

Retention Schedule - Waste Services

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

Service	Document Description	Retention Period
Waste Services	Abandoned Vehicles Records	Current Year +2
Waste Services	Clinical Waste Exemptions	Hard copy not retained, information kept electronically until no longer required
Waste Services	Recharge forms (internal and Contractor)	Current year + 1
Waste Services	Request for additional recycling containers (Service Requests)	Electronic (indefinite) Current year
Waste Services	Service Requests - Cleansing	Current Year +1
Waste Services	Service Requests - Collections	Current Year +1
Waste Services	Contract Documentation	Contract term + 7 Years
Waste Services	Email / Letter Correspondance	Perosnal data is only retained for the purpose it was collected. Personal data is then deleted securely and confidentially.