



**HART DISTRICT COUNCIL
RETENTION AND DISPOSAL SCHEDULE**

Effective Date November 2021
Review Date November 2025
Schedule Owner Information Governance Officer

Key

Statutory Retention Periods

Recommended (non-statutory) Retention Periods

Service	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Manager, Executive Director etc.)
Corporate					
Complaints					
Details of the Complainants i. Majority of cases including Stage 1 complaints ii. Stage 2 complaints. This includes all MPs complaints and any complaint that does not go to Local Government and Social Care Ombudsman iii. For all complaints that go to the Local Government and Social Care Ombudsman	Daily Update Stage 3 Complaint (or applicable stage) Closed Case Closed	6 months 3 years 6 years + 1	Secure Disposal Secure Disposal Secure Disposal	Business Need Business Need Limitation Act 1980	IT Manager Change and Digital Manager Change and Digital Manager

Information Governance					
Information Rights Requests, including soft and hard copies of Subject Access Requests	Case Closed	6 months	Secure Disposal	Business Need	Information Governance Officer
Data Breach Reports	Case Closed	3 years	Secure Disposal	Business Need	Information Governance Officer
Claims arising out of Personal Data Disclosure	Case Closed	7 years	Secure Disposal	Business Need	Information Governance Officer
Information relating to FOI and EIR requests kept on Uniform	Case Closed	3 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Data Protection Impact Assessments	Last Action	6 years	Review	Business Need	Information Governance Officer
RIPA - Part 2 Directed Surveillance	After conduct to which Complaint relates	5 years	Secure Disposal	Covert Surveillance and Property Interference Revised Code of Practice 2018	Information Governance Officer
RIPA - Annual Statistical Returns	Date of Return	2 years	Secure Disposal	Business Need	Information Governance Officer
IT					
E-mails and E-calendars i. Users	Daily Update	1 year (then placed for a	Secure Disposal	Business Need	IT Manager

ii. Superusers	Upon Receipt	further 1 year in an accessible archive before finally being deleted). A limited number of agreed Superusers will have this period extended 3, 5 and 7 years	Secure Disposal	Business Need	IT Manager
Teams (Chats & working)	Daily Update	2 years	Secure Disposal	Business Need	IT Manager
Call Recordings - Contact Centre	Time of Last Call	6 months	Secure Disposal	Business Need	People & Organisational Development Manager
Downloads	When Downloaded	30 days	Secure Disposal	Business Need	IT Manager
Recycle Bin (SharePoint and OneDrive)	Date Deleted	93 days	Secure Disposal	Business Need	IT Manager
Insurance					
Policy - Insurance Register	Case Closed	6 years + 1	Secure Disposal	Business Need	Contracts and Procurement Manager
Insurance Policies and Correspondence	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Contracts and Procurement Manager
Claims Made	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Contracts and Procurement Manager
Procurement					

Sufficient Documentation to justify Decisions taken in All Stages of the Procurement Process	Date of Award	3 years	Secure Disposal	Public Contracts Regulations 2015	Contracts and Procurement Manager
Local Government and Social Care Ombudsman					
Decision Reports	Case Closed	3 years	Secure Disposal	Business Need	Executive Director - Corporate Services (S151)
Supporting Information	Case Closed	3 years	Secure Disposal	Business Need	Executive Director - Corporate Services (S151)
Community	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Manager, Executive Director etc.)
Housing					
Strategic	New Calendar Year	5 years	Review	Business Need	Housing Strategy and Development Manager
Associations	Partnership Agreement Date	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Strategy and Development Manager
Affordable					

