

Ref.	Function/Service	Data Type	Purpose of Data	Retention Period or Criteria	Action after retention	Comments
CS1.0	Communications, Strategy & Policy	Project Application Files	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	Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency	Paper and server
CS1.1	Communications, Strategy & Policy	Programme Management claims	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	Required as part of the contractual obligations between East Herts Council and the Rural Payments Agency	Paper and server
CS1.2	Communications, Strategy & Policy	Email marketing platform - Mail Chimp (captures email address, name and nearest town)	Send weekly emails to subscribers with updates on the council	Until they choose to unsubscribe, which can be done quickly and simply at any point.		Online platform
CS1.3	Communications, Strategy & Policy	Assets Community value application forms	In case we need to contact applicants if the asset needs to be sold	5 years - Locam Act 2011		Hard copy in locked cabinet and digital copy with restricted access
EH1.0	Environmental Health	"General Administrative Work"	"Disposal of Documents" records, General Admin work	7 years after record entry.		Legal obligation
EH1.1	Environmental health - General Administrative Work	Miscellaneous financial records	Public task - Information kept to help ensure correct use of public finances.	2-years from end of work or final payment.		Examples include working information relating to payment of invoices. Main financial information will be retained separately on the corporate finance system.
EH1.2	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.		Examples include Food Standards Agency Return, Health and Safety Executive Return, Smoke-free return, ROLHMO Return, EA Returns.
EH1.3	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.	This might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes of practice
EH1.4	Environmental health - Statutory Returns, Policies and Agreements	Consultations with the public or staff in the development of Policies and Strategies. Possibly general	Information used to demonstrate compliance with equality legislation.	5-years from the agreement of the policy by members.		Consultations may have been undertaken as part of a review of corporate plans, business plans, annual reports etc
EH1.5	Environmental health - Statutory Returns, Policies and Agreements	Process of agreeing terms between organisations; this does not include contractual agreements.	Information kept to demonstrate work is undertaken lawfully.	5 years after agreement expires or is terminated.		This is mainly to do with agreements between public bodies. This will include Memorandum of Understanding (MoU's) such as the HSE flexible warrants MoU.
EH1.6	Environmental health - General Work - All Areas	Complaints, MP responses or ombudsman's reviews.	Details of complaints, MP responses or ombudsman's reviews.	3 years after administrative use is concluded.		Examples DSA with Housing Associations, CAB
EH1.7	Environmental health - General Work - All Areas	Freedom of Information (FOI) or Environmental Information Regulations (EIR) requests	Legal obligation - Information kept in case of query regarding response.	2-years after last used.		This information would usually be held on the Council's Information system, but copies of the request will also be retained on Uniform.
EH1.8	Environmental health - General Work - All Areas	FOI or EIR request details	Information subject to a FOI or EIR request but due for destruction. Information kept in case of query regarding response.	6-months from the date of the FOI/EIR request.		
		General Requests				
		Name, address, email, phone number				
		IDs investigations				
EH1.9	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).	Legal obligation	Information kept to demonstrate work is undertaken lawfully.
EH2.0	Environmental health - General Work - All Areas	Name, address, email, phone number	Health and Safety inspection and monitoring relating to asbestos.	Health and Safety inspection and monitoring relating to asbestos.	7-years from the full repayment of the costs.	Charges on properties can often remain for years. The paperwork surrounding the case cannot be deleted until the charge is queried at a later date.
EH2.1	Environmental health - Occupational Health & Safety 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.	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.		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.
EH2.2	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Grants. Information kept to help ensure correct use of public finances.	Applications, registrations, certification and licences dealt with by Environmental Health.	12 years after completion of grant / last payment of grant.	This includes agreement to pay loan, details of payments, correspondence relating to grant, grant files, approval letters
EH2.3	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Contaminated land notices and associated papers	Contaminated land notices and associated papers	7 years after registration or entitlement lapses.	Not will cover any of our licensing schemes including animal movement notifications, skin piercing, pet shops, street traders etc.
EH2.4	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Protections, formal cautions or other sanction of an individual or organisation.	Paperwork associated with appeals against notices served on a business or individual.	Permanent.	Archive on the server in the appropriate reference folder.
EH2.5	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Safety inspections of equipment including PPE.	Safety inspections of equipment including PPE.	7-years from last action or notice is complied with or no longer valid.	
EH2.6	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	COSH assessments. Information kept in case of issue with equipment / claim from member of staff.	COSH assessments. Information kept in case of issue with equipment / claim from member of staff.	2 years after the chemical is no longer used, or assessment is superseded.	
EH2.7	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Miscellaneous financial records. Information kept to help ensure correct use of public finances.	Statutory returns e.g. homelessness forms sent to the government and their supporting evidence.	2 years from end of final payment.	Examples 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.
EH2.8	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Legal obligation. Information kept in case of query regarding returns.	Legal obligation. Information kept in case of query regarding returns.	5-years from the date of the return.	Examples include PIE returns
EH2.9	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	Monitoring and reviewing of strategies, policies or procedures to assess them.	Consultations with the public or staff in the development of Policies and Strategies. Information used to demonstrate compliance with equality legislation	5-years from the date of the review.	This might include reviews associated with service plans, strategies, or audits / monitoring for compliance with codes of practice
EH3.0	Environmental health - Occupational Health & Safety Related Work	Name, address, email, phone number, medical information	External Agreements	Details of complaints, MP responses or ombudsman's reviews. Information kept in case of query regarding response.	5 years from the agreement of the policy by members.	Consultations may have been undertaken as part of a review of corporate plans, strategic plans, business plans, annual reports etc
EH3.1	Housing Service - Statutory Returns, Policies and Agreements	Statutory returns	Freedom of Information (FOI). Information kept in case of query regarding response.	Freedom of Information (FOI). Information kept in case of query regarding response.	2 years after administrative use is concluded.	Examples DSA with Housing Associations, CAB
EH3.2	Housing Service - Statutory Returns, Policies and Agreements	Strategies, policies or procedures	Housing Register applications: assessments, nominations and allocations.	Housing Register applications: assessments, nominations and allocations.	2 years after last used.	This information would usually be held on the Council's Information system, but copies of the request will also be retained.
EH3.3	Housing Service - Statutory Returns, Policies and Agreements	Possibly general equality data including their name, address, age	Housing application forms and supporting material including risk assessments.	Legal obligation / Public task	6 years after rehousing for successful applications	Paper 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.
EH3.4	Housing Service - Statutory Returns, Policies and Agreements	External Agreements	Provision of temporary accommodation, including payments	Legal obligation / Public task	6 years from date an application is removed	Includes 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.
EH3.5	Housing Service - General Work	Details of complaints, MP responses or ombudsman's reviews.	Information kept to assess housing need and statutory duty/service to be provided.	Homelessness: Prevention, Relief and Homelessness Duties, including reviews and County Court Appeals	6 years from date of final notification of decision of duty owed.	
