

Hart District Council

# Retention and disposal schedule

2026 - 2028



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# 1. Purpose of this Document

This document sets out Hart District Council's Retention Schedule. The retention schedule classifies council documents and sets how long they need to be stored before they can be destroyed. The retention schedule applies to all records irrespective of the format in which they are maintained or the format on which they are held, unless otherwise specified.

The Schedule sets out best practice regarding record retention and incorporates Retention guidelines and legislation pertaining to the records themselves. It is a live document that will be amended and modified as and when retention details change, new information is kept, or regulations and legislation that govern information and its use are changed.

The Council stores a vast amount of information. The schedule creates best practice by:

- Identifying records that may be worth preserving permanently
- Prevention of premature destruction of records that need retaining for a specified period to satisfy legal, financial, and other requirements of public administration
- Allowing consistency for the destruction of those records not required permanently
- Ensures the Council does not hold on to information or records for longer than necessary

The purpose of a retention schedule is to provide the minimum periods of retention of records of all types.

When records reach their retention period, they should be reviewed before deletion/destruction. When appropriate, certain documents may be assigned automatic deletion. Where retention is based on common practice/business need, there may be a need to retain the information for longer than stated. Where justified, an extension of 1 year can be applied.

## 2. Destruction of Records

Personal information should not be held longer than necessary, it should be reviewed on a regular pre-determined basis and securely destroyed either in full or partially, as appropriate.

Records that have no significant operational, information or evidential value can be destroyed as soon as they have served their primary purpose. Examples may include:

- Announcements and notices of meetings and other events – notifications or apologies and acceptance
- Requests for, and confirmation of, reservations for internal services (e.g. meeting rooms) where no internal changes are made
- Message slips/notes
- Superseded address and distribution lists
- Duplicate documents such as cc and FYI copies
- Unaltered drafts and reports
- Snapshots from databases
- Working papers, where the results have been written into an official document and which are not required to support it
- Published or reference materials received from other parts of the Council

### 3. Retention and Disposal Schedule

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
<b>Audit</b>					
Audit Findings – Supporting documents	Start of Financial Year	1 year	Secure Disposal	Business Need	Executive Director - Corporate Services (S151)
Audit Reports – Annual External	Start of Financial Year	6 years +1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
Internal Audit Reports – Final version	Start of Financial Year	6 years +1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
Fraud Investigations	Start of Financial Year	6 years +1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
<b>Building Control</b>					
Competent Persons Schemes Records	Date of Input	Annual Review	Retain	Business Need	Development Manager
Dangerous Structures Records	Dat of Validation	5 years	Review	Business Need	Development Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Demolition Applications – Section 80 and 81 Information; supporting documents	Date of Section 81 Notice	18 months	Review	Business Need	Development Manager
Full Plan Applications – Process of Validating, Inspecting and Completing all Building Notice/Regularisation Applications, Recording of Initial Notices etc	Completion Date	15 years	Review	Building Control Performance Standards	Development Manager
<b>Climate Change</b>					
BEIS Sustainable Warmth Competition (LAD3 and HUG1, 2) – Scheme Summary data	Grant Closed	7 years	Secure Disposal	Business Need	Sustainability and Climate Change Manager
Climate Action – Supporting Strategic Data	Review every five years	Until 2040	Secure Disposal	Business need	Sustainability and Climate Change Manager
ECO/ LA Flex/ Warm Homes - referrals/ data sharing agreements/ progress reports / evidential correspondence	Grant Closed	7 years	Secure Disposal	Business need Ofgem guidelines	Sustainability and Climate Change Manager
Stakeholders Engagement Groups (Contact Details)	Annual Review	Continuous Update	Secure Disposal	Business need Ofgem guidelines	Sustainability and Climate Change Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Thermal Imaging of buildings	Date of Imaging	18 months	Secure Disposal	Business need	Sustainability and Climate Change Manager
<b>Community Partnership and Projects</b>					
Homes for Ukraine – Contact details, visa status	Scheme Closed	1 year	Secure Disposal	Business need	Community Partnership and Projects Manager
Community Grants (contact and bank details)	Payment Completed	6 months	Secure Disposal	Business need	Community Partnership and Projects Manager
<b>Committee Services</b>					
Complaints against Councillors including information published on Hart District Council's Website	Case Closed	Dispose when one of the following occurs: the Councillor's 4-year term of office ends; or they are no longer a councillor whichever is the shorter period	Secure Disposal	Business need	Committee Services Manager / Monitoring Officer