i. Exception Sites	Practical Completion (of Entire Site)	10 years	Review	Business Need	Housing Strategy and Development Manager
ii. Non-Exception Sites	Practical Completion (of Entire Site)	5 years	Review	Business Need	Housing Strategy and Development Manager
iii. Surveys/Data Analysis	Project Start Date	Current	Secure Disposal	Business Need	Housing Strategy and Development Manager
Community Safety					
Agendas/Minutes e.g. PEOPLE meeting, Case Conferences	Date of Record	1 year	Secure Disposal	Business Need	Safer Communities Manager
E-mails relating to Cases	Daily Update	1 year (then placed for a further 1 year in an accessible archive before finally being deleted)	Secure Disposal	Business Need	Safer Communities Manager
Home Office and other Returns	Completion of Review	1 year	Secure Disposal	Business Need	Safer Communities Manager
Legal Action/Enforcement Activity	Upon Receipt	7 years	Secure Disposal	Business Need	Safer Communities Manager
Partnership Plan, Strategic Assessments	After Adoption	Permanent	Retain	Business Need	Safer Communities Manager

Safeguarding Referrals	From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)	2 years	Review	Business Need	Safer Communities Manager
ASB module in UniForm	Case Closed	6 months (Pseudonymised); after a further 6 months (Fully anonymised)	Secure Disposal	Business Need	Safer Communities Manager
Private Sector Housing					
i. Disabled Facilities Grants	When Grant Closed	5 years (Files), 10 years (System) & 2 years (Not Approved)	Secure Disposal	Business Need	Private Sector Housing Manager
ii. Minor Works Grants	When Grant Closed	6 years + 1 (1 year for Financial Information)	Secure Disposal	Limitation Act 1980 (Business Need)	Private Sector Housing Manager
iii. Loans	Work Completed	Life of Loans	Secure Disposal	Business Need	Private Sector Housing Manager
iv. Caravans	Date License Issued	Life of License	Review	Business Need	Private Sector Housing Manager
v. HMOs	Date HMOs Identified/Date License Issued	Life of HMO Status/ Life of License	Review	Business Need	Private Sector Housing Manager
vi. Travellers	After Encampment Moved On	2 years	Secure Disposal	Business Need	Private Sector Housing Manager

vii. Caravan Site Fit and Proper Person Register	Application Date	Not exceeding 5 years	Review	Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020	Private Sector Housing Manager
Nominations					
To Housing Providers	Housed/Closed/Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
Homelessness					
i. Prevention	Prevented	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
ii. Relief	Relieved	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
iii. Main Duty	Duty Accepted/Duty Discharged	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
iv. Advice Only	Closed/Cancelled	6 years + 1	Secure Disposal	Limitation Act 1980	Housing Solutions Manager
Safeguarding					

<p>i. Records relating to Safeguarding Referrals and Communications</p>	<p>From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)</p>	<p>7 years</p>	<p>Secure Disposal</p>	<p>Business Need</p>	<p>Safer Communities Manager</p>
<p>ii. Safeguarding where Mental Health is concerned</p>	<p>From Closure of File (or Date of Death, if sooner, and where no Matters are Outstanding)</p>	<p>20 years</p>	<p>Secure Disposal</p>	<p>Business Need</p>	<p>Safer Communities Manager</p>
<p>Supporting Troubled Families</p>					
<p>Information Stored on UniForm</p>	<p>Case Closed</p>	<p>7 years</p>	<p>Secure Disposal</p>	<p>Business Need</p>	<p>Executive Director - Communities</p>
<p>Health and Wellbeing</p>					
<p>Health and Wellbeing Project Officer</p>	<p>Diarised Event</p>	<p>1 year</p>	<p>Review</p>	<p>Business Need</p>	<p>Community Partnerships and Projects Manager</p>
<p>Equality and Diversity</p>					
<p>Equality and Diversity</p>	<p>Diarised Event</p>	<p>1 year</p>	<p>Review</p>	<p>Business Need</p>	<p>Community Partnerships and Projects Manager</p>
<p>Equalities Data</p>	<p>Date of Equality Report</p>	<p>18 months</p>	<p>Review</p>	<p>Business Need</p>	<p>Community Partnerships and Projects Manager</p>
<p>Parking</p>					