EH3.6	Housing Service - General Work	Freedom of Information (FOI) queries that may contain personal data	Provision of temporary accommodation, including payments	Legal obligation / Public task	6 years from date of notification of decision owed or where no duty decision applicant vacated accommodation	Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.
EH3.7	Housing Service - records relating to the council's statutory 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.	Homelessness: Prevention, Relief and Homelessness Duties, including reviews and County Court Appeals	6 years after rehousing for successful applications or successful prevention. In addition where the council has provided financial support via a re-payable loan 6 years after the loan is repaid.	Includes 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.
EH3.8	Housing Service - records relating to the council's statutory 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.	Provision of temporary accommodation, including payments	6 years from date of final notification of decision of duty owed.	
EH3.9	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	Applications for Rent/Deposit loans to assist private sector or loans to prevent homelessness	6 years from date of notification of decision owed or where no duty decision applicant vacated accommodation	Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.
EH4.0	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	Public task financial regulations	6 years after rehousing for successful applications or successful prevention. In addition where the council has provided financial support via a re-payable loan 6 years after the loan is repaid.	Includes 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.
EH4.1	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	Information kept to assess housing need and compliance with current policy /eligibility.	6 years after closure of case or last contact.	Paper files and scanned documents to be deleted and records on LOCATA system to be removed 6 years after notification of decision.
EH4.2	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	Referrals to other housing agencies e.g. Rose Court, YMCA	Current year plus one year after being referred.	Not always advised that applicant has been successfully housed after referral. However after one year a new referral would be required by provider.
EH4.3	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	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.	Paper files to be destroyed after meeting electronic files to be retained current year plus one year after meeting listing.
EH4.4	Housing Service - records relating to the council's statutory responsibility for housing	Name, address, email, phone number, medical information, criminal record	Information kept to assess housing need and compliance with current policy /eligibility.	Careline Homeless Out of Hours reports	Current year plus one year after being notified by agency of an out of hours call	kept to assess housing need and compliance with current policy /eligibility. Held for financial payments against contract.
EH4.5	Housing Service - Affordable Homes	Documentation related to social/affordable housing development, including nomination agreements	Documentation related to social/affordable housing development, including nomination agreements	Documentation related to social/affordable housing development, including nomination agreements	Permanent retention	Planning 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.
EH4.6	Housing Service - Affordable Homes	Housing stock transfer documents.	Housing stock transfer documents. Information kept to help ensure correct use of public finances.	Housing stock transfer documents. Information kept to help ensure correct use of public finances.	Permanent retention	Legal Service holds all documents.
CWP&P.0	CWP - Community Grants Applications	Personal address details plus organisational bank details for payment	Legal requirement as applications provided for a financial transaction	Legal requirement as applications provided for a financial transaction	Up to 7 years	Paper applications 16/17 and previous in locked cupboard but need to be archived.
CWP&P.1	CWP - Food Safety Information clients letters. Food Safety booking sheets	Personal address details	This is a period of time before refresh or a new training recommended	This is a period of time before refresh or a new training recommended	3 years	Paper records initially then scanned and stored with password protection.
CWP&P.2	CWP -Breath Easy Group membership list	Personal address details	Address list requires removal of non-active members annually	Address list requires removal of non-active members annually	Up to 3 years. At which time another "opt in" email will be sent.	Electronic word document containing members address, password protected.
CWP&P.3	CWP -Breath Easy Group membership list	Criminal convictions				
CWP&P.4	CWP -Anti-Social behaviour	Criminal proceedings				
CWP&P.5	CWP -Anti-Social behaviour	Court orders				
CWP&P.6	CWP -Anti-Social behaviour	Court action that is not criminal (e.g. housing)				
CWP&P.7	CWP -Anti-Social behaviour	Health conditions (including mental health)				
CWP&P.8	CWP -Anti-Social behaviour	School details				
CWP&P.9	CWP -Anti-Social behaviour	Financial information (e.g. rent arrears)				
CWP&P.10	CWP -Anti-Social behaviour	Social services involvement				
CWP&P.11	CWP -Anti-Social behaviour	Names, addresses, DOB				
CWP&P.12	CWP -Anti-Social behaviour	Personal address details relating to their volunteering role within a charity or community group				
CWP&P.13	CWP -Anti-Social behaviour	Names and addresses of event organisers. If the PU is in their name (as opposed to a body) we may also obtain their DOB when sent the PU certificate for their road closure request				
CWP&P.14	CWP -Anti-Social behaviour	Personal details plus sensitive info				
CWP&P.15	CWP -Anti-Social behaviour	Age, gender, ethnicity and health status, disability				
CWP&P.16	CWP -Anti-Social behaviour	Post log - names of individuals				
CWP&P.17	CWP -Anti-Social behaviour	SAG Post log - names of individuals				
CWP&P.18	CWP -Anti-Social behaviour	Refunds				
CWP&P.19	CWP -Anti-Social behaviour	PFC Folder - holding addresses				
CWP&P.20	CWP -Anti-Social behaviour	Cash Bag receipts / receipts / receipt books				
CWP&P.21	CWP -Anti-Social behaviour	Service Level agreements				
CWP&P.22	CWP -Anti-Social behaviour	Safe contents, tapes, pace books and financial documents				
CWP&P.23	CWP -Anti-Social behaviour	Complaints / Fines sheets				
CWP&P.24	CWP -Anti-Social behaviour	Community Grants				
CWP&P.25	CWP -Anti-Social behaviour	Grant award receipts				
CWP&P.26	CWP -Anti-Social behaviour	Grant Applications				
CWP&P.27	CWP -Anti-Social behaviour	Information on voluntary and community groups				
CWP&P.28	CWP -Anti-Social behaviour	Computer System -NGA ResourceLink				
PR1.0	HR&OD - Payroll	Payroll Files	Individual employee files containing employment record, individual terms & conditions and misc. correspondence.	Period of Employment plus 6 years plus current		Normal Business. Confidential
PR1.1	HR&OD - Payroll	Leaveover Files	Individual employee files containing employment record, individual terms & conditions and misc. correspondence.	6 years plus current		Normal Business. Confidential
