

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
EP1.1	EP	EH - Environment	Civil emergency						
EP1.1.1	EP	EH - Environment	Activities that report on all civil emergencies in the local community, whether the emergency plan has been invoked or not	Borough Emergency Response and Recovery Plan. Major incident plan, Emergency plan, Contact list of emergency agencies, Contact list of core staff	Permanent retention of high level management records only, offer to archivist. Destroy other records –after 6 years		RGLA 9.11 Limitation Act 1980	Official - Sensitive	Secure
EP1.1.2	EP	EH - Environment	Emergency plan exercises. Process of recording the results of the test for emergency/disaster plan.	Exercise briefs, Tests, Feedback, Action plans	Destroy - 10 years after closure		RGLA 9.12 Limitation Act 1980	Official - Sensitive	Secure
EP1.1.3	EP	EH - Environment	All records relating to business continuity planning and training. Relating to business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business continuity and recovery plans.	Borough Business Continuity Plan, Threat Cards, Evacuation Plans	6 years		RGLA 9.11 Limitation Act 1980	Official - Sensitive	Secure
EP1.1.4	EP	EH - Environment	Records relating to the Business Continuity Corporate Officer Group	Agendas, minutes, reports, correspondence	6 years		Limitation Act 1980	Official - Sensitive	Secure
EP1.1.5	EP	EH - Environment	Emergency Volunteer Records	Access database	Only whilst active as a volunteer or 1 year from leaving		Limitation Act 1980	Official - Sensitive	Secure
EP1.1.6	EP	EH - Environment	Contact details for emergency response and liaison to develop plans	Excel spreadsheet	Whilst plans active		Limitation Act 1980	Official - Sensitive	Secure
EP1.1.7	EP	EH - Environment	Recrds relating to the Safety Advisory Group	Contact details, agendas, minutes, reports, related correspondence	10 years		Limitation Act 1980	Official - Sensitive	Secure
EP1.2	EP	EH - Environment	Environmental Health - Environment						
EP1.2.1	EP	EH - Environment	All records relating to case files.	EH complaints	In line with corporate retention periods	6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
EP1.2.2	EP	EH - Environment		Service requests	In line with corporate retention periods	6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
EP1.2.3	EP	EH - Environment		Contaminated land investigations	In line with corporate retention periods	Permanent	Contaminated Land (England) Regulations 2000	Official - Sensitive	Secure
EP1.2.4	EP	EH - Environment		Environmental permit applications	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
EP1.2.5	EP	EH - Environment		Scrap metal licensing	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2) Scrap Metal Dealers Act 2013 (replaces 1964 Act)	Official - Sensitive	Secure
Section 2 - Planning									
EP2.1	EP	Planning Control	Planning						
EP2.1.1	EP	Planning Control	All records relating to the management of the development control process (excluding parts of the process included in other parts of the retention schedule)	Building files and plans, specifications, correspondence, application, permits, certificates, objections, inspection reports, appeals			Town and Country Planning Act 1990 Permanent	Official	Secure
EP2.1.2	EP	Planning Control	All records relating to listed building applications	Building files and plans, specifications, correspondence, application, permits, certificates, objections, inspection reports, appeals			Permanent	Official	Secure
EP2.1.3	EP	Planning Control	All records relating to pre-applications	Building files and plans, specifications, correspondence, pre-application			15 years	Official	Secure
EP2.1.4	EP	Planning Control	All records relating to the discharge of condition applications	Building files and plans, specifications, correspondence, application, permits, certificates, inspection reports			Permanent	Official	Secure
EP2.1.5	EP	Planning Control	All records relating to enforcement cases	case files and plans relating to breach of condition notices and planning contravention, specifications, correspondence, application, permits, certificates, objections, inspection reports, notices	10 years (in line with change of use)		Limitation Act 1980 (Section 2) 6 years	Official	Secure
EP2.1.6	EP	Planning Control	All records relating to Planning Committee	Files and plans, specifications, correspondence, application, permits, certificates, objections, inspection reports, appeals			Local Government Act 1972 s100c 6 years	Official	Secure
EP2.1.7	EP	Planning Control	All records relating to complaints and general correspondence	Correspondence not directly relating to a planning application, and complaints dealt with at service level			3 years	Official	Secure
EP2.1.8	EP	Planning Control	All records relating to Land Charge searches	Correspondance, search reports			1 year	Official	Secure
EP2.1.9	EP	Planning Control	Land Charges Register				Permanent	Official	Secure
EP2.1.10	EP	Planning Control	All records relating to street naming and numbering applications	Applications, correspondence			Permanent	Official	Secure
EP2.1.11	EP	Planning Control	All records relating to Environmental Impact Assessment screening				15 years	Official	Secure
EP2.1.12	EP	Planning Control	All records relating to the creation and implementation of Certificates of Lawful Use or Development				Permanent	Official	Secure