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Councillors' information and profile published online	End of term of office	Dispose when one of the following occurs: the Councillor's 4-year term of office ends; or they are no longer a councillor whichever is the shorter period	Secure Disposal	Business need	Committee Services Manager
Councillor's acceptance of Office	End of term of office	6 years +1	Secure Disposal	Local Government Act 2003	Committee Services Manager
Councillor Declaration of Interest	Date signed	1 year	Secure Disposal	Business need	Committee Services Manager
Councillors' enquiries	Case Closed	1 month, Complex cases up to 1 year	Secure Disposal	Business need	Committee Services Manager
Live Streamed Council Meetings; Internal version on Teams, including summary of meeting	End of Event	6 months	Secure Disposal	Business need	Operations, Data and Customer Service Manager
<b>Community Safety</b>					
Agendas/Minutes – e.g. People meeting, Case Conferences	Date of Record	3 years	Secure Disposal	Business need	Safer Communities Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
ASB cases – Supporting Documents in OneNote	Case Closed	6 months (Pseudonymised); after a further 6 months (fully anonymised)	Secure Disposal	Business need	Safer Communities Manager
CCTV recordings – run by Runnymede Borough Council	Date of Recording	31 days	Secure Disposal	Business need	Safer Communities Manager
Home Office and other Returns	Completion of Review	1 year	Secure Disposal	Business need	Safer Communities Manager
Legal Action/Enforcement Activity	Case Closed	6 years	Secure Disposal	Business need	Safer Communities Manager
Partnership Plan, Strategic Assessments	Replacement document in place	Until superseded	Review, then archive	Business Need	Safer Communities Manager
Safeguarding Referrals – including correspondence about safeguarding concerns	Case Closed or Date of Death, whichever is sooner	6 years	Secure Disposal	Business Need	Safer Communities Manager
<b>Cross-council functions (IT, Admin)</b>					
Call Recordings – Contact Centre	Time of Call	31 days Calls associated with complaints may be held longer	Secure Disposal	Business Need	Operations, Data and Customer Service Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Complaints – Stage 1	Case Closed	3 years	Secure Disposal	Business Need	Change and Digital Manager
Complaints – Stage 2	Case Closed	3 years	Secure Disposal	Business Need	Change and Digital Manager
Complaints – raised with the Local Government and Social Care Ombudsman	Case Closed	5 years	Secure Disposal	Business Need	Change and Digital Manager
Complaints – Unreasonable Customer Behaviour	Case Closed	5 years	Secure Disposal	Business Need	Change and Digital Manager
Downloads	Date of Download	14 days	Secure Disposal	Business Need	IT Manager
Outlook – Emails and E-calendars (Employees)	Date of Receipt	6 months + 1 year archive	Secure Disposal	Business Need	IT Manager
Outlook – Emails and E-calendars (Superusers)	Date of Receipt	3, 5 and 7 years	Secure Disposal	Business Need	IT Manager
Outlook – Junk Emails	Date of Receipt	1 month	Secure Disposal	Business Need	IT Manager
Outlook – Deleted Items	Date of Receipt	14 days	Secure Disposal	Business Need	IT Manager
SharePoint and OneDrive - Recycle Bin	Date Deleted	3 months	Secure Disposal	Business Need	IT Manager
Teams Messages	Date of Message	6 months	Secure Disposal	Business Need	IT Manager
<b>Corporate Communications</b>					
Civic Events – Formal evidence and photographs	Date of Event	2 years	Secure Disposal	Business Need	Change and Digital Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Corporate Branding	Date of Change	Until Superseded	Review, then Delete or Archive	Business Need	Change and Digital Manager
Councillor Connect	End of Calendar Year	1 year	Secure Disposal	Business Need	Change and Digital Manager
Forms and Consultations – Online and Hard Copy	Date of From or Consultation Going Live	6 months	Review	Business Need	Respective Operations Manager
Hart News	End of Calendar Year	3 years	Secure Disposal	Business Need	Change and Digital Manager
Local Campaigns – Publicity/Information Leaflets	Publication Date	3 years	Secure Disposal	Business Need	Change and Digital Manager
Logos	Date of Change	Until Superseded	Review, then Delete or Archive	Business Need	Change and Digital Manager
Photographs and Video – Consent Forms	Date of Photograph/Footage	3 years	Secure Disposal	Business Need	Change and Digital Manager
Press Releases	Date of Event	1 year	Review, then Delete or Archive	Business Need	Change and Digital Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Public Notices	Date of Notice	1 year	Secure Disposal	Business Need	Respective Operations Manager
Virtual Team Brief – Teams Recording	Date of Briefing	2 months	Secure Disposal	Business Need	IT Manager
<b>Corporate Health and Safety</b>					
Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings - Staff	Investigation Closed	3 years; Longer in case of legal claims	Secure Disposal	Limitation Act 1980	Operations, Customer and Data Manager
Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings – Non-staff	Investigation Closed	10 years (Accident Reports for Adults); To the Age of 21 years (For Children)	Secure Disposal	Business Need	Operations, Customer and Data Manager
Asset Monitoring – Building Surveys, Maintenance Inspections, Health and Safety Inspections etc.	Date of Work Completed	7 years	Review	Business Need	Operations, Customer and Data Manager
CCTV – Internal Recordings	Date of Recording	7 days (footages used in investigation or prosecution kept longer)	Secure Disposal	Business Need	Operations, Customer and Data Manager
COSHH and Occupational Health Records	Date of Incident	40 years	Secure Disposal	Health and Safety at Work Act 1974	Operations, Customer and Data Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Potentially Violent Persons Register	Date of Entry	6 months	Secure Disposal if not further incidents occur	Business Need	Operations, Customer and Data Manager
Sign-in App – Activity Log	Last Active Date	1 month (Leavers) 3 months (Active Users)	Secure Disposal	Business Need	Operations, Customer and Data Manager
Swipe Access Records – Activity Log of Users	Last Active Date	3 months	Secure Disposal	Business Need	Operations, Customer and Data Manager
Swipe Access Records – Leavers	Last Active Date	1 month	Secure Disposal	Business Need	Operations, Customer and Data Manager
<b>Countryside and Infrastructure</b>					
Countryside grants	End of agreement	2 years	Secure Disposal	Business Need	Environmental Promotions – Service Manager
