

Service Name	Records Description	Legislation Name	Retain Permanently?	Start Event	Retention Period Years	Retention Period Months	Retain Until
Archaeology - consultancy	All records relating to the provision of archaeological services and consultancy to both commercial and public sector clients in the local area.		FALSE	Year records created	6	0	
Archaeology - excavations and surveys	All records relating to the protection and conservation of historic sites which includes advising on planning proposals for new developments where the development may impact on archaeological sites and monuments		TRUE		Permanent	Permanent	
Ecology and geology	All records relating to the support of ecology and geology of the local area		TRUE		Permanent	Permanent	
Environmental policy	All records relating to the development and implementation of environmental policy		FALSE	Date policy superseded	40	0	
Landscape character assessment	All records relating to landscape character assessment		FALSE	Date of the assessment	0	0	Date that the landscape is destroyed
Local access forums	All records relating to the management of local access forums		FALSE	Year records created	4	0	
Sustainable drainage systems	All records relating to the regulation and maintenance of Sustainable Drainages Systems (SUDS)		TRUE		Permanent	Permanent	
Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.		FALSE	Date of first publication	0	0	When publication goes out of print
Staff - communications	All records relating to responses made by councils to external consultations		FALSE	Year records created	3	0	
Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made		FALSE	Date of meeting	1	0	
Historic sites maintenance	All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area		FALSE	Year records created	6	0	
Memorial maintenance	All records relating to the maintenance of memorials where the memorial is a listed building		TRUE		Permanent	Permanent	
Memorial maintenance	All records relating to the maintenance of memorials where the memorial is not a listed building	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Advertisement control	All records relating to planning permission for certain types of advertisements and advertisements in specified areas		TRUE		Permanent	Permanent	
Allotments	All records relating to the allocation and management of allotments	Limitation Act 1980 (Section 2)	FALSE	Date the rental of the allotment expires	6	0	
Business planning applications	All records relating to the management of the planning applications system		TRUE		Permanent	Permanent	
Community infrastructure levy (CIL)	All records relating to the creation and implementation of the Community Infrastructure Levy		TRUE	Creation of records	Permanent	Permanent	
Conservation area tree works notification	All records relating to conservation area tree works notification		TRUE		Permanent	Permanent	
Dangerous structures	All records relating to the management of dangerous structures	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Demolition control	All records relating to demolition control	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Demolition enforcement	All records relating to demolition enforcement	Limitation Act 1980 (Section 2)	FALSE	Date of any enforcement action	6	0	
Demolitions - property assessment	All records relating to the review and assessment of housing conditions in the area to help determine which properties are unfit for occupancy or are abandoned	Limitation Act 1980 (Section 2)	FALSE	Date of assessment	6	0	
Derelict properties	All records relating to the monitoring and management of derelict properties	Limitation Act 1980 (Section 2)	FALSE	Date of any action taken about derelict property	6	0	
Development control enforcement	All records relating to the enforcement of development control	Limitation Act 1980 (Section 2)	FALSE	Date of the resolution of any enforcement action	6	0	
Development control enforcement	Case files relating to Breach Of Condition Notices	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Development control enforcement	Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Development control	All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	Limitation Act 1980 (Section 2)	TRUE	Year records created	Permanent	Permanent	
Discharge of planning conditions	All records relating to the discharge of planning conditions		TRUE		Permanent	Permanent	
Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment screening		FALSE	Date of assessment + 15 years then review	15	0	