EP2.1.13	EP	Planning Control	All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)				Permanent	Official	Secure
EP2.1.14	EP	Planning Control	All records relating to the creation and management of Local Development Orders				Permanent	Official	Secure
EP2.1.15	EP	Planning Control	All records relating to the creation and implementation of Neighbourhood Development Orders				Permanent	Official	Secure
EP2.1.16	EP	Planning Control	All records relating to applications for and management of outline planning consents				15 years	Official	Secure
EP2.1.17	EP	Planning Control	All records relating to planning area searches				1 year	Official	Secure
EP2.1.18	EP	Planning Control	All records relating to the management of public enquiries related to planning issues				Permanent	Official	Secure
EP2.1.19	EP	Planning Control	All records relating to the planning consultation process				15 years	Official	Secure
EP2.1.20	EP	Planning Control	All records relating to the creation and publication of formal planning decision notices				Permanent	Official	Secure
EP2.1.21	EP	Planning Control	All records relating to planning minor material amendments				15 years	Official	Secure
EP2.1.22	EP	Planning Control	All records relating to planning non-material amendments				15 years	Official	Secure
EP2.1.23	EP	Planning Control	All records relating to the monitoring of building and landscape design				Permanent	Official	Secure
EP2.1.24	EP	Planning Control	All records relating to planning pre-application advice				15 years	Official	Secure
EP2.1.25	EP	Planning Control	All records relating to applications for and management of planning applications for approval of reserved matters				15 years	Official	Secure
EP2.1.26	EP	Planning Control	All records relating to applications for and management of prior notifications of development				6 years Limitation Act 1980 (Section 2)	Official	Secure
EP2.1.27	EP	Planning Control	All records relating to the removal/variation of planning conditions				Permanent	Official	Secure
EP2.1.28	EP	Planning Control	All records relating to the management of the planning applications system				Permanent	Official	Secure
EP2.1.29	EP	Planning Control	All records relating to the management of the planning applications system				Permanent	Official	Secure
EP2.1.30	EP	Planning Control	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990				6 years	Official	Secure
EP2.1.31	EP	Planning Control	All records relating to the maintenance of specific sites and monuments				6 years Limitation Act 1980 (Section 2)	Official	Secure
EP2.1.32	EP	Planning Control	All records relating to the management of conservation areas				Permanent	Official	Secure
EP2.1.33	EP	Planning Control	Records relating to the allocation of allotments to individual allotment holders and the management of the tenancy				6 years Limitation Act 1980 (Section 2)	Official	Secure
EP2.1.34	EP	Planning Control	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area				Permanent	Official	Secure
EP2.1.35	EP	Planning Control	All records relating to the monitoring and management of derelict properties				6 years Limitation Act 1980 (Section 2)	Official	Secure
EP2.1.36	EP	Planning Control	All records relating to listed buildings				Permanent	Official	Secure
EP2.1.37	EP	Planning Control	All records relating to the creation, management and publication of the Land Register				6 years	Official	Secure
EP2.2	EP	Planning Policy	Planning Policy						
EP2.2.1	EP	Planning Policy	Developing a vision and strategic direction regarding existing/future land use within the local authority	Local Plan	10 years.		RGLA 10.1	Official	Archive
	EP	Planning Policy		LDF documents				Official	Archive
	EP	Planning Policy		Consultation docs and replies				Official	Archive
EP2.2.2	EP	Planning Policy	Consultation to gain approval for the LDF or Local Plans.	Inquiries and Objections			RGLA 10.2	Official	Archive

	EP	Planning Policy		Public Inquiry documents				Official	Archive
EP2.2.3	EP	Planning Policy	Maintaining and developing open spaces for public amenity	Tree preservation orders	Must retain records of TPO's. Permanent - until tree no longer exists		RGLA 10.6	Official	Archive
				Tree works - admin files	Destroy after 7 years		RGLA 10.7	Official	Secure
	EP	Planning Policy		All records relating to the management of trees which are the responsibility of the authority	Destroy after 7 years		RGLA 10.7	Official	Secure
	EP	Planning Policy		Public Open Spaces	Property services will retain records of land ownership.		RGLA 10.7	Official	Secure
	EP	Planning Policy		Development plans and correspondence	Permanent. Consider for Historic records		RGLA 10.7	Official	Archive
	EP	Planning Policy		Section 106 agreements	Permanent. Consider for Historic Records		Town and Country Planning Act 1990	Official	Archive
	EP	Planning Policy		Land purchase agreements	Permanent. Consider for Historic Records		RGLA 10.7	Official	Archive
EP2.2.4	EP	Planning Policy	Sites and monuments	Sites and monuments records	Permanent. Consider for Historic Records		RGLA 10.3	Official	Archive
EP2.3	EP	Planning Policy	Community Infrastructure Levy (CIL)						
EP2.3.1	EP	Planning Policy	All records relating to the creation and implementation of the Community Infrastructure Levy	Contact details, case files, administration	5 years			Official	Archive