i. Body Worn Cameras Non-evidential video and audio	Automated	30 days	Secure Disposal	Business Need	Parking Manager
ii. Evidential video and audio	Automated	18 months	Secure Disposal	Business Need	Parking Manager
Abandoned and Untaxed Vehicles	Reports	1 year	Secure Disposal	Business Need	Parking Manager
PCN Data	Date of Last Review	3 years	Secure Disposal	Business Need	Parking Manager
CEO Notebooks	Last Action	3 years	Secure Disposal	Business Need	Parking Manager
Countryside					
Suitable Alternative Natural Greenspace (SANGS) Sales	Sale Completed	Permanent	Retain	Business Need	Environmental Promotions - Service Manager
Spraying Application (Pesticides)	Annual Review	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Promotions - Service Manager
Buildings Maintenance Records/Playground Inspection Records	Last Action	1 year	Review	Business Need	Environmental Promotions - Service Manager
Vehicle/Equipment Servicing/Maintenance Records	Last Service	3 years	Review	Business Need	Environmental Promotions - Service Manager
Tree Policy (Tree Preservation Orders)	Tree Preservation Order Issued	7 years	Review	Business Need	Environmental Promotions - Service Manager

Tree Safety	Case Closed	7 years	Review	Business Need	Environmental Promotions - Service Manager
Fishing Permit	End of Financial Year	1 year	Secure Disposal	Business Need	Environmental Promotions - Service Manager
CCTV (via Runnymede Borough Council)					
Recordings	Date of Recording	31 days	Secure Disposal	Business Need	Safer Communities Manager
Street Care					
Memorial Inspection Records	After Maintenance Completed	21 years	Secure Disposal	Health and Safety at Work etc. Act 1974	Environmental Promotions - Service Manager
Memorial Benches	Application Date	5 years	Secure Disposal	Business Need	Countryside Manager
Site Security	Date of Incident	Current	Secure Disposal	Business Need	Environmental Promotions - Service Manager
Roundabout Sponsorship	Date of Signed Agreement	3 years	Secure Disposal	Business Need	Environmental Promotions - Service Manager
Survey Consultation	Until Superseded	7 years	Secure Disposal	Business Need	Environmental Promotions -

					Service Manager
Litter Enforcement					
<ul style="list-style-type: none"> Body Worn Cameras i. Prosecution of Guilty in Absence ii. Case goes to Trial iii. PACE Pocketbooks 	<ul style="list-style-type: none"> Case Closed Case Closed Case Closed 	<ul style="list-style-type: none"> 1 year 7 years 7 years 	<ul style="list-style-type: none"> Secure Disposal Secure Disposal Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need Business Need 	<ul style="list-style-type: none"> Countryside Manager Countryside Manager Countryside Manager
Transactions					
<ul style="list-style-type: none"> Payments Received i. Parking a. DVLA Keeper Details b. Photographic Evidence c. Financial ii. Countryside iii. Litter Enforcement and Dog Fouling 	<ul style="list-style-type: none"> Date of Last Review Date of Last Review Date of Last Review Bookings Completion 	<ul style="list-style-type: none"> 1 year 3 years 6 years Current Current 	<ul style="list-style-type: none"> Secure Disposal Secure Disposal Secure Disposal Secure Disposal Secure Disposal 	<ul style="list-style-type: none"> Business Need Business Need Business Need Business Need Business Need 	<ul style="list-style-type: none"> Parking Manager Parking Manager Parking Manager Countryside Manager Countryside Manager
Corporate Services	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Manager, Executive Director etc.)
Internal Audit					
E-mails in the following mailboxes					

