

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 - Community									
CP1.1	CP	Community Safety	Community Safety & Neighbourhood Nuisance						
CP1.1.1	CP	Community Safety	All records relating to Statutory Nuisance complaint handling.	Contact details, case notes, evidence	Dependent on outcome of case Suggest Informal case closure = 3months FPN - 2 yrs after date of issue		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.2	CP	Community Safety	All records relating to Anti-social Behaviour case management		Simple Caution - 6 yrs after date of Caution Prosecution / Appeal / Injunctions - 6yrs after last court action		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.3	CP	Community Safety	All records relating to Waste enforcement case management		ASBO's - all ASBO's either expired or transferred to Civil Injunction		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.4	CP	Community Safety	All records relating to Public Health Acts and other regulatory control as defined by the council's Schedule of Authorisations		CPW's - 3months after date of compliance CPN's - 2yrs after date of compliance		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.5	CP	Community Safety	All records relating to Service of statutory notices		Planning / Licensing - In line with data retention policy of these services (need to consider information not stored on public registers)		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.6	CP	Community Safety	All records relating to Prosecution of cases and individuals				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
CP1.1.7	CP	Community Safety	All records relating to Injunctions and other other ASB interventions.				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
Section 2 - Care and Repair Agency									
CP2.1	CP	Care & Repair	Care and Repair Agency						
CP2.1.1	CP	Care & Repair	Care & Repair	Disabled Facilities Grants, applications, case files, admin (including withdrawn, refused and appealed cases)	Non means tested - 6 years Means tested - 10 years		Financial Regulations Contributions taken into account for future grants for 10 years	Official - Sensitive	Secure
	CP	Care & Repair		Land Charges and Legal charge information	For lifetime of the loan condition			Official - Sensitive	Secure
	CP	Care & Repair		Warranties	Damp proofing - 15 years Fensa - 10 years			Official - Sensitive	Secure
CP2.1.2	CP	Care & Repair	All records relating to the Handy Person Scheme	Case files, admin	6 years			Official - Sensitive	Secure
Section 3 - Careline Community Service									
CP3.1	CP	Careline	Careline Community Service						
CP3.1.1	CP	Careline	Careline	Client records for Careline Community Alarm				Official - Sensitive	Secure
	CP	Careline		Client records for Ask LILY				Official - Sensitive	Secure
	CP	Careline		CCSS Benefits check, installation, faults, work scheduling	Auto-archives after 90 days			Official - Sensitive	Secure
	CP	Careline		Questionnaires within IDOX and SNAP	Permanent			Official - Sensitive	Secure
	CP	Careline		Ask LILY entries and referrals within Open Objects system	Awaiting response from provider			Official - Sensitive	Secure
	CP	Careline		Client contacts and emergency contacts within PNC call handling system	Awaiting response from provider			Official - Sensitive	Secure
	CP	Careline		Client data and marketing spreadsheet	Indefinite			Official - Sensitive	Secure
	CP	Careline		Referrals from Central Information Centre via eforms	Indefinite			Official - Sensitive	Secure
	CP	Careline		Orders placed with Amazon	Under review			Official - Sensitive	Secure
	CP	Careline		Installation checklists, personal record forms and agreements	On DMS			Official - Sensitive	Secure
	CP	Careline		General email correspondance	Under review			Official - Sensitive	Secure
	CP	Careline		NCAAN common referral system details	7 years			Official - Sensitive	Secure
Section 4 - Housing									
CP4.1	CP	Housing	Housing Options						
CP4.1.1	CP	Housing Options	All records relating to assessing applications for social housing, homelessness and other housing assistance	Contacts details, health and medical information, debt details, occupational support needs assessments, carer information, decisions letters	6 years		RGLA 3.26 Homelessness Reduction Act 2017	Official - Sensitive	Secure
CP4.1.2	CP	Housing Options	All records relating to housing advice and assistance to prevent or relieve homelessness and to assess homeless applications where A&A has been unsuccessful	Contacts details, health and medical information, debt details, occupational support needs assessments, carer information, decisions letters, MARAC and MAPPA info, NCSB1 forms	6 years		RGLA 3.26 Homelessness Reduction Act 2017	Official - Sensitive	Secure
CP4.2	CP	Housing	Housing Standards						
CP4.2.1	CP	Housing Standards	All records relating to repair enforcement	Contact information, land and property ownership, grants, tenancies and council tax status	6 years		Housing Act 2004, Building Act 1984, Energy Act 2013, Energy Act 2011, Environmental Protection Act 1990, Health Act 2006, Housing Act 1985, Housing and Planning Act 2016, Local Government (Miscellaneous Provisions) Act 1976, Public Health Act 1936, Housing and Planning Act 2016, Enterprise and Regulatory Reform Act 2013, Safeguarding	Official - Sensitive	Secure
CP4.2.2	CP	Housing Standards	All records relating to harassment and illegal evictions	Contact information, land and property ownership, grants, tenancies and council tax status	6 years		Protection from Eviction Act 1977, Housing Act 2004, Caravan Sites Act 1968	Official - Sensitive	Secure
CP4.2.3	CP	Housing Standards	All records relating to licensing of caravan sites	Contact information, land and property ownership, tenancies, council tax status, planning application details	Permanent			Official	Secure
CP4.2.4	CP	Housing Standards	All records relating to complaints by tenants or residents	Contact information, complaint details	6 years			Official - Sensitive	Secure
CP4.2.5	CP	Housing Standards	All records relating to unauthorised encampments	Contact information, tenancies, land and property ownership, health and medical, criminal records, planning application details	6 years		Criminal Justice and Public Order Act 1994, Notice to Quit (Council Land), Environmental Protection Act 1990	Official - Sensitive	Secure
CP4.2.6	CP	Housing Standards	All records relating to licensing of Houses of Multiple Occupation	Houses of Multiple Occupation (HMO) direction order	Permanent		Housing Act 2004, Town and Country Planning Act, The Energy Efficiency (Private Rented Property) Regulations	Official - Sensitive	Secure
	CP	Housing Standards		Compulsory purchase orders	Permanent			Official - Sensitive	Secure
	CP	Housing Standards		Housing Act 2004 suspended Improvement / Prohibition Notices	Permanent			Official	Secure
	CP	Housing Standards		Interim Management Orders	Permanent			Official	Secure

	CP	Housing Standards		Empty Dwelling Management Orders	Permanent			Official	Secure
	CP	Housing Standards		HMO declaration	Permanent			Official	Secure
	CP	Housing Standards		HMO Licence certificates and conditions	Permanent			Official	Secure
	CP	Housing Standards		Tenant or resident complaints	6 years			Official - Sensitive	Secure
CP4.2.7	CP	Housing Standards	All records relating to housing assistance and grants	Contacts information, health and medical, grants and benefits, tenancies, land and property ownership, council tax status, planning application details, financial data	6 years		Housing Grants Construction and Regeneration Act 1996, Regulatory Reform (Housing Assistance) (England and Wales) Order 2002	Official - Sensitive	Secure
Section 5 - Partnerships									
CP5.1	CP	Partnerships	Partnership activities						
CP5.1.1	CP	Partnerships	All records relating to the development, implementation and monitoring of a community strategy and related partnership projects	Strategy, action plans, monitoring reports, general correspondence	6 years		Local Government Finance Act 1992	Official	Secure
CP5.1.2	CP	Partnerships	All records relating to the administration of Community Information Points	Contact details, correspondence	3 years			Official - Sensitive	Secure