



**HART DISTRICT COUNCIL
RETENTION AND DISPOSAL SCHEDULE**

Effective Date November 2021
Schedule Owner Information Governance Officer
Review Date November 2023

Service	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Heads of Service)
Corporate					
Complaints					
MPs complaints and Stage 1, Stage 2 and Stage 3 complaints that do not go to the Local Government and Social Care Ombudsman	Stage 3 Complaint (or applicable stage) Closed	3 years	Secure Disposal	Business Need	Change and Digital Manager
Information Governance					
Subject Access Requests (Soft and Hard Copies)	Case Closed	6 months	Secure Disposal	Business Need	Information Governance Officer
Data Breach Reports	Case Closed	3 years	Secure Disposal	Business Need	Information Governance Officer
Claims arising out of Personal Data Disclosure	Case Closed	7 years	Secure Disposal	Business Need	Information Governance Officer
Correspondence relating to FOI and EIR requests	Case Closed	3 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Data Protection Impact Assessments	Last Action	6 years	Review	Business Need	Information Governance Officer

RIPA - Part 2 Directed Surveillance	After conduct to which Complaint relates	5 years	Secure Disposal	Covert Surveillance and Property Interference Revised Code of Practice 2018	Information Governance Officer
RIPA - Annual Statistical Returns	Date of Return	2 years	Secure Disposal	Business Need	Information Governance Officer
IT					
E-mails and E-calendars	Daily Update	6 months (then placed for a further 6 months in an accessible archive before finally being deleted). A limited number of agreed Superusers will have this period extended 3, 5 and 7 years	Secure Disposal	Business Need	Business Improvement and IT Client Officer
i. Users	Upon Receipt		Secure Disposal	Business Need	Business Improvement and IT Client Officer
ii. Superusers					
Teams (Chats & working)	Daily Update	1 year	Secure Disposal	Business Need	Business Improvement and IT Client Officer
Call Recordings - Contact Centre	Time of Last Call	6 months	Secure Disposal	Business Need	HR Client

Downloads	When Downloaded	30 days	Secure Disposal	Business Need	Business Improvement and IT Client Officer
Recycle Bin (SharePoint and OneDrive)	Date Deleted	93 days	Secure Disposal	Business Need	Business Improvement and IT Client Officer
Insurance					
Policy - Insurance Register	Case Closed	6 years + 1	Secure Disposal	Business Need	Contracts and Procurement Manager
Insurance Policies and Correspondence	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Contracts and Procurement Manager
Claims Made	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Contracts and Procurement Manager
Procurement					
Sufficient Documentation to justify Decisions taken in All Stages of the Procurement Process	Date of Award	3 years	Secure Disposal	Public Contracts Regulations 2015	Contracts and Procurement Manager
Local Government and Social Care Ombudsman					
Decision Reports	Case Closed	3 years	Secure Disposal	Business Need	Internal Audit Manager
Supporting Information	Case Closed	3 years	Secure Disposal	Business Need	Internal Audit Manager

Environmental and Technical Services	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Heads of Service)
Fly-tipping					
Footage used as prosecution evidence	Date File Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health Manager
Case Notes and Service Requests	Last Action	2 years	Secure Disposal	Business Need	Environmental Health Manager
CCTV Images (no evidence of illegal activity)	Date of Recording	1 month	Secure Disposal	Business Need	Environmental Health Manager
Parking					
i. Body Worn Cameras Non-evidential video and audio	Automated	30 days	Secure Disposal	Business Need	Parking Manager
ii. Evidential video and audio	Automated	18 months	Secure Disposal	Business Need	Parking Manager
Abandoned and Untaxed Vehicles	Reports	1 year	Secure Disposal	Business Need	Parking Manager
PCN Data	Date of Last Review	3 years	Secure Disposal	Business Need	Parking Manager
CEO Notebooks	Last Action	3 years	Secure Disposal	Business Need	Parking Manager
Residents Parking Permits	After Expiry	1 year	Secure Disposal	Business Need	Parking Manager
Waste/Recycling					

