

## Retention Schedule - Governance - Regulatory Services - Environmental Protection

May 2018

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Governance	Environmental Protection	Complaints, enquiries, comments, worksheet records	Upon case closure:  CY +5 years  CY+2 years retain fully information of complaint including personal data)
Governance	Environmental Protection	Court Order	Recommend 3 years after order ends
Governance	Environmental Protection	Fixed Penalty notices	CY +5 years  CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)
Governance	Environmental Protection	Simple Cautions	6 years
Governance	Environmental Protection	Alarm Keyholder details	Annual checks to be made with keyholders and data removed when no longer required
Governance	Environmental Protection	Enforcement notices	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.) then CY +5 years  CY+2 years retain fully information of complaint including personal data)  Remaining 3 years only retain non-personal data (statistical information only)
Governance	Environmental Protection	Community protection notice Written warnings	CY + 2 years, retain if CPN served for CY+ 5 years
Governance	Environmental Protection	FPN representations	If FPN paid CY + 2 years. If proceeded to prosecution 6 years after conclusion of case or last significant action
Governance	Environmental Protection	Prosecution files	6 years after conclusion of case or last significant action
Governance	Environmental Protection	Contracts	Contracts under seal 12 years from contract completion date Contracts not under seal 6 years from contract completion date
Governance	Environmental Protection	Unsuccessful tenders and quotations	4 years from the award of the contract
Governance	Environmental Protection	Public Health Act Burials records	Investigation reports scanned held for 15 years from date of cremation.  Hard copies of death certificates kept for 15 years
Governance	Environmental Protection	Public Health Act burial – personal effects	Disposed of a year after the date of the funeral.
Governance	Environmental Protection	Consultations under the Licensing Act 2003 for premises license & temporary event notice	Recommend whilst licence relevant + 6 years

Governance	Environmental Protection	Private Water Supplies <ul style="list-style-type: none"> <li>· Test results</li> <li>· Risk assessment and sampling</li> <li>· Monitoring- sampling and analysis</li> </ul>	<ul style="list-style-type: none"> <li>· CY + 1 year</li> <li>· At least 30 years.</li> <li>· At least 30 years</li> </ul>
Governance	Environmental Protection	Procedures	Until superseded
Governance	Environmental Protection	Notice of measurement of grit, dust and fumes by occupiers	Recommend 6 years from date of notice
Governance	Environmental Protection	Records of measurement of grit, dust and fumes	Recommend 6 years from date of measurement
Governance	Environmental Protection	Information about furnaces and fuel consumed	Recommend 6 years from date of information
Governance	Environmental Protection	Notices requiring information about pollution	Recommend 6 years after date of supply of information. (The notice has a life of 12 months)
Governance	Environmental Protection	Improvement Plan	Until superseded
Governance	Environmental Protection	Action plan	Until superseded
Governance	Environmental Protection	Environmental Permitting public register	6 years after date of last entry in register
Governance	Environmental Protection	FoI Correspondence	Current year
Governance	Environmental Protection	Contaminated land records	Permanent record of potentially contaminated sites
Governance	Environmental Protection	Planning Consultations	6 years from grant of permission