PR1.2	HR&OD - Payroll	Payroll Backup Files	Claim forms including: car mileage, overtime, subsistence, timesheets, members expenses, post entry training etc.	2 years		Normal Business. Internal Only
PR1.3	HR&OD - Payroll	Computer System Reports	Daily, weekly, monthly, annual computer system generated reports recording transactions, movements, actions etc.	6 Years plus current		Normal Business. Internal Only
PR1.4	HR&OD - Payroll	Files	Information relating to Income Tax, NI etc. including Tax Forms PE, P45, P40, Annual returns etc.	6/6 Years		Normal Business. Internal Only
PR1.5	HR&OD - Payroll	Year End Files	Working papers, documents, returns relating the preparation of final accounts close down etc. For Payroll. Includes Superannuation/pension returns, Annual earnings summary.	6 Years plus current.		Normal Business. Internal Only
PR1.6	HR&OD - Human Resources	Personal Files	Record of employment details from recruitment to end of employment with authority.	Period of employment plus 6 years plus current		Normal Business. Confidential Restricted
HR1.0	HR&OD - Human Resources	Job Application File	Applications for current vacancies.	3 year for unsuccessful applicants.		Normal Business. Confidential
HR1.1	HR&OD - Human Resources	Service Plan	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 recruitment.	5 years		Normal Business. Internal Only
HR1.2	HR&OD - Human Resources	Establishment List	List of current Posts with grades etc.	Permanent		Normal Business. Confidential
HR1.3	HR&OD - Human Resources	Sickness Record	Details of employee sickness record held on Delphi system	Period of Employment plus 6 years plus current		Normal Business. Confidential
HR1.4	HR&OD - Human Resources	Training Records - Staff	Corporate training records including Course details, attendance, feedback.	Period of Employment plus 6 years plus current		Normal Business. Internal Only
HR1.5	HR&OD - Human Resources	Statics File	Various statistical data, returns relating to HR & Employment	7 years		Normal Business. Internal Only
HR1.6	HR&OD - Human Resources	HR Policies	Policies, Codes of Conduct and Procedures relating to employees employment.	Permanent		Permanent
HR1.7	HR&OD - Human Resources	Accident Report B150	Used accident report pad with retained stubs	3 years after the date of the last entry		Destroyed
HR1.8	HR&OD - Human Resources	Accident Report B151	Used accident report pad with retained stubs	3 years after the date of the last entry		Destroyed
HR1.9	HR&OD - Human Resources	Accident Report B152	Used accident report forms and reports, with related correspondence - (Adult IP)	Current + 6 years		Destroyed
HR1.10	HR&OD - Human Resources	Accident Report B153	Accident and incident reports with related correspondence - (Minors under 18 IP)	3 years after 18th birthday has passed		Destroyed
HR1.11	HR&OD - Human Resources	RIDDOR Report - F2508	Reporting injuries, Diseases Dangerous Occurrences to the HSE	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.		Destroyed
HR1.12	HR&OD - Human Resources	Accident and Incident Records	Exposure to hazardous substance at the workplace:			
HR1.13	HR&OD - Human Resources	Accident and Incident Records	a) general exposure	(a) 5 Years		Destroyed
HR1.14	HR&OD - Human Resources	Accident and Incident Records	b) personal exposure of identifiable employee	(b) 40 Years		Destroyed
HR1.15	HR&OD - Human Resources	Accident and Incident Records	Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos. Medical examination certificates	40 years from the date of the last entry, 4 years from the date of issue		Destroyed
HR1.16	HR&OD - Human Resources	Accident and Incident Records	Medical records and details of biological agents used at Work Regulations.	40 years from the date of the last entry.		Destroyed
HR1.17	HR&OD - Human Resources	Accident and Incident Records	Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry		Destroyed
HR1.18	HR&OD - Human Resources	Accident and Incident Records	Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out		Destroyed
HR1.19	HR&OD - Human Resources	Accident and Incident Records	Health surveillance, including medical reports.	40 years from date of last entry		Destroyed
HR1.20	HR&OD - Human Resources	Accident and Incident Records	Investigation of Accidents, Dangerous Occurrences and Notifiable Disease	40 Years		Destroyed
HR1.21	HR&OD - Human Resources	Accident and Incident Records	Notification of Hazard	12 Years		Destroyed
HR1.22	HR&OD - Human Resources	Accident and Incident Records	Report of Violent Conduct at Work	12 Years		Destroyed
HR1.23	HR&OD - Human Resources	Accident and Incident Records	Witness Statements - Date Created	12 Years		Destroyed
HR1.24	HR&OD - Human Resources	Accident and Incident Records	Written statement of employers	12 Years		Destroyed
HR1.25	HR&OD - Human Resources	Accident and Incident Records	general policy for the health and safety at work of employees	Until superseded		Archived for historical purp
HR1.26	HR&OD - Human Resources	Accident and Incident Records	The organisation and arrangements for carrying out the policy as described above	Until superseded		Archived for historical purp
HR1.27	HR&OD - Human Resources	Accident and Incident Records	Safety Policy - Health and Safety Governance	Until superseded		Archived for historical purp
HR1.28	HR&OD - Human Resources	Accident and Incident Records	Safety Policy - Health and Safety Governance	Until superseded		Archived for historical purp
HR1.29	HR&OD - Human Resources	Accident and Incident Records	Records of health and safety arrangements contained in the policy	Until arrangements are changed / superseded or replaced		Archived for historical purp
HR1.30	HR&OD - Human Resources	Accident and Incident Records	Records of Issue or Protective and Personal Protective Equipment	6 Years from date of issue		Archived for historical purp
HR1.31	HR&OD - Human Resources	Accident and Incident Records	Audit and review of EPC H&S provision	10 Years		Archived for historical purp
HR1.32	HR&OD - Human Resources	Accident and Incident Records	DSE self and desk side assessments	6 Years - Termination of contract		Archived for historical purp
HR1.33	HR&OD - Human Resources	Accident and Incident Records	DSE Assessments first stage identification of users form and e-mail notification	Until self and desk assessment has been undertaken		Archived for historical purp
HR1.34	HR&OD - Human Resources	Accident and Incident Records	DSE Records of corrective appliance voucher records	5 Years - Date Created		Archived for historical purp
HR1.35	HR&OD - Human Resources	Accident and Incident Records	Manual Handling Assessments	6 Years - Termination of Contract		Archived for historical purp
HR1.36	HR&OD - Human Resources	Accident and Incident Records	Identification of service specific safety hazards to employees and others on East Herts Council premises, and the conduct and results of risk assessments in relation to a services specific work activities and functions.	Elimination of the risk + 5 years or updating of risk assessment		Archived for historical purp
HR1.37	HR&OD - Human Resources	Accident and Incident Records	Health and Safety Site and Premises Inspections	Current plus 5 years		Archived for historical purp