<ul style="list-style-type: none"> i. Records relating to the Process of arranging the Collection or Transportation of Household Waste ii. Customer Enquiries – Details iii. Customer Enquiries – Content iv. Records relating to the Process of arranging the Collection or Transportation of Controlled Waste 	<ul style="list-style-type: none"> Application Customer Contact Customer Contact Application 	<ul style="list-style-type: none"> 1 year 1 year 1 year 1 year 	<ul style="list-style-type: none"> Secure Disposal Secure Disposal Secure Disposal Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need Business Need Business Need 	<ul style="list-style-type: none"> Waste and Recycling Manager Waste and Recycling Manager Waste and Recycling Manager Waste and Recycling Manager
Infrastructure					
<ul style="list-style-type: none"> i. Flood Risk and Drainage Flood Alleviation Schemes ii. Drainage Ditches 	<ul style="list-style-type: none"> Last Action Case Closed 	<ul style="list-style-type: none"> 10 years 3 years 	<ul style="list-style-type: none"> Review Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need 	<ul style="list-style-type: none"> Infrastructure Team Manager Infrastructure Team Manager
<ul style="list-style-type: none"> i. Traffic Management Blue Badge Holders ii. Development of Permanent Traffic Orders iii. Development Special Event Orders iv. Agreement and Licenses v. Access Protection Markings 	<ul style="list-style-type: none"> Last Action Case Closed Last Action Application Case Closed 	<ul style="list-style-type: none"> Current 3 years 3 years 1 year Current 	<ul style="list-style-type: none"> Secure Disposal Secure Disposal Review Review Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need Business Need Business Need Business Need 	<ul style="list-style-type: none"> Infrastructure Team Manager Infrastructure Team Manager Infrastructure Team Manager Infrastructure Team Manager Infrastructure Team Manager
Property Management					

Property Transactions	Agreement Completed	Permanent	Retain	Business Need	Head of Environmental and Technical Services
Monitoring of Assets (including Building Surveys, Planned Maintenance Inspections, Health and Safety Inspections etc.)	Work Completed	7 years	Review	Business Need	Head of Environmental and Technical Services
Purchase and Leased Asset Acquisition and Disposal	Agreement/Lease Completed	3 years	Review	Business Need	Head of Environmental and Technical Services
Countryside					
Suitable Alternative Natural Greenspace (SANGS) Sales	Sale Completed	Permanent	Retain	Business Need	Head of Environmental and Technical Services
Spraying Application (Pesticides)	Annual Review	6 years + 1	Secure Disposal	Limitation Act 1980	Countryside Manager
Buildings Maintenance Records/Playground Inspection Records	Last Action	1 year	Review	Business Need	Countryside Manager
Vehicle/Equipment Servicing/Maintenance Records	Last Service	3 years	Review	Business Need	Countryside Manager
Tree Policy (Tree Preservation Orders)	Tree Preservation Order Issued	7 years	Review	Business Need	Countryside Manager
Tree Safety	Case Closed	7 years	Review	Business Need	Countryside Manager
Fishing Permit	End of Financial Year	1 year	Secure Disposal	Business Need	Countryside Manager
Emergency Planning					

Records relating to the Development of the Emergency/Disaster Plan	Last Action	Life Cycle of the Emergency/Disaster Plan	Secure Disposal	Business Need	Head of Environmental and Technical Services
Records relating to the Testing of the Emergency/Disaster Plan	Last Action	Life Cycle of the Emergency/Disaster Plan	Secure Disposal	Business Need	Head of Environmental and Technical Services
Records relating to the Management of Serious Incidents	Date Incident Resolved	6 years + 1	Review	Limitation Act 1980	Head of Environmental and Technical Services
Emergency/Disaster Plan Log	Date of Incident	21 years + 1	Secure Disposal	Limitation Act 1980	Head of Environmental and Technical Services
Disaster Recovery and Business Continuity Plans	Last Action	Life Cycle of the Plans	Secure Disposal	Business Need	Head of Environmental and Technical Services
Contact Lists	Last Action	Regularly Updated	Secure Disposal	Business Need	Head of Environmental and Technical Services
Street Care					
Memorial Inspection Records	After Maintenance Completed	21 years	Secure Disposal	Health and Safety at Work etc. Act 1974	Countryside Manager
Memorial Benches	TBC	5 to 10 years	TBC	TBC	Countryside Manager

