

Housing Retention Schedule

Finance & Housing

Date Reviewed:	31st May 2023	
Document Description	Retention Period	Notes
Records, documents or information relating to an individual current tenant	For the lifetime of the tenancy and then 6 years after the tenancy comes to an end	Limitation Act 1980
Former tenant's tenancy agreements, records and details of their leaving	6 years after the tenancy comes to an end	
Records, documents or information relating to any outstanding income from an individual tenant	4 years from the date the debt arose	
Support plans Tenancy Agreements	Destroy when superseded by new support plan. Hold latest plan for 6 years after the tenancy comes to an end. For the lifetime of the tenancy and then for 6 years after the tenancy comes to an end	
Housing register application	Lifetime of tenancy	
Single agency assessment details and or medical evidence	Lifetime of tenancy	
Hard copies of original tenancy and assignment agreements	Lifetime of tenancy	
Photograph of tenant	Lifetime of tenancy	
Contacts from and to tenants including requests for service and complaints	Lifetime of tenancy	
ASB case management	Lifetime of tenancy	
ASB monitoring spreadsheet	lifetime of tenancy if added to tenancy file	
Disclosed information from enforcement agencies	Until Court case or after 6 months	
Tenancy notes	Lifetime of tenancy	
Contact details	Lifetime of tenancy	
Legal paperwork for Court action	Lifetime of tenancy	
Complaints about tenants from private residents	Lifetime of tenancy	
Independent living plans	3 Years	
Contacts from tenants - file notes	Lifetime of tenancy	
Support referrals action plan	Lifetime of tenancy	
Daily call sheets	2 Years from creation date	
Information in fire boxes (personal evacuation plans)	5 Years	
Scheme surgery records	1 Year	
TV licensing	Lifetime of tenancy	

Records, documents or information relating to a responsive repair, capital investment, cyclical or planned maintenance contract	15 years from practical completion	Building Regulations 2010 Town and Country Planning Act 1990 Planning Act 2008 Localism Act 2011 Individual Contracts Housing Grants, Construction and Regeneration Act 1996 Local Democracy, Economic Development and Construction Act 2009 (Part 8) Limitation Act 1980 Latent Damage Act 1986
Survey responses	Responses are anonymised, statistical data retained for 3 years	
Survey prize draw	Data deleted when the draw is closed and winner notified	
Change of circumstances form	14 days Forms will be deleted once updates are made to the housing file	
Housing dashboard Microsoft Lists	2 Years from creation date	
Body worn camera (BWC) footage ASB	Non-evidential recordings will be held for 28 days	