

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Empty residential properties	All records relating to the management of empty residential properties	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	6	
Private housing advice	All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs		FALSE	Year records created	1	0	
Private tenant advice	General information and advice about housing given to home owners and tenants		FALSE	Year records created	3	3	
Housing Care and Repair scheme	All records relating to the management of housing care and repair schemes	HMRC - Compliance Handbook Manual CH15400	FALSE	Completion of the work	6	0	
Houses in multiple occupation register	All records relating to the registration of houses in multiple occupation	Limitation Act 1980 (Section 2)	FALSE	Date registration expires	6	0	
Houses in multiple occupation safety inspection	All records relating to safety inspections of houses in multiple occupation	Limitation Act 1980 (Section 2)	FALSE	Date of inspection	6	6	
Landlord accreditation	All records relating to the administration of landlord accreditation schemes		FALSE	Date accreditation ends	3	0	
Private landlord support	All records relating to the provision of information and support to anyone who is providing property for rent in the local area.		FALSE	Year records created	1	0	
Disabled facilities grant	All records relating to disabled facilities grants	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment of grant	6	0	
Home renovation grants	ords relating to home renovation assistance	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment of grant	6	0	
Homes in multiple occupancy licence	All records relating to the licensing of houses in multiple occupancy	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	
Selective area housing licences	All records relating to the creation and management of Selective area housing licences	Limitation Act 1980 (Section 2)	FALSE	Expiry of licence	6	0	
Selective housing areas	All records relating to the designation and management of selective licensing areas	Limitation Act 1980 (Section 2)	FALSE	Date selecting licensing area expires	6	0	
Caravan site licence	All records relating to the administration of caravan licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	6	0	

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Moveable dwelling site licence	All records relating to the creation and management of moveable dwelling site licences	Limitation Act 1980 (Section 2)	FALSE	Date of application or issue	6	0	
Environmental health placements	All records relating to the administration on environmental health placements		FALSE	Year records created	3	0	
Nuisances	All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	Limitation Act 1980 (Section 2)	FALSE	Date investigation ends	6	0	
Nuisances	All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	Limitation Act 1980 (Section 2)	FALSE	Date occupier vacates building	6	0	
Drainage	All records relating to the provision of help and advice on highway drainage, land drainage or private drainage and may arrange for clearance of a blocked drain	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Energy efficiency	All records relating to the assessment of properties for energy efficiency		FALSE	Date of assessment	6	0	
Housing and public health	All records relating to the enforcement of public health and housing regulations.	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	0	
Housing and public health	All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.		FALSE	Year records created	1	0	