Drainage Ditches	Case Closed	3 years	Secure Disposal	Business Need	Natural Environment Manager
Fishing Permit	End of Financial Year Review	1 year	Secure Disposal	Business Need	Environmental Promotions – Service Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Flood Alleviation Schemes	Last Action	5 years	Secure Disposal	Business Need	Natural Environment Manager
Flood Risk and Drainage Records	Case Closed	3 years	Review	Business Need	Natural Environment Manager
Interpretation Board Artwork	Installation date	Life of the interpretation board	Review	Business Need	Countryside Manager
Management Plans	Plan Start Date	5 or 10 years, as appropriate	Secure Disposal	Business Need	Countryside Manager
Maintenance Records – Buildings, Playground Inspection	Last Action	21 Years	Review	EN 1176 guidance, and prudent risk and insurance management	Environmental Promotions – Service Manager
Maintenance Record – Vehicle, Equipment Servicing	Last Action	3 years	Review	Business Need	Environmental Promotions – Service Manager
Memorial Benches	Application Approved	10 years + 1	Secure Disposal	Business Need	Countryside Manager
Memorial Inspection Records	Maintenance Completed	21 years	Secure Disposal	Health and Safety at Work etc. Act 1974	Environmental Promotions – Service Manager
Photos – CS Monitoring	Agreement start date	Life of the agreement + 1 year	Secure Disposal	Business Need	Countryside Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Photos – Historically Important	Photo Taken	Permanent	Retain	Business Need	Countryside Manager
Roundabout Sponsorship	Date of Signed Agreement	3 years	Secure Disposal	Business Need	Environmental Promotions – Service Manager
Site Background Information (e.g. underground service maps)	Date of Record	Permanent	Retain	Business Need	Countryside Manager
Site Survey and Ecological Reports	Survey Date	Permanent	Retain	Business Need	Countryside Manager
Spraying Application (Pesticides)	Annual Review	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Promotions – Service Manager
Street Naming and Numbering Applications	Date of Decision	1 year	Secure Disposal	Business Need	Development Manager
Suitable Alternative Natural Greenspace (SANGS) Sales	Sale Completed	Permanent	Retain	Business Need	Environmental Promotions – Service Manager
Survey / Consultation	3-year Review	Until Superseded	Secure Disposal	Business Need	Environmental Promotions – Service Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Traffic Management – Development Special Event Orders	Date of Event	1 year	Review	Business Need	Operations, Data and Customer Service Manager
Traffic Management – Licenses	Issue of Licence	2 years	Review	Business Need	Operations, Data and Customer Service Manager
Tree Safety	Case Closed	7 years	Review	National Tree Safety Group Guidance	Environmental Promotions – Service Manager
Volunteer List	3-year Review	Continuous Update	Secure Disposal	Business Need	Countryside Manager
<b>Development Management</b>					
Buildings Records – Historic/Listed	Date of Receipt	Permanent	Retain	Business Need	Development Manager
Planning Applications – supporting documents, officer reports, correspondence in support of/objecting to	Case Closed	Permanent	Retain	Town and Country Planning Act 1990; Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Planning Enforcement – Breach Cases	Case Closed	11 years	Review	Business Need	Development Manager
Planning Enforcement – No-Breach Cases	Case Closed	2 years	Secure Disposal	Business Need	Development Manager
Planning Enforcement – Register	Date of Issue	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Manager
Planning Register (including but not limited to: Application Forms, Plans, Supporting Information, Decision Notices and any Planning Obligations or Other Legal Agreements entered into)	Case Closed	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Manager
Tree Preservation Orders	Date of Confirmation	Permanent	Retain	Town and Country Planning (Tree Preservation) (England) Regulations 2012	Development Manager
<b>Elections</b>					
Absent Vote Applications	Elector Action	1 year	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Absent Vote Data	Declaration of Result	1 year	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Election and Canvass Employees – Payroll data	Annual Review	6 years	Secure Disposal	Employment Rights Act 1996	Elections & Information Manage
Election and Canvass Employees – Evidence of Eligibility to Work in UK at Elections	Annual Review	2 years	Secure Disposal	Employment Rights Act 1996	Elections & Information Manage
Electoral Event – Sealed Ballot Boxes, Corresponding Number Lists and Other Associated Items relating to each Electoral Event. Marked Electoral Register and Postal Issue Lists. Nomination Papers.	Declaration of Result	1 year	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Electoral Registers	Republication	Permanent	Retain	Representation of the People Act 1983	Elections & Information Manager
Household information for the annual Canvass	Completion of Annual Canvass	1 month	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Poll card data	Declaration of Result	1 year	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Registration Applications – Invitation to Register Submitted Online or in Paper Format	Publication	1 years	Secure Disposal	Business Need	Elections & Information Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Voter Authority Certificate – Applications and supporting documents, including paper applications	Application Date	28 working day	Secure Disposal	Elections Act 2022	Elections & Information Manager
Voter Authority Certificate – Unsuccessful applications	Application Date	1 year	Secure Disposal	Elections Act 2022	Elections & Information Manager
Voter Authority Certificate – Core Personal Data	Application Date	10 years	Secure Disposal	Elections Act 2022	Elections & Information Manager
<b>Emergency Planning</b>					
Business Continuity Plan	Plan superseded	Until Superseded	Secure Disposal	Civil Contingencies Act 2004	Emergency Planning Officer
Emergency Plan	Plan Superseded	Until Superseded	Secure Disposal	Civil Contingencies Act 2004	Emergency Planning Officer
Emergency/Disaster Plan – Development and Testing Records	Last Action	Until Superseded	Secure Disposal	Civil Contingencies Act 2004	Emergency Planning Officer
Emergency Incident Log	Date of Incident	21 years + 1	Secure Disposal	Limitation Act 1980	Emergency Planning Officer
Staff Emergency Contact Details	Annual Review	As long as staff member involved with Emergency Planning	Secure Disposal	Civil Contingencies Act 2004	Emergency Planning Officer
<b>Environmental Health</b>					

