

**Note: This Retention S**

<b>Service</b>	<b>Function</b>
Environment and Corporate Assets	Home Energy Conservation Act
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Environment and Corporate Assets	Climate Change Act/ Clean Growth Strategy
Environment and Corporate Assets	European Energy Performance of Buildings Directive/ Minimum Energy Efficiency Standards
Environment and Corporate Assets	Kent Environment Strategy/ Clean Growth Strategy
Environment and Corporate Assets	Climate Change Act/ Clean Growth Strategy

## Retention Schedule - Climate Change & Energy Conservation

This schedule applies to all data held in any format (i.e. paper, electronic)

Document Description and Format	
Energy - HECA matters	
HMO's	Computer files/ paper copies
Energy Deal registrations/ contracts/ collaborative agreements/ progress reports/ correspondence (letter and emails)	Computer files/ paper copies
ECO/ LA Flex/ Warm Homes/ Insulation Projects/ Renewable Energy Projects - referrals/ data sharing agreements/ progress reports (spreadsheets)/ correspondence (letters and emails)	Computer files/ paper copies
Greenhouse Gas Emissions Reports	Computer files/ paper copies
Display Energy Certificates and Energy Performance Certificates	Computer files/ paper copies
Severe Weather Impact Monitoring and Kent Environment Strategy - evidence of cost/ service	Paper/ electronic
Funding bids - data/ reports/ maps as evidence	

, microfiche etc)

Retention Period	Reason
Indefinitely (until property demolished)	
7 years (registrations etc) 1 year from contract expiry	
7 years	HECA reporting every 2 years (published on DDC website)- requires information on action taken by LA to reduce levels of fuel poverty/ carbon emissions. Information retained as evidence of benefit/income/ health criteria met to qualify for funding. Use information to inform future policy/ funding bids/ reports such as State of the District
5 years	Annual report (published on website) Calculations retained for Audit purposes
5 years	Annual requirement for larger buildings to have DEC. EPC required for smaller public/ commercial buildings
3 years	
5 years	Retain for 5 years as inform future funding bids