CSP1.0 C CSP1.1 C CSP1.2 C						
CSP1.1 C	Function/Service Communications, Strategy & Policy	Data Type  Project Application Files	Purpose of Data  Populard or part of the contractual obligations between East Heate Council and the Bural Payments Agency		n after retention C	
	Communications, Strategy & Policy	Project Application Files Programme Management claims	Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency	7 years from final grant payment (latest being from March 2021) so until March 2028 7 years from final grant payment (latest being from March 2021) so until March 2028	R	aper and server equired as part of the contractual obligations between East Herts Council and the Rural Payments Agency
CSP1.3 C	Communications, Strategy & Policy Communications, Strategy & Policy	Email marketing platform- Mail Chimp (captures email address, name and nearest town)  Assets Community value application forms	Send weekly emails to subscribers with updates on the council  In case we need to contact applicants if the asset needs to be sold	Until they choose to unsubscribe, which can be done quickly and simply at any point.  5 years – Localism Act 2011		nline platform ard copy in locked cabinet and digital copy with restricted access
EH1.0 E	Environmental Health Environmental health - General Administrative Work	"General Administrative Work Miscellaneous financial records	"Disposal of Documents" records. General Admin work  Public task - Information kept to help ensure correct use of public finances.	5-years after record entry. 2-years from end of work or final payment.	L	egal obligation  xamples include working information relating to payment of invoices. Main financial information will be retained separately on the corporate finance system.
	Environmental health - General Administrative Work	Statutory returns and their supporting evidence.	Legal obligation - Information kept in case of query regarding returns.	5-years from the date of the return.		kamples include working information relating to payment or involves, waith minimized minimized separately of the Corporate mance system.  Kamples include Food Standards Agency Return, Health and Safety Executive Return, Smoke-free return, ROLHMO Return, EA returns.
EH1.3 E	Environmental health - Statutory Returns, Policies and Agreements	Strategies, policies or procedures.	Monitoring and reviewing of strategies, policies or procedures to assess them.  Information kept to help ensure effective service planning.	5-years from the date of the review.	т	his might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes of practice
	Environmental health - Statutory Returns, Policies and Agreements Environmental health - Statutory Returns, Policies and Agreements	Consultations with the public or staff in the development of Policies and Strategies. Possibly ge Process of agreeing terms between organisations; this does not include contractual agreemen		5-years from the agreement of the policy by members. 5-years after agreement expires or is terminated.		onsultations may have been undertaken as part of a review of corporate plans, strategic plans, business plans, annual reports etc his is mainly to do with agreements between public bodies. This will include Memorandum of Understandings (MoU's) such as the HSE flexible warrants MoU.
EH1.6 E	Environmental health - General Work – All Areas	Complaints, MP responses	Details of complaints, MP responses or ombudsman's reviews.	2-years after administrative use is concluded.	Т	his is intended where a review of actions by the Council is needed and could include reports, complaints or ombudsman's reviews.
	Environmental health - General Work – All Areas Environmental health - General Work – All Areas	Freedom of Information (FOI) or Environmental Information Regulations (EIR) requests FOI or EIR request details	Legal obligation - Information kept in case of query regarding response.  Information subject to a FOI or EIR request but due for destruction. Information kept in case of query regarding response.	2-years after last used. 6-months from the date of the FOI/EIR request.	Т	his information would usually be held on the Council's Infreemation system, but copies of the request will also be retained on Uniform.
		General Requests Name, address, email, phone number		7 years from last action relating to that inspection, investigation or monitoring.		
		IDs Investigations		In the case of records relating to commercial premises, the records should be held for 7-years		
EH1.9 E	Environmental health - General Work – All Areas	Name, address, email, phone number, medical information	All investigations, monitoring or inspections relating to regulations enforced by the Council. Information kept for the purposes of the prevention / detection of crime.  All works in default of a notice where the Council is recovering the costs (either via notice, invoice or charge on the property).	from the closure of the business.	Т	his will encompass virtually all of the enforcement work undertaken by the department including, requests for service, food, health & safety and housing inspections records.
	Fauisan mantal haalth Canaval Wayl. All Areas	Name address amail above aumbor	Legal obligation	7 wasse from the full sangument of the costs		have a security on after a serie for any The security distribution of the security day leave day.
H2.1 E	Environmental health - General Work – All Areas Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number  Health and Safety inspection and monitoring relating to asbestos.	Information kept to demonstrate work is undertaken lawfully.  Health and Safety inspection and monitoring relating to asbestos.		or the date of knowled T	harges on properties can often remain for years. The paperwork surrounding the case cannot be deleted until the charge is queried at a later date.  The Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of knowledge (if later) of the person injured. Asbestos has a long onset period.
	Environmental health - Occupational Health & Safety Related Work  Environmental health – Private Sector Housing Related Work	Name, address, email, phone number, medical information	RIDDOR Notifications. Information from employers and members of the public kept for the purposes of the prevention / detection of crime.	25-years from last action on case.	Т	he Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or for children, the three year period does not start until the child reaches the age of 18.
H2.3 G	Grants (including Disabled Facilities, Decent Homes, energy etc)	Name, address, email, phone number, medical information, financial information.	Grants. Information kept to help ensure correct use of public finances.	12-years after completion of grant / last payment of grant.		his includes agreement to pay loan, details of payments, correspondence relating to grant, grant files, approval letters
	Environmental health - Licences and Registrations Related Work Environmental health - Pollution Related Work	Name, address, email, phone number.  Contaminated land notices and associated papers	Applications, registration, certification and licences dealt with by Environmental Health.  Contaminated land notices and associated papers	7-years after registration or entitlement lapses. Permanent.		his will cover any of our licensing schemes including animal movement notifications, skin piercing, pet shops, street traders etc. rchive on the server in the appropriate reference folder.
	Environmental health - Legal Matters Environmental health - Legal Matters	Name, address Name, address	Prosecutions, formal cautions or other sanction of an individual or organisation.  Paperwork associated with appeals against notices served on a business or individual.	7-years from last action or notice is complied with or no-longer valid.  2-years after the matter is concluded.		
H2.8 E	Environmental health - Internal Health, Safety & Welfare records	Safety inspections of equipment including PPE.	Safety inspections of equipment including PPE.	7-years from disposal of equipment.		he Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of knowledge (if later) of the person injured.
	Environmental health - Internal Health, Safety & Welfare Records Housing Service- General Administrative Work	COSHH assessments.  Miscellaneous financial records.	COSHH assessments. Information kept in case of issue with equipment / claim from member of staff.  Miscellaneous financial records. Information kept to help ensure correct use of public finances.	7-years after the chemical is no-longer used, or assessment is superseded.  2-years from end of final payment.		the Limitation Act 1980 allows for claims within three years of the date on which the injury occurred or the date of knowledge (if later) of the person injured.    Kamples include working information relating to payment of invoices and provision of loans to prevent homelessness. Main financial information will be retained separately on the corporate finance system.
			Statutory returns e.g. homelessness forms sent to the government and their supporting evidence. Legal obligation. Information kept in case of query regarding returns.	5-years from the date of the return.		xamples include P1E returns
	Housing Service - Statutory Returns, Policies and Agreements  Housing Service - Statutory Returns, Policies and Agreements	Statutory returns Strategies, policies or procedures	cegar dungaruni. miormatum keptir maser un query regarung returnis. Monitoring and reviewing of strategies, policies or procedures to assess them.	5-years from the date of the return. 5-years from the date of the review.		kanipses incode Pate Tecunis his might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes of practice
	Housing Service - Statutory Returns, Policies and Agreements Housing Service - Statutory Returns, Policies and Agreements	Possibly general equality data including their name, address, age  External Agreements	Consultations with the public or staff in the development of Policies and Strategies. Information used to demonstrate compliance with equality legislation  External Agreements	5-years from the agreement of the policy by members.  2 years from the expiry of the agreement		onsultations may have been undertaken as part of a review of corporate plans, strategic plans, business plans, annual reports etc.  kamples DSA with Housing Associations, CAB
S1.5 H	Housing Service- General Work	Details of complaints, MP responses or ombudsman's reviews.	Details of complaints, MP responses or ombudsman's reviews. Information kept in case of query regarding response.	2-years after administrative use is concluded.	Т	his is intended where a review of actions by the Council is needed and could include reports, complaints or ombudsman's reviews.
S1.6 H	Housing Service- General Work	Freedom of Information (FOI) queries that may contain personal data	Freedom of Information (FOI). Information kept in case of query regarding response.  Housing Register applications: assessments, nominations and allocations.	2-years after last used.	Т	his information would usually be held on the Council's Infreemation system, but copies of the request will also be retained.
	Housing Coming records valation to the council's statutors		Housing application forms and supporting material including risk assessments.	Cuarra often schousing for successful applications		Fig. and considerable by delated and considerable by CONT cuttom to be considered to considerable considerabl