Site Security	Date of Incident	Current	Secure Disposal	Business Need	Countryside Manager
Roundabout Sponsorship	Date of Signed Agreement	3 years	Secure Disposal	Business Need	Countryside Manager
Survey Consultation	Until Superseded	7 years	Secure Disposal	Business Need	Countryside Manager
Litter Enforcement					
i. Body Worn Cameras Prosecution of Guilty in Absence	Case Closed	1 year	Secure Disposal	Business Need	Visitor Services Manager
ii. Case goes to Trial	Case Closed	7 years	Secure Disposal	Business Need	Visitor Services Manager
iii. PACE Pocketbooks	Case Closed	7 years	Secure Disposal	Business Need	Visitor Services Manager
CCTV (via Rushmoor Borough Council)	N/a	N/a	N/a	N/a	Community Safety Team Leader
CCTV (via Hart District Council)					
Recordings	Date of Recording	7 days (except where the image identifies an issue and is retained in the context of an investigation / prosecution of that issue)	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Transactions					
i. Payments Received Infrastructure	Completion	Current	Secure Disposal	Business Need	Infrastructure Team Manager

<ul style="list-style-type: none"> ii. Parking <ul style="list-style-type: none"> a. DVLA Keeper Details b. Photographic Evidence c. Financial iii. Bins iv. Countryside v. Litter Enforcement and Dog Fouling 	<ul style="list-style-type: none"> Date of Last Review Date of Last Review Date of Last Review Application Bookings Completion 	<ul style="list-style-type: none"> 1 year 3 years 6 years Current Current Current 	<ul style="list-style-type: none"> Secure Disposal Secure Disposal Secure Disposal Secure Disposal Secure Disposal Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need Business Need Business Need Business Need Business Need 	<ul style="list-style-type: none"> Parking Manager Parking Manager Parking Manager Waste and Recycling Manager Ecology and Countryside Manager Visitor Services Manager
Community Services	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Heads of Service)
Housing					
Strategic	New Calendar Year	5 years	Review	Business Need	Housing Strategy and Development Manager
Associations	Partnership Agreement Date	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Strategy and Development Manager
Affordable					

i. Exception Sites	Practical Completion (of Entire Site)	10 years	Review	Business Need	Housing Strategy and Development Manager
ii. Non-Exception Sites	Practical Completion (of Entire Site)	5 years	Review	Business Need	Housing Strategy and Development Manager
iii. Surveys/Data Analysis	Project Start Date	Current	Secure Disposal	Business Need	Housing Strategy and Development Manager
Community Safety					
Agendas/Minutes e.g. Vulnerabilities Operational Group, Case Conferences	Date of Record	3 years	Secure Disposal	Business Need	Community Safety Manager
Challenge and Change	TBC	12 months	Secure Disposal	Business Need	Community Safety Manager
E-mails relating to Cases	Daily Update	6 months (then placed for a further 6 months in an accessible archive before finally being deleted)	Secure Disposal	Business Need	Community Safety Manager
Home Office and other Returns	Date of Return	TBC	Secure Disposal	Business Need	Community Safety Manager
Legal Action/Enforcement Activity	Upon Receipt	7 years	Secure Disposal	Business Need	Community Safety Manager

Lesson Plans, Schools Information	Date of Creation/Receipt	1 year	Secure Disposal	Business Need	Community Safety Manager
Partnership Plan, Strategic Assessments	After Adoption	Permanent	Secure Disposal	Business Need	Community Safety Manager
Safeguarding Referrals	From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)	TBC	Secure Disposal	Business Need	Community Safety Manager
SafetyNet Casefiles	Case Closed	TBC	Secure Disposal	Business Need	Community Safety Manager
Private Sector Housing					
i. Disabled Facilities Grants	When Grant Closed	5 years (Files), 10 years (System) & 2 years (Not Approved)	Secure Disposal	Business Need	Senior Environmental Health and Housing Officer
ii. Minor Works Grants	When Grant Closed	6 years + 1 (1 year for Financial Information)	Secure Disposal	Limitation Act 1980 (Business Need)	Senior Environmental Health and Housing Officer
iii. Loans	Work Completed	Life of Loans	Secure Disposal	Business Need	Senior Environmental Health and Housing Officer
iv. Caravans	Date License Issued	Life of License	Review	Business Need	Senior Environmental Health and Housing Officer

v. HMOs	Date HMOs Identified/Date License Issued	Life of HMO Status/ Life of License	Review	Business Need	Senior Environmental Health and Housing Officer
vi. Travellers	After Encampment Moved On	2 years	Secure Disposal	Business Need	Senior Environmental Health and Housing Officer
vii. Caravan Site Fit and Proper Person Register	Application Date	Not exceeding 5 years	Review	Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020	Senior Environmental Health and Housing Officer
Nominations					
To Housing Providers	Housed/Closed/Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Engagement and Support Manager (Housing)
Homelessness					
i. Prevention	Prevented	6 years + 1	Secure Disposal	Limitation Act 1980	Engagement and Support Manager (Housing)
ii. Relief	Relieved	6 years + 1	Secure Disposal	Limitation Act 1980	Engagement and Support