i. discretionarygrant@hart.gov.uk (Data held in this mailbox contains banks statements)	Agreed on 29 September 2023	Until 31 December 2023	Secure Disposal	Business Need	Senior Finance Business Partner
ii. businessgrants@hart.gov.uk (Data held in this mailbox contains banks statements)	Agreed on 29 September 2023	Until 31 December 2023	Secure Disposal	Business Need	Senior Finance Business Partner
Documentation in relation to Covid-19 business grants	Application Date	10 years	Secure Disposal	State Aid De Minimis regulations	Senior Finance Business Partner
Audit Reports (Final Version)	Start of Financial Year	6 years + 1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
Working Papers in Support of Final Audit Findings	Start of Financial Year	3 years	Secure Disposal	Business Need	Executive Director - Corporate Services (S151)
Fraud Investigations	Start of Financial Year	6 years + 1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
Annual External Audit Reports	Start of Financial Year	6 years + 1	Secure Disposal	Local Government Finance Act 2012	Executive Director - Corporate Services (S151)
Corporate Communications					
Recording of Virtual Staff Briefings in Teams	Date of Briefing	60 days	Secure Disposal	Business Need	Change and Digital Manager

Formal Evidence of Civic Events including Photographs	Point of Event	2 years	Secure Disposal	Business Need	Change and Digital Manager
Papers relating to Organisation of Civic Events	End of Civic Year	1 year	Review	Business Need	Change and Digital Manager
Press Releases and Media Cuttings	Monthly	1 year	Secure Disposal	Business Need	Change and Digital Manager
Public Notices	Monthly	1 year	Secure Disposal	Business Need	Change and Digital Manager
Online and Hard Copy Forms and Consultations	Point of Form or Consultation going Live	6 months	Review	Business Need	Change and Digital Manager
Photographs and Video (Consent Forms)	Date of Photograph/Footage	3 years	Secure Disposal	Business Need	Change and Digital Manager
Local Campaigns - Publicity/Information Leaflets	Publication Date	Current	Review	Business Need	Change and Digital Manager
Hart News	End of Calendar Year	3 years	Secure Disposal	Business Need	Change and Digital Manager
Councillor Connect	End of Calendar Year	1 year	Secure Disposal	Business Need	Change and Digital Manager
Logos	Point of Change	Current	Review	Business Need	Change and Digital Manager
Corporate Branding	Point of Change	Current	Review	Business Need	Change and Digital Manager
Maps	Point of Change	Current	Review	Business Need	Change and Digital Manager
Organisational Chart	Point of Change	Current	Review	Business Need	Change and Digital Manager
Elections					
All information supplied with Voter Authority Certificate applications, including paper applications	Application Date	28 working days	Secure Disposal	Elections Act 2022	Elections & Information Manager

Unsuccessful Voter Authority Certificate applications	Application Date	1 year	Secure Disposal	Elections Act 2022	Elections & Information Manager
Information printed on the Voter Authority Certificate	Application Date	10 years	Secure Disposal	Elections Act 2022	Elections & Information Manager
Electoral Registers	Republication	Permanent	Retain	Representation of the People Act 1983	Elections & Information Manager
Applications to be Registered (Household Enquiry Form Submitted on Paper or in Data Format)	Publication	1 year	Secure Disposal	Business Need	Elections & Information Manager
Applications to be Registered - Invitation to Register Submitted Online or in Paper Format	Publication	1 year	Secure Disposal	Business Need	Elections & Information Manager
Absent Vote Applications	Elector Action	4 years	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Sealed Ballot Boxes, Corresponding Number Lists and Other Associated Items relating to each Electoral Event. Marked Electoral Register and Postal Issue Lists. Nomination Papers	Diarised	1 year	Secure Disposal	Representation of the People Act 1983	Elections & Information Manager
Evidence of Eligibility to Work in UK	Employer Action	Current	Secure Disposal	Employment Rights Act 1996	Elections & Information Manager
Employee Records and Payroll					
Income Tax and NI Returns, Income Tax Records and Correspondence with HMRC	After the End of the Financial Year to which they relate	Not less than 3 years	Review	The Income Tax (Employments) Regulations 1993 (SI	People & Organisational Development Manager