	Housing Service – records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Legal obligation / Public task Information kept to assess housing need and statutory duty/service to be provided.	6 years after rehousing for successful applications 6 years from date an application is removed		aper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after rehousing or removal of application from the system.  scludes electronic information held to support processing of HR applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/redacted.
			Homelessness: Prevention, Relief and Homelessness Duties including reviews and County Court Appeals Provision of temporary accommodation, including payments	6 years from date of final notification decision of duty owed.		
	Housing Service—records relating to the council's statutory	New older was a second	Legal obligation / Public task	6 years from date of notification of decision owed or where no duty decision applicant		aper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.
51.8 r	responsibility for housing	Name, address, email, phone number, medical information, criminal record.	Information kept to assess housing need and statutory duty/service to be provided.	vacated accommodation  6 years after rehousing for successful applications or successful prevention. In addition where	lı .	ncludes electronic information held to support processing of homeless applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/ redacted.
			Applications for Rent/Denosit loans to accord reliable contex or loans to accord homelessess	the council has provided financial support via a re-payable loan 6 years after the loan is re-		
	Housing Service–records relating to the council's statutory		Applications for Rent/Deposit loans to access private sector or loans to prevent homelessness Public task financial regulations	paid.  Applications that are unsuccessful destroy after current financial year plus 1 year after		
51.9 r	responsibility for housing Housing Service–records relating to the council's statutory	Name, address, email, phone number, medical information, criminal record.	Information kept to assess housing need and compliance with current policy /eligibility.	notification that application unsuccessful or last contact.	li .	acludes electronic information held to support processing of homeless applications, or performance monitoring on Excel or Word. Electronic documents to have personal/sensitive dated removed/redacted.
52.0 r	responsibility for housing	Name, address, email, phone number, medical information, criminal record.	Housing Advice to customers that contact the council. Information kept to assess housing need and compliance with current policy /eligibility.	6 years after closure of case or last contact.	Р	aper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.
	Housing Service–records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record.	Referrals to other housing agencies e.g. Rose Court, YMCA	Current year plus one year after being referred.	N	ot always advised that applicant has been successfully housed after referral. However after one year a new referral would be required by provider.
Н	Housing Service–records relating to the council's statutory					
	responsibility for housing Housing Service–records relating to the council's statutory	Name, address, email, phone number, medical information, criminal record.	Minutes of multi-agency meetings. Information kept to assess housing need and compliance with current policy /eligibility.	Current year plus one year after being listed at a meeting.	P	aper files to be destroyed after meeting electronic files to be retained current year plus one year after meeting listing.
	responsibility for housing	Name, address, email, phone number  Documentation related to social/affordable housing development,	Careline Homeless Out of Hours reports	Current year plus one year after being notified by agency of an out of hours call	k	ept to assess housing need and compliance with current policy /eligibility. Held for financial payments against contract.
	Housing Service - Affordable Homes	including nomination agreements	Documentation related to social/affordable housing development , including nomination agreements	Permanent retention		lanning holds majority of documentation related to planning consent and obligations but Housing service holds some information when agreeing amount and type of social/affordable housing between Registered providers and Developers.
	Housing Service - Affordable Homes CWP - Community Grants Applications	Housing stock transfer documents  Personal address details plus organisational bank details for payment	Housing stock transfer documents. Information kept to help ensure correct use of public finances.  Legal requirement as applications provide evidence for a financial transaction	Permanent retention Up to 7 years		egal Service holds all documents. aper applications 16/17 and previous in locked cupboard but need to be archived.
CW&P1.1 C	CWP - Food Safety Information clients letters. Food Safety booking sheets	Personal address details	This is period of time before refresher or new training recommended	3 years	P	aper records initially then scanned and stored with password protection.
CW&P1.2 C	CWP - Breathe Easy Group membership list	Personal address details Criminal convictions	Address list requires removal of non-active members annually.	Ongoing for active members, address list requires removal of non-active members annually	E	ectronic word document containing members addresses, password protected.
		Criminal proceedings				
		Court orders Court action that is not criminal (e.g. housing)				
		Health conditions (including mental health) School details				
		Financial information (e.g. rent arrears)	Case management			combination.
	CWP - Anti-Social behaviour CWP - PREVENT	Social services involvement  Names, addresses, DOB	To meet statutory obligations in terms of managing Crime and Disorder – covered by legislation  Suggest retain the information securely for as long as possible for risk and community safeguarding purposes	7 years For as long as practical		paper records received (e.g. diaries) they are scanned and stored on SafetyNet (electronic web based case management system); or on the O Drive which has restricted access and passwords where needed lectronic
CW&P1.5 C	CWP - Community Database		There is no statutory obligation to keep the information but it is useful to be able to review for events.	Up to 3 years. At which time another "opt in" email will be sent.		ectronic on M drive
CW&P1.6 C	CMD - SAG	Names and addresses of event organisers. If the PLI is in their name (as opposed to a body) we may also obtain their DOB when sent the PLI certificate for their road closure request	There is no statutory obligation to keep the information but it is useful to be able to review previous application forms for changes etc	Three years	F	lectronic
		Personal details plus sensitive info		12 months after the end of the project in October 2018.	P	aper forms kept in locked cupboard
	CWP - Forever Active CWP - Business Support Unit	Age, gender, ethnicity and health status, disability Post log – names of individuals	Hard copy Participant Registration forms to be kept as evidence of attendance and as part of the monitoring and evaluation for Sport England.  No statutory obligation but useful to track incoming mail	12 months after last active involvement in FAEH.  Up to 3 years		lectronic information in password protected spreadsheet on M drive lectronic
CW&P1.9 C	CWP - Business Support Unit	SAG Post log – names of individuals		?	S	\Licensing&CommunitySafety\SAG
	CWP - Business Support Unit CWP - Business Support Unit	Refunds PPC Folder – holding addresses	Evidence Evidence and to refer back to whilst IDOX PPC module is being built	Three years Three Years		aper (lever Arch File) aper (lever Arch File)
	CWP - Business Support Unit CWP - Business Support Unit	Cash Bag receipts / remittances / receipt books Service Level agreements	To refer back to for queries on payments  Check if we need to keep copies	5 years	Р	aper – lever arch
CW&P2.4 C	CWP - Business Support Unit	Safe contents, tapes, pace books and financial documents	Check if we lies to keep capies  Check with Service Managers if we need to keep the content	?		
	CWP - Business Support Unit CWP - Business Support Unit	Complaints / Flexi sheets Community Grants	Reference Details of grant applications 17/18	? 7 years		
W&P2.7 C	CWP - Business Support Unit	Grant award receipts	12 files including archived information on grant award recipients such as Performance to Excellence, Time banking	7 years		
	CWP - Business Support Unit CWP - Business Support Unit	Grant Applications Information on voluntary and community groups	Ring binders and box containing grant applications  Held for consultation purposes. Password protected. Recently obtained consent.	7 years There is no statutory obligation to keep the information but it is useful to be able to review for events.	S.	
	HR&OD - Payroll HR&OD - Payroll	Computer System – NGA ResourceLink Payroll Files	Computer system used to calculate record and track payment of salaries, wages & members allowances.  Individual employee files containing employment record, individual terms & conditions and misc. correspondence.	6 years plus current Period of Employment plus 6 years plus current		ormal Business. Restricted Internal only ormal Business. Confidential
R1.2 H	HR&OD - Payroll	Leaver Files	Individual employee files containing employment record, individual terms & conditions and misc. correspondence.	6 years plus current	N	ormal Business. Confidential
	HR&OD - Payroll HR&OD - Payroll	Payroll Backup Files Computer System Reports	Claim forms including: car mileage, overtime, subsistence, timesheets, members expenses, post entry training etc.  Daily, weekly, monthly, annual computer system generated reports recording transactions, movements, actions etc.	2 Years 6 Years plus current		ormal Business. Internal Only ormal Business. Internal Only
				P6 6 Years		
01.5						armal Rusiness Internal Only
	HR&OD - Payroll HR&OD - Payroll	Tax Files Year End Files	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years		ormal Business. Internal Only ormal Business. Internal Only
R1.6 H	HR&OD - Payroll HR&OD - Human Resources	Tax Files Year End Files Personal Files	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recruitment to end of employment with authority.	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current	N	ormal Business. Internal Only ormal Business. Confidential Restricted
R1.6 H IR1.0 H IR1.1 H IR1.2 H	HR&OD - Payroll HR&OD - Human Resources HR&OD - Human Resources HR&OD - Human Resources	Tax Files Year End Files Personal Files Job Application file Service Plan	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recruitment to end of employment with authority.  Applications for current vacancies.  Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service.	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants. 7 Years	N N N	ormal Business. Internal Only ormal Business. Confidential Restricted ormal Business. Confidential ormal Business. Internal Only