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Air Quality Management	Date of Sampling Results	6 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Animal Welfare – Dangerous Dogs	Date of Recording	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Animal Welfare – Stray Dogs	Date of Collection	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Animal Welfare – Dog Fouling Footage	Date of Recording	2 years; 6 years if Fixed Penalty Notice served	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Animal Welfare – Licensing	Date of Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Animal Welfare – Pest Control	Date of Last Treatment	3 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Commercial Premises Records	Date of Last Inspection	6 years + 1	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Contaminated Land (public register)	Date of Entry	Permanent	Retain	Business Need	Environmental Health, Licensing and Contract Manager
Fly-tipping – Case Notes and Service Requests	Last Action	2 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Fly-tipping – CCTV Images (no evidence of illegal activity)	Date of Recording	1 month	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Fly-tipping – Footage used as prosecution evidence	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Gambling – decisions and supporting documentation	Date of Decision	6 years	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Infectious Disease Investigations	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Licence Applications	Date Licence Expires or Application Refused	2 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Licence Registers	Date of Decision	Permanent; Continuous Review	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Licences – Historic Decisions for Refusals and Revocations (Decisions made before 4 April 2019)	Date of Decision	11 years	Secure Disposal	Pre-2019 decisions were taken before NR3/NR3S and the 2022 Act. They are retained to support fitness-and-propriety assessments and (where still within scope) historic upload/search on NR3S, which are under DfT statutory guidance issued under the Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022.	Environmental Health, Licensing and Contract Manager
Licences – Historic Decisions for Refusals and Revocations (Decisions made before after 4 April 2019)	Date of Decision (and, where entered on NR3S, date the entry is made)	11 years	Secure Disposal	Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 for decisions recorded on NR3S; same treatment for historic decisions within that window	Environmental Health, Licensing and Contract Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Licences – Pavements	Licence Approved	2 years	Secure Disposal	Business and Planning Act 2020	Operations, Data and Customer Service Manager
Licences – Scrap Metal Dealers and Collectors	Date Licence Expires	2 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Permitted Processes (in public register)	Date of Permit Issue	Permanent; continuously updated	Retain	Business Need	Environmental Health, Licensing and Contract Manager
Private Water Supplies	Date of Sampling	30 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Prosecutions and Simple Cautions	Date of Prosecution/Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Service Requests (e.g. reports of breaches of licence)	Case Closed	2 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Street Trading – Decisions relating to applications, consents, refusals, revocations, variations and enforcement	Case Closed	6 years	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Special Treatments Register	Date of Registration	Permanent; Continuous Review	Retain	Business Need	Environmental Health, Licensing and Contract Manager
Statutory Notices	Date of Service	6 years + 1, unless Land Registry charge	Secure Disposal	Limitation Act 1980	Environmental Health, Licensing and Contract Manager
Statutory Nuisance and Public Health Investigations (enforcement action)	Case Closed	6 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Statutory Nuisance and Public Health Investigations (no enforcement action)	Case Closed	6 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Statutory Register of Food Premises	Date of Cease of Trading	6 years; Continuous review for trading businesses	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
Statutory Returns	Date of Return	6 years	Secure Disposal	Business Need	Environmental Health, Licensing and Contract Manager
<b>Finance and Insurance</b>					
Claims Made	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Finance Manager
Claims involving a minor	Case Closed	7 years after the minor turns 18	Secure Disposal	Insurance Policy	Finance Manager
Covid-19 business grants, including supporting documentation	Payment Date	10 years	Secure Disposal	State Aid De Minimis regulations	Senior Finance Business Partner
Financial Plan – Medium Term	Annual Review	3 years	Review	Business Need	Executive Director - Corporate Services (S151)

