

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
<b>Section 1 - Major Housing Projects</b>									
<b>CHD1.1</b>	<b>CHD</b>	<b>Major Housing Projects</b>	<b>Housing</b>						
CHD1.1.1	CHD	Major Housing Projects	Housing sales	Records relating to housing build and sales	6 years (from Site sign off)		Limitation Act 1980	Official - Sensitive	Secure
CHD1.1.2	CHD	Major Housing Projects	Defects and remedies	Records relating to defects and remedies	5 years (from Site sign off)		Limitation Act 1980	Official - Sensitive	Secure
CHD1.1.3	CHD	Major Housing Projects	Leasehold properties and maintenance	Records relating to lease hold flats and maintenance arrangements	Ongoing		Limitation Act 1980	Official - Sensitive	Secure
CHD1.1.4	CHD	Major Housing Projects	Housing ancillary projects	Records relating to Heritage Lottery Fund, nature and other project work	Within 2 years of project end date		Limitation Act 1980	Official - Sensitive	Secure