iii. Main Duty	Duty Accepted/Duty Discharged	6 years + 1	Secure Disposal	Limitation Act 1980	Manager (Housing) Engagement and Support Manager (Housing)
iv. Advice Only	Closed/Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Manager (Housing) Engagement and Support Manager (Housing)
Safeguarding					
i. Records relating to Safeguarding Referrals and Communications	From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)	7 years	Secure Disposal	Business Need	Social Inclusion and Partnerships Manager (Housing)
ii. Safeguarding where Mental Health is concerned	From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)	20 years	Secure Disposal	Business Need	Social Inclusion and Partnerships Manager (Housing)
Supporting Troubled Families					
Information Stored on SafetyNet	Case Closed	7 years	Secure Disposal	Business Need	Head of Community Services
Health and Wellbeing					
Health and Wellbeing Project Officer	Diarised Event	1 year	Review	Business Need	Health and Policy Project Officer

Equality and Diversity					
Equality and Diversity	Diarised Event	1 year	Review	Business Need	Health and Policy Project Officer
Equalities Data	Date of Equality Report	18 months	Review	Business Need	Health and Policy Project Officer
Corporate Services	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Heads of Service)
Internal Audit					
E-mails in the following mailboxes					
i. discretionarygrant@hart.gov.uk (Data held in this mailbox contains banks statements)	Agreed at Grant Data Retention Meeting September 2021	Until September 2023	Secure Disposal	Business Need	Internal Audit Manager
ii. businessgrants@hart.gov.uk (Data held in this mailbox contains banks statements)	Agreed at Grant Data Retention Meeting September 2021	Until September 2023	Secure Disposal	Business Need	Internal Audit Manager
Documentation in relation to Covid-19 business grants	Application Date	10 years	Secure Disposal	State Aid De Minimis regulations	Internal Audit Manager
Audit Reports (Final Version)	Start of Financial Year	3 years	Secure Disposal	Business Need	Internal Audit Manager
Working Papers in Support of Final Audit Findings	Start of Financial Year	3 years	Secure Disposal	Business Need	Internal Audit Manager
Fraud Investigations	Start of Financial Year	6 years + 1	Secure Disposal	Local Government	Internal Audit Manager

				Finance Act 2012	
Annual External Audit Reports	Start of Financial Year	6 years + 1	Secure Disposal	Local Government Finance Act 2012	Internal Audit Manager
Corporate Communications					
Recording of Virtual Staff Briefings in Teams	Date of Briefing	60 days	Secure Disposal	Business Need	Media and Communications Manager
Formal Evidence of Civic Events including Photographs	Point of Event	2 years	Secure Disposal	Business Need	Media and Communications Manager
Papers relating to Organisation of Civic Events	End of Civic Year	1 year	Review	Business Need	Media and Communications Manager
Press Releases and Media Cuttings	Monthly	1 year	Secure Disposal	Business Need	Media and Communications Manager
Public Notices	Monthly	1 year	Secure Disposal	Business Need	Media and Communications Manager
Online and Hard Copy Forms and Consultations	Point of Form or Consultation going Live	6 months	Review	Business Need	Media and Communications Manager
Photographs and Video (Consent Forms)	Date of Photograph/Footage	3 years	Secure Disposal	Business Need	Media and Communications Manager
Local Campaigns - Publicity/Information Leaflets	Publication Date	Current	Review	Business Need	Media and Communications Manager
Hart News	End of Calendar Year	3 years	Secure Disposal	Business Need	Media and Communications Manager