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Financial Transactions (including Sales Invoices, Supplier Invoices, Bank Statements and Reconciliations, Journals and Credit Card Statements and Receipts)	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Insurance Policies and Correspondence	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Finance Manager
Payments Received – Street naming and Numbering Applications, Planning Applications, Building Control, Land Charges, Environmental Health and Housing	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Operations, Data and Customer Service Manager
Policy - Insurance Register	Case Closed	6 years + 1	Secure Disposal	Business Need	Finance Manager
Prepared Budget	Annual Review	3 years	Review	Business Need	Finance Manager
Property Transactions	Agreement Completed	Permanent	Retain	Business Need	Finance Manager / Estate Surveyor
Purchase and Leased Asset Acquisition and Disposal	Agreement / Lease Completed	4 years	Review	Business Need	Finance Manager / Estate Surveyor
Statutory Accounts	Annual Review	Permanent	Review	Business Need	Finance Manager
Treasury Management Investments	From Maturity	2 years	Review	Business Need	Finance Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Value Added Tax Records	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
<b>Homelessness</b>					
Applications under homelessness legislation – Prevention, Relief, Main Duty, Advice	Duty Accepted / Duty Discharged / closed / Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
Hardship – Household Support Fund	Date of Application	2 years	Secure Disposal	Business Need	Housing Solutions Manager
Nominations to Housing Providers	Housed/Closed/ Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
Occupational therapy Practice assessments of applicants	Housed/Closed/ Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
<b>Housing</b>					
Housing Strategy Documents	When superseded	5 years	Archive	Business Need	Housing Strategy and Development Manager
RP Preferred Partner Scheme	Partnership Agreement Date	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Strategy and Development Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Photos	Annual Review	1 year	Review, then archive photos of historical value	Business Need	Housing Strategy and Development Manager
Sites – Affordable Rural Exception	Practical Completion (of Entire Site)	5 years	Review	Business Need	Housing Strategy and Development Manager
Sites – Non-Exception	Practical Completion (of Entire Site)	1 year	Review, then strip to core data	Business Need	Housing Strategy and Development Manager
Survey / Data Analysis	Annual Review	1 year	Review, then strip to core data	Business Need	Housing Strategy and Development Manager
<b>Housing – Private Sector</b>					
Caravans	End of Licence	1 year	Secure Disposal	Business Need	Private Sector Housing Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Caravans – Site Fit and Proper Person Register	End of Registration	1 year	Review	Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020	Private Sector Housing Manager
Disabled Facilities and Minor Work Grants	Grant Closed	5 years	Secure Disposal	Limitation Act 1980 Business Need	Private Sector Housing Manager
Disabled Facilities and Minor Work Grants – not approved	Grant Closed	2 years	Secure Disposal	Limitation Act 1980 Business Need	Private Sector Housing Manager
HMOs	End of Licence	1 year	Secure Disposal	Business Need	Private Sector Housing Manager
Loans	Loan Repaid	Life of Loan	Secure Disposal	Business Need	Private Sector Housing Manager
Travellers	Date Encampment Moved On	2 years	Secure Disposal	Business Need	Private Sector Housing Manager
<b>Human Resources and Payroll</b>					
Application Forms and Interview Notes (for Unsuccessful Candidates)	Date of Interview	6 months	Secure Disposal	Business Need	People & Organisational Development Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Equality and Diversity Data	Date of Report	18 months	Review	Business Need	People & Organisational Development Manager
Payroll and pension	Last day of employment	6 years + 1	Secure Disposal	Business Need RGLA 6.2	People & Organisational Development Manager
Personnel File (e.g. parental leave, sickness, contracts, occupational health reports, right to work etc.)	Last day of employment	6 years + 1	Secure Disposal	Business Need RGLA 6.2	People & Organisational Development Manager
Records containing superannuation information (e.g. Income Tax, NI Returns, Retirement Benefit Scheme, Record of Notifiable Events etc.)	Last day of employment	6 years + 1	Secure Disposal	Business Need RGLA 6.2	People & Organisational Development Manager
Statutory training records/registers	Annual Review	Continuous Update to keep the latest date of training	Review	Business Need	People & Organisational Development Manager
Working Time Records	From date on which they were made	2 years	Review	The Working Time Regulations 1998 (SI 1998/1833)	People & Organisational Development Manager
<b>Information Governance</b>					
Data Protection Impact Assessments	Last Action	6 years	Review	Business Need	Project Owner