HR1.38	HR&OD - Human Resources	Accident and Incident Records	Specifications for first aid facilities and equipment	5 Years - Date superseded		Archived for historical purp
HR1.39	HR&OD - Human Resources	Accident and Incident Records	Risk Assessments of requirements for first aid provision, facilities and equipment	5 Years - Review of assessment		Archived for historical purp
HR1.40	HR&OD - Human Resources	Accident and Incident Records	Appointment of qualified first aiders	Termination of contract		Archived for historical purp
HR1.41	HR&OD - Human Resources	Accident and Incident Records	List of first aiders	Date superseded		Destroyed
HR1.42	HR&OD - Human Resources	Accident and Incident Records	Fire Certificate	3 Years - Date modified		Destroyed
HR1.43	HR&OD - Human Resources	Accident and Incident Records	Assessment of requirements for firefighting systems & equipment	5 Years - Review of Assessment		Destroyed
HR1.44	HR&OD - Human Resources	Accident and Incident Records	Nomination/Appointment of Volunteer Fire Marshals	Termination of Contract		Destroyed
HR1.45	HR&OD - Human Resources	Accident and Incident Records	Fire Safety	Termination of Contract		Destroyed
HR1.46	HR&OD - Human Resources	Accident and Incident Records	Fire evacuation/drill reports	Date Superseded		Destroyed
HR1.47	HR&OD - Human Resources	Accident and Incident Records	Fire equipment repair and inspection logs	3 Years - Date of inspection		Destroyed
HR1.48	HR&OD - Human Resources	Accident and Incident Records	Annual fire safety equipment & systems inspections	3 Years - Date of inspection		Destroyed
HR1.49	HR&OD - Human Resources	Accident and Incident Records	Arrangements with external emergency services	5 Years - Review of Arrangements		Destroyed
HR1.50	HR&OD - Human Resources	Accident and Incident Records	COSHH Assessments & recommended actions	5 Years		Destroyed
HR1.51	HR&OD - Human Resources	Accident and Incident Records	Monitoring of exposure to employees to substances hazardous to health	5 Years		Destroyed
HR1.52	HR&OD - Human Resources	Accident and Incident Records	Examination, testing & repair of plant & equipment provided to control exposure to substances hazardous to health			

HR35.7	HR&OD - Health & Safety	Lead	Air Monitoring	5 Years	Archived for scientific purp	Statutory, Public
HR35.8	HR&OD - Health & Safety	Lead	Health surveillance and monitoring where exposure requires individual employees to be under surveillance	40 Years	Archived for historical purp	Statutory, Confidential
HR35.9	HR&OD - Health & Safety	Lead	Examination, testing and repair of plant and equipment provided to control exposure to lead	5 Years	Archived for historical purp	Statutory, Public
HR36.0	HR&OD - Health & Safety	Lead	Risk Assessments of employees exposed to lead	5 Years	Archived for statistical purp	Statutory, Confidential
HR36.1	HR&OD - Health & Safety	Compressed Air	Health surveillance	40 Years - From date of last entry	Archived for statistical purp	Statutory, Confidential
HR36.2	HR&OD - Health & Safety	Compressed Air	Records of exposure	40 Years - From date of last entry	Archived for statistical purp	Statutory, Confidential
HR36.3	HR&OD - Health & Safety	PPE	Record of issue of personal protective equipment	Date of issue / Life of equipment	Destroyed	Statutory, Confidential
HR36.4	HR&OD - Health & Safety	Personal Details e.g. Medical Information, personal biographical data.	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 the purpose of personal safety	Date of issue / Life of equipment	Destroyed	Statutory, Confidential
DM36.0	L&D - Democratic services	Councillors' interests	Personal interests stated	Up to 18 months after the length of a councillor's term of office	Destroyed	Statutory - Confidential
DM36.1	L&D - Democratic services	Councillors' personal contact details	Personal contact details	In perpetuity (archived in the public interest as a historic record)	Destroyed	Statutory - Confidential
LEG1.0	L&D - Legal Services	Claims made by or against local authority including process	Litigation	7 years after the last action		Legal challenge periods, appeals linked cases, subsequent action
LEG1.1	L&D - Legal Services	Any legal advice from in house or external legal advisors	Legal Advice	7 years		Statutory time limit
LEG1.2	L&D - Legal Services	Any contract, including service level agreements, agreement, deed lease, licence, conveyance, transfer, Agreements under hand*	Legal Advice	6 years		Statutory time limit
LEG1.3	L&D - Legal Services	Any contract, agreement, deed lease, licence, conveyance, transfer, easement etc. NB includes eval Agreements under Seal*	Legal Advice	12 years		Statutory time limit
LEG1.4	L&D - Legal Services	Calls for Tenders, PQDs specifications, tender returns, Quotations, invitations to tender	Pre Contract Documents	2 years after contract let or not proceeded with		Common practice
LEG1.5	L&D - Legal Services	Compliance reports, performance reports etc	Contract Monitoring	2 years after contract let		Statutory
LEG1.6	L&D - Legal Services	Seal registers, contract registers, registers of interests in contracts etc.	Registers	Indefinitely		Statutory
LC1.0	L&D - Land Charges	Land Charges search results	No personal data	7 years plus current year		Required by law
LC1.1	L&D - Land Charges	Land Charges remittance sheets	No personal data	7 years plus current year		For audit purposes
SN11.0	L&D - Street Naming/Numbering	Street Naming/Numbering applications	This includes applicant's name and address, which may be personal data	10 years		In case of problems with the development once built
SN11.1	L&D - Street Naming/Numbering	Street Naming/Numbering cheque payments	A copy of the cheque is scanned in as proof of payment, this may be a business or personal cheque	7 years		For audit purposes, in case the cheque bounces, or the case doesn't proceed after all
SN11.2	L&D - Street Naming/Numbering	Local Land and Property Gazetteer 'organisation' names	Mostly company names, but does contain a small percentage of personal names	Forever, or until the business changes hands		An organisation name is required for all commercial records on the LPPG
Ele 1.0	L&D - Elections	Paper IER Applications	Online IER Applications	15 years		Paper copy kept for 1 week then details are kept on xpress. NI redacted after 13 months
Ele 1.1	L&D - Elections	Query Letters	Query Letters	15 years		Paper copy kept for 1 week then details are kept on xpress. NI redacted after 13 months
Ele 1.2	L&D - Elections	Evidence Requests	Evidence Requests	15 years		Paper kept for 1 week then details are kept on xpress. NI redacted after 13 months
Ele 1.3	L&D - Elections	Change of Name	Change of Name	15 years		Paper kept for 1 week then details are kept on xpress
Ele 1.4	L&D - Elections	Absent Vote Application	Absent Vote Application	15 years		Paper kept for 1 week then details are kept on xpress
Ele 1.5	L&D - Elections	Attestation	Attestation	15 years		Paper kept for 1 week then details are kept on xpress
Ele 1.6	L&D - Elections	Additional Information for Electors	Additional Information for Electors	15 years		Paper kept for 1 week then details are kept on xpress
Ele 1.7	L&D - Elections	Anonymous Electors	Anonymous Electors	15 years		Paper kept for 1 week then details are kept on xpress
Ele 1.8	L&D - Elections	Staffing - Paperwork	Staffing - Paperwork	15 years		Under review - no guidance regarding how long paper forms should be kept