Parish Link	End of Calendar Year	1 year	Secure Disposal	Business Need	Media and Communications Manager
Logos	Point of Change	Current	Review	Business Need	Media and Communications Manager
Corporate Branding	Point of Change	Current	Review	Business Need	Media and Communications Manager
Maps	Point of Change	Current	Review	Business Need	Media and Communications Manager
Organisational Chart	Point of Change	Current	Review	Business Need	Media and Communications Manager
Elections					
Electoral Registers	Republication	Permanent	Retain	Representation of the People Act 1983	Elections Manager
Applications to be Registered (Household Enquiry Form Submitted on Paper or in Data Format)	Publication	6 years	Secure Disposal	Business Need	Elections Manager
Applications to be Registered - Invitation to Register Submitted Online or in Paper Format	Publication	6 years	Secure Disposal	Business Need	Elections Manager
Absent Vote Applications	Elector Action	For Duration of Voter being Absent	Secure Disposal	Representation of the People Act 1983	Elections Manager
Sealed Ballot Boxes, Corresponding Number Lists and Other Associated Items relating to each Electoral Event. Marked Electoral Register and Postal Issue Lists. Nomination Papers	Diarised	1 year	Secure Disposal	Representation of the People Act 1983	Elections Manager

Evidence of Eligibility to Work in UK	Employer Action	Current	Secure Disposal	Employment Rights Act 1996	Elections Manager
Employee Records and Payroll					
Income Tax and NI Returns, Income Tax Records and Correspondence with HMRC	After the End of the Financial Year to which they relate	Not less than 3 years	Review	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments (Amendment No. 6) Regulations 1996 (SI 1996/2631)	HR Client
Retirement Benefits Schemes - Records of Notifiable Events, for example, relating to Incapacity	From the End of the Scheme Year in which the Event took place	6 years	Review	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	HR Client
Statutory Maternity Pay Records, Calculations, Certificates (Mat B1s) or other Medical Evidence	After the End of the Tax Year in which the	3 years	Review	The Statutory Maternity Pay (General)	HR Client

	Maternity Period ends			Regulations 1986 (SI 1986/1960) as amended	
Wage/Salary Records (also Overtime, Bonuses, Expenses)	Date Agreement Implemented	6 years	Review	Taxes Management Act 1970	HR Client
National Minimum Wage Records	After the End of the Pay Reference Period following the one that the Records Cover	3 years	Review	National Minimum Wage Act 1998	HR Client
Records relating to Working Time	From date on which they were made	2 years	Review	The Working Time Regulations 1998 (SI 1998/1833)	HR Client
Application Forms and Interview Notes (for Unsuccessful Candidates)	Date of Interview	6 months	Secure Disposal	Business Need	HR Client
Inland Revenue/HMRC Approvals	Date of Approval	Permanent	Retain	Business Need	HR Client
Parental Leave	From Birth/Adoption of the Child	5 years	Review	Business Need	HR Client
	If the Child receives a Disability Allowance	18 years			
Pension Scheme Investment Policies	From the Ending of any Benefit	12 years	Review	Business Need	HR Client

	Payable under the Policy				
Redundancy Details, Calculations of Payments, Refunds, Notification to the Secretary of State	From the Date of Redundancy	6 years	Review	Business Need	HR Client
Statutory Sick Pay Records, Calculations, Certificates, Self-certificates	End of Sickness/Absence	6 years + 1	Secure Disposal	Limitation Act 1980	HR Client
Trade Union Agreements	After Ceasing to be Effective	10 years	Secure Disposal	Business Need	HR Client
Revenues and Benefits					
Documents and Records (Paper and Electronic)	Last Action	6 years + 1	Review	Business Need	Finance, Revenues and Benefits Client Officer
Housing Benefit Claim Data	No Live Claim	6 years + 1	Review	Business Need	Finance, Revenues and Benefits Client Officer
Finance					
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, Revenues and Benefits Client Officer
Statutory Accounts	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Prepared Budget	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and

					Benefits Client Officer
Medium Term Financial Plan	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Financial Vetting	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Treasury Management Investments	From Maturity	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Value Added Tax Records	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Contracts Register	Annual Review	Current	Review	Value Added Tax Act 1994	Finance, Revenues and Benefits Client Officer
Legal					
Litigation Files	Case Closed	6 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Legal Advice on a Point of Law	Last Advice	6 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Land and Property Transactions	Completion	12 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Leasing Property	Completion	12 years	Review	Limitation Act 1980	Shared Legal Services

