

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									
CE 4.1	CE	Licensing							
CE 4.1.2	CE	Licencing	Animal boarding	Application forms, procedures, correspondence, inspection records, complaints etc	6 years		Animal Welfare Act 2006 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Official	Secure
CE 4.1.3	CE	Licencing	Animal breeding		6 years		Animal Welfare Act 2006 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Official	Secure
CE 4.1.4	CE	Licencing	Riding establishment		6 years		Animal Welfare Act 2006 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Official	Secure
CE 4.1.5	CE	Licencing	Exhibition of animals		6 years		Animal Welfare Act 2006 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Official	Secure
CE 4.1.6	CE	Licencing	Pet shop		6 years		Animal Welfare Act 2006 - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Official	Secure
CE 4.1.7	CE	Licencing	Zoo		6 years		Zoo Licensing Act 1981	Official	Secure
CE 4.1.8	CE	Licencing	Dangerous wild animals		6 years		Dangerous Wild Animals Act 1976	Official	Secure
CE 4.1.9	CE	Licencing	Hackney Carriage & Private Hire Vehicles	Application forms, procedures, correspondence, licensing and appeals board reports, inspection records, criminal record data, medical, right to work, knowledge test, driving licence details complaints etc	6 years. For driver licence refusals, revocations and		Act 1847	Official	Secure
CE 4.2.1	CE	Licencing	Private Hire Operators		For all records except any refused, revoked or suspended 6 years. For driver licence refusals, revocations and suspensions 75 years		Local Government (Misc Provs)Act 1976 & Town Police Clauses Act 1847	Official	Secure
CE 4.2.2	CE	Licencing	Hackney Carriage/Private Hire Dual Drivers		For all records except any refused, revoked or suspended 6 years. For driver licence refusals, revocations and suspensions 75 years.		Local Government (Misc Provs)Act 1976 & Town Police Clauses Act 1847	Official	Secure
CE 4.2.3	CE	Licencing	Premises & Club Premises Certificates		6 years		Licensing Act 2003	Official	Secure
CE 4.2.4	CE	Licencing	Temporary Event Notices		6 years		Licensing Act 2003	Official	Secure
CE 4.2.5	CE	Licencing	Personal licenses		6 years		Licensing Act 2003	Official	Secure
CE 4.2.6	CE	Licencing	Film Classification		6 years		Licensing Act 2003	Official	Secure
CE 4.2.7	CE	Licencing	/ FEC	Application forms, procedures, correspondence, inspection records, committee reports, complaints etc	6 years		Gambling Act 2005	Official	Secure
CE 4.2.8	CE	Licencing	Gambling Unlicensed FEC		6 years		Gambling Act 2005	Official	Secure
CE 4.2.9	CE	Licencing	Gaming Machine Permits - Alcohol notification / Prize gaming / Club Gaming and Club Machine		6 years		Gambling Act 2005	Official	Secure
CE 4.3.1	CE	Licencing	Temporary & Occasional Use Notices		6 years		Gambling Act 2005	Official	Secure
CE 4.3.2	CE	Licencing	Small Society Lottery Registration		6 years		Gambling Act 2005	Official	Secure
CE 4.3.3	CE	Licencing	Sex establishments	Application forms, procedures, correspondence, inspection records, complaints etc	6 years		Local Government (Misc Provs) Act 1982	Official	Secure
CE 4.3.4	CE	Licencing	Street collections	Application forms, procedures, correspondence, etc	1 year		Police, Factories etc (Miscellaneous Provisions) Act 1916	Official	Secure
CE 4.3.5	CE	Licencing	House to House Collections	Application forms, procedures, correspondence, etc	1 year		House to House Collections Act 1939	Official	Secure
CE 4.3.6	CE	Licencing	Holiday Caravan Sites	Application forms, procedures, plans, correspondence, etc	6 years		Caravan Sites and Control of Development Act 1960 Public Health Act 1936	Official	Secure
CE 4.3.7	CE	Licencing	Moveable Dwellings	Application forms, procedures, plans, correspondence, etc	6 years		Public Health Act 1936	Official	Secure