R1.6 H R1.0 H IR1.1 H IR1.2 H IR1.3 H IR1.4 H	HR&OD - Payroll HR&OD - Human Resources	Tax Files Year End Files Personal Files Job Application file Service Plan Establishment List Sickness Record	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recruitment to end of employment with authority.  Applications for current vacancies.  Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service.  List of current Posts with grades etc.  Details of employee sickness record held on Delphi system	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants. 7 Years Permanent Period of Employment plus 6 years plus current	N N N N	ormal Business. Confidential ormal Business. Confidential ormal Business. Confidential ormal Business. Confidential ormal Business. Internal Only ormal Business. Confidential ormal Business. Confidential ormal Business. Confidential
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R1.6 H R1.0 H R1.1 H R1.2 H R1.3 H R1.4 H R1.5 H R1.6 H R1.6 H	HR&OD - Payroll HR&OD - Human Resources	Tax Files Year End Files Personal Files Job Application file Service Plan Establishment List Sickness Record Training Record - Staff Statics File HR Policies	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recruitment to end of employment with authority.  Applications for current vacancies.  Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service. List of current Posts with grades etc.  Details of employee sickness record held on Delphi system  Corporate training records including Course details, attendance, feedback.  Various statistical data, returns relating to HR & Employment  Policies, Codes of Conduct and Procedures relating to employees employment.	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants 7 Years Permanent Period of Employment plus 6 years plus current Period of employment plus 6 years plus current 7 years Permanent	N N N N N N N P P	ormal Business. Confidential Restricted ormal Business. Confidential ormal Business. Internal Only ormal Business. Internal Only ormal Business. Internal Only ormal Business. Internal Only
PR1.6 H HR1.0 H HR1.1 H HR1.2 H HR1.3 H HR1.4 H HR1.5 H HR1.5 H HR1.6 H HR1.7 H HR851.0 H	HR&OD - Payroll HR&OD - Human Resources HR&OD - Health & Safety HR&OD - Health & Safety	Tax Files Year End Files Personal Files Job Application file Service Plan Establishment List Sickness Record Training Record - Staff Statics File HR Policies Accident Report BIS10 Accident Report BIS10	Information relating to income Tax, NI etc. including Tax Forms P6, P45, P60, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. for Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recruitment to end of employment with authority.  Applications for current vacancies.  Annual Service Plans to ut what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service.  List of current Posts with grades etc.  Details of employee sickness record held on Delphi system  Corporate training records including Course details, attendance, feedback.  Various statistical data, returns relating to HR & Employment  Policies, Codes of Conduct and Procedures relating to employees employment.  Used accident report pad with retained stubs  Used accident report pad with retained stubs	P45 6 Years P60 2 Years Annual return 6 Years 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants. 7 Years Permanent Period of Employment plus 6 years plus current Period of Employment plus 6 years plus current 7 years Permanent 3 years after the date of the last entry Destroy 3 years after the date of the last entry Destroy	N N N N N N N N N N N N N N N N N N N	ormal Business. Confidential Restricted ormal Business. Confidential Restricted ormal Business. Confidential ormal Business. Internal Only ermanent years after the date of the last entry (see below for accidents involving chemicals or asbestos) and special provisions for children * years after the date of the last entry (see below for accidents involving chemicals or asbestos) and special provisions for children *
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RR1.6 HR1.0 HR1.1 HR1.2 HR1.1 HR1.2 HR1.1 HR1.2 HR1.2 HR1.3 HR1.3 HR1.4 HR1.5	HR&OD - Payroll HR&OD - Human Resources HR&OD - Health & Safety HR&OD - Health	Tax Files Year End Files Personal Files Job Application file Service Plan Establishment List Sickness Record Training Record - Staff Statics File HR Policies Accident Report BI510 Accident and Incident Records Accident and Incident Records  Accident and Incident Records Accident and Incident R	Information relating to Income Tax, N etc. including Tax Forms P6, P45, P40, Annual returns Etc.  Working papers, documents, returns relating the preparation of final accounts close down etc. For Payroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recuriments to end employment with authority.  Annual Service Pflas et ou what key actions need to be undertaken to deliver the service targets contained in the Strategic Pflans and to identify the statutory obligations of the service. Last of current Posts with grades etc.  Details of employee sickness record held on Delph system Corporate training records including Counce details, attendance, feetback.  Various statistical data, returns relating to Pfl & Employment  Policies, Codes of Cindicate and Procedure relating to employees employment.  Used accident report pay with related stubs.  Accident report from and reports, with related correspondence – (Minors under 18 Pt)  Accident report from and reports, with related correspondence – (Minors under 18 IPs)  Reporting Injuries, Diseases Dangerous Occurrences to the HSE  Expopure to hazardous substance at the workplace:  I algement exposit of the process of the study of the state of the study of	P45 6 Years plus current. Superannuation returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants 7 Years Permanent Period of Employment plus 6 years plus current 7 years Permanent 3 years after the date of the last entry Destroy 3 years after the date of the last entry Destroy current + 6 years 3 years after the date of the last entry or, if the accident involves a child/ young adult, then until that person reaches the age of 21. Destroy or, if the accident involves a child/ young adult, then until that person reaches the age of 21. Destroy of years from the date of the last entry or, if the accident involves a child/ young adult, then until that person reaches the age of 21. Destroy of years from the date of the last entry of years from the date of the last entry of years from the date of the last entry of years from the date of the last entry years from the date of the last entry years from date of last entry of years from date of last entry of years from date of last entry of years years bestroy bestroy 12 Years Destroy 16 Years - Termination of contract Archive 6 Years - Termination of Contract  Elimination of the risk + 5 years or updating of risk assessment Archive 15 Years - Review of Assessment Termination of Contract Archive 15 Years - Review of Assessment Termination of Contract Date superseded Archive 15 Years - Review of Assessment Termination of Contract Date superseded Archive 15 Years - Review of Assessment Termination of Contract Date superseded Archive 15 Years - Review of Assessment Termination of Contract Date superseded Archive 15 Years - Review of Assessment Archive 15 Years - Review of Assessment Archive 15	oyed 3 oyed 3 oyed 3 oyed 3 oyed 3 oyed 3 oyed 5 oyed 6 oyed 5 oyed 7 oyed 5 oyed 6 oyed 5 oyed 7 oy	romail baseness. Internal Colly commail baseness. Confederal internal Colly confederal inter
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PR1.6 HR1.0 HR1.1 HR1.1 HR1.1 HR1.1 HR1.2 HR1.1 HR1.3 HR1.4 HR1.5 HR1.5 HR1.5 HR1.5 HR1.5 HR1.6 HR1.7 HR1.5 HR1.6 HR1.7 HR1.5 HR1.6 HR1.7 HR1.5 HR1.6 HR1.7 HR1.6 HR1.7 HR1.6 HR1.7 HR1.6 HR1.7 HR1.6 HR1.7	HR&OD - Payroll HR&OD - Human Resources HR&OD - Health & Safety HR&OD - Health	Tax Files Year End Files Personal Files Job Application file Service Plan Establishment List Sickness Record Training Record - Staff Statics File HR Policies Accident Report BIS10 Accident and Incident Records Accident and Incident Records  Accident and Incident Records Accident and Inci	Information relating to Income Tax, NI etc. including Tax Forms P6, P45, P40, Annual returns Etc.  Working papers, documents, seturis relating the preparation of final accounts close down etc. for Psyroll. Includes Superannuation/pension returns, Annual earnings summary.  Record of employment details from recurrentments the end cemployment with authority.  Annual Service Plans et out what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service. List of current Posts with pradies to:  List of current Posts with pradies to:  Details of employee sichness record held on Delph system  Corporate training records including Ground établis, statendance, feedback.  Various statistical data, return relating to 18 & Temployment  Policies, Colora's Conductal and Princetion relating to employees employment.  Used accident report paid with relatined stubs.  Accident report from sond reports, with related correspondence—(Anfult IP)  Accident and incident reports with related correspondence—(Anfult IP)  Accident and incident reports with related correspondence—(Minors under 18 IPs)  Reporting Injuries, Diseases Dangeroso Cocurrences to the HSE  Exposure to hardwards subdateae at the workplace:  a) general exposure  b) personal exposure  b) personal exposure  b) personal exposure of identifiable employee  Medical records and details of biological tests under the Control of Substances Hazardous to Health Regulations (COSHH)  Medical records and details of biological tests under the Control of Substances Hazardous to Health Regulations (COSHH)  Investigation of Accidents, Dangerous Occurrences and Notifiable Diseased  Notification of Instand  Report of Violent Conduct at Work  Writtens Statements - Date Created  Written statement of employees  The organisation and arrangements for carrying out the policy a described above  The organisation and arrangements for carrying out the policy and exposure of Present Hall and England Statement	PAS 6 Years Plus current. Superannual return 6 Years 6 Years plus current. Superannual returns - Permanent. Annual earnings summary 12 Years Period of employment plus 6 years plus current 1 year for unsuccessful applicants. 7 Years Permanent Period of Employment plus 6 years plus current 7 years Permanent 3 years after the date of the last entry Destroy 3 years after the date of the last entry Destroy Current + 6 years 3 years from the date of the last entry or, if the accident involves a child/ young adult, then until that person reaches the age of 21. Destroy (a) 5 Years (b) 40 Years 40 years from the date of the last entry, 4 years from the date of issue Destroy 40 years from the date of the last entry 90 pestroy 40 years from the date of the last entry 90 pestroy 40 years from the date of the last entry 91 pestroy 91 years from date of last entry 92 pestroy 93 years from date of last entry 94 years from date of last entry 95 pears from date of last entry 96 pestroy 97 pestroy 98 pestroy 99 pestroy 99 pestroy 99 pestroy 99 pestroy 99 pestroy 90 pestroy 91 years 90 pestroy 91 years 90 pestroy 91 years 91 pestroy 91	oyed 3 oyed 5 oyed 7 oyed 5 oyed 6 oyed 5 oyed 7 oyed 8 oyed 7 oyed 8 oyed 7 oy	own Boulest Schedoling Michael Medical Michael Medical Michael Michael Medical Michael Medical Michael Medical Michael Medical Michael

