

**Retention Schedule - Finance, Housing & Community - Community Safety**

**May 2018**

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

<b>Service</b>	<b>Function</b>	<b>Document Description</b>	<b>Retention Period</b>
Finance, Housing & Community	Community Safety	CCTV Logs/Records	Current year + 4
Finance, Housing & Community	Community Safety	ASB Case records registered on database	Current year + 6