

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 - Parking Operations									
OC1.1	OC	Parking Operations	Car parks						
OC1.1.1	OC	Parking Operations	Excess Charge Payments	Enforcement notices, Letters, Court/tribunal records, Bailiff records	1 year. Destroy - 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased.		RGLA 9.23	Official	Secure
OC1.1.2	OC	Parking Operations	Long Tern Season Tickets	Application Forms	Destroyed on Expiry			Official	Secure
OC1.1.3	OC	Parking Operations	Penalty Charge notices	Road Traffic Regulation Act 1984	7 years			Official	Secure
OC1.1.3	OC	Parking Operations	Excess Charge Posting Reports		7 years			Official	Secure
OC1.1.4	OC	Parking Operations	Monthly Transaction Reports		7 years			Official	Secure
OC1.1.5	OC	Parking Operations	Ticket Machine Audit	Tickets and corresponding details	7 years			Official	Secure
OC1.1.6	OC	Parking Operations	Cash Count Slips		7 years			Official	Secure
OC1.1.7	OC	Parking Operations	Car Park Work Instructions		7 years		RGLA 11.6	Official	Secure
OC1.1.8	OC	Parking Operations	Car Parking Permits	Permits, Suspensions, Dispensations, Skip licenses	Destroy - 2 years after registration or entitlement lapses		RGLA 9.16	Official	Secure
OC1.1.9	OC	Parking Operations	Abandoned vehicles - Enforcement against vehicles which deemed to have been abandoned	Enforcement notices, Letters, Business records	Destroy – 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased		RGLA 9.23	Official	Secure
Section 2 - Crematorium									
OC2.1	OC	Crematorium	Cemeteries and crematoria						
OC2.1.1	OC	Crematorium	Statutory documentation	Certificate of Medical Attendance	Original – 2 years			Official - Sensitive	Secure
	OC	Crematorium			Electronic - Indefinitely			Official - Sensitive	Archive
OC2.1.2	OC	Crematorium	Summary management systems that record the location of burials and identity of deceased individuals	Register of interments	Burial records kept indefinitely	Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
	OC	Crematorium		Cemetery register		Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
	OC	Crematorium		Cemetery plans		Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
OC2.1.3	OC	Crematorium	Application for cremation and any certificates or other documents relating to a cremation		Destroy 15 Years after creation		Cremation (England and Wales) Regulations 2008 No. 2841 section 34	Official - Sensitive	Secure
OC2.1.4	OC	Crematorium	Bookings and applications		Destroy 15 years after last action		In line with cremation records	Official - Sensitive	Secure
	OC	Crematorium	Burial plot layout		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
	OC	Crematorium	Cemetery plans		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
OC2.1.5	OC	Crematorium	Cemetery register (register of interments)		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
OC2.1.2	OC	Crematorium	Certificate of cremation		Destroy 15 years after last action		RGLA9.25	Official - Sensitive	Secure
	OC	Crematorium	Exhumations		Permanent		RGLA9.24	Official - Sensitive	Archive
	OC	Crematorium	Grant of exclusive rights of burial and register of grants		Permanent		Cemeteries Clauses Act 1847 (c.65). Section 43	Official - Sensitive	Archive
OC2.1.3	OC	Crematorium	Memorial Inspection records: risk assessments, visual inspection forms, hand test record, force testing equipment record, recommendations		Destroy 6 years from the last amendment when superseded		Health & Safety at Work Act (1974) Section 2 (3)	Official - Sensitive	Secure
OC2.1.4	OC	Crematorium	Register of cremations including of a stillborn child, foetus or body parts.		Permanent		Cremation (England and Wales) Regulations 2008 No. 2841 sections 32 & 33	Official - Sensitive	Archive
	OC	Crematorium	Right to erect headstone		Permanent			Official - Sensitive	Archive
	OC	Crematorium	Working procedure for memorial inspections		Destroy 6 years from the last amendment when superseded		Health & Safety at Work Act (1974) Section 2 (3)	Official - Sensitive	Secure