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Archived for scientific purpc Statutory. Public
                                                                                                                                                                                                                                                                                                                                                                                                   Health surveillance and monitoring where exposure requires individual employees to be under surveillance 
Examination, testing and repair of plant and equipment provided to control exposure to lead
                             HR&OD - Health & Safety
HR&OD - Health & Safety
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               40 Years
5 Years
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Archived for historical purp Statutory. Public
                             HR&OD - Health & Safety
                                                                                                                                                                                                                                                                                                                                                                                                    Health surveillance
Records of exposure
Record of issue of personal protective equipment
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             40 Years - From date of last entry
40 Years - From date of last entry
Date of issue / Life of equipment
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            Statutory. Confidential
                                                                                                                                                                                                                                                                                                                                                                                                    The issue of personal lone worker devices, details recorded on Management Portal accessible to authorised persons and Lone worker Service providers Alarm Receiving Centre (ARC) for
                             HR&OD - Health & Safet
                                                                                                                                                                                                    Personal Details e.g. Medical Information, personal biographical data.
                                                                                                                                                                                                                                                                                                                                                                                                    the purpose of personal safety
Personal interests stated
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Date of issue / Life of equipment
Up to 18 months after the length of a councillor's term of office
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Hard copy stored in locked cupboard. Stored in ModGov and published to website.
                             L&D - Democratic services
                                                                                                                                                                                                   Councillors' interests
                                                                                                                                                                                                Councillors' personal contact details

Claims made by or against local authority including process

Any legal advice from in house or external legal advisors

Any contract, including service level agreements, agreement, deed lease, licence, conveyance, tran-
                             L&D - Legal Services
L&D - Legal Services
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Statutory time limit
                            L&D - Legal Services
L&D - Legal Services
                                                                                                                                                                                                 Any contract, agreement, deed lease, licence, conveyance, transfer, easement etc. NB includes eval Agreements under Seal Calls for Tenders, PQQs specifications, tender returns, Quotations, invitations to tender
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   Statutory time limi
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                2 years after contract let or not proceeded with
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Common practice
                                                                                                                                                                                                   Compliance reports, performance reports etc.
Seal registers, contract registers, registers of interests in contracts etc.
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   years plus current yea
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Required by law
For audit purposes
                             L&D - Land Charges
L&D - Land Charges
                                                                                                                                                                                                   Land Charges search results
Land Charges remittance sheets
                                                                                                                                                                                                                                                                                                                                                                                                    No personal data
No personal data
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  7 years plus current year
                                                                                                                                                                                                Street Naming/Numbering applications
Street Naming/Numbering applications
Street Naming/Numbering cheque payments
Local Land and Property Gazetteer 'organisation' names
Paper IER Applications
Online IER Applications
                             L&D - Street Naming/Numbering
L&D - Street Naming/Numbering
                                                                                                                                                                                                                                                                                                                                                                                                       his includes applicant's name and address, which may be personal data
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               In case of problems with the development once built

For audit purposes, in case the cheque bounces, or the case doesn't proceed after all
                                                                                                                                                                                                                                                                                                                                                                                                 A copy of the cheque is scanned in as proof of payment, this may be a business or personal cheque Mostly company names, but does contain a small percentage of personal names
                            L&D - Street Naming/Nun
L&D - Elections
L&D - Elections
L&D - Elections
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              An organisation name is required for all commercial records on the LIPG
Paper copy kept for 1 week then details are kept on xpress. NI redacted after 13 months
Paper copy kept for 1 week then details are kept on xpress. NI redacted after 13 months
Paper copy kept for 1 week then details are kept on xpress. NI redacted after 13 months
                                                                                                                                                                                                   Query Letters
                             L&D - Elections
L&D - Elections
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Paper kept for 1 week then details are kept on xpress
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                                                                                                                                                                                                   Change of Name
                            L&D - Elections
L&D - Elections
L&D - Elections
L&D - Elections
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Paper kept for 1 week then details are kept on xpress
Paper kept for 1 week then details are kept on xpress
Paper kept for 1 week then details are kept on xpress
Paper kept for 1 week then details are kept on xpress
                                                                                                                                                                                                   Absent Vote Application
Attestation
Additional Information for Ele
Anonymous Electors
                             L&D - Elections
L&D - Elections
                                                                                                                                                                                                   Staffing - Paperwork
Staffing - Express Information
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Under review - no guidance regarding how long paper forms should be kept 
Annual review of consent for all data subjects
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Data retained until consent is withdrawn
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   egislative retention (Representation of the People Regulations 2001)
                                                                                                                                                                                                    Postal Vote Statements
Ballot Papers
                                                                                                                                                                                                   Corresponding number lists
Tendered Votes
                             L&D - Elections
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               1 year
                                                                                                                                                                                                    Certficate of Employment
Marked absent voter list
                                                                                                                                                                                                   Register of elector and monthly upda
Overseas lists
                                                                                                                                                                                                   Register requests
Certificate of nominating officers
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Until 1 December of corresponding year
Until new certificate is received or for lifetime of certificate
                             L&D - Elections
                           I&D - Elections
I&D - Elections
I&D - Elections
I&D - Data Protection and Freedom of Information
I&D - Data Protection and Freedom of Information
I&D - Data Protection and Freedom of Information
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                                                                                                                                                                                                                                                                                                                                                                                               All records relating to the creation and implementation of policies under General Data Protection Regulations
All records relating to the management of subject access requests under General Data Protection Regulations
Records relating to the creation of data privacy impact assessments
Records relating to the development, implementation of maintenance of the Record of Processing Activities (ROPA) under Article 30 of the GDPR
Records relating to the process of data mapping as part of GDPR
All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000
All records relating to the management of Freedom of Information Requests
All records relating to the management of the re-use of public sector information
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014
To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        Archived in the public intere Does not contain personal data 
Destroyed
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         Archived in the public intere Does not contain personal data
                             L&D - Data Protection and Freedom of Information
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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Until superseded
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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        Archived in the public interc Does not contain personal data
                            L&D - Data Protection and Freedom of Information
                                                                                                                                                                                                   Freedom of Information
                           L&D - Data Protection and Freedom of Inform
L&D - Data Protection and Freedom of Inform
P&BC - Planning Applications
P&BC - Planning Applications
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               6 years after decision or Appeal
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    PLA1.2
PLA1.3
                            P&BC - Planning Applications
P&BC - Planning Applications
                                                                                                                                                                                                   Application Form 
Plans
                                                                                                                                                                                                                                                                                                                                                                                                     To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014 
In order to remain as part of the Planning Register
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  6 years after decision or Appeal
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Paper, DMS and IDOX Uniform
                                                                                                                                                                                                                                                                                                                                                                                                   To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014 
In order to remain as part of the Planning Register 
In order to remain as part of the Planning Register
                            P&BC - Planning Applications
P&BC - Planning Applications
P&BC - Planning Applications
P&BC - Planning Applications
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Indefinitely
6 Months after matter closed
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               DMS and Uniform
Paper, DMS and IDOX Uniform
                                                                                                                                                                                                                                                                                                                                                                                                    In order to inform subsequent planning proposals
                                                                                                                                                                                                   Extra Correspondence (post ap
                           P&BC - Planning Applications
                                                                                                                                                                                                                                                                                                                                                                                                    In order to inform subsequent planning proposals In order to inform subsequent planning proposals
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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  3 years after appeal decision
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Paper, DMS and Uniform
                                                                                                                                                                                                                                                                                                                                                                                                     In order to remain as part of the Planning Register
In order to remain as part of the Planning Register
 PLA2.0
PLA2.1
PLA2.2
PLA2.3
PLA2.4
PLA2.5
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Paper, DMS and Uniform
                                                                                                                                                                                                                                                                                                                                                                                                  To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014 
In order to remain as part of the Planning Register
                           P&BC - Planning Applications
P&BC - Planning Applications
P&BC - Pre-Planning Application
P&BC - Pre-Planning Application
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  6 years after appeal decision
                                                                                                                                                                                                    Appeal Supporting Docs
Appeal Decision
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Paper, DMS and Uniform 
Paper, DMS and Uniform
                                                                                                                                                                                                    Pre-Application Form/Lette
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  24 Months after response made
                                                                                                                                                                                                                                                                                                                                                                                                   In order to inform subsequent planning proposals
In order to inform subsequent planning proposals
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Paper, DMS and Unifor
                                                                                                                                                                                                   Plans
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                           P&BC - Pre-Planning Application
                                                                                                                                                                                                 Supporting Docs
Decision Letter
Invoices and Purchase Orde
Copy Doc Requests
                                                                                                                                                                                                                                                                                                                                                                                                   In order to inform subsequent planning proposals
In order to inform subsequent planning proposals
In order to inform subsequent planning proposals
Financial Accounting
To inform further customer requests
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  24 Months after response made
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Not retained on DMS system. Paper copies are retained for Previous financial year
Not retained on DMS system. Paper copies are retained 1 Month after matter dealt with
  PLA3.0 P&BC - Pre-Planning Application
PLA3.1 P&BC - Conservation and Urban Design
                                                                                                                                                                                                  Complaints
Heritage and Urban Design advice
                                                                                                                                                                                                                                                                                                                                                                                                       n order to inform subsequent planning proposals or other service delivery issue
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  12 Months after complaint closed. Paper copies are destroyed after Complaint Decision
                                                                                                                                                                                                                                                                                                                                                                                                   No data held separately from pre-app and planning application process above
  PLA3.2 P&BC - Conservation and Urban Design
PLA3.3 P&BC - Conservation and Urban Design
PLA3.4 P&BC - Conservation Area Appraisals
PLA3.5 P&BC - Conservation Area Appraisals
                                                                                                                                                                                                 HAR Register
Direct correspondence with customers
Public Consultations
Consultation Event Attendance Lists
                                                                                                                                                                                                                                                                                                                                                                                                   No personal data held 
In order to inform decisions with regard to future planning proposals and the implementation of work 
In order to inform future decisions with regard to planning proposals in Conservation Areas 
To provide record of attendance
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             All personal details will be deleted within 18 months of matter closed. Important emails (details of agreed repairs, etc) will be saved on S drive indefinitely with all personal details redacted. Digital copies will be redacted and saved on S drive. Redacted copies stored indefinitely. Paper copies 6 months after adopt Paper, MS Outlook, and electronic 6 months after adoption of CAA
                                                                                                                                                                                                                                                                                                                                                                                                   To enable assessment of grant application and to inform subsequent decisions and implementation of work
In accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012, Part 6, and in accordance with section 113 of the Planning and Compulsory Pu
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               3 years after payment of any agreed grant or date of panel if grant refused 2 Reviewed every three years.
  PLA3.6
PLA3.7
                           P&BC - Conservation Area Appraisals
P&BC - Conservation Area Appraisals
                                                                                                                                                                                                   Historic Building Grant application form and all associated documents Consultation Database (District Plan)
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Paper and Objective
PLAS. 7 P&BC - Conservation Area Appraisals
PLAS. 9 P&BC - Conservation Area Appraisals
PLAJ. 9 P&BC - Conservation Area Appraisals
PLAJ. 0 P&BC - Conservation Area Appraisals
PLAJ. 1 P&BC - Conservation Area Appraisals
PLAJ. 2 P&BC - Conservation Area Appraisals
PLAJ. 9 P&BC - Enforcement
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             After a related planning permission granted.

Annually reviewed as part of the Brownfield Register process.
                                                                                                                                                                                                 Neighbourhood Planning
Self-Build Register
Brownfield Register
SLAA
                                                                                                                                                                                                                                                                                                                                                                                                    In accordance with The Neighbourhood Planning (General) Regulations 2012 and in accordance with section 113 of the Planning and Compulsory Purchase Act 2004. The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2015) in accordance with The Town and Country Planning (Brownfield Land Register) Regulations 2017. To enable the Council to update landowners if a site is proposed to be allocated through the Local Plan process.
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Electronic Drive
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Electronic Drive/Pape
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Annually reviewed.

To form part of the planning application file and to be deleted accordingly
                                                                                                                                                                                                                                                                                                                                                                                                         inform ongoing discussions through application proce
                                                                                                                                                                                                 Reporting Form (on-Line, Email & paper)
                                                                                                                                                                                                                                                                                                                                                                                                   Details of reporting party to allow updates on the matter
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             6 months once case closed
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              DMS and IDOX Uniforn
 PLA4.3 PABC - Enforcement
PLA4.5 PABC - Enforcement
PLA4.5 PABC - Enforcement
PLA4.6 PABC - Enforcement
PLA4.7 PABC - Enforcement
PLA4.8 PABC - Enforcement
PLA4.9 PABC - Enforcement
                                                                                                                                                                                                                                                                                                                                                                                                   Details of reporting party to allow updates on the matter

To acknowledge the case is open and to provide info to customer

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years

In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years
                                                                                                                                                                                                  Service request
Acknowledgement email/letter
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   OMS and IDOX Unifor
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 PLA4.5
PLA4.6
PLA4.7
PLA4.8
PLA4.9
PLA5.0
PLA5.1
PLA5.2
PLA5.3
PLA5.4
PLA5.5
PLA5.6
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               DMS and IDOX Uniform
DMS and IDOX Uniform
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               10 years once case closed for electronic copies and 6 months once case closed for paper copies 10 years once case closed for electronic copies and 6 months once case closed for paper copies
                                                                                                                                                                                                   Correspondence with customer 
Closure Letters
                                                                                                                                                                                                 Officers report
Enforcement Notices
                                                                                                                                                                                                                                                                                                                                                                                                   In order to inform future planning and enforcement matters.

