

Service Name	Records Description	Legislation Name	Retain Permanently	StartEvent	Retention Period Years	Retention Period Months	Retain Until
Food safety inspections	All records relating to the management of food safety inspections	Limitation Act 1980 (Section 2)	FALSE	Date Inspection completed	6	0	
Food safety enforcement	All records relating to food safety enforcement actions	Limitation Act 1980 (Section 2)	FALSE	Date the enforcement action completed	6	0	
Infectious disease investigation	All records relating to the investigation of infectious diseases	Limitation Act 1980 (Section 2)	FALSE	Date investigation concluded	6	0	
Pest control	Complaints relating to pest infestation within commercial premises	Limitation Act 1980 (Section 2)	FALSE	Date investigation concluded	6	0	
Asbestos management	All records relating to all aspects of asbestos management & enforcement		FALSE	Date of any enforcement action completed	40	0	
Firework safety Enforcement & Advice	All records relating to enforcement & to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code		FALSE	Date record created or date of completion of enforcement action	6	0	
Sunday trading notification	All records relating to the registration of Sunday trading notification		FALSE	Date consent expires	3	0	
Registration of Tattooists, Skin Piercing, Electrolysis & Acupuncture	All records relating to the registration of these practices	Limitation Act 1980 (Section 2)	FALSE	Date registration surrendered	6	0	
Cooling tower registration	All records relating to the registration of cooling towers	Limitation Act 1980 (Section 2)	FALSE	Date ceases operation	6	0	
Legionnaires Disease Control	All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system		FALSE	Date investigation concluded	5	0	
Swimming pool and spa pool monitoring	All records relating to the monitoring of the quality of water in public swimming pools and spa pools	Limitation Act 1980 (Section 2)	FALSE	Date monitoring completed	6	0	
Management of Air quality	All records relating to the measuring air quality to ensure that it meets required standards in relation to the concentration of a defined range of pollutants		TRUE	Date Created	Permanent	Permanent	

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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	
Contaminated land	All records relating to the maintenance of a register of contaminated land		TRUE		Permanent	Permanent	
Compliance with Clean Air Act requirements	All records relating to enforcement of compliance with the Clean Air Act	Limitation Act 1980 (Section 2)	FALSE	Date of any enforcement action completed	6	0	
Pollution control - Part A(2) and Part B processes(expired)	All records relating to the administration of permits for pollution control		FALSE	Permanent	Permanent	Permanent	
Pollution control - Part A(2) and Part B processes	All records relating to the administration of permits for pollution control	Limitation Act 1980 (Section 2)	FALSE	Date permit expires	6	0	
Water quality monitoring	All records relating to monitoring water quality	Limitation Act 1980 (Section 2)	FALSE	Date record Created	6	0	
Environmental information regulations	All records relating to the management of requests for information under the Environmental Information Regulations		FALSE	Year records created	2	0	
Environmental information regulations	Policies and procedures developed for managing requests for information under the Environmental Information Regulations		FALSE	Date policy expires	3	0	
Exhaust emission testing	All records relating to exhaust emission testing	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Idling vehicles	All records relating to the enforcement of powers to deal with idling vehicles.	Limitation Act 1980 (Section 2)	FALSE	Date of any enforcement action	6	0	
Petrol vapour recovery regulation	All records relating to the regulation of petrol vapour recovery where contamination of land is involved		TRUE		Permanent	Permanent	

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Solvent emissions regulation	All records relating to the regulation of solvent emissions where contamination of land is involved		TRUE		Permanent	Permanent	
Smoke control areas	All records relating to the monitoring of smoke control records	Limitation Act 1980 (Section 2)	FALSE	Date of any enforcement action	6	0	
Contaminated land	Records relating to the licencing and environmental control of closed landfill sites	Environmental Permitting Regulations (England and Wales) 2010	FALSE	Opening of site	0	0	Permanent
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	
Caravan site licence	All records relating to the administration of caravan licence schemes	Limitation Act 1980 (Section 2)	FALSE	Date licence expires	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	
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	
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	

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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. Housing Grants, Construction and Regeneration Act 1996	FALSE	Date of last payment of grant	10	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 and any renewal of it 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	
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	
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	
Home renovation grants	s relating to home renovation assista	HMRC - Compliance Handbook Manual CH15400	FALSE	Date of last payment of grant	6	0	
Health Act Smokefree	All records relating to the enforcement of smokefree legislatin	Limitation Act 1980 (Section 2)	FALSE	Date investigation concluded	6	0	