OC2.1.5	OC	Crematorium	Covid-19 Collecting visitor details for contact tracing	Covid-19 Track and Trace forms	Destroy 21 days after funeral service		Limitation Act 1980 (Section 2) ICO guidance	Official - Sensitive	Secure
Section 3 - Refuse & Recycling									
OC3.1	OC	Refuse & Recycling	Waste management						
OC.1.1	OC	Refuse & Recycling	Records relating to the processing of brown bin applications	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client Brown bin database	Ongoing		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC3.1.2	OC	Refuse & Recycling	Records relating to assisted bin collections	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client	Ongoing		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC3.1.3	OC	Refuse & Recycling	Records relating Black bins, applications, Green Bin applications, Outdoor food caddy applications, Indoor food caddy applications, sack applications, lost bins, bin removals & additional bins	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client Worksheets OneView records Green bin database Black bin database			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC3.1.4	OC	Refuse & Recycling	Records relating to purchasing bins, sacks, litter bins & stationary	Orders, quotations, invoices, delivery notes			Limitation Act 1980 (Section 2)	Official	Secure
OC3.1.5	OC	Refuse & Recycling	Records relating to Commercial Services - Trade Waste	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client	Indefinitely		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC3.1.6	OC	Refuse & Recycling	Waste transfer notes - commercial waste	Bulk annual notes	Current year +2		RGLA 9.26	Official	Secure
OC3.1.7	OC	Refuse & Recycling	Waste transfer notes - household waste	Bulk annual notes	Contract +2		RGLA 9.26	Official	Secure
OC3.1.8	OC	Refuse & Recycling	Weighbridge tickets - non-recyclable waste	Individual notes (contractor)	Current year +2		RGLA 9.26	Official	Secure
OC3.1.9	OC	Refuse & Recycling	Weighbridge Tickets - recyclable waste	Individual notes (Council Copy)	Not retained as required to be passed to County for Recycling Credits		RGLA 9.26	Official	Secure
OC3.1.10	OC	Refuse & Recycling	Commercial waste contracts	Contract document (electronic or paper)	Contract period +6		RGLA 9.26	Official	Secure
OC3.1.11	OC	Refuse & Recycling	Garden Waste Contracts - household waste	Electronic details	Contract period +1		RGLA 9.26	Official	Secure
OC3.1.12	OC	Refuse & Recycling	Bring Sites Agreements - household waste	Agreement (electronic or paper)	Agreement +2		RGLA 9.26	Official	Secure
OC3.1.13	OC	Refuse & Recycling	Waste Carriers Licence	Licence	Licence period +6		RGLA 9.26	Official	Secure
OC3.1.14	OC	Refuse & Recycling	Waste Collection Contracts - contract documents	Contract	Contract Period +6		RGLA 9.26	Official	Secure
OC3.1.15	OC	Refuse & Recycling	Waste Collection Contracts - contract documents	Work instructions (Paper)	Current +2		RGLA 9.26	Official	Secure
OC3.1.16	OC	Refuse & Recycling	Waste Collection Contracts - contract documents	Work instructions (Electronic)	Contract +6		RGLA 9.26	Official	Secure
OC3.1.17	OC	Refuse & Recycling	Waste Collection Contracts	Formal Correspondence	Contract +6		RGLA 9.26	Official	Secure
OC3.1.18	OC	Refuse & Recycling	Hazardous Waste Collections - household waste	Invoice electronic	Current +3		The Hazardous Waste (England and Wales) Regulations 2005 No. 894 Section 49	Official	Secure
Section 4 - Public Open Space									
OC4.1	OC	Public Open Space	Streets and Grounds						
OC4.1.1	OC	Public Open Space	Records relating to all communications from the public and Customer Information Centre	Case records	Deleted on completion of work		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.2	OC	Public Open Space	Records relating to tree enquiries	Case records	In accordance with retention policy		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.3	OC	Public Open Space	Records relating to consultation on planning applications and drafting 106 agreements	Case records	Generally indefinitely		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.4	OC	Public Open Space	Records relating to supplier/contractor invoicing	Supplier/contractor accounts			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure

OC4.1.5	OC	Public Open Space	Records relating to reporting fly tipping / dog fouling / dead animals / litter / graffiti / street sweeping	Case records on Idox and One View			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.6	OC	Public Open Space	Records relating to allotments	Application forms Tenants Information / Tenancy agreements / Notices / Terminations			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.7	OC	Public Open Space	Records relating to Adopt a Bedders scheme	Scheme membership files	For as long as scheme runs		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.8	OC	Public Open Space	Records relating to Friends of the HHG Group	Project files Contact and membership list	As long as the project runs		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
OC4.1.9	OC	Public Open Space	Records relating to stray dogs	Name of dog/owner, address, contact phone number, address. Breakdown of costs.	3 years		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure