

Ref No	Lead Department	Lead Service	Function Description	Examples of Records	Retention Periods (Authority) Officer decision	Retention Periods (Authority) Legislation	Legislation/Guidance	Indicative Protective Marking	Disposal method
Section 1 - Community Safety									
HWPP1.1	HWPP	Community Safety	Community Safety & Neighbourhood Nuisance						
HWPP1.1.1	HWPP	Community Safety	All records relating to Nuisance complaint handling	Contact details, case notes, evidence	All cases closed informally – retained for 2 years from closing date All cases closed formally – retained for 6 years from closing date or last court action whichever is later		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.2	HWPP	Community Safety	All records relating to Anti-social Behaviour case management				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.3	HWPP	Community Safety	All records relating to Waste enforcement case management				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.4	HWPP	Community Safety	All records relating to Public Health Acts and other regulatory control as defined by the council's Schedule of Authorisations		Exceptions – any cases that have an intervention with a compliance period longer than the above scheduled deletion dates will be retained until the expiry of the said intervention. For reference, an intervention will be classed as any CPW's, CPN's, Civil Injunctions, FPN's, CBO's, PSPO's, or notices under any authorised powers		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.5	HWPP	Community Safety	All records relating to Service of notices				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.6	HWPP	Community Safety	All records relating to Prosecution of cases and individuals				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
HWPP1.1.7	HWPP	Community Safety	All records relating to Injunctions and other ASB interventions.				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
Section 2 - Care and Repair Agency									
HWPP2.1	HWPP	Care & Repair	Care and Repair Agency						
HWPP2.1.1	HWPP	Care & Repair	Care & Repair	Disabled Facilities Grants, applications, case files, admin (including withdrawn, refused and appealed cases)	Non means tested - 6 years Means tested - 10 years		Financial Regulations Contributions taken into account for future grants for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
	HWPP	Care & Repair		Land Charges and Legal charge information	For lifetime of the loan condition			Official - Sensitive	Secure
	HWPP	Care & Repair		Warranties	Damp proofing - 15 years Fensa - 10 years			Official - Sensitive	Secure
HWPP2.1.2	HWPP	Care & Repair	All records relating to the Handy Person Scheme	Case files, admin	6 years			Official - Sensitive	Secure
Section 3 - Careline Community Service									
HWPP3.1	HWPP	Careline	Careline Community Service						
HWPP3.1.1	HWPP	Careline	Careline	Client records for Careline Community Alarm				Official - Sensitive	Secure
	HWPP	Careline		Client records for Ask LILY				Official - Sensitive	Secure
	HWPP	Careline		CCSS Benefits check, installation, faults, work scheduling	Auto-archives after 90 days			Official - Sensitive	Secure
	HWPP	Careline		Questionnaires within IDOX and SNAP	Permanent			Official - Sensitive	Secure
	HWPP	Careline		Ask LILY entries and referrals within Open Objects system	Awaiting response from provider			Official - Sensitive	Secure
	HWPP	Careline		Client contacts and emergency contacts within PNC call handling system	Awaiting response from provider			Official - Sensitive	Secure
	HWPP	Careline		Client data and marketing spreadsheet	Indefinite			Official - Sensitive	Secure
	HWPP	Careline		Referrals from Central Information Centre via eforms	Indefinite			Official - Sensitive	Secure
	HWPP	Careline		Orders placed with Amazon	Under review			Official - Sensitive	Secure
	HWPP	Careline		Installation checklists, personal record forms and agreements	On DMS			Official - Sensitive	Secure
	HWPP	Careline		General email correspondence	Under review			Official - Sensitive	Secure
	HWPP	Careline		NCAN common referral system details	7 years			Official - Sensitive	Secure
Section 4 - Housing									
HWPP4.1	HWPP	Housing	Housing Options						
HWPP4.1.1	HWPP	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
HWPP4.1.2	HWPP	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
HWPP4.2	HWPP	Housing	Housing Standards						
HWPP4.2.1	HWPP	Housing Standards	All records relating to disrepair 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
HWPP4.2.2	HWPP	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
HWPP4.2.3	HWPP	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
HWPP4.2.4	HWPP	Housing Standards	All records relating to complaints by tenants or residents	Contact information, complaint details	6 years			Official - Sensitive	Secure
HWPP4.2.5	HWPP	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
HWPP4.2.6	HWPP	Housing Standards	All records relating to licensing of Houses of Multiple Occupation	Houses of Multiple Occupation (HMO) direction order Compulsory purchase orders Housing Act 2004 suspended Improvement / Prohibition Notices Interim Management Orders Empty Dwelling Management Orders HMO declaration HMO Licence certificates and conditions Tenant or resident complaints	Permanent Permanent Permanent Permanent Permanent Permanent 6 years		Housing Act 2004, Town and Country Planning Act, The Energy Efficiency (Private Rented Property) Regulations	Official - Sensitive Official - Sensitive Official Official Official Official Official - Sensitive	Secure Secure Secure Secure Secure Secure Secure