In order to form part of the Planning Enforcement Register
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Indefinitely for electronic copies and 6 months once case closed for paper copies 
Indefinitely for electronic copies and 6 months once case closed for paper copies
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               DMS – Electronic Drive
DMS – Electronic Drives
                       P&BC - Enforcement
                                                                                                                                                                                                                                                                                                                                                                                                    In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years in order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years in order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years in order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years in order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years
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                                                                                                                                                                                                                                                                                                                                                                                                    In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years In order to form part of the Planning Enforcement Register
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Paper, DMS, Uniform
                                                                                                                                                                                                    Appeal supporting Doc's
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  10 years once case closed for electronic copies and 1 year after decision for paper copies
                                                                                                                                                                                                   Appeal Decision
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Indefinitely for electronic copies and paper copies are destroyed After Decision
                                                                                                                                                                                                                                                                                                                                                                                                 In order to inform subsequent planning proposals and given that claims in relation to land uses are required to provide evidence of use over a period of the preceding 10 years In order to be able to contact land owners and others with an interest in a case During consideration of submission, undertaking work and after to ensure that works correctly implemented During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Indefinitely for electronic copies and paper copies are destroyed After Decision
                        P&BC - Enforcement
P&BC - Building Control service
                                                                                                                                                                                                IP Details
Application Forms
Plans
Decision Notices
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Uniform
  PLA5.7
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                6 months once case closed
 PLA5.7
PLA5.8
PLA5.9
PLA6.0
PLA6.1
PLA6.2
PLA6.3
PLA6.4
PLA6.5
PLA6.6
PLA6.7
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Tascomi/ IDOX Uniform/ Microfilm
Tascomi/ IDOX Uniform/ Microfilm
Tascomi/ IDOX Uniform/ Microfilm
                                                                                                                                                                                                 All supporting documents and correspondence
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             N/A
                         P&BC - Building Control service
                                                                                                                                                                                                 Site Inspection records
Completions certificates
All Notifications
Competent Persons register
                                                                                                                                                                                                                                                                                                                                                                                                     During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work To inform subsequent enquiries in relation to work
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Tascomi/ IDOX Uniform/ Microfilm 
Tascomi/ IDOX Uniform/ Microfilm
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Indefinitely
                                                                                                                                                                                                                                                                                                                                                                                                    To inform subsequent enquiries in relation to work
To inform subsequent enquiries in relation to work
In order to inform any enforcement action
In order to inform and decisions or subsequent enquiries in re
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    ascomi/ IDOX Uniforn
                                                                                                                                                                                                   Dangerous Structures actions
                                                                                                                                                                                                                                                                                                                                                                                                     All records relating to the Council tax annual notification
  CT1.0
CT1.1
                            Revenues and Benefits
Revenues and Benefits
                                                                                                                                                                                                    Council tax annual notificatio
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Year records created
                                                                                                                                                                                                   Council tax account enquiries
                                                                                                                                                                                                                                                                                                                                                                                                    All records relating to enquiries about council tax accounts
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                    All records relating to enquiries about council tax and
All records relating to discounts made to council tax
All records relating to council tax exemptions
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  7 years from Year records created
7 years from Year records created
7 years from Year records created
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Legislative - Capita
Legislative - Capita
                             Revenues and Benefits
Revenues and Benefits
                                                                                                                                                                                                    Council tax band reductions
Council tax benefit backdated
                                                                                                                                                                                                                                                                                                                                                                                                    All records relating to council tax band reductions
All records relating to council tax benefit back claims
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  7 years from Year records created
7 years from Last action
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Legislative - Capita
Legislative - Capita & I@W
  CT1.6
CT1.7
CT1.8
CT1.9
CT2.0
CT2.1
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to new claims for council tax benefit
All records relating to current claims for council tax benefit
                              Revenues and Benefi
                                                                                                                                                                                                    Council tax benefit new clair
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   years from Year records created
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Legislative - Capita & I@W
Legislative - Capita & I@W
                            Revenues and Benefits
                                                                                                                                                                                                   Council tax benefit current claim
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Last action on the claim
                                                                                                                                                                                                                                                                                                                                                                                                     All records relating to council tax benefit appeals
All records relating to council tax benefit appeals
All records relating to the overpayment of council tax benefits
All records relating to the renewal of council tax benefits
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               7 years from Date appeal resolved
7 years from Date overpayment res
7 years from Year records created
7 years from Date of renewal
                            Revenues and Benefits
                                                                                                                                                                                                    Housing benefit renewal
                                                                                                                                                                                                                                                                                                                                                                                                    All records relating to the renewal of housing benefit
  CT2.2
CT2.3
                              Revenues and Benefi
                                                                                                                                                                                                   Going into hospital
Discretionary Housing Paymen
                                                                                                                                                                                                                                                                                                                                                                                                       Notifications of people claiming benefits who is admitted to hospital must notify the local authority that deals with their claims for housing and council tax benefit
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Date of payment
                             Revenues and Benefits
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to discretionary housing payments
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to Council Tax Appeals
All records relating to the renewal of council tax benefits
  CT2.4
CT2.5
                                                                                                                                                                                                   Housing benefit backdated cl
Housing benefit new claim
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Legislative - Capita & I@W
Legislative - Capita & I@W
                            Revenues and Benefits
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Year records created
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to new claims for housing benefit
  CT2.8 Revenues and Benefits
CT2.9 Revenues and Benefits
                                                                                                                                                                                                   Housing benefit current claim 
Housing benefit overpayments
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to current claims for housing benefit
All records relating to the overpayment of housing benefit
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               7 years from Year records created
7 years from Date overpayment resolved
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Legislative - Capita & I@W
Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                 All records relating to the overpayment or nousing benefit appeals
All records relating to the management of housing benefit appeals
All records relating to the renewal of housing benefit appeals
All records relating to the renewal of housing benefit and long the records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs
Notifications of people claiming benefits who are admitted to hospital must notify the local authority that deals with their claims for housing council tax benefit
All records relating to the determination of private rents for those in receipt of housing benefits
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            Legislative - Capita & I@W
                           Revenues and Benefits
Revenues and Benefits
Revenues and Benefits
Revenues and Benefits
                                                                                                                                                                                                   Housing benefit appeals
Housing benefit renewal
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Date appeal resolved
7 years from Date of renewal
1 years from Year records created
7 years from Year records created
                                                                                                                                                                                                   Private housing advice
Going into hospital
  CT3.5 Revenues and Benefits
                                                                                                                                                                                                   Discretionary Housing Payment
                                                                                                                                                                                                                                                                                                                                                                                                   All records relating to discretionary housing payments
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               7 years from Date of payment
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              Legislative - Capita & I@W
Legislative - Capita & I@W
Legislative - Capita & I@W
Legislative - Capita & I@W
Legislative - Capita & I@W
                                                                                                                                                                                                                                                                                                                                                                                                 All records relating to debt enforcement
Case files relating to debt recovery
Council tax, business rates and general rates
Council tax, business rates and general rates
  CT3.6 Revenues and Benefits
CT3.7 Revenues and Benefits
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                7 years from Close of case
 CT3.8 Revenues and Benefits
CT3.9 Revenues and Benefits
CT4.0 Revenues and Benefits
                                                                                                                                                                                                 Valuation Lists
Court Lists
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Permanent
7 years from Year records created
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Legislative - Capita & I@W

Procuring officer in the relevant department
  CT4.0 Revenues and Benefits
PROC1.0 SF&P - Procurement
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               7 years from Year records created
6 years from end of contract
                                                                                                                                                                                                                                                                                                                                                                                                   To operate the contract and deal with issues arising after expiry
                                                                                                                                                                                                   Contracts executed under hand
PROC.1.2 SF&P - Procurement
PROC.1.2 SF&P - Procurement
PROC.1.3 SF&P - Procurement
PROC.1.4 SF&P - Procurement
PROC.1.4 SF&P - Procurement
PROC.1.4 SF&P - Froance
FIN.1.0 SF&P - Finance
FIN.1.2 SF&P - Finance
FIN.1.2 SF&P - Finance
FIN.1.2 SF&P - Finance
FIN.1.2 SF&P - Finance
                                                                                                                                                                                                                                                                                                                                                                                                    To operate the contract and deal with issues arising after expiry 
in case of challenge to the procurement process 
in case of challenge to the procurement process 
in case of challenge to the procurement process
                                                                                                                                                                                                   Contracts executed as deed
Expressions of interest
Unsuccessful bids
Evaluation processes
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  12 years from end of contract
1 year from start of contract
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Procuring officer in the relevant department 
Procuring officer in the relevant department
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    Procuring officer in the relevant depa
Procuring officer in the relevant depa
Procuring officer in the relevant depa
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  year from start of contract
year from start of contract
                                                                                                                                                                                                  Working documents for Statement of Accounts 
Budget working papers
                                                                                                                                                                                                                                                                                                                                                                                                    Legally required
Legally required
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Responsibility of Finance Officer
Responsibility of Finance Officer
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               6 years
FIN1.2 SF&P - Finance
FIN1.3 SF&P - Finance
PRO1.0 SF&P - Property
PRO1.1 SF&P - Property
INS1.0 SF&P - Insurance
INS1.1 SF&P - Insurance
                                                                                                                                                                                                    Invoicing with debtors information
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               Responsibility of Finance Officer
                                                                                                                                                                                                                                                                                                                                                                                                 Legany required 
In case of an issue during tenancy 
reProof of ownership and history of ownership – required by land registration legislation 
To evidence in event of future caims 
Audit, procurement challenge
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  To refer the duration of the tenancy and then 8 years afterwards in line with the statute of limitations