				1993/744) as amended, for example by The Income Tax (Employments (Amendment No. 6) Regulations 1996 (SI 1996/2631)	
Retirement Benefits Schemes - Records of Notifiable Events, for example, relating to Incapacity	From the End of the Scheme Year in which the Event took place	6 years	Review	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	People & Organisational Development Manager
Statutory Maternity Pay Records, Calculations, Certificates (Mat B1s) or other Medical Evidence	After the End of the Tax Year in which the Maternity Period ends	3 years	Review	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended	People & Organisational Development Manager
Wage/Salary Records (also Overtime, Bonuses, Expenses)	Date Agreement Implemented	6 years	Review	Taxes Management Act 1970	People & Organisational Development Manager

National Minimum Wage Records	After the End of the Pay Reference Period following the one that the Records Cover	3 years	Review	National Minimum Wage Act 1998	People & Organisational Development Manager
Records relating to Working Time	From date on which they were made	2 years	Review	The Working Time Regulations 1998 (SI 1998/1833)	People & Organisational Development Manager
Application Forms and Interview Notes (for Unsuccessful Candidates)	Date of Interview	6 months	Secure Disposal	Business Need	People & Organisational Development Manager
Inland Revenue/HMRC Approvals	Date of Approval	Permanent	Retain	Business Need	People & Organisational Development Manager
Parental Leave	From Birth/Adoption of the Child If the Child receives a Disability Allowance	5 years 18 years	Review	Business Need	People & Organisational Development Manager
Pension Scheme Investment Policies	From the Ending of any Benefit Payable under the Policy	12 years	Review	Business Need	People & Organisational Development Manager

Redundancy Details, Calculations of Payments, Refunds, Notification to the Secretary of State	From the Date of Redundancy	6 years	Review	Business Need	People & Organisational Development Manager
Statutory Sick Pay Records, Calculations, Certificates, Self-certificates	End of Sickness/Absence	6 years + 1	Secure Disposal	Limitation Act 1980	People & Organisational Development Manager
Trade Union Agreements	After Ceasing to be Effective	10 years	Secure Disposal	Business Need	People & Organisational Development Manager
Revenues and Benefits					
Documents and Records (Paper and Electronic)	Last Action	6 years + 1	Review	Business Need	Senior Finance Business Partner
Housing Benefit Claim Data	No Live Claim	6 years + 1	Review	Business Need	Senior Finance Business Partner
Finance					
Financial Transactions (including Sales Invoices, Supplier Invoices, Bank Statements and Reconciliations, Journals and Credit Card Statements and Receipts)	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Statutory Accounts	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Prepared Budget	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Medium Term Financial Plan	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager

Financial Vetting	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Treasury Management Investments	From Maturity	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Value Added Tax Records	Annual Review	6 years + 1	Review	Value Added Tax Act 1994	Finance Manager
Contracts Register	Annual Review	Current	Review	Value Added Tax Act 1994	Finance Manager
Legal					
Litigation Files	Case Closed	6 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Legal Advice on a Point of Law	Last Advice	6 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Land and Property Transactions	Completion	12 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Leasing Property	Completion	12 years	Review	Limitation Act 1980	Shared Legal Services
All Contracts	Expiry of Contract	Ordinary Contracts: 6 years Contracts Under Seal: 12 years	Secure Disposal	Limitation Act 1980	Shared Legal Services
Planning Inquiries/Appeals/Decisions/Agreements	Closure of File/Completion of Agreement	6 years	Review	Limitation Act 1980	Shared Legal Services
Committee Services					
Complaints against Councillors including information published on Hart District Council's Website	Case Closed	Dispose when one of the following occurs:	Secure Disposal	Business Need	Committee and Member Services Manager /

		<p>1. the Councillor's 4-year term of office ends; or</p> <p>2. they are no longer a councillor</p> <p>whichever is the shorter period</p>			Monitoring Officer
Statutory Reports to Central Government	Return Made	6 years + 1	Secure Disposal	Limitation Act 1980	Committee and Member Services Manager
Political Parties' Papers	Return Made	6 years	Review	Business Need	Committee and Member Services Manager
Live Streamed Council Meetings	Scheduled Event	3 months	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Customer Services					
Decisions taken under the Policy and Guidance for Dealing with Persistent, Vexatious and Unreasonable Customer Behaviour	After the Restriction has been Lifted	2 years	Secure Disposal	Business Need	People & Organisational Development Manager
Performance Management (via Committee Services)	N/a	N/a	N/a	N/a	Contracts and Procurement Manager
Transactions					

