H&S	General Correspondence	Electronic	CY + 3 years	
Corp H&S	Legal issue Correspondence.	Electronic	Major issues CY + 6 years Minor issues CY plus 3 years	
Corp H&S	Complaints relating to H&S – General legal enquiries.	Electronic	Minor CY + 3 years Major CY + 6 years If negligence involved then CY + 15 years	
Corp H&S	Corporate H&S Policies.	Electronic	Until superseded	
Corp H&S	Corporate H&S procedures.	Electronic	Until superseded	
Corp H&S	Auditing information	Electronic	CY + 3 years	
Corp H&S	Contract documentation - contracts not under seal.	Electronic	Until no longer needed or 12 months	Services managing contracts will retain for 6 years from contract completion date. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.

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Corp H&S	Work experience; agreements with school and risk assessments.	Electronic	Until no longer needed or 12 months	Managers taking on work experience retain for CY+1 year unless major incident involved then until 25th birthday of student. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Accident reporting; Accident forms/reports.	Electronic	CY+ 6 years CY+ 12 years where there is litigation	Where there is an incident relating to health records placed on HR file.
Corp H&S	Asbestos; Assessments and reviews, Identifying plan and measures for managing the risk.	Electronic	Until no longer needed or 12 months	Property Services own documentation and keep for as long as is relevant. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Employee information/ instruction/ training	Electronic	Kept updated	Spreadsheets of overall training. Certificates held on HR file
Corp H&S	Arrangements to deal with accidents, incidents and emergencies	Electronic	Kept until superseded. 40 years In the case of any accident, incident or emergency.	
Corp H&S	Construction; Preconstruction information, construction phase plan	Electronic	Until no longer needed or 12 months	Property Services own these documents and keep for the life of the H&S file. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Health and safety file	Electronic	Until no longer needed or 12 months	Property Services own the H&S file for property it owns/manages until ownership changes. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Demolition or dismantling	Electronic	Until no longer needed or 12 months	Property Services own these documents, If complete building being demolished original kept for 15 years after demolition complete. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.

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Corp H&S	Reports of inspections	Electronic	Until no longer needed or 6 months	Property Services own these documents, and kept on site until construction work complete and then for 3 months. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Fire; Risk Assessment	Electronic	Kept up to date reviewed annually	
Corp H&S	Fire safety arrangements	Electronic	Kept up to date	
Corp H&S	Provision of information to employees	Electronic	To be reviewed regularly and kept up to date	
Corp H&S	Provision of information to employers and the self employed from outside undertakings	Electronic	To be reviewed regularly and kept up to date	
Corp H&S	Training	Electronic	Continually kept up to date	copy certificates kept on HR file
Corporate H&S	Enforcement notice	Paper, Electronic	6 years following enforcement action	
Corp H&S	Prohibition notice	Paper, Electronic	6 years following issue or withdrawal	
Corp H&S	Inspections / Examinations; Safety inspections / audits of council services and open spaces	Electronic	CY + 3 years 6 years for open spaces	
Corp H&S	Legionellosis; In / out of use logbook Logbook of inspections, tests and maintenance	Electronic	Until no longer needed or 12 months	Property Services own these documents, kept until equipment or building is disposed of + 2 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Legionella risk assessment Legionella management plans	Electronic	Until no longer needed or 12 months	Property Services own these documents, kept until equipment or building is disposed of + 2 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.

Team	Subject/ description	Format(s)	Retention Period	Notes
Corp H&S	Lifting Operations; Records made under regulation 10 (2)	Electronic	Until no longer needed or 12 months	Property Services and Parks and Open Spaces are the owners of this information and hold it until superseded. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Noise; Hearing Assessment Records	Electronic	Until no longer needed or 3 months	Original documentation held on HR file for 40 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Personal noise risk assessment	Electronic	Until no longer needed or 3 months	Original documentation held on HR file for 40 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Reporting of Injuries, Disease and Dangerous Occurrences [RIDDOR]: A copy of the F2508 submitted to the HSE following an injury, disease or dangerous occurrence that has been reported under RIDDOR	Electronic	3 years from the date on which it was made. 40 years where related to a health issue.	RIDDOR reports relating to health issues are stored HR file.
Corp H&S	Risk Assessments; All risk assessments	Electronic	Until no longer needed or 6 months	All service managers will hold the risk assessments completed for their work and keep CY + 3 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice
Corp H&S	Safe systems of work	Electronic	Until no longer needed or 6 months	All service managers will hold the safe systems of work for their work activities and keep them up-to-date. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Training; Corporate Health and safety training	Electronic	Summaries kept up to date	Certificates kept on HR file and updated. Service managers keep a record up-to-date of what training is needed by staff and when it is due.

