

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
<b>Section 1 - Environmental Health</b>									
<b>EP1.1</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Food, health and safety</b>						
EP1.1.1	EP	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
EP1.1.2	EP	EH - Commercial	Accident report forms	Health & Safety Act 1974	Current plus 3 years (insurance claims reasons).		RGLA 9.3	Official - Sensitive	Secure
EP1.1.3	EP	EH - Commercial	Food Poisoning results	Food & Safety Act 1990	3 years after all actions have been completed.		RGLA 9.3	Official - Sensitive	Secure
EP1.1.4	EP	EH - Commercial	All records relating to businesses that are trading	Contact details	6 years after closure			Official	Secure
<b>EP1.2</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Licensing and Permits</b>						
EP1.2.1	EP	EH - Commercial	Applications for individual, premises and vehicle licences.	Application forms, photos, correspondence etc	3 years after cease of individual/premises licence. 25 years for vehicle licence.		Various see below	Official	Secure
EP1.2.2	EP	EH - Commercial	Animal boarding licences		Destroy - 2 years after registration lapses		Animal Boarding Establishments Act 1963.	Official	Secure
EP1.2.3	EP	EH - Commercial	Animal breeding licences		Destroy - 2 years after registration lapses		Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999.	Official	Secure
EP1.2.4	EP	EH - Commercial	Animal Welfare - licensing files		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.5	EP	EH - Commercial	Butchers licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.6	EP	EH - Commercial	Caravan and camp site licences		Destroy - 2 years after registration lapses		Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.	Official	Secure
EP1.2.7	EP	EH - Commercial	Cemetery licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.8	EP	EH - Commercial	Crematoria licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.9	EP	EH - Commercial	Dangerous wild animals licences		Destroy - 2 years after registration lapses		Dangerous Wild Animals Act 1976	Official	Secure
EP1.2.10	EP	EH - Commercial	Food hygiene and safety premises registration		Destroy - 6 years after registration lapses		Food Safety Food Premises (Registration) Regulations 1991	Official	Secure
EP1.2.11	EP	EH - Commercial	Hackney licences		Destroy - 25 years after registration lapses		Local Government (Miscellaneous provisions) Act 1976	Official	Secure
EP1.2.12	EP	EH - Commercial	Highway projection licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.13	EP	EH - Commercial	Hoarding licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.14	EP	EH - Commercial	Infectious diseases licensing		Destroy - 3 years after registration lapses		RGLA 9.16	Official	Secure
EP1.2.15	EP	EH - Commercial	Late hours catering licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure

EP1.2.16	EP	EH - Commercial	Liquor licences
EP1.2.17	EP	EH - Commercial	Lottery (gambling) - licensing files
EP1.2.18	EP	EH - Commercial	Lottery registration
EP1.2.19	EP	EH - Commercial	Massage and special treatment licences
EP1.2.20	EP	EH - Commercial	Non medicinal poisons licences
EP1.2.21	EP	EH - Commercial	Nursing agencies licences
EP1.2.22	EP	EH - Commercial	Other hazardous substances
EP1.2.23	EP	EH - Commercial	Personal licenses (publican) - licensing files
EP1.2.24	EP	EH - Commercial	Pet shop licences
EP1.2.25	EP	EH - Commercial	Petroleum
EP1.2.26	EP	EH - Commercial	Premises and Club (alcohol) – licensing files
EP1.2.27	EP	EH - Commercial	Private hire licences
EP1.2.28	EP	EH - Commercial	Radioactive substances
EP1.2.29	EP	EH - Commercial	Riding establishment licences
EP1.2.30	EP	EH - Commercial	Sale of explosives licences
EP1.2.31	EP	EH - Commercial	Scaffold licences
EP1.2.32	EP	EH - Environmental	Scrap metal licences
EP1.2.33	EP	EH - Commercial	Sex establishments
EP1.2.34	EP	EH - Commercial	Shops
EP1.2.35	EP	EH - Commercial	Skin piercings
EP1.2.36	EP	EH - Commercial	Skip licences
EP1.2.37	EP	EH - Commercial	Street collections and lotteries licences

Destroy - 6 years after registration lapses		RGLA 9.16 Based on 6 years legal proceedings time limit.	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Permanent - offer to archivist		RGLA 9.17	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 2 years after registration lapses		Pet Animals Act 1951 (as amended by the 1983 Act)	Official	Secure
Permanent - offer to archivist		Petroleum (Regulation) Acts 1928 and 1936	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 25 years after registration lapses		Local Government (Miscellaneous provisions) Act 1976	Official	Secure
Retain records for a specified period after ceasing to carry on the activities regulated by his registration or authorisation		Radioactive Substances Act 1993	Official	Secure
Destroy - 2 years after registration lapses		Riding Establishments Act 1964 and 1970	Official	Secure
Destroy - 2 years after registration lapses		Manufacture and Storage of Explosives Regulations 2005.	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		Scrap Metal Dealers Act 2013 (replaces 1964 Act)	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy 6 years after business closure			Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		House To House Collections Act 1939 Lotteries and Amusements Act 1976.	Official	Secure