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Information Rights Requests	Case Closed	2 years	Secure Disposal	Business Need	Data Protection Officer
Information relating to FOI and EIR requests kept on Uniform	Case Closed	2 years	Secure Disposal	Business Need	Operations, Data and Customer Service Manager
Personal Data Breach Reports	Case Closed	2 years	Secure Disposal	Business Need	Data Protection Officer
Personal Data Breach - Claims	Case Closed	7 years	Secure Disposal	Business Need	Data Protection Officer
RIPA - Annual Statistical Returns	Date of Return	2 years	Secure Disposal	Business Need	Monitoring Officer
RIPA - Part 2 Directed Surveillance	Last Action	6 years	Secure Disposal	Covert Surveillance and Property Interference Revised Code of Practice 2018	Monitoring Officer
<b>Litter Enforcement and Dog Fouling</b>					
Body-worn cameras – Non-evidential footage	Review of Footage	1 Month	Secure Disposal	National Digital and Physical Evidence Retention Guidance	Parking Manager
Body-worn cameras – Evidential footage	Case Closed	90 days	Secure Disposal	National Digital and Physical Evidence Retention Guidance	Parking Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Body-worn cameras – Evidential Footage for Prosecution Cases	Case Closed	3 years	Secure Disposal	National Digital and Physical Evidence Retention Guidance	Parking Manager
PACE Pocketbooks	Last Case Closed	3 years	Secure Disposal	National Digital and Physical Evidence Retention Guidance	Parking Manager
<b>Local Land Charges</b>					
Cartographic Indexes and Other Finding Aids	Application Date	Permanent	Retain	Business Need	Operations, Customer and Data Manager
Copy Search Forms Completed	Search Completed Date	6 years	Secure Disposal	Business Need	Operations, Customer and Data Manager
Land Charges Registers	Application Date	Permanent	Retain	Business Need	Operations, Customer and Data Manager
Land Charges Registers – Entries cancelled	Withdrawal Request Date	10 years	Secure Disposal	Business Need	Operations, Customer and Data Manager
Mapping Records	Date of Receipt	Permanent or until Superseded	Retain; Secure Disposal	Business Need	Operations, Customer and Data Manager
<b>Planning Policy and Economic Development</b>					

