

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 - Strategic Housing									
RHP1.1	RHP	Strategic Housing	Affordable Housing						
RHP1.1.1	RHP	Strategic Housing	All records relating to the development of affordable housing	Contact information, research and comments on planning applications		6 years		Official	Secure
Section 2 - Regeneration and Economic Development									
RHP2.1	RHP	Regeneration	Regeneration and Projects						
RHP2.1.1	RHP	Regeneration	Economic development, Regeneration and Tourism – general files	Meeting notes, administration	Current year + 5 years		Limitation Act 1980	Official	Secure
RHP2.1.2	RHP	Regeneration	Economic and demographic data collected and managed by BCKLWN	Data sets, reports, briefings	Current year + 6 years then review		Limitation Act 1980	Official	Secure
RHP2.1.3	RHP	Regeneration	International relations: general files	Meeting notes, administration, twinning information, international trade visits	Current year + 12 years		Limitation Act 1980	Official	Secure
RHP2.1.4	RHP	Regeneration	Regeneration grants	Applications, award notification, reports		Current year + 6 years	Limitation Act 1980 (Section 2)	Official	Secure
RHP2.1.5	RHP	Regeneration	Regeneration project files	Project meetings, business cases, presentations, appraisals		Closure of file + 12 years	Limitation Act 1980 (Section 2)	Official	Secure
RHP2.1.6	RHP	Regeneration	Development contributions	Administration, confirmation of support, conditions and details of arrangements		Closure of file + 12 years	Limitation Act 1980 (Section 2)	Official	Secure
RHP2.1.7	RHP	Regeneration	Group administration	Records relating to KL CCT, DLB, HAZ, King's Lynn Regeneration Programmes, Tourism and Business Support.	Annual review up to 3 years		Limitation Act 1980	Official	Secure
RHP2.1.8	RHP	Regeneration	Consultation	Records relating to Downham Market, Enterprise Zone and Hunstanton	Annual review up to 3 years		Limitation Act 1980	Official	Secure