Responsibility of Property team

For the lifetime of the property ownership

Responsibility of Property team

Key documentation that may be relied up in future years – indefinitely. Regular contract / financial documentation – 6 year: Insurance and Risk Business Advisor
                                                                                                                                                                                                    Tenants information in relation to properties owned by EHDC 
Conveyancing documents for properties owned by EHDC (may have name and of 
Insurance policy documentation including key declarations.
                                                                                                                                                                                                   Unsuccessful tenders
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            Insurance and Risk Business Advisor
                                                                                                                                                                                                   Claims records:
                                                                                                                                                                                                   a) Injury
b) PI
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               a) Regular claims - 6 years. Child- until 21st birthday. Developing illness - 50 years
                                                                                                                                                                                                 c) Motor -damage only
d) Personal accident
e) Property
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               c) 6 years
d) 6 years
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   nsurance and Risk Business Adviso
                                                                                                                                                                                                                                                                                                                                                                                                     Audit, claim investigations, repeat claimants, fraud
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               e) 6 years
6 years
  INS1.2 SF&P - Insurance
INS1.3 SF&P - Insurance
                                                                                                                                                                                                   Return cheques
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                Insurance and Risk Business Advisor
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s - Business Support	Work Instructions / projects / procurement	Work Instructions and procedures relating to the processes of Operations in relation to business development and support work to all departments within Operations	PERMANENT	Kept as part of Normal Business Saved on G'Drive - Bus Development & Support
			OPDIAMIENT	Kept as part of Normal Business
- Business Support	Work Instructions / customer information	Work Instructions and procedures relating to the process of Abandoned Vehicles in relation to enquiries, inspection and removal of abandoned vehicles etc.	PERMANENT	Mayrise - Abandoned Vehicles  Kept as part of Normal Business
s - Business Support	Work Instructions / customer information	Work Instructions and procedures relating to the process of Waste Services in relation to enquiries, complaints, escalated technical complaints, provision of services etc.	PERMANENT	Mayrise - Waste Management
Durlana Command	Week hadronikan dan kanada lafannakkan		DEDMANIENT	Kept as part of Normal Business
s - Business Support	Work Instructions / customer information	Work Instructions and procedures relating to the process of Parks & Open Spaces in relation to enquiries, complaints, escalated technical complaints, provision of services, event set up,	, al Permanen I	Mayrise - Parks & Open Spaces Kept as part of Normal Business
s - Business Support	General Files	General correspondence files relating to all services undertaken, includes daily letters files etc.	2 years after administrative period is concluded	General Admin
Durlance Comment	lander.		2	Kept as part of Normal Business
ps - Business Support	Invoices	Invoices and supporting documentation issued to contractors who remove abandoned vehicles.	2 years after the conclusion of the financial transaction that the record supports	Abandoned Vehicles  Kept as part of Normal Business
ps - Business Support	Case Files	Individual case file for each abandoned vehicle containing documents and correspondence and details of ownership including names and addresses.	2 years after the conclusion of the financial transaction that the record supports	Abandoned Vehicles
ps - Business Support	Finance	Information relating to Orders, Invoices, refunds relating to the Castle Hall (Hertford Theatre) - only information held by Business Development & Support Team	6 years after the conclusion of the financial transaction that the record supports	Kept as part of Normal Business
ps - Inspection & Enforcement	Stray Dog Register	Register of stray dogs, details of dog, disposal, ownership etc	PERMANENT	Statutory
ps - Inspection & Enforcement ps - Inspection & Enforcement	Fly Tipping Fly Tipping	DEFRA statutory Fly tip return calculation sheets and fly tip collection sheets from Veolia - No personal information  All detail relating to Fly Tipping keep on Mayrise computer system	7 years PERMANENT	Kept as part of Normal Business  Kept as part of Normal Business
ps - Inspection & Enforcement	Fly Tipping Covert Cameras	Paperwork relating to the authorisation and use of covert cameras used to record illegal Fly Tipping	RIPA Forms - 5 years Case Files (including recordings 7 yrs from last action	Kept as part of Normal Business
ps - Inspection & Enforcement	Environmental Crime Case Files	Individual case file for each environmental crime containing documents and correspondence including evidence, statements, names and addresses.	7 Years after case closed	Kept as part of Normal Business
ps - Inspection & Enforcement	Grounds Maintenance	Work sheets relating to inspections of contractors performance. Data copied into Mayrise.	2 yrs. after contract has expired	Kept as part of Normal Business
ps - Inspection & Enforcement	Street Cleansing	Work sheets relating to inspections of contractors performance. Data copied into Mayrise.	2 yrs. after contract has expired	Kept as part of Normal Business
ps - Inspection & Enforcement	Street Cleansing / Grounds / Refuse / Recycling	Inspections reports regarding contractor health & safety compliance	2 yrs. after contract has expired	Kept as part of Normal Business
ps - Inspection & Enforcement	Pest Control	Job sheets/dockets relating to detail of work required & copy of risk assessment, benefit no's, poison sheet for each job	7 Years	Kept as part of Normal Business
ps - Inspection & Enforcement	Pest Control & Animal Warden General Files	Orders and invoices  Contracts Inspection financial information relating to the supply of Healthcare products used in Bublic Toilets	6 years from date of transaction 2 yrs. after contract has expired	Kept as part of Normal Business Kept as part of Normal Business
perations PERATIONS - ALL SERVICE AREAS	Service Plan	Contracts, Inspection, financial information relating to the supply of Healthcare products used in Public Toilets  Annual Service Plan set out what key actions need to be undertaken to deliver the service targets contained in the Strategic Plans and to identify the statutory obligations of the service.		Kept as part of Normal Business : intere Kept as part of Normal Business
PERATIONS - Waste, Street Cleansing, Grounds Maintenance, Parks &		Computer system used to record and track information relating to all aspects of Operations including: Refuse Collection, Bulky Collections, Fly Tipping, Abandoned Vehicles, Healthcare		Kept as part of Normal Business  Kept as part of Normal Business
ps - P&OS	Grounds Maintenance	Information on Sec 106 agreements, maps, plans relating to Highway verges, Open Space, parks, play Areas. Advice given on new and existing areas of land due to be adopted as part of		Kept as part of Normal Business
ps - P&OS	Grounds Maintenance	Background papers relating to new and existing area's where contract needs to be amended	Life of Contract + 7 Years	Kept as part of Normal Business
ps - P&OS	Grounds Maintenance – Allotments	Information relating to plot holders etc. including maps, plans, correspondence, invoices etc. Contains personal Information names addresses etc.	6 years after agreement expires or is terminated (see 4.3 refers -Retention Guidelines v4)	Kept as part of Normal Business
ps - P&OS	Grounds Maintenance - Contract Payments	Monthly background papers and documents supporting and relating to monthly contract payments	7 years	Kept as part of Normal Business
ps - P&OS	Grounds Maintenance	Documents background papers relating to One-Off jobs including authorisation details	7 years	Kept as part of Normal Business
ps - P&OS	Grounds Maintenance	General complaints from public re grounds maintenance kept as performance monitoring data.  Bekensund passes position to lumpicer contribution of the contribution to contribute to cont	7 years	Kept as part of Normal Business  Kept as part of Normal Business
ps - P&OS ps - P&OS	Grounds Maintenance -County Invoices Grounds Maintenance -Dog Bins	Background papers relating to Invoices sent to HCC re Quarterly Bill and variations to contract.  Background papers relating to Invoice raising for Emptying of Dog Bins on behalf of Parish & Town Councils.	7 years 7 years	Kept as part of Normal Business  Kept as part of Normal Business
ps - P&OS	Grounds Maintenance - Playground Inspections	Background papers relating to Invoice raising for Emptying or Dog bins on benan or Period Review Councils.  Background papers relating to Invoice raising for Emptying or Dog bins on the Period Review Councils.	7 years	kept as plat of normal Business Kept as part of Normal Business
, , , , , , , , , , , , , , , , , , , ,	Grounds maintenance Traysround inspections	Sucregional paper steading to interest about 10 party source in appearance.	, , , , , , , , , , , , , , , , , , , ,	Kept as part of Normal Business
ps - P&OS	General Files - Landscape Designs	Advice and guidance, both internal and external, on landscaping relating to new and existing developments. Includes Maps, Plans, correspondence etc.	5 years	Corporate archive stds for electronic data apply
ps - P&OS	Library - Landscape Designs	Library of Statutes, books, journals etc relating to Landscape design, Trees etc	Guidance books only	
ps - P&OS	Tree Preservation Orders - Landscape Designs	Working files relating to trees subject to a preservation order. Includes original order, map/plans, maintenance work, permissions to work, correspondence etc.	Permanent	Statutory
ps - P&OS	TPO General Corrs Files - Landscape Designs	General correspondence relating to Trees not subject to TPO. Contains correspondence, maps, advice etc.	5 Years	Kept as part of Normal Business
ps - P&OS	Conservation Area's - Landscape Designs	Working files relating to trees subject to a preservation order in a conservation area. Includes original order, map/plans, maintenance work, permissions to work, correspondence	Permanent	Statutory
ps - P&OS	Playground Play area Inspections - Monitoring Team	Inspection reports, correspondence etc relating to individual sites, ROSPA check reports etc	50 Years	Kept as part of Normal Business
ps - P&OS ps - P&OS	Capital Projects (Castle Park) / Play Areas Remedial Works / Tree Works Projects Information - background, consultations & work info	Procurement & contract award records for capital & revenue projects  Information on P&OS projects - inception, consultation, implementation & competition - no personal information retained.	Ordinary contracts - 6 years after the terms of the contract have expired  Keep for reference - no personal details retained in files	Kept as part of Normal Business  Kept as part of Normal Business
ps - Parking	Notice Processing of challenges received by post	Information or recognizeds - inceptions, constitution, implementation at Competition - no personal minimation recognized.  Letter from recipient of PCN is kept in a folder in order of receipt until a Notice Processing Officer consider and responds to the challenge against the issue of the PCN	Securely disposed of as soon as an officer has responded to the correspondence – Maximum 6 weeks	Rept as plant of normal Business  Kept as part of Normal Business
ps - Parking	Notice Processing of challenges received by post	Email from recipient of PCN is filed on the outlook Server	Deleted from the server annually -1 year	Kept as pair of normal Business
ps - Parking	Recording evidence in accordance with TMA 2004	All incoming communication must be filed on PCN in the event of case progressing to Adjudication as all correspondence needs to be included in the appeal pack	Kept on the system for a period of two years after case closed and then personal contact information and attached le	
ps - Parking	Application forms for parking permits	Motorists who are eligible for permits must fill out an application form and provide documentary evidence of proof of residence and proof vehicle is registered	Securely disposed of as soon as officer has dealt with application- 24 hours	Kept as part of Normal Business
ps - Parking	Permit holder records	Name and address of permit holders kept on the PCN IT system	At present, no retention process in place - TBC	Kept as part of Normal Business
ps - Parking	Outgoing letters	A record of all outgoing communication must be filed on PCN in the event of case progressing to Adjudication as all correspondence needs to be included in the appeal pack	2 years after case is closed	Statutory
ps - Waste	Bulky Waste	Bulky Waste Refunds	6 years after the conclusion of the financial transaction that the record supports	Kept as part of Normal Business
ps - Waste	Monitoring Meetings Invoice Files	Minutes and notes of regular Refuse/Street Cleaning Contract Monitoring meetings  Monthly Invalence from contracts transfer with backers and monitoring appears.	Contract Life + 7 Years	Kept as part of Normal Business  Vent as part of Normal Business
ps - Waste ps - Waste	Assisted collections & extra capacity bins applications	Monthly invoices from contractor together with backup and monitoring papers  Assisted Collection (AC) and Extra Capacity (EC) application forms	7 years AC - 1 year retained only EC - 2 years	Kept as part of Normal Business  Kept as part of Normal Business
ps - Waste	Operation Daily Sheets	Daily record of whicles and staff on duty	3 Years (life of contract)	Kept as part of Normal Business
ps - Waste	Order & Invoices	Orders & Invoices issued by East Herts together with all paperwork relating to collection and disposal of recycling material broken down by budget code	7 years	Kept as part of Normal Business
ps - Waste	Tonnages	Record of recycling waste collected from households and recycling sites and sent for recycling. Individual records for glass, paper, and garden waste etc. Includes weighbridge tickets.	Rolling 2 Years	Kept as part of Normal Business
ps - Waste	Credits	Background information from HCC to enable us to Invoice HCC to reclaim recycling credits	7 years	Kept as part of Normal Business
ps - Waste	Sites	Historical data on location of recycling sites in district	Permanent	Kept as part of Normal Business
ps - Waste	Cans Consortium	Records of collections, tonnages, Invoices etc relating to cans collection consortium between East Herts, North Herts & Welwyn	7 Years	Kept as part of Normal Business
ps - Waste ps - Waste	Environmental Education Publicity	Awareness raising material mainly issued to schools relating to recycling and its impact on the environment lasflate. Adverts Dess relasses relating to recycling and refuse reliablishing.	Kept for reference – No personal data (5 years)  Kept for reference – No personal data (5 years)	Kept as part of Normal Business Kept as part of Normal Business
ps - Waste ps - Waste	Database containing name, address, tel.no, bin type, frequency, collection day etc.	Leaflets, Adverts, Press releases relating to recycling and refuse collection  Database of Trade Waste customers including name, address, tel.no, bin type, frequency, collection day etc.	Rept for reference – No personal data (5 years)  3 Years	Kept as part of Normal Business  Kept as part of Normal Business
ps - Waste ps - Waste	Database containing name, address, tel.no, bin type, frequency, collection day etc.  Database containing name, address, tel.no, frequency, collection day etc.	Database of 1 rade waste customers including name, address, tet.no, oin trype, frequency, collection day etc.  Database of Trade Waste customers including name, address, tet.no, frequency, collection day etc.	3 Years	kept as part of normal Business Kept as part of Normal Business
ps - Waste	Sales Bins/Sacks	Record of purchases of Bins & Sacks	3 Years	Kept as part of Normal Business
ps - Waste	Customer Files	Individual customer records contains correspondence, invoicing details, complaints, Duty of Care Cert etc.	3 Years	Kept as part of Normal Business
ps - Waste	Dead Accounts	Paperwork from customer files once collections have finished	3 Years	Kept as part of Normal Business
ps - Waste	Clinical waste	Details of customers who require clinical waste disposal, includes names, address, bin/sack type etc.	3 Years	Kept as part of Normal Business
ps - Waste	Recycling for Flats	Details of inspection reports on suitability introduction of recycling bins to blocks of flats.	3 Years	Kept as part of Normal Business
ps - Waste	Recycling	Record sheets of inspections relating to recycling box's before collection, checking for wrong items (Contaminated Bins). If found warning labels affixed.	3 Years	Kept as part of Normal Business
ps - Markets ps - Markets	Licences for Traders Licences for other Markets	Paper records of Traders Licence Paper records of other Market Licence	2 Year	Kept as part of Normal Business Vent as part of Normal Businese
ps - Markets ps - Markets	Market Contract Agreement with Bishop's Stortford Town Council	Paper records of other Market Licence Market Contract Agreement Market Total Contract Agreement	2 Year Ordinary contracts - 6 years after the terms of the contract have expired	Kept as part of Normal Business  Kept as part of Normal Business
ps - Markets	Market Contract Agreement with bishop's stortlord rown Council  Market Contract Inspection records and monitoring records	Market Cultual Agreement Market Contract Inspection records and monitoring records	2 years after the terms of the contract have expired	kept as plat to invitind outsiness Kept as part of Normal Business
ps - Theatre	Ticketsolve – Booking system	customer data for booking	6 years	Kept as part of Normal Business
ps - Theatre	contracts	contracts for professional promotion events	2yrs +1yr	trend analysis
	staff emergency contact	staff emergency numbers	ongoing or deleted immediately when someone leaves	
ps - Theatre	Clinically Extremely Vulnerable Persons Data	To support residents during COVID 19 pandemic		Shared by NHS Digital