EP1.2.38	EP	EH - Commercial	Street trading licences		Destroy - 2 years after registration lapses		Local Government (Miscellaneous Provisions) Act 1982.	Official	Secure
EP1.2.39	EP	EH - Commercial	Venue licences – licensing files (3 year cycle)		Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
EP1.2.40	EP	EH - Commercial	Cooling towers		Destroy - 2 years after registration lapses		The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.	Official	Secure
EP1.2.41	EP	EH - Commercial	Private water suppliers monitoring		Destroy after person moves from the premises		RGLA 9.3	Official	Secure
EP1.2.42	EP	EH - Commercial	Swimming pools monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
EP1.2.43	EP	EH - Environmental	Contaminated land register		Permanent		Contaminated Land (England) Regulations 2000	Official	Secure
EP1.2.44	EP	EH - Commercial	Animal Impounding Notices		Destroy 2 years after the matter is concluded		RGLA 9.19	Official	Secure
EP1.2.45	EP	EH - Environment	Air Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
EP1.2.46	EP	EH - Commercial	Land Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
EP1.2.47	EP	EH - Commercial	River Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
<b>EP1.3</b>	<b>EP</b>	<b>EH - Environment</b>	<b>Civil emergency</b>						
EP1.3.1	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
EP1.3.2	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
EP1.3.3	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
EP1.3.4	EP	EH - Environment	Records relating to the Business Continuity Corporate Officer Group	Agendas, minutes, reports, correspondence	6 years		Limitation Act 1980	Official - Sensitive	Secure
EP1.3.5	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
EP1.3.6	EP	EH - Environment	Contact details for emergency response and liaison to develop plans	Excel spreadsheet	Whilst plans active		Limitation Act 1980	Official - Sensitive	Secure
EP1.3.7	EP	EH - Environment	Records relating to the Safety Advisory Group	Contact details, agendas, minutes, reports, related correspondence	10 years		Limitation Act 1980	Official - Sensitive	Secure
<b>EP1.4</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Health and safety</b>						
EP1.4.1	EP	EH - Commercial	Records of the development and establishment of the Health and Safety Policy and plans.	Health and safety policies.	Reviewed Annually		Limitation Act 1980 (Section 2)	Official	Secure
	EP	EH - Commercial		Health & safety management strategies.				Official	Secure
EP1.4.2	EP	EH - Commercial	Monitoring health & safety performance.	Health & safety audit records	Completion of audit plus 5 years.			Official	Secure
	EP	EH - Commercial		Records of actions to address issues raised.				Official	Secure

EP1.4.3	EP	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 representatives under the Consultation with Employees Regulations 1996.	Life of the Committee or the current year plus 3 years.			Official	Secure
<b>EP1.5</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Risk assessments and procedures</b>						
EP1.5.1	EP	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
EP1.5.2	EP	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
EP1.5.3	EP	EH - Commercial	COSHH Risk Assessments			Date of creation + 40 years	Control of Substances Hazardous to Health	Official	Secure
EP1.5.4	EP	EH - Commercial	Health and Safety team meetings and working groups		Current year + 3 years		Limitation Act 1980 (Section 2)	Official	Secure
EP1.5.5	EP	EH - Commercial	Health and Safety: Safety Complaints			Date complaint resolved + 6 years		Official	Secure
<b>EP1.6</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Site and equipment safety</b>						
EP1.6.1	EP	EH - Commercial	Process of monitoring land, buildings, facilities or operations for purposes of ensuring health and safety.	Site & safety inspection records.	Until superseded		Limitation Act 1980 (Section 2)	Official	Secure
	EP	EH - Commercial		Records of actions to address issues raised.				Official	Secure
EP1.6.2	EP	EH - Commercial	Monitoring work equipment for purposes of ensuring health and safety.	Equipment repair log.	Date of examination, test or repair plus 5 years.			Official	Secure
	EP	EH - Commercial		Records of the issue of protective equipment.				Official	Secure
EP1.6.3	EP	EH - Commercial	Legionella checks undertaken in BCKLWN premises			Date of check + 6 years		Official	Secure
EP1.6.4	EP	EH - Commercial	Water checks undertaken in BCKLWN premises					Official	Secure
<b>EP1.7</b>	<b>EP</b>	<b>EH - Commercial</b>	<b>Accidents</b>						
EP1.7.1	EP	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
EP1.7.2	EP	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
EP1.7.3	EP	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
	EP	EH - Commercial		Witness Statements.				Official - Sensitive	Secure
EP1.7.4	EP	EH - Commercial	Corporate health and safety audits, monitoring reports			Date of audit + 6 years then review	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
<b>EP1.8</b>	<b>EP</b>	<b>EH - Environment</b>	<b>Environmental Health - Environment</b>						
EP1.8.1	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
EP1.8.2	EP	EH - Environment		Service requests	In line with corporate retention periods	6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
EP1.8.3	EP	EH - Environment		Contaminated land investigations	In line with corporate retention periods	Permanent		Official - Sensitive	Secure

EP1.8.4	EP	EH - Environment		Environmental permit applications	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
EP1.8.5	EP	EH - Environment		Scrap metal licensing	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
<b>Section 2 - Planning</b>									
<b>EP2.1</b>	<b>EP</b>	<b>Planning Control</b>	<b>Planning</b>						
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		
<b>EP2.2</b>	<b>EP</b>	<b>Planning Policy</b>	<b>Planning Policy</b>								
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		
EP2.2.2	EP	Planning Policy	Consultation to gain approval for the LDF or Local Plans.	Consultation docs and replies	10 years.		RGLA 10.2	Official	Archive		
	EP	Planning Policy		Inquiries and Objections				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		
	EP	Planning Policy		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
<b>EP2.3</b>	<b>EP</b>	<b>Planning Policy</b>	<b>Community Infrastructure Levy (CIL)</b>						
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