

| Ref No | Lead Department | Lead Service | Function Description | Examples of Records | Retention Periods (Authority) <i>Officer decision</i> | Retention Periods (Authority) <i>Legislation</i> | Legislation/Guidance | Indicative Protective Marking | Disposal method |
|--|-----------------|--------------------------|---|---|---|--|---|---|----------------------|
| Section 1 - Corporate Business Plan | | | | | | | | | |
| CE1.1 | CE | Corporate Business Plan | Corporate planning & reporting | | | | | | |
| CE1.1.1 | CE | Corporate Business Plan | All records relating to corporate planning and reporting activities for the council | Corporate plans, strategic plans, business, departmental and service plans, annual and quarterly reports | 6 years | | RGLA 2.4 Local Government Act 1972 s100c | Not protectively marked | Dispose |
| CE1.1.2 | CE | Corporate Business Plan | All records relating to the council's corporate risk register | Risk register, update reports, administration | 6 years | | Limitation Act 1980 | Official - Sensitive | Secure |
| Section 2 - Performance and Efficiency | | | | | | | | | |
| CE2.1 | CE | Performance & Efficiency | Statutory returns | | | | | | |
| CE2.1.1 | CE | Performance & Efficiency | All records relating to the process of preparing information to be passed on to central government as part of statutory requirements. | Reports to central government, National Indicators, transparency datasets | 6 years | | RGLA 2.5 Local Government Finance Act 1992 | Official | Secure |
| CE2.2 | CE | Performance & Efficiency | Quality and performance management | | | | | | |
| CE2.2.1 | CE | Performance & Efficiency | Records assessing, monitoring or reviewing the quality, efficiency, or performance of a council service or unit | Reports to Management Team, scrutiny panels, audit and inspection reports, business cases, service reviews | 6 years | | RGLA 2.17, RGLA 2.18 Local Government Finance Act 1992 | Official | Archive |
| Section 3 - Legal | | | | | | | | | |
| CE3.1 | CE | Legal | Data Protection Act | | | | | | |
| CE3.1.1 | CE | Legal | Data subject access requests | | 3 years (6 years for Tribunal or ICO decision) | | TNA Retention and Disposal Guidance | Official - Sensitive | Secure |
| CE3.1.2 | CE | Legal | All paperwork relating to informal advice given about freedom of information and data protection matters | | 3 years (6 years for Tribunal or ICO decision) | | | Official | Secure |
| CE3.1.3 | CE | Legal | System containing all information relating to the logging, tracking and monitoring of subject access requests made under the Data Protection Act 1998 | | 3 years (6 years for Tribunal or ICO decision) | | | Official - Sensitive | Secure |
| CE3.2 | CE | Legal | Environmental Information Regulations | | | | | | |
| CE3.2.1 | CE | Legal | Information requests and responses | All paperwork relating to responses to Environmental Information Regulations | 3 years (6 years for Tribunal or ICO decision) | | TNA Retention and Disposal Guidance | Official | Secure |
| CE3.3 | CE | Legal | Freedom of Information Act | | | | | | |
| CE3.3.1 | CE | Legal | Publication Scheme | | Dynamic document and each version will replace the next | | TNA Retention and Disposal Guidance | Not protectively marked | Disposal |
| CE3.3.2 | CE | Legal | Freedom of information requests | | 3 years (6 years for Tribunal or ICO decision) | | | Official | Secure |
| CE3.3.3 | CE | Legal | All paperwork relating to responses to freedom of information requests | | 3 years (6 years for Tribunal or ICO decision) | | | Official | Secure |
| CE3.3.4 | CE | Legal | All records relating to internal reviews of responses to requests for information made under the Freedom of Information Act 2000 | | 3 years (6 years for Tribunal or ICO decision) | | | Official | Secure |
| CE3.3.5 | CE | Legal | All records relating to complaints made about responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998 | | 3 years (6 years for Tribunal or ICO decision) | | | Official - Sensitive | Secure |
| CE3.4 | CE | Legal | General Data Protection Regulations | | | | | | |
| CE3.4.1 | CE | Legal | Privacy Impact assessments | | 3 years (6 years for Tribunal or ICO decision) | | The National Archives Retention and Disposal Guidance | Official | Secure |
| CE3.4.2 | CE | Legal | Data Protection Impact Assessments | | 3 years (6 years for Tribunal or ICO decision) | | | Official | Secure |
| CE3.4.3 | CE | Legal | Right to be forgotten requests | | 3 years (6 years for Tribunal or ICO decision) | | | Official - Sensitive | Secure |