Payments Received i. Legal ii. Bins	Last Action Application	Current Current	Secure Disposal Secure Disposal	Business Need Business Need	Shared Legal Services Waste and Recycling Manager
Waste/Recycling					
i. Records relating to the Process of arranging the Collection or Transportation of Household Waste ii. Customer Enquiries - Details iii. Customer Enquiries - Content iv. Records relating to the Process of arranging the Collection or Transportation of Controlled Waste	Application Customer Contact Customer Contact Application	1 year 1 year 1 year 1 year	Secure Disposal Secure Disposal Secure Disposal Secure Disposal	Business Need Business Need Business Need Business Need	Waste and Recycling Manager Waste and Recycling Manager Waste and Recycling Manager Waste and Recycling Manager
Property Management					
Property Transactions	Agreement Completed	Permanent	Retain	Business Need	Finance Manager / Estate Surveyor
Monitoring of Assets (including Building Surveys, Planned Maintenance Inspections, Health and Safety Inspections etc.)	Work Completed	7 years	Review	Business Need	Finance Manager / Estate Surveyor
Purchase and Leased Asset Acquisition and Disposal	Agreement/Lease Completed	3 years	Review	Business Need	Finance Manager /

					Estate Surveyor
Climate Change					
Building Insulation Grants Scheme for Residents on Low Income	When Grant Closed	7 years	Secure Disposal	Business Need	Sustainability and Climate Change Officer
Contact Details	Last Action	Current	Secure Disposal	Business Need	Sustainability and Climate Change Officer
Place	Retention Trigger (Case Closed, Last Action, End of Year etc.)	Retain for (Years, Months, Days etc.)	Action (Review, Secure Disposal etc.)	Retention Source (Legislation, Business Need etc.)	Owner (Manager, Executive Director etc.)
Development Management					
Planning Register (including but not limited to: Application Forms, Plans, Supporting Information, Decision Notices and any Planning Obligations or Other Legal Agreements entered into)	Case Opened	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Management and Building Control Manager
Officer Reports	Point of Determination	Permanent	Retain	Business Need	Development Management and Building

					Control Manager
Historic/Listed Buildings Records	Upon Receipt	Permanent	Retain	Business Need	Development Management and Building Control Manager
Planning Enforcement Register	Point of Issue	Permanent	Retain	Town and Country Planning Act 1990 (as amended); Town and Country Planning (Development Management Procedure) (England) Order 2015	Development Management and Building Control Manager
Planning Enforcement Cases Where Breach Established	Upon Receipt	10 years	Review	Business Need	Development Management and Building Control Manager
Planning Enforcement Cases Where No Breach	Upon Receipt	2 years	Secure Disposal	Business Need	Development Management and Building Control Manager
Mapping Records (excludes: Conservation Areas)	Upon Receipt	Current	Secure Disposal	Business Need	Development Management

					and Building Control Manager
Tree Preservation Orders	Point of Issue	Permanent	Retain	Town and Country Planning (Tree Preservation) (England) Regulations 2012	Development Management and Building Control Manager
Other Records (relating to the Process of Controlling Development e.g. Correspondence in Support of/Objecting to)	Point of Receipt	Hard Copy Records (Case Closed); Electronic Copies (Made Sensitive when Case Closed and Final Secure Disposal TBC)	Secure Disposal	Business Need	Development Management and Building Control Manager
Environmental Health					
Prosecutions and Simple Cautions	Date of Prosecution/Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Statutory Notices	Date of Service	6 years + 1, unless Land Registry charge	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Infectious Disease Investigations	Case Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and

					Licensing Manager
Private Water Supplies	Date of Sampling	Permanent	Retain	Business Need	Environmental Health and Licensing Manager
Statutory Register of Food Premises	Date of Request	Current	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Commercial Premises Records	Date of Last Inspection	6 years + 1	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Statutory Returns	Date of Return	6 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Statutory Nuisance and Public Health Investigations (no enforcement action)	Case Closed	2 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Statutory Nuisance and Public Health Investigations (enforcement action)	Case Closed	6 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Permitted Processes (in public register)	Issuing Permit	Permanent	Retain	Business Need	Environmental Health and Licensing Manager
Contaminated Land	Date of Entry	Permanent	Retain	Business Need	Environmental Health and

					Licensing Manager
Air Quality Management	Sampling Results	6 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Animal Welfare Licencing	Date of Issue	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Stray Dogs	Date of Collection	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Dangerous Dogs	Date of Recording	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Dog Fouling Footage	Date of Recording	6 years where Fixed Penalty Notice served, 2 years otherwise	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Pest Control	Date of Last Treatment	3 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Building Control (via Rushmoor Borough Council)					
Records relating to the Process of determining all Full Plan Applications	Completion Date Recorded on UniForm	15 years	Retain	Building Control Performance Standards	Development Management and Building

					Control Manager
Records relating to the Process of Validating, Inspecting and Completing all Building Notice/Regularisation Applications	Completion Date Recorded on UniForm	15 years	Retain	Building Control Performance Standards	Development Management and Building Control Manager
Records relating to the Process of determining all Applications for Demolitions - Section 80 and Section 81 Information	Date of Section 81 Notice	18 months	Retain	Business Need	Development Management and Building Control Manager
Records relating to the recording of Dangerous Structures	Date of Validation	5 years	Retain	Business Need	Development Management and Building Control Manager
Records for Competent Persons Schemes	Date of Input	Permanent	Retain	Business Need	Development Management and Building Control Manager
Recording of Initial Notices	Final Certificate Date	15 years	Retain	Building Control Performance Standards	Development Management and Building Control Manager
Licensing					
Special Treatments	Date of Registration	Permanent	Retain	Business Need	Environmental Health and Licensing Manager

Scrap Metal Dealers and Collectors	Date Licence Expires	2 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Applications	Date Licence Expires	2 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Licences i. Historic decisions (i.e. those decisions made before the 4 April 2019) for refusals and revocations ii. With effect from 4 April 2019 where a new application or renewal is refused or a licence is revoked	Date of Lapse or Surrender of Licence	2 years or Indefinitely	Review	Business Need	Environmental Health and Licensing Manager
	Date of Decision	25 years	Secure Disposal	Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022	Environmental Health and Licensing Manager
Service Requests	Date Request Received	Current	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Registers	Date Licence Granted	Current	Review	Business Need	Environmental Health and Licensing Manager
Planning Policy					
Superseded Planning Policy Documents (including Local Plans, Neighbourhood Plans, Supplementary Planning	After the Documents have	5 years	Review	Business Need	Planning Policy and Economic

Documents and any Informal Published Guidance)	been Superseded				Development Manager
Consultation Documents and any Associated Inspector's Reports	After Adoption	2 years	Review	Business Need	Planning Policy and Economic Development Manager
Consultation Database	Scheduled Task	1 year	Review	Business Need	Planning Policy and Economic Development Manager
Responses to Planning Policy and Guidance Consultations, except those from Statutory Bodies	The end of the legal challenge period following adoption.	6 weeks after adoption/made for local plans/ neighbourhood plans 3 months after adoption for Supplementary Planning Documents If there is a legal challenge, retain for the duration of the legal challenge process	Secure Disposal (except where Respondents consent to remain on database)	Business Need	Planning Policy and Economic Development Manager
Responses to Planning Policy and Guidance Consultations from Statutory Bodies	After Adoption	1 year (or for the duration of a legal challenge period, if longer than one year)	Review	Business Need	Planning Policy and Economic Development Manager