Ele 1.9	L&D - Elections	Staffing - Express Information	Staffing - Express Information	15 years		Annual review of consent for all data subjects
Ele 2.0	L&D - Elections	Nomination papers	Nomination papers	6 Months		Legislative retention (Representation of the People Regulations 2001)
Ele 2.1	L&D - Elections	Marked Registers	Marked Registers	1 year		
Ele 2.2	L&D - Elections	Postal Vote Statements	Postal Vote Statements	1 year		
Ele 2.3	L&D - Elections	Ballot Papers	Ballot Papers	1 year		
Ele 2.4	L&D - Elections	Corresponding number lists	Corresponding number lists	1 year		
Ele 2.5	L&D - Elections	Tendered Votes	Tendered Votes	1 year		
Ele 2.6	L&D - Elections	Certificate of Employment	Certificate of Employment	1 year		
Ele 2.7	L&D - Elections	Marked absent voter list	Marked absent voter list	1 year		
Ele 2.8	L&D - Elections	Register of elector and monthly updates	Register of elector and monthly updates	15 years		
Ele 2.9	L&D - Elections	Overseas lists	Overseas lists	Until 1 December of corresponding year		
Ele 3.0	L&D - Elections	Register requests	Register requests	Until 1 December of corresponding year		
Ele 3.1	L&D - Elections	Certificate of nominating officers	Certificate of nominating officers	Until new certificate is received or for lifetime of certificate		
Ele 3.2	L&D - Elections	Registrars list	Registrars list	15 years		Paper kept for 1 week then details are kept on xpress
Ele 3.3	L&D - Elections	Election expenses	Election expenses	2 years		
Ele 3.4	L&D - Elections	Data Protection	Data Protection	3 years		Archived in the public interest Does not contain personal data
DP/FOI 1.0	L&D - Data Protection and Freedom of Information	Data Protection	All records relating to the creation and implementation of policies under General Data Protection Regulations	2 years		Archived in the public interest Does not contain personal data
DP/FOI 1.1	L&D - Data Protection and Freedom of Information	Data Protection	All records relating to the management of subject access requests under General Data Protection Regulations	2 years		Destroyed
DP/FOI 1.2	L&D - Data Protection and Freedom of Information	Data Protection	Records relating to the creation of data privacy impact assessments	Until superseded		Archived in the public interest Does not contain personal data
DP/FOI 1.3	L&D - Data Protection and Freedom of Information	Data Protection	Records relating to the development, implementation of maintenance of the Record of Processing Activities (ROPA) under Article 30 of the GDPR	Until superseded		Archived in the public interest Does not contain personal data
DP/FOI 1.4	L&D - Data Protection and Freedom of Information	Data Protection	Records relating to the process of data mapping as part of GDPR	Until superseded		Archived in the public interest Does not contain personal data
DP/FOI 1.5	L&D - Data Protection and Freedom of Information	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000	3 years		Archived in the public interest Does not contain personal data
DP/FOI 1.6	L&D - Data Protection and Freedom of Information	Freedom of Information	All records relating to the management of Freedom of Information Requests	3 years		Destroyed
DP/FOI 1.7	L&D - Data Protection and Freedom of Information	Review of public sector information	All records relating to the management of Freedom of Information Requests	6 years		Destroyed
PLA1.0	P&BC - Planning Applications	3rd Party Correspondence	To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014	6 years after decision or Appeal		DMS and Uniform
PLA1.1	P&BC - Planning Applications	Consultee Correspondence	To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014	6 years after decision or Appeal		DMS and Uniform
PLA1.2	P&BC - Planning Applications	Application Form	To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014	6 years after decision or Appeal		Paper, DMS and Uniform
PLA1.3	P&BC - Planning Applications	Plans	In order to remain as part of the Planning Register	Indefinitely		Paper, DMS and IDOX Uniform
PLA1.4	P&BC - Planning Applications	Supporting Docs	To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014	6 years after decision or Appeal		Paper, DMS and Uniform
PLA1.5	P&BC - Planning Applications	Officers Report	In order to remain as part of the Planning Register	Indefinitely		Paper, DMS and Uniform
PLA1.6	P&BC - Planning Applications	Decision Notice	In order to remain as part of the Planning Register	Indefinitely		DMS and Uniform
PLA1.7	P&BC - Planning Applications	Extra Correspondence (post application decision)	In order to inform subsequent planning proposals	6 Months after matter closed		Paper, DMS and IDOX Uniform
PLA1.8	P&BC - Planning Applications	Appeal Form	In order to inform subsequent planning proposals	3 years after appeal decision		Paper, DMS and IDOX Uniform
PLA1.9	P&BC - Planning Applications	Appeal Questionnaire	In order to inform subsequent planning proposals	3 years after appeal decision		Paper, DMS and Uniform
PLA2.0	P&BC - Planning Applications	Grounds of Appeal	In order to remain as part of the Planning Register	Indefinitely		Paper, DMS and Uniform
PLA2.1	P&BC - Planning Applications	Appeal Statement	In order to remain as part of the Planning Register	Indefinitely		Paper, DMS and Uniform
PLA2.2	P&BC - Planning Applications	Appeal Supporting Docs	To satisfy the requirements of the Openness of Local Government Bodies Regulations 2014	6 years after appeal decision		Paper, DMS and Uniform
PLA2.3	P&BC - Planning Applications	Appeal Decision	In order to remain as part of the Planning Register	Indefinitely		Paper, DMS and Uniform
PLA2.4	P&BC - Pre-Planning Application	Pre-Application Form/Letter	In order to inform subsequent planning proposals	24 Months after response made		Paper, DMS and Uniform
PLA2.5	P&BC - Pre-Planning Application	Plans	In order to inform subsequent planning proposals	Indefinitely		Paper, DMS and Uniform
PLA2.6	P&BC - Pre-Planning Application	Supporting Docs	In order to inform subsequent planning proposals	24 Months after response made		Paper, DMS and Uniform
PLA2.7	P&BC - Pre-Planning Application	Decision Letter	In order to inform subsequent planning proposals	Indefinitely		Paper, DMS and Uniform
PLA2.8	P&BC - Pre-Planning Application	Invoices and Purchase Orders	Financial Accounting	Not retained on DMS system. Paper copies are retained for Previous financial year		Paper, DMS and Uniform
PLA2.9	P&BC - Pre-Planning Application	Copy Doc Requests	To inform further customer requests	Not retained on DMS system. Paper copies are retained 1 Month after matter dealt with		Paper, DMS and Uniform
PLA3.0	P&BC - Pre-Planning Application	Complaints	In order to inform subsequent planning proposals or other service delivery issues	12 Months after complaint closed. Paper copies are destroyed after Complaint Decision		
PLA3.1	P&BC - Conservation and Urban Design	Heritage and Urban Design advice	Heritage and Urban Design advice	No data held separately from pre-app and planning application process above		
PLA3.2	P&BC - Conservation and Urban Design	HAR Register	HAR Register	No personal data held		
PLA3.3	P&BC - Conservation and Urban Design	Direct correspondence with customers	Direct correspondence with customers	In order to inform decisions with regard to future planning proposals and the implementation of work		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.