HWPP4.2.7	HWPP	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									
HWPP5.1	HWPP	Partnerships	Partnership activities						
HWPP5.1.1	HWPP	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
HWPP5.1.2	HWPP	Partnerships	All records relating to the administration of Community Information Points	Contact details, correspondence	3 years			Official - Sensitive	Secure
Section 6 - Environmental Health									
HWPP6.1	HWPP	EH - Commercial	Food, health and safety						
HWPP6.1.1	HWPP	EH - Commercial	Health & Safety notices	Health & Safety Act 1974, Regulations and Orders made thereunder.	Duration of notice + plus 6 years (insurance claims reasons).		RGLA 9.3, Police and Criminal Evidence Act	Official	Secure
HWPP6.1.2	HWPP	EH - Commercial	Food hygiene and safety premises registration		Destroy - 6 years after registration lapses		Food Safety Food Premises (Registration) Regulations 1991	Official	Secure
HWPP6.1.3	HWPP	EH - Commercial	Accident Report forms	Health & Safety Act 1974	Current plus 3 years (insurance claims reasons).		RGLA 9.3	Official - Sensitive	Secure
HWPP6.1.4	HWPP	EH - Commercial	Food Poisoning results	Food & Safety Act 1990	3 years after all actions have been completed.		RGLA 9.3	Official - Sensitive	Secure
HWPP6.1.5	HWPP	EH - Commercial	Private water suppliers monitoring		Destroy after person moves from the premises		RGLA 9.3	Official	Secure
HWPP6.1.5	HWPP	EH - Commercial	All records relating to businesses that are trading	Contact details	6 years after closure			Official	Secure
HWPP6.2	HWPP	EH - Commercial	Health and safety (Corporate)						
HWPP6.2.1	HWPP	EH - Commercial	Records of the development and establishment of the Health and Safety Policy and plans.	Health and safety policies. Health & safety management strategies.	Reviewed Annually		Limitation Act 1980 (Section 2)	Official	Secure
HWPP6.2.2	HWPP	EH - Commercial	Monitoring health & safety performance.	Health & safety audit records	Completion of audit plus 5 years.			Official	Secure
HWPP6.2.3	HWPP	EH - Commercial	Recording consultation and communication with employees.	Records documenting the formation, proceedings and decisions of safety committees formed under the Safety Representatives and Safety Committee Regulations 1977 or other consultation/communication with employee (HWPP) Representatives and Safety Committee Regulations 1996.	Life of the Committee or the current year plus 3 years.			Official	Secure
HWPP6.3	HWPP	EH - Commercial	Risk assessments and procedures						
HWPP6.3.1	HWPP	EH - Commercial	Assessing the level of work and the process to eliminate related risk.	Results of risk assessments.	Life of the work plus 6 months		Limitation Act 1980 (Section 2)	Official	Secure
HWPP6.3.2	HWPP	EH - Commercial	Records of hazardous substances present or in use in the workplace & exposure to them.	Record of hazardous substances present or in use.	While product is in use.		Control of Substances Hazardous to Health	Official	Secure
HWPP6.3.3	HWPP	EH - Commercial	COSHH Risk Assessments			Date of creation + 40 years	Control of Substances Hazardous to Health	Official	Secure
HWPP6.3.4	HWPP	EH - Commercial	Health and Safety team meetings and working groups		Current year + 3 years		Limitation Act 1980 (Section 2)	Official	Secure
HWPP6.3.5	HWPP	EH - Commercial	Health and Safety: Safety Complaints			Date complaint resolved + 6 years		Official	Secure
HWPP6.4	HWPP	EH - Commercial	Site and equipment safety						
HWPP6.4.1	HWPP	EH - Commercial	Process of monitoring land, buildings, facilities or operations for purposes of ensuring health and safety.	Site & safety inspection records. Records of actions to address issues raised.	Until superseded		Limitation Act 1980 (Section 2)	Official	Secure
HWPP6.4.2	HWPP	EH - Commercial	Monitoring work equipment for purposes of ensuring health and safety.	Equipment Repair log. Records of the issue of protective equipment.	Date of examination, test or Repair plus 5 years.			Official	Secure
HWPP6.4.3	HWPP	EH - Commercial	Legionella checks undertaken in BCKLWN premises			Date of check + 6 years		Official	Secure
HWPP6.4.4	HWPP	EH - Commercial	Water checks undertaken in BCKLWN premises					Official	Secure
HWPP6.5	HWPP	EH - Commercial	Accidents						

HWPP6.5.1	HWPP	EH - Commercial	Process that records and notifies the HSE of injuries, ill-health, dangerous occurrences and notifiable diseases affecting/involving adults.	Accident book records, Accident reports, Incident reports, Work related ill-health reports, Notifiable diseases reports	The date of recording or HSE notification plus 3 years.		Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Official - Sensitive	Secure
HWPP6.5.2	HWPP	EH - Commercial	Process that records injuries, ill-health, dangerous occurrences and notifiable diseases affecting/involving children.	Accident book records, Accident reports, Incident reports, Work related ill-health reports, Notifiable diseases reports.	Until the child has reached the age of 21. Date of birth of the youngest participant + 22 years		Limitation Act 1980 (Section 11)	Official - Sensitive	Secure
HWPP6.5.3	HWPP	EH - Commercial	Investigation of accidents, dangerous occurrences and notifiable diseases.	Investigation reports	3 years from the closure of the investigation.		Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Official - Sensitive	Secure
	HWPP	EH - Commercial		Witness Statements.				Official - Sensitive	Secure
HWPP6.5.4	HWPP	EH - Commercial	Corporate health and safety audits, monitoring reports			Date of audit + 6 years then review	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure