

Parking Services Retention Schedule

Date Reviewed:	
Document Description	Retention Period
Car Parks Income	Current year + 1
PCN's and correspondence	Current year + 3
Permits	Current year + 1
Somerfield returned tickets (provided invoice is checked and signed)	6 months from receipt
Test Tickets and Cash Pull tickets+C235	Current year + 1
Waivers	Current year + 1
Temporary Road Closures	Indefinite
Traffic Orders - Current	Indefinite
Traffic Orders - Rescinded	Indefinite
Body Worn Video Camera Footage	<p>All retained for 3 months</p> <p>Footage relating to a complaint or appeal still on-going beyond 3 months to be retained until it has been concluded.</p> <p>Footage relating to a PCN record stored within 3Sixty software to be retained for the lifetime of the PCN record (current year + 3).</p>