PLA3.4	P&BC - Conservation Area Appraisals	Public Consultations	In order to inform decisions with regard to planning proposals in Conservation Areas	Indefinitely		Digital copies will be deleted and saved on S drive. Redacted copies stored indefinitely. Paper copies 6 months after adopt PAF, MS Outlook, and electronic
PLA3.5	P&BC - Conservation Area Appraisals	Consultation Event Attendance Lists	To provide record of attendance	6 months after adoption of CAA		
PLA3.6	P&BC - Conservation Area Appraisals	Historic Building Grant application form and all associated documents	To enable assessment of grant application and to inform subsequent decisions and implementation of work	3 years after payment of any agreed grant or date of panel if grant refused		Paper
PLA3.7	P&BC - Conservation Area Appraisals	Consultation Database (District Plan)	In accordance with The Planning and Compulsory Purchase Act 2004	Revised every three years		Paper - Objective
PLA3.8	P&BC - Conservation Area Appraisals	Neighbourhood Planning	In accordance with The Neighbourhood Planning (General) Regulations 2012 and in accordance with section 113 of the Planning and Compulsory Purchase Act 2004.	6 months after adoption of a Neighbourhood Plan.		Electronic Drive
PLA3.9	P&BC - Conservation Area Appraisals	Self-Build Register	The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)	After a related planning permission granted.		Electronic Drive
PLA4.0	P&BC - Conservation Area Appraisals	Brownfield Register	In accordance with The Town and Country Planning (Brownfield Land Register) Regulations 2017.	Annually reviewed as part of the Brownfield Register process.		Electronic Drive
PLA4.1	P&BC - Conservation Area Appraisals	SAs	To enable the Council to update landowners if a site is proposed to be allocated through the Local Plan process.	Annually reviewed		Electronic Drive/Paper
PLA4.2	P&BC - Conservation Area Appraisals	Emails / correspondence on allocated sites	To inform ongoing discussions through application process.	To form part of the planning application file and to be deleted accordingly		Electronic Drive / Paper
PLA4.3	P&BC - Enforcement	Reporting Form (on-line, Email & paper)	Details of reporting party to allow updates on the matter	6 months once case closed		DMS and IDOX Uniform
PLA4.4	P&BC - Enforcement	Service request	Details of reporting party to allow updates on the matter	6 months once case closed		DMS and IDOX Uniform
PLA4.5	P&BC - Enforcement	Acknowledgement email/Letter	To acknowledge the case is open and to provide info to customer	6 months once case closed		DMS and IDOX Uniform
PLA4.6	P&BC - Enforcement	Correspondence with 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	10 years once case closed for electronic copies and 6 months once case closed for paper copies		DMS and IDOX Uniform
PLA4.7	P&BC - Enforcement	Closure letters	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	10 years once case closed for electronic copies and 6 months once case closed for paper copies		DMS and IDOX Uniform
PLA4.8	P&BC - Enforcement	Officers report	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	Indefinitely for electronic copies and 6 months once case closed for paper copies		DMS - Electronic Drive
PLA4.9	P&BC - Enforcement	Enforcement Notices	In order to form part of the Planning Enforcement Register	Indefinitely for electronic copies and 6 months once case closed for paper copies		DMS - Electronic Drives
PLA5.0	P&BC - Enforcement	Appeal Form	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	10 years once case closed for electronic copies and 1 year after decision for paper copies		
PLA5.1	P&BC - Enforcement	Appeal questionnaire	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	10 years once case closed for electronic copies and 1 year after decision for paper copies		
PLA5.2	P&BC - Enforcement	Grounds of Appeal	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	10 years once case closed for electronic copies and 1 year after decision for paper copies		Paper, DMS, Uniform
PLA5.3	P&BC - Enforcement	Appeal statement	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	10 years once case closed for electronic copies and 1 year after decision for paper copies		Paper, DMS, Uniform
PLA5.4	P&BC - Enforcement	Appeal supporting Doc's	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	10 years once case closed for electronic copies and 1 year after decision for paper copies		Paper, DMS, Uniform
PLA5.5	P&BC - Enforcement	Appeal Decision	In order to form part of the Planning Enforcement Register	Indefinitely for electronic copies and paper copies are destroyed After Decision		
PLA5.6	P&BC - Enforcement	File Notes	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	Indefinitely for electronic copies and paper copies are destroyed After Decision		Uniform
PLA5.7	P&BC - Enforcement	IP Details	In order to be able to contact land owners and others with an interest in a case	6 months once case closed		Uniform
PLA5.8	P&BC - Building Control service	Application Forms	During consideration of submission, undertaking work and after to ensure that works correctly implemented	N/A		Tascom/ IDOX Uniform/ Microfilm
PLA5.9	P&BC - Building Control service	Plans	During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform/ Microfilm
PLA6.0	P&BC - Building Control service	Decision Notices	During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform/ Microfilm
PLA6.1	P&BC - Building Control service	All supporting documents and correspondence	During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work	N/A		Tascom/ IDOX Uniform/ Microfilm
PLA6.2	P&BC - Building Control service	Site inspection records	During consideration of submission, undertaking work and after to ensure that works correctly implemented. To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform/ Microfilm
PLA6.3	P&BC - Building Control service	Completion certificates	To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform/ Microfilm
PLA6.4	P&BC - Building Control service	All Notifications	To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform
PLA6.5	P&BC - Building Control service	Competent Persons register	To inform subsequent enquiries in relation to work	Indefinitely		Tascom/ IDOX Uniform
PLA6.6	P&BC - Building Control service	Enforcement actions	In order to inform any enforcement action	Indefinitely		Tascom/ IDOX Uniform
PLA6.7	P&BC - Building Control service	Dangerous Structures actions	In order to inform and decisions or subsequent enquiries in relation to actions undertaken.	Indefinitely		Tascom/ IDOX Uniform
CT1.0	Revenues and Benefits	Council tax annual notification	Council tax annual notification	7 years from Year records created		Legislative - Saved on Capita
CT1.1	Revenues and Benefits	Council tax account enquiries	All records relating to enquiries about council tax accounts	7 years from Year records created		Legislative - Capita & @W
CT1.2	Revenues and Benefits	Council tax discount	All records relating to discounts made to council tax	7 years from Year records created		Legislative - Capita
CT1.3	Revenues and Benefits	Council tax exemptions	All records relating to council tax exemptions	7 years from Year records created		Legislative - Capita
CT1.4	Revenues and Benefits	Council tax band reductions	All records relating to council tax band reductions	7 years from Year records created		Legislative - Capita & @W
CT1.5	Revenues and Benefits	Council tax benefit backdated claims	All records relating to council tax benefit back claims	7 years from Last action		Legislative - Capita & @W
