

Retention Schedule - Governance - Regulatory Services - Environmental Crime

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 Crime	Register of stray dog forms	12 months from date of entry
Governance	Environmental Crime	Complaints, enquiries, comments, worksheet records	Upon case closure: CY +5 years CY+2 years retain full information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)
Governance	Environmental Crime	Court Order	Recommend 3 years after order ends
Governance	Environmental Crime	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 Crime	Officer Body worn camera footage	No dispute –28 days or settlement of dispute CY+ 2 years or If proceeded to prosecution 6 years after conclusion of case or last significant action
Governance	Environmental Crime	Warnings regarding offences (e.g. dog fouling, littering, breach of PSPO, e.g. fly tipping etc.)	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 Crime	Simple Cautions	6 years
Governance	Environmental Crime	Enforcement notices	As long as notice is enforceable/ withdrawn (e.g. recipient moves away from address served, etc.)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 Crime	Community protection notice Written warnings	CY + 2 years, retain if CPN served for CY+ 5 years
Governance	Environmental Crime	FPN representations	If FPN paid CY + 2 years. If proceeded to prosecution 6 years after conclusion of case or last significant action
Governance	Environmental Crime	Prosecution files	6 years after conclusion of case or last significant action
Governance	Environmental Crime	Waste transfer notes Transfer note – (Does not apply where the waste is hazardous waste under SI 2005 No 895 and SI 2005 No 1820 (W 148))	Two years Regulation 35 (6) Amended by SI 2014 No 656 Regulation 6 form.
Governance	Environmental Crime	Procedures	Until superseded