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Authority Monitoring Reports, Brownfield Land Register, land supply statements	Published	5 years	Review	Business Need	Planning Policy and Economic Development Manager
Conservation area appraisals	Date of Adoption	Permanent	Retain	Business Need	Planning Policy and Economic Development Manager
Consultation Database	Scheduled Task	1 year	Review	Business Need	Planning Policy and Economic Development Manager
Development monitoring data and other records related to preparation of Authority Monitoring Reports, Brownfield Land Register, land supply statements	Scheduled Task	3 years	Review	Business Need	Planning Policy and Economic Development Manager
Entries on the Self and Custom Build Register and associated administrative records	Date of removal from the register	Continuous Update	Secure Disposal	Business Need	Planning Policy and Economic Development Manager
Memorandums of Understanding, Service Level Agreements, Legal agreements etc.	Date expired/closed	1 year	Review	Business Need	Planning Policy and Economic Development Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Plans, policies, strategies, guidance, studies, evidence base studies	Superseded/ revoked/withdrawn	1 year	Review	Business Need	Planning Policy and Economic Development Manager
Records relating to activities that develop plans, policies, strategies, conservation area appraisals, guidance, evidence base studies, including any prepared by other organisations	Adopted/published	1 year	Review	Business Need	Planning Policy and Economic Development Manager
Records relating to nominations and decisions for Assets of Community Value	Date of removal from the register	5 years	Review	Business Need	Planning Policy and Economic Development Manager
<b>Parking</b>					
Abandoned and Untaxed Vehicles	Date of DVLA information request	1 year	Secure Disposal	Business Need	Parking Manager
Body-worn cameras – Evidential Video and Audio	Review of Footage	18 Months	Secure Disposal	Business Need	Parking Manager
Body-worn cameras – Non-Evidential Video and Audio	Review of Footage	30 days	Secure Disposal	Business Need	Parking Manager
Cash Collections from Ticket Machines	Date of Collection	6 years + 1	Secure Disposal	Limitation Act 1980	Parking Manager
CEO Notebooks	Last Action	3 years	Secure Disposal	Business Need	Parking Manager
DVLA Keeper Details	Date of Last Review	3 years	Secure Disposal	Business Need	Parking Manager