CT1.6	Revenues and Benefits	Council tax benefit new claim	All records relating to new claims for council tax benefit	7 years from Year records created		Legislative - Capita & @W
CT1.7	Revenues and Benefits	Council tax benefit current claim	All records relating to current claims for council tax benefit	7 years from Last action on the claim		Legislative - Capita & @W
CT1.8	Revenues and Benefits	Council tax benefit appeals	All records relating to council tax benefit appeals	7 years from Date appeal resolved		Legislative - Capita & @W
CT1.9	Revenues and Benefits	Council tax benefit overpayments	All records relating to the overpayment of council tax benefits	7 years from Date overpayment resolved		Legislative - Capita & @W
CT2.0	Revenues and Benefits	Council tax benefit renewal	All records relating to the renewal of council tax benefits	7 years from Year records created		Legislative - Capita & @W
CT2.1	Revenues and Benefits	Housing benefit renewal	All records relating to the renewal of housing benefit	7 years from Date of renewal		Legislative - Capita & @W
CT2.2	Revenues and Benefits	Going into hospital	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	7 years from Year records created		Legislative - Capita & @W
CT2.3	Revenues and Benefits	Discretionary Housing Payment	All records relating to discretionary housing payments	7 years from Date of payment		Legislative - Capita & @W
CT2.4	Revenues and Benefits	Council tax appeals	All records relating to Council Tax Appeals	7 years from Date appeal completed		Legislative - Capita & @W
CT2.5	Revenues and Benefits	Council tax benefit renewal	All records relating to the renewal of council tax benefits	7 years from Year records created		Legislative - Capita & @W
CT2.6	Revenues and Benefits	Housing benefit backdated claims	All records relating to back dated claims for housing benefit	7 years from Date claim resolved		Legislative - Capita & @W
CT2.7	Revenues and Benefits	Housing benefit new claim	All records relating to new claims for housing benefit	7 years from Year records created		Legislative - Capita & @W
CT2.8	Revenues and Benefits	Housing benefit current claim	All records relating to current claims for housing benefit	7 years from Year records created		Legislative - Capita & @W
CT2.9	Revenues and Benefits	Housing benefit overpayments	All records relating to the overpayment of housing benefit	7 years from Date appeal resolved		Legislative - Capita & @W
CT3.0	Revenues and Benefits	Housing benefit appeals	All records relating to the renewal of housing benefit appeals	7 years from Date appeal resolved		Legislative - Capita & @W
CT3.1	Revenues and Benefits	Housing benefit renewal	All records relating to the renewal of housing benefit	7 years from Date of renewal		Legislative - Capita & @W
CT3.2	Revenues and Benefits	Private housing advice	All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs	1 years from Year records created		Legislative - Capita & @W
CT3.3	Revenues and Benefits	Going into hospital	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	7 years from Year records created		Legislative - Capita & @W
CT3.4	Revenues and Benefits	Rent determination	All records relating to the determination of private rents for those in receipt of housing benefits	7 years from Year records created		Legislative - Capita & @W
CT3.5	Revenues and Benefits	Discretionary Housing Payment	All records relating to discretionary housing payments	7 years from Date of payment		Legislative - Capita & @W
CT3.6	Revenues and Benefits	Debt enforcement	All records relating to debt enforcement	7 years from Year records created		Legislative - Capita & @W
CT3.7	Revenues and Benefits	Debt enforcement	Case files relating to debt recovery	7 years from Close of case		Legislative - Capita & @W
CT3.8	Revenues and Benefits	Valuation Lists	Council tax, business			

OPR1.0	Ops - 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
OPR1.1	Ops - 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	Kept as part of Normal Business Mayrise - Abandoned Vehicles
OPR1.2	Ops - 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	Kept as part of Normal Business Mayrise - Waste Management
OPR1.3	Ops - 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, etc.	PERMANENT	Kept as part of Normal Business Mayrise - Parks & Open Spaces
OPR1.4	Ops - Business Support	General Files	General correspondence files relating to all services undertaken, includes daily letters files etc.	2 years after administrative period is concluded	Kept as part of Normal Business General Admin
OPR1.5	Ops - 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	Kept as part of Normal Business Abandoned Vehicles
OPR1.6	Ops - 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	Kept as part of Normal Business Abandoned Vehicles
OPR1.7	Ops - 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
OPR1.8	Ops - Inspection & Enforcement	Stray Dog Register	Register of stray dogs, details of dog, disposal, ownership etc.	PERMANENT	Statutory
OPR1.9	Ops - Inspection & Enforcement	Fly Tipping	DFRA statutory Fly tip return calculation sheets and Fly tip collection sheets from Veolia - No personal information	7 years	Kept as part of Normal Business
OPR2.0	Ops - Inspection & Enforcement	Fly Tipping	All detail relating to Fly Tipping kept on Mayrise computer system	PERMANENT	Kept as part of Normal Business
OPR2.1	Ops - Inspection & Enforcement	Fly Tipping Covert Cameras	Paperwork relating to the authorisation and use of covert cameras used to record illegal Fly Tipping	NRPA Forms - 5 years Case Files (including recordings 7 yrs from last action)	Kept as part of Normal Business
OPR2.2	Ops - 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
OPR2.3	Ops - 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
OPR2.4	Ops - Inspection & Enforcement	Street Cleaning	Work sheets relating to inspections of contractors performance. Data copied into Mayrise.	2 yrs. after contract has expired	Kept as part of Normal Business
OPR2.5	Ops - Inspection & Enforcement	Street Cleaning / Grounds / Refuse / Recycling	Inspection reports regarding contractor health & safety compliance	2 yrs. after contract has expired	Kept as part of Normal Business
OPR2.6	Ops - Inspection & Enforcement	Pest Control	Job sheets/Invoices 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
OPR2.7	Ops - Inspection & Enforcement	Pest Control & Animal Welfare	Orders and invoices	6 years from date of transaction	Kept as part of Normal Business
OPR2.8	Operations	General Files	Contracts, inspection, financial information relating to the supply of Healthcare products used in Public Toilets	2 yrs. after contract has expired	Kept as part of Normal Business
OPR2.9	OPERATIONS - ALL SERVICE AREAS	Service Plan	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.	3 years	Kept as part of Normal Business
OPR3.0	OPERATIONS - Waste, Street Cleaning, Grounds Maintenance, Parks & Open Space	Mayrise Computer System	Computer system used to record and track information relating to all aspects of Operations including: Refuse Collection, Bulky Collections, Fly Tipping, Abandoned Vehicles, Healthcare W Subject to regular Archiving		Archived in the public internet
OPR3.1	Ops - 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 n/infinitive	Life of Contract + 7 Years	Kept as part of Normal Business
OPR3.2	Ops - P&OS	Grounds Maintenance	Background papers relating to new and existing area's where contract needs to be amended	6 years after agreement expires or is terminated (see 4.3 refers - Retention Guidelines v4)	Kept as part of Normal Business