| CE3.4.4 | CE | Legal | Privacy notices | | 3 years (6 years for Tribunal or ICO decision) | | Limitation Act 1980 (Section 2) | Official | Secure |
| CE3.4.5 | CE | Legal | Breach notifications | | 3 years (6 years for Tribunal or ICO decision) | | | Official - Sensitive | Secure |
| CE3.4.6 | CE | Legal | Subject access requests | | 3 years (6 years for Tribunal or ICO decision) | | | The National Archives Retention and Disposal Guidance | Official - Sensitive |
| CE3.4.7 | CE | Legal | Consent forms | | 3 years (6 years for Tribunal or ICO decision) | | Official - Sensitive | | Secure |
| CE3.4.8 | CE | Legal | Record of Processing Activities under Article 30 of the GDPR | | 3 years (6 years for Tribunal or ICO decision) | | Not protectively marked | | Secure |
| CE3.5 | CE | Legal | Regulation of Investigatory Powers | | | | | | |
| CE3.5.1 | CE | Legal | Records relating to the Regulation of Investigatory Powers | Photographs, Audio and video files, Observation logs, notes, reports, Noise monitoring records, Council Authorisations, Magistrates' Court approvals, Applications, renewals and cancellations for CHIS, Applications, renewals and cancellations for surveillance, Risk assessments, Appeals | | 5 years | Regulation of Investigatory Powers Act 2000 | Official - Sensitive | Secure |
| CE3.6 | CE | Legal | All case and advice files | | | | | | |
| CE3.6.1 | CE | Legal | Working files and papers. | Section 106 agreements, TPO's, Leases, licences and general matters. | 6 years. | | Limitation Act (1980) Section 4A (5) | Official | Secure |
| CE3.7 | CE | Legal | Litigation | | | | | | |
| CE3.7.1 | CE | Legal | The process of managing, undertaking or defending for or against litigation on behalf of the council | Criminal case file Civil case file Correspondance | 7 years after last action. | | Limitation Act (1980) Section 4A (5) | Official - Sensitive | Secure |
| CE3.7.2 | CE | Legal | The process of providing legal advice on a point of law | Correspondance | 7 years after last action | | | Official - Sensitive | Secure |
| CE3.8 | CE | Legal | Agreements | | | | | | |
| CE3.8.1 | CE | Legal | Process of agreeing terms between organisations. Note: this does not include contractual agreements | Concordat | 6 years after agreement expires or is terminated | | Limitation Act (1980) Section 4A (5) | Official - Sensitive | Secure |
| CE3.9 | CE | Legal | Conveyance - see also Property acquisition and disposal | | | | | | |
| CE3.9.1 | CE | Legal | Deeds of Title | Deeds of Covenant | Permanent | | Limitation Act (1980) Section 4A (5) | Official | Archive |
| CE3.9.2 | CE | Legal | The process of changing ownership of land or property | Conveyancing files | 12 years after closure | | | Official | Secure |
| CE3.10 | CE | Legal | Standards - investigation of complaints regarding conduct of district and parish councillors | | | | | | |
| CE3.10.1 | CE | Legal | Process of investigating complaints | Paper and electronic files containing personal details, family details, financial details, personal appearance and behaviour, business activities, political affiliation, political opinions, offences, alleged offences | 3 years | | | Official - Sensitive | Secure |

| Section 4 - Licensing | | | | | | | | | |
|-----------------------|----|-----------|---|---|---|--|--|----------|--------|
| CE4.1 | CE | Licensing | Licensing | Application forms, photos, correspondence etc | 3 years after cease of individual/premises licence. 25 years for vehicle licence. | | Various see below | Official | Secure |
| CE4.1.1 | CE | Licensing | Applications for individual, premises and vehicle licences. | | Destroy - 2 years after registration lapses | | Animal Boarding Establishments Act 1963. | Official | Secure |
| CE4.1.2 | CE | Licensing | Animal boarding licences | | Destroy - 2 years after registration lapses | | Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. | Official | Secure |
| CE4.1.3 | CE | Licensing | Animal breeding licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.4 | CE | Licensing | Animal Welfare - licensing files | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.5 | CE | Licensing | Butchers licences | | Destroy - 2 years after registration lapses | | Caravan Sites and Control of Development Act 1960 | Official | Secure |
| CE4.1.6 | CE | Licensing | Caravan and camp site licences | | Destroy - 2 years after registration lapses | | Caravan Sites Act 1968. | Official | Secure |
| CE4.1.7 | CE | Licensing | Cemetery licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.8 | CE | Licensing | Crematoria licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.9 | CE | Licensing | Dangerous wild animals licences | | Destroy - 2 years after registration lapses | | Dangerous Wild Animals Act 1976 | Official | Secure |