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Parking Payments Received	Date of Last Review	6 years + 1	Secure Disposal	Limitation Act 1980	Parking Manager
PCN Data	Date of Last Review	3 years	Secure Disposal	Business Need	Parking Manager
Photographic Evidence	Date of Last Review	3 years	Secure Disposal	Business Need	Parking Manager
<b>Procurement and Legal</b>					
Contracts – Sufficient records to explain a material decision made for the purpose of awarding or entering into a public contract, including communication with suppliers	Date of contract commencement	3 years	Secure Disposal	Procurement Act 2023	Contracts and Procurement Manager
Contracts – all	Breach or Expiry of Contract	Ordinary Contracts: 6 years + 1 Contracts Under Seal: 12 years	Secure Disposal	Limitation Act 1980	Shared Legal Services/ Contracts and Procurement Manager
Contracts Register	Quarterly Review	Continuous Update	Review	Procurement Act 2023	Contracts and Procurement Manager
Land and Property Transactions	Completion	12 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Leasing Property	Termination of Lease	12 years	Review	Limitation Act 1980	Shared Legal Services
Legal Advice on a Point of Law	Last Advice	6 years	Secure Disposal	Limitation Act 1980 RGLA4.2	Shared Legal Services

Function Description and Records	Retention Trigger	Retention Period	Action	Justification	Owner
Litigation Files	Case Closed	6 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Planning Inquiries/Appeals/Decisions/Agreements	Closure of File/Completion of Agreement	6 years	Review	Limitation Act 1980 Town and Country Planning Act 1990	Shared Legal Services
<b>Revenues and Benefits</b>					
Documents and Records (Paper and Electronic)	Account Closed or Last Action	6 years + 1	Review	HMRC guidelines	Senior Finance Business Partner
Housing Benefit Claim Data	No Live Claim	6 years + 1	Review	HMRC guidelines	Senior Finance Business Partner
<b>Waste and Recycling</b>					
Waste Transfer Notes	Date of Service Delivery	2 years	Secure Disposal	Waste Duty of Care Regulations, Environmental Protection Act 1990, Controlled Waste 2012 Regulations	Waste and Recycling Manager
Waste Carrier Licence	Issue Of Licence	3 years	Secure Disposal	Waste Duty of Care Regulations, Environmental Protection Act 1990, Controlled Waste 2012 Regulations	Waste and Recycling Manager

<b>Function Description and Records</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Action</b>	<b>Justification</b>	<b>Owner</b>
Customer Enquiries	Last Action	2 years	Secure Disposal	Business Need	Waste and Recycling Manager

#### 4. Version Control

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	Nov 2021	Effective Date
2.0	Nov 23	Full Review
3.0	May 26	Full Review

#### Authorisation

<b>Sponsor Approval 2026</b>	CEO, Corporate and Communities Director
<b>Schedule Owner</b>	Data Protection Officer

<b>Document Distribution</b>	SharePoint, HDC Website
<b>Next Full Review Date</b>	April 2028