OPR3.3	Ops - P&OS	Grounds Maintenance - Allotments	Information relating to allot holders etc. including maps, plans, correspondence, invoices etc. Contains personal information names addresses etc.	7 years	Kept as part of Normal Business
OPR3.4	Ops - 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
OPR3.5	Ops - P&OS	Grounds Maintenance	Documents background papers relating to One-Off jobs including authorisation details	7 years	Kept as part of Normal Business
OPR3.6	Ops - P&OS	Grounds Maintenance	General complaints from public re grounds maintenance kept as performance monitoring data.	7 years	Kept as part of Normal Business
OPR3.7	Ops - P&OS	Grounds Maintenance - County Invoices	Background papers relating to invoices sent to HCC re Quarterly Bill and variations to contract.	7 years	Kept as part of Normal Business
OPR3.8	Ops - P&OS	Grounds Maintenance - Dog Bins	Background papers relating to Invoice raising for Emptying of Dog Bins on behalf of Parish & Town Councils.	7 years	Kept as part of Normal Business
OPR3.9	Ops - P&OS	Grounds Maintenance - Playground Inspections	Background papers relating to Invoice raising for playground inspections.	7 years	Kept as part of Normal Business
OPR4.0	Ops - 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	Kept as part of Normal Business Corporate archive stds for electronic data apply
OPR4.1	Ops - P&OS	Library - Landscape Designs	Library of Statutes, books, journals etc relating to Landscape design, Trees etc.	Guidance books only	Statutory
OPR4.2	Ops - 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	Kept as part of Normal Business
OPR4.3	Ops - 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
OPR4.4	Ops - 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
OPR4.5	Ops - 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
OPR4.6	Ops - P&OS	Capital Projects (Castle Park) / Play Areas Remedial Works / Tree Works	Procurement & contract award records for capital & revenue projects	Ordinary contracts - 6 years after the terms of the contract have expired	Kept as part of Normal Business
OPR4.7	Ops - P&OS	Projects Information - background, consultations & work info	Information on P&OS projects - inception, consultation, implementation & completion - no personal information retained.	Keep for reference - no personal details retained in files	Kept as part of Normal Business
OPR4.8	Ops - Parking	Notice Processing of challenges received by post	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	Kept as part of Normal Business
OPR4.9	Ops - Parking	Notice Processing of challenges received by email	Email from recipient of PCN is filed on the outlook Server	Deleted from the server annually - 1 year	Kept as part of Normal Business
OPR5.0	Ops - 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 letters a Statutory	Kept as part of Normal Business
OPR5.1	Ops - Parking	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	Application forms 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
OPR5.2	Ops - 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
OPR5.3	Ops - 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
OPR5.4	Ops - Waste	Bulky Waste Refunds	Bulky Waste Refunds	6 years after the conclusion of the financial transaction that the record supports	Kept as part of Normal Business
OPR5.5	Ops - Waste	Monitoring Meetings	Minutes and notes of regular Refuse/Street Cleaning Contract Monitoring meetings	Contract Life + 7 years	Kept as part of Normal Business
OPR5.6	Ops - Waste	Invoice Files	Monthly invoices from contractor together with backup and monitoring papers	7 years	Kept as part of Normal Business
OPR5.7	Ops - Waste	Assisted collections & extra capacity bins applications	Assisted Collection (AC) and Extra Capacity (EC) application forms	EC - 1 year retained only EC - 2 years	Kept as part of Normal Business
OPR5.8	Ops - Waste	Operation Daily Sheets	Daily record of vehicles and staff on duty	3 Years (life of contract)	Kept as part of Normal Business
OPR5.9	Ops - 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
OPR6.0	Ops - 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
OPR6.1	Ops - Waste	Credits	Background information from HCC to enable us to invoice HCC to reclaim recycling credits.	7 years	Kept as part of Normal Business
OPR6.2	Ops - Waste	Sites	Historical data on location of recycling sites in district	Permanent	Kept as part of Normal Business
OPR6.3	Ops - 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
OPR6.4	Ops - Waste	Environmental Education	Awareness raising material mainly issued to schools relating to recycling and its impact on the environment	Kept for reference - No personal data (5 years)	Kept as part of Normal Business
OPR6.5	Ops - Waste	Publicity	Leaflets, Adverts, Press releases relating to recycling and refuse collection	Kept for reference - No personal data (5 years)	Kept as part of Normal Business
OPR6.6	Ops - Waste	Database containing name, address, tel.no, bin type, frequency, collection day etc.	Database of Trade Waste customers including name, address, tel.no, bin type, frequency, collection day etc.	3 Years	Kept as part of Normal Business
OPR6.7	Ops - Waste	Database containing name, address, tel.no, frequency, collection day etc.	Database of Trade Waste customers including name, address, tel.no, frequency, collection day etc.	3 Years	Kept as part of Normal Business
OPR6.8	Ops - Waste	Sales Bins/Sacks	Record of purchases of Bins & Sacks	3 Years	Kept as part of Normal Business
OPR6.9	Ops - Waste	Customer Files	Individual customer records contains correspondence, invoicing details, complaints, Duty of Care Cert etc.	3 Years	Kept as part of Normal Business
OPR7.0	Ops - Waste	Dead Accounts	Paperwork from customer files once collections have finished	3 Years	Kept as part of Normal Business
OPR7.1	Ops - Waste	Clinical waste	Details of customers who require clinical waste disposal. Includes names, address, bin/jack type etc.	3 Years	Kept as part of Normal Business
OPR7.2	Ops - 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
OPR7.3	Ops - Waste	Recycling	Record sheets of inspections relating to recycling bins before collection, checking for wrong items (Contaminated Bins). If found warning labels affixed.	3 Years	Kept as part of Normal Business
OPR7.4	Ops - Markets	Licences for Traders	Paper records of Traders Licence	2 Year	Kept as part of Normal Business
OPR7.5	Ops - Markets	Licences for other Markets	Paper records of other Market Licence	2 Year	Kept as part of Normal Business
OPR7.6	Ops - Markets	Market Contract Agreement with Bishop's Stortford Town Council	Market Contract Agreement	Ordinary contracts - 6 years after the terms of the contract have expired	Kept as part of Normal Business
OPR7.7	Ops - Markets	Market Contract Inspection records and monitoring records	Market Contract Inspection records and monitoring records	2 years after the terms of the contract have expired	Kept as part of Normal Business
OPR7.8	Ops - Theatre	Tickets - booking system	customer data for booking	6 years	Kept as part of Normal Business
OPR7.9	Ops - Theatre	contracts	contracts for professional promotion events	2yrs +1yr	trend analysis
OPR8.0	Ops - Theatre	staff emergency numbers	staff emergency numbers	ongoing or deleted immediately when someone leaves	Kept as part of Normal Business
COV19	L&D - COVID Response	Clinically Extremely Vulnerable Persons Data	To support residents during COVID 19 pandemic	until 30th September 2021	Destroyed Shared by NHS Digital