Evidence Base including Self-Build and Brownfield Registers	Until Superseded	Current	Review	Business Need	Planning Policy and Economic Development Manager
Authority Monitoring Reports	From Month of Publication	5 years	Review	Business Need	Planning Policy and Economic Development Manager
Local Land Charges					
Land Charges Registers	Application Date	Permanent	Retain	Business Need	Business Support, Facilities and Data Manager
Cancelled Register Entries	Withdrawal Request Date	10 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Cartographic Indexes and Other Finding Aids	Application Date	Permanent	Retain	Business Need	Business Support, Facilities and Data Manager
Copy Search Forms Completed	Search Completed Date	6 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Corporate Health and Safety					
Managers - Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings	Date of Record	3 years	Secure Disposal	Business Need	Executive Director - Place

Corporate Safety - Accident Records, Risk Assessments, Corrective Actions and Minutes of Meetings	Date of Record	10 years (Accident Reports for Adults); To the Age of 21 years (For Children)	Secure Disposal	Business Need	Executive Director - Place
COSHH and Occupational Health Records	From Birth	40 years	Secure Disposal	Health and Safety at Work etc. Act 1974	Executive Director - Place
Street Naming and Numbering					
Street Naming and Numbering Applications	Date of Receipt	1 year	Secure Disposal	Business Need	Development Management and Building Control Manager
Transactions					
i. Payments Received Street Naming and Numbering Applications, Planning Applications, Building Control, Land Charges, Environmental Health and Housing	Last Action	Current	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
E-mail alerts					
Planning Applications and Building Control	Upon Receipt	1 year	Review	Business Need	Business Support, Facilities and Data Manager
Swipe Access Records					
Leavers	Last Active Date	1 month	Secure Disposal	Business Need	Business Support,

					Facilities and Data Manager
Active Users	Last Active Date	3 years	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Sign in App					
For fire evacuation purposes and signing in remotely and the ability to turn on a location function	Last Active Date	1 month (Leavers); 3 years (Active Users)	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Fly-tipping					
Footage used as prosecution evidence	Date File Closed	6 years + 1	Secure Disposal	Limitation Act 1980	Environmental Health and Licensing Manager
Case Notes and Service Requests	Last Action	2 years	Secure Disposal	Business Need	Environmental Health and Licensing Manager
CCTV Images (no evidence of illegal activity)	Date of Recording	1 month	Secure Disposal	Business Need	Environmental Health and Licensing Manager
Infrastructure					
i. Flood Risk and Drainage Flood Alleviation Schemes	Last Action	10 years	Review	Business Need	Planning Policy and Economic Development Manager

ii. Drainage Ditches	Case Closed	3 years	Secure Disposal	Business Need	Planning Policy and Economic Development Manager
i. Traffic Management Development Special Event Orders	Last Action	2 years	Review	Business Need	Business Support, Facilities and Data Manager
ii. Licenses	Application	3 years	Review	Business Need	Business Support, Facilities and Data Manager
CCTV (via Hart District Council)					
Recordings	Date of Recording	7 days (except where the image identifies an issue and is retained in the context of an investigation / prosecution of that issue)	Secure Disposal	Business Need	Business Support, Facilities and Data Manager
Emergency Planning					
Records relating to the Development of the Emergency/Disaster Plan	Last Action	Life Cycle of the Emergency/Disaster Plan	Secure Disposal	Business Need	Executive Director - Place
Records relating to the Testing of the Emergency/Disaster Plan	Last Action	Life Cycle of the Emergency/Disaster Plan	Secure Disposal	Business Need	Executive Director - Place
Records relating to the Management of Serious Incidents	Date Incident Resolved	6 years + 1	Review	Limitation Act 1980	Executive Director - Place

Emergency/Disaster Plan Log	Date of Incident	21 years + 1	Secure Disposal	Limitation Act 1980	Executive Director - Place
Disaster Recovery and Business Continuity Plans	Last Action	Life Cycle of the Plans	Secure Disposal	Business Need	Executive Director - Place
Staff Emergency Contact Details	Last Action	As long as staff member involved with Emergency Planning	Review (at least once a year and after an incident)	Business Need	Executive Director - Place