

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Art commissions	All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area	Limitation Act 1980 (Section 2)	FALSE	End of ownership of the work of art	6	0	
Arts development	All records relating to the support and development of arts in the local community	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Arts organisations and events	All records relating to the provision of information and advice on local arts organisations, exhibitions and events		FALSE	Year records created	1	0	
Music rooms and recording studios	All records relating to the administration of music rooms and recording studios	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Countryside events	All records relating to the provision of information on countryside events that have or will take place in the local area. Events may be run by the local authority, local volunteer groups or other organisations		FALSE	Year records created	1	0	
Exhibitions	All records relating to the provision of exhibitions in public buildings or open spaces		FALSE	Year records created	3	0	
Outdoor events	All records relating to the organisation and management of outdoor events	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Fishing	All records relating to the provision of information on local fishing areas, seasons and how to obtain permission to fish		FALSE	Year records created	1	0	
Leisure and social activities inclusion	All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people		FALSE	Year records created	1	0	
Leisure passes	All records relating to the management of leisure pass schemes	Limitation Act 1980 (Section 2)	FALSE	Date pass expires	6	0	
Older people's activities	All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Young people's drop in activities	All records relation to the provision of information about young people's drop in activities		FALSE	Year records created	1	0	

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Young people's organised activities	All records relating to the organisation of activities for young people	Limitation Act 1980 (Section 2)	FALSE	Date of activity	6	0	