Service Name	Records Description	Legislation Name	Retain Permanently?	Start Event	Retention Period Years	Retention Period Months	Retain Until
High hedges	All records relating to the assessment of complaints in relation to high hedges	Limitation Act 1980 (Section 2)	FALSE	Date of decision	6	0	
Land charges search	All records relating to land charge searches		FALSE	Year records created	1	0	
Land charges search	Land Charges Register		TRUE		Permanent	Permanent	
Lawful Development Certificate existing use	All records relating to the creation and implementation of Certificates of Lawful Use or Development		TRUE	Creation of records	Permanent	Permanent	
Lawful Development Certificate proposed use	All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)		TRUE		Permanent	Permanent	
Local development order	All records relating to the creation and management of Local Development Orders		TRUE	Creation of records	Permanent	Permanent	
Neighbourhood development order	All records relating to the creation and implementation of Neighbourhood Development Orders		TRUE	Creation of records	Permanent	Permanent	
Outline planning consent	All records relating to applications for and management of outline planning consents		TRUE	Year records created + 15 years then review	Permanent	Permanent	
Planning area search	All records relating to planning area searches		FALSE	Year records created	1	0	
Planning consultation	All records relating to the management of public enquiries related to planning issues		FALSE	Creation of records	15	0	
Planning consultation	All records relating to the planning consultation process		FALSE	Year records created	15	0	
Planning minor material amendments	All records relating to planning minor material amendments		TRUE		Permanent	Permanent	
Planning non-material amendments	All records relating to planning non-material amendments		TRUE		Permanent	Permanent	
Planning obligations	All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)		TRUE	Creation of records	Permanent	Permanent	
Planning obligations	All records relating to the monitoring of building and landscape design		FALSE	Date developemnt planned	0	0	Development ceases to exist
Planning pre-application advice	All records relating to planning pre-application advice		FALSE	Year records created + 15 years then review	15	0	
Planning reserved matters	All records relating to applications for and management of planning applications for approval of reserved matters		TRUE		Permanent	Permanent	
Prior notification of development	All records relating to applications for and management of prior notifications of development	Limitation Act 1980 (Section 2)	FALSE	Date of notification + 6 years then review	6	0	
Property enquiries certificates	All records relating to the creation of property enquiry certificates		FALSE	Date of the search	6	0	
Removal/variation of planning conditions	All records relating to the removal/variation of planning conditions		TRUE		Permanent	Permanent	
Residential planning applications	All records relating to the management of the planning applications system		TRUE		Permanent	Permanent	
Tree management	All records relating to the management of trees which are the responsibility of the authority	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Tree management	All records relating to tree preservation orders		TRUE		Permanent	Permanent	
Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders		TRUE		Permanent	Permanent	
Community asset transfer	All records relating to community asset transfers		TRUE		Permanent	Permanent	
Building and landscape design	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990		FALSE	Close of case	6	0	
Conservation advice	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		FALSE	Creation of records	6	0	
Conservation areas	All records relating to the maintenance of specific sites and monuments	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Conservation areas	All records relating to the management of conservation areas		TRUE		Permanent	Permanent	
Land and property availability	Information on residential and commercial land and property which is available for purchase or for rent in the local area.		FALSE	Year records created	1	0	
Land use proposals	All records relating to the creation and implementation of land use proposals		FALSE	Date proposals superseded	6	0	
Listed buildings	All records relating to listed buildings		TRUE		Permanent	Permanent	
Local plans	All records relating to the creation, implementation and management of the local plan		FALSE	Date plan expires	6	0	

Service Name	Records Description	Legislation Name	Retain Permanently?	Start Event	Retention Period Years	Retention Period Months	Retain Until
Minerals local plan	All records relating to the creation, implementation and monitoring of the Minerals Local Plan		FALSE		0	0	Date plan expires
Neighbourhood development plan	All records relating to the development and implementation of neighbourhood development plans		TRUE	Creation of records	0	0	Retain until expiry
Planning decision notices	All records relating to the creation and publication of formal planning decision notices		TRUE		Permanent	Permanent	
Property register	All records relating to the registration of publicly owned land and property		FALSE	Date land acquired	0	0	Public ownership of the land ceases
Statutory development plans	All records relating to the creation and implementation of statutory development plans		FALSE	Date plan adopted	0	0	Retain until expiry
Street names and numbering	All records relating to the naming and numbering of streets		TRUE		Permanent	Permanent	
Shop front improvement grants	All records relating to the provision of shop front improvement grants	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	