Team	Subject/ description	Format(s)	Retention Period	Notes
Corp H&S	Vibration; Risk assessments	Electronic	Until no longer needed or 3 months	Parks and Open spaces and Property Services own these documents and keep the CY + 3 years. Personal vibration assessments are kept on HR file for 40 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
Corp H&S	Health surveillance	Electronic	Until no longer needed or 3 months	Parks and Open spaces and Property Services own these documents, but they are kept on HR files for 40 years. Corporate H&S will hold only while needed for auditing, inspections, reviewing or giving advice.
PE	Enforcement Notices, including all EN types, BOC ENs, BOCs, TSN, SN and all related HR information, appeal decisions, judgements, SOS, decisions, Court Decisions Enforcement Orders and related documentation (as above)	Electronic/Paper	Retain indefinitely – however review 6 years after date with notice confirmed	Limitations Act 1980 Legal Services retain all legal documents Notices and actions run with land, so may be unnecessary to hold individual names
PE	USNs (s215) and associated documentation Appeal decisions/judgements	Electronic/Paper	Retain indefinitely however, review 6 years after date compliance with notice confirmed Review 6 months after conviction or compliance following judgement	Town and Country Planning Act 1990 Limitations Act 1980 Reports will contain and include reference to all relevant evidence

Team	Subject/ description	Format(s)	Retention Period	Notes
PE	Enforcement Register entries	Electronic/Paper	Indefinitely unless required to be removed	Town and Country Planning Act 1990 Limitations Act 1980 Notice runs with the land – so not absolutely necessary to keep record of individual contravenor /developer/landowner – unless breach relates to a personal breach
PE	Requests for information (PCN, S330 etc)	Electronic/paper	Review 6 years after date of case closure and also 6 months if summary offence or indefinitely if either way	Town and Country Planning Act 1990 Limitations Act 1980 Officers report to include reference to all relevant information and evidence
PE	Officers reports, plans, maps, photographs, proofs, statements	Electronic/paper	Indefinitely	Town and Country Planning Act 1990 To enable availability of evidence Officers report/proofs/statements etc to include comprehensive reference to evidence to hand at time final decision made
PE	Complaints, enquiries, comments, site notes	Electronic/paper	Upon compliance/case closed - CY+ 5 years CY+2 years – retain full details of complaint including personal data. Retain non-personal data for three years thereafter	Stage 1 or 2 complaint resolution Good business practise Relevant information/evidence must be extrapolated and included in Officer report
PE	Default Actions – including risk assessments, contract documentation etc	Electronic/Paper	6 years from compliance or case closed unless POCA or costs to be recovered	Limitations Act 1980
PE	Recovery of costs from Default Actions	Electronic/paper	Retain indefinitely – until recouped and then hold for 2 years, thereafter review after 6 years	Limitations Act 1980 Retain for stage 1 or 2 complaint resolution
PE	Proceeds of Crime and related Court papers	Electronic/paper	6 years after conclusion of case and/or recouped proceeds	Limitations Act 1980

Team	Subject/ description	Format(s)	Retention Period	Notes
PE	Procedures and Enforcement Plan	Electronic/paper	Until superceded	Current Council policy
PSH	Complaints, enquiries, comments, worksheet records	Electronic & paper	Upon case closure: CY +5 years CY+2 years retain full information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice
PSH	Officer Body worn camera footage	Electronic or burnt to CD	No dispute –28 days or settlement of dispute CY+ 2 years or If proceeded to prosecution 6 years after conclusion of case or last significant action	Good business practice Could become a complaint Limitation Act 1980 Based on guidance outlined in the CCTV code of practice published by the ICO
PSH	Warnings regarding offences	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint
PSH	Enforcement notices	Paper/electronic	Retain indefinitely – however reviews after 6 years of expiry of notice, if no longer relevant destroy. All notices must be kept a minimum of 6 years from date of compliance or when withdrawn.	Good business practice Limitations Act 1980 Based on LGO decisions regarding enforcement of notices (Mallory Park)
PSH	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980

Team	Subject/ description	Format(s)	Retention Period	Notes
PSH	Fixed Penalty notices	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)	Good business practice Could become a complaint In line with DDC Fixed Penalty Notice Operational Policy in regards to repeat offenders
PSH	Prosecution files	Physical/ digital evidence and supporting prosecution paperwork	6 years after conclusion of case or last significant action	Limitation Act 1980
PSH	Default Actions – including risk assessments, contract documentation etc	Electronic/Paper	6 years from compliance or case closed unless POCA or costs to be recovered	Limitations Act 1980
PSH	Recovery of costs from Default Actions	Electronic/paper	Retain indefinitely – until recouped and then hold for 2 years, thereafter review after 6 years	Limitations Act 1980 Retain for stage 1 or 2 complaint resolution
PSH	HMO licensing	Paper and electronic	Destroy licence records on property twelve months after the licence no longer applies. This includes the following cases: 1. The property ceases to be a licensable HMO 2. There is a change in licence holder. Where the licence has been renewed to the same licence holder, the original licence application details must be retained until the above factors occur.	Housing Act 2004
PSH	Application to vary a licence	Electronic	Recommend life of the licence plus 2 years	Housing Act 2004

Team	Subject/ description	Format(s)	Retention Period	Notes
PSH	Grants Applications Approved and paid	Electronic and paper	All records can be destroyed after one year from when the conditions expire. All records must be kept for a minimum of for six years from the certified date. (Date of completion of works)	Limitations Act 1980
PSH	Loans Applications Approved and paid	Electronic and paper	All records kept for six years after conditions expire (normally when loan repaid) and then destroyed	Limitations Act 1980
PSH	Grant and loan enquiries and applications not approved	Electronic and paper	All records kept for two years and then destroyed unless the application may be approved within next 12 months .	Good business practice