

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Change of circumstances	All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services		FALSE	Date systems updated	1	0	
Facilities - reception	All records relating to the management of reception facilities		FALSE	Creation of records	3	0	
Council tax account enquiries	All records relating to enquiries about council tax accounts		FALSE	Year records created	6	0	