All Contracts	Expiry of Contract	Ordinary Contracts: 6 years Contracts Under Seal: 12 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	Shared Legal Services
Committee Services					
Complaints against Councillors	Case Closed	6 years	Secure Disposal	Business Need	Committee Services/Executive Support Manager
Statutory Reports to Central Government	Return Made	6 years + 1	Secure Disposal	Limitation Act 1980	Committee Services/Executive Support Manager
Political Parties' Papers	Return Made	6 years	Review	Business Need	Committee Services/Executive Support Manager
Live Streamed Council Meetings	Scheduled Event	3 months	Secure Disposal	Business Need	Media and Communications Manager
Customer Services					
Decisions taken under the Policy and Guidance for Dealing with Persistent, Vexatious and Unreasonable Customer Behaviour	After the Restriction has been Lifted	2 years	Secure Disposal	Business Need	HR Client
Performance Management (via Committee Services)	N/a	N/a	N/a	N/a	Contracts and Procurement Manager

Transactions					
Payments Received i. Legal	Last Action	Current	Secure Disposal	Business Need	Shared Legal Services
Climate Change					
Building Insulation Grants Scheme for Residents on Low Income	When Grant Closed	7 years	Secure Disposal	Business Need	Head of Environmental and Technical Services
Contact Details	Last Action	Current	Secure Disposal	Business Need	Head of Environmental and Technical Services
Place	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Heads of Service)
Development Management					
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 Opened	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure)	Development Management and Building Control Manager

				(England) Order 2015	
Officer Reports	Point of Determination	Permanent	Retain	TBC	Development Management and Building Control Manager
Historic/Listed Buildings Records	Upon Receipt	Permanent	Retain	Business Need	Development Management and Building Control Manager
Planning Enforcement Register	Point of Issue	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Management and Building Control Manager
Planning Enforcement Cases Where Breach Established	Upon Receipt	10 years	Review	Business Need	Development Management and Building Control Manager
Planning Enforcement Cases Where No Breach	Upon Receipt	2 years	Secure Disposal	Business Need	Development Management

					and Building Control Manager
Mapping Records (excludes: Conservation Areas)	Upon Receipt	Current	Secure Disposal	Business Need	Development Management and Building Control Manager
Tree Preservation Orders	Point of Issue	Permanent	Retain	Town and Country Planning (Tree Preservation) (England) Regulations 2012	Development Management and Building Control Manager
Other Records (relating to the Process of Controlling Development e.g. Correspondence in Support of/Objecting to)	Point of Receipt	Hard Copy Records (Case Closed); Electronic Copies (Made Sensitive when Case Closed and Final Secure Disposal TBC)	Secure Disposal	Business Need	Development Management and Building Control Manager
Environmental Health					
Prosecutions and Simple Cautions	Date of Prosecution/Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health Manager
Statutory Notices	Date of Service	6 years + 1, unless Land Registry charge	Secure Disposal	Limitation Act 1980	Environmental Health Manager

Infectious Disease Investigations	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health Manager
Private Water Supplies	Date of Sampling	Permanent	Retain	Business Need	Environmental Health Manager
Statutory Register of Food Premises	Date of Request	Current	Secure Disposal	Business Need	Environmental Health Manager
Commercial Premises Records	Date of Last Inspection	6 years + 1	Secure Disposal	Business Need	Environmental Health Manager
Statutory Returns	Date of Return	6 years	Secure Disposal	Business Need	Environmental Health Manager
Statutory Nuisance and Public Health Investigations (no enforcement action)	Case Closed	2 years	Secure Disposal	Business Need	Environmental Health Manager
Statutory Nuisance and Public Health Investigations (enforcement action)	Case Closed	6 years	Secure Disposal	Business Need	Environmental Health Manager
Permitted Processes (in public register)	Issuing Permit	Permanent	Retain	TBC	Environmental Health Manager
Contaminated Land	Date of Entry	Permanent	Retain	Business Need	Environmental Health Manager
Air Quality Management	Sampling Results	6 years	Secure Disposal	Business Need	Environmental Health Manager

Animal Welfare Licencing	Date of Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health Manager
Stray Dogs	Date of Collection	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health Manager
Dangerous Dogs	Date of Recording	6 years + 1	Secure Disposal	Dangerous Dogs Act 1991	Environmental Health Manager
Dog Fouling Images	Date of Recording	6 years where Fixed Penalty Notice served, 2 years otherwise	Secure Disposal	Business Need	Environmental Health Manager
Pest Control	Date of Last Treatment	3 years	Secure Disposal	Business Need	Environmental Health Manager
Building Control (via Rushmoor Borough Council)					
Records relating to the Process of determining all Full Plan Applications	Completion Date Recorded on Uniform	15 years	Retain	Building Control Performance Standards	Development Management and Building Control Manager
Records relating to the Process of Validating, Inspecting and Completing all Building Notice/Regularisation Applications	Completion Date Recorded on Uniform	15 years	Retain	Building Control Performance Standards	Development Management and Building Control Manager
Records relating to the Process of determining all Applications for Demolitions - Section 80 and Section 81 Information	Date of Section 81 Notice	18 months	Retain	Business Need	Development Management and Building