| CE4.1.11 | CE | Licensing | Hackney licences | | Destroy - 25 years after registration lapses | | Local Government (Miscellaneous provisions) Act 1976 | Official | Secure |
| CE4.1.12 | CE | Licensing | Highway projection licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.13 | CE | Licensing | Hoarding licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.14 | CE | Licensing | Infectious diseases licensing | | Destroy - 3 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.15 | CE | Licensing | Late hours catering licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.16 | CE | Licensing | Liquor licences | | Destroy - 6 years after registration lapses | | RGLA 9.16 Based on 6 years legal proceedings time limit. | Official | Secure |
| CE4.1.17 | CE | Licensing | Lottery (gambling) - licensing files | | Review every 3 years | | Licensing Act 2003. Section 8: Requirement to keep a register | Official | Secure |
| CE4.1.18 | CE | Licensing | Lottery registration | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.19 | CE | Licensing | Massage and special treatment licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.20 | CE | Licensing | Non medicinal poisons licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.21 | CE | Licensing | Nursing agencies licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.22 | CE | Licensing | Other hazardous substances | | Permanent - offer to archivist | | RGLA 9.17 | Official | Secure |
| CE4.1.23 | CE | Licensing | Personal licenses (pubican) - licensing files | | Review every 3 years | | Licensing Act 2003. Section 8: Requirement to keep a register | Official | Secure |
| CE4.1.24 | CE | Licensing | Pet shop licences | | Destroy - 2 years after registration lapses | | Pet Animals Act 1951 (as amended by the 1983 Act) | Official | Secure |
| CE4.1.25 | CE | Licensing | Petroleum | | Permanent - offer to archivist | | Petroleum (Regulation) Acts 1928 and 1936 | Official | Secure |
| CE4.1.26 | CE | Licensing | Premises and Club (alcohol) – licensing files | | Review every 3 years | | Licensing Act 2003. Section 8: Requirement to keep a register | Official | Secure |
| CE4.1.27 | CE | Licensing | Private hire licences | | Destroy - 25 years after registration lapses | | Local Government (Miscellaneous provisions) Act 1976 | Official | Secure |
| CE4.1.28 | CE | Licensing | Radioactive substances | | Retain records for a specified period after ceasing to carry on the activities regulated by his registration or authorisation | | Radioactive Substances Act 1993 | Official | Secure |
| CE4.1.29 | CE | Licensing | Riding establishment licences | | Destroy - 2 years after registration lapses | | Riding Establishments Act 1964 and 1970 | Official | Secure |
| CE4.1.30 | CE | Licensing | Sale of explosives licences | | Destroy - 2 years after registration lapses | | Manufacture and Storage of Explosives Regulations 2005. | Official | Secure |
| CE4.1.31 | CE | Licensing | Scaffold licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.33 | CE | Licensing | Sex establishments | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.34 | CE | Licensing | Shops | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.35 | CE | Licensing | Skin piercings | | Destroy 6 years after business closure | | | Official | Secure |
| CE4.1.36 | CE | Licensing | Skip licences | | Destroy - 2 years after registration lapses | | RGLA 9.16 | Official | Secure |
| CE4.1.37 | CE | Licensing | Street collections and lotteries licences | | Destroy - 2 years after registration lapses | | House To House Collections Act 1939 Lotteries and Amusements Act 1976. | Official | Secure |
| CE4.1.38 | CE | Licensing | Street trading licences | | Destroy - 2 years after registration lapses | | Local Government (Miscellaneous Provisions) Act 1982. | Official | Secure |
| CE4.1.39 | CE | Licensing | Venue licences – licensing files (3 year cycle) | | Review every 3 years | | Licensing Act 2003. Section 8: Requirement to keep a register | Official | Secure |
| CE4.1.40 | CE | Licensing | Cooling towers | | Destroy - 2 years after registration lapses | | The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. | Official | Secure |
| CE4.1.42 | CE | Licensing | Swimming pools monitoring | | Destroy - 3 years from last action | | RGLA 9.3 | Official | Secure |
| CE4.1.44 | CE | Licensing | Animal Impounding Notices | | Destroy 2 years after the matter is concluded | | RGLA 9.19 | Official | Secure |