

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Business advice	Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business rates etc.		FALSE	Year records created	1	0	
Business continuity advice	All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations		FALSE	Year records created	3	0	
Business co-operatives	All records relating to the creation and management of business co-operatives	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Business directories	All records relating to the creation of business directories		FALSE	Year records created	3	0	
Business security advice	All records relating to the provision of help and advice to businesses about business security	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Business sponsorship opportunities	All records relating to business sponsorship offered to individual councils	Limitation Act 1980 (Section 2)	FALSE	Date of sponsorship	6	0	
Land and property valuations	Information and advice on property valuation for local business and on local chartered surveyors who may be available to carry out a valuation.		FALSE	Year records created	1	0	
Support for tourism businesses	All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Business awards	All records relating to the creation and management of business awards		FALSE	Year records created	1	0	
Business grants	All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area.	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment of the grant	6	0	
Business security grants	All records relating to grants towards the installation of security systems for local businesses	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment on grant	6	0	

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Commercial property development	All records relating to financial support provided for commercial property development	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment	6	0	
Business centres	All records relating to the provision of office and industrial business space for rent to businesses in the local community.	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Commercial lettings	All records relating to information held about properties or land currently available to let within the area		FALSE	Year records created	1	0	
Vacant land and property	Information and advice on vacant industrial/office/retail/land and development opportunities in the area.		FALSE	Year records created	1	0	
Business improvement districts (BID)	All records relating to the creation and management of Business Improvement Districts (BID)		FALSE	Year of creation	6	0	
Compulsory property acquisition	All records relating to compulsory purchase orders	Compulsory Purchase Act 1965	FALSE	Date of purchase	0	0	Date ownership of the land ceases
Compulsory property acquisition	All records relating to the compulsory acquisition of property	Limitation Act 1980 (Section 2)	FALSE	Date of acquisition	0	0	Ownership of property ends
Economic reports and forecasts	All records relating to the development and publication of economic reports and forecasts		FALSE	Year records created	10	0	
European and other funding	All records relating to funding received from the European Union		FALSE	Funding agreed	0	0	The funding body will set the retention period for the funding
European and other funding	All records relating to the management of Public Finance Initiative (PFI) projects	Limitation Act 1980 (Section 8)	FALSE	Last action on project	12	0	
European and other funding	Funding Bids		FALSE	Last action on project	12	0	
European and other funding	Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold basis elsewhere		FALSE	Purchase	80	0	

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European and other funding	Lottery Funding - Purchase of leasehold buildings / land		FALSE	Purchase	80	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000		FALSE	Closure	10	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million		FALSE	Closure	20	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000		FALSE	Closure	5	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000		FALSE	Closure	15	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - ĩ½10,001 to ĩ½50,000		FALSE	Closure	10	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - ĩ½100,001 to ĩ½5 Million		FALSE	Closure	20	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - ĩ½5,001 to ĩ½10,000		FALSE	Closure	5	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - ĩ½50,001 to ĩ½100,000		FALSE	Closure	15	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million		FALSE	Closure	40	0	
European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above ĩ½5 Million		FALSE	Closure	40	0	
Land reclamation	All records relating to land reclamation projects	Limitation Act 1980 (Section 2)	FALSE	Last action on the project	6	0	

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Local economic development	All records relating to the management of local economic development		FALSE	Year records created	6	0	
Regeneration projects	All records relating to the management of regeneration projects	Limitation Act 1980 (Section 2)	FALSE	Last action on the project	12	0	
Voluntary property acquisition	All records relating to the voluntary acquisition of property	Limitation Act 1980 (Section 2)	FALSE	Date property acquired	0	0	Ownership of the property ends