					Control Manager
Records relating to the recording of Dangerous Structures	Date of Validation	5 years	Retain	Business Need	Development Management and Building Control Manager
Records for Competent Persons Schemes	Date of Input	Permanent	Retain	TBC	Development Management and Building Control Manager
Recording of Initial Notices	Final Certificate Date	15 years	Retain	Building Control Performance Standards	Development Management and Building Control Manager
Licensing					
Special Treatments	Date of Registration	Permanent	Retain	Business Need	Environmental Health Manager
Scrap Metal Dealers and Collectors	Date Licence Expires	2 years	Secure Disposal	Business Need	Environmental Health Manager
Applications	TBC	TBC	TBC	Business Need	Interim Regulatory Services Manager (Shared Licensing Service)

Licences	Date of Lapse or Surrender of Licence	2 years or Indefinitely	TBC	Business Need	Interim Regulatory Services Manager (Shared Licensing Service)
Service Requests	Date Request Received	Current	TBC	Business Need	Interim Regulatory Services Manager (Shared Licensing Service)
Registers	Date Licence Granted	Current	TBC	TBC	Interim Regulatory Services Manager (Shared Licensing Service)
Planning Policy					
Superseded Planning Policy Documents (including Local Plans, Neighbourhood Plans, Supplementary Planning Documents and any Informal Published Guidance)	After the Documents have been Superseded	5 years	Review	Business Need	Planning Policy Manager
Consultation Documents and any Associated Inspector's Reports	After Adoption	2 years	Review	Business Need	Planning Policy Manager
Consultation Database	Scheduled Task	1 year	Review	Business Need	Planning Policy Manager

Responses to Planning Policy and Guidance Consultations, except those from Statutory Bodies	After Adoption, unless a Challenge is lodged in which case retain until Outcome of Challenge known	6 weeks	Secure Disposal (except where Respondents consent to remain on database)	Business Need	Planning Policy Manager
Responses to Planning Policy and Guidance Consultations from Statutory Bodies	After Adoption	1 year	Review	Business Need	Planning Policy Manager
Evidence Base including Self-Build and Brownfield Registers	Until Superseded	Current	Review	Business Need	Planning Policy Manager
Authority Monitoring Reports	From Month of Publication	5 years	Review	Business Need	Planning Policy Manager
Land Charges					
Land Charges Registers	Application Date	Permanent	Retain	Business Need	Business Support, Facilities and Data Manager
Cancelled Register Entries	Withdrawal Request Date	10 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Cartographic Indexes and Other Finding Aids	Application Date	Permanent	Retain	Business Need	Business Support, Facilities and Data Manager
Copy Search Forms Completed	Search Completed Date	6 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager

Corporate Health and Safety					
Managers - Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings	Date of Record	3 years	Secure Disposal	Business Need	Environmental Health Manager
Corporate Safety - Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings	Date of Record	10 years (Accident Reports for Adults); To the Age of 21 years (For Children)	Secure Disposal	Business Need	Environmental Health Manager
COSHH and Occupational Health Records	From Birth	40 years	Secure Disposal	Health and Safety at Work etc. Act 1974	Environmental Health Manager
Street Naming and Numbering					
Street Naming and Numbering Applications	Date of Receipt	1 year	Secure Disposal	Business Need	Development Management and Building Control Manager
Transactions					
i. Payments Received Street Naming and Numbering Applications, Planning Applications, Building Control, Land Charges, Environmental Health and Housing	Last Action	Current	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
E-mail alerts					
Planning Applications and Building Control	Upon Receipt	1 year	Review	Business Need	Business Support, Facilities and Data Manager

Swipe Access Records					
Leavers	Last Active Date	1 month	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Active Users	Last Active Date	3 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Sign in App					
For Security and Fire Evacuation Records	Last Active Date	1 month (Leavers); 3 years (Active Users)	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Desk Booking System	Last Active Date	1 month	Secure Disposal	Business Need	Business Support, Facilities and Data Manager

Key**Statutory Retention Periods****Recommended (non-statutory) Retention Periods**