

Retention Schedule - Environment and Corporate Assets - Parks & Open Spaces**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
Environment & Corporate Assets	Parks & Open Spaces	Play area inspection sheets	Indefinite
Environment & Corporate Assets	Parks & Open Spaces	Tree Enquiries	All records from 01/01/2016 to be kept until transfer to Uniform. After migration records to be kept for Current year + 2
Environment & Corporate Assets	Parks & Open Spaces	Tree in conservation area notices	All records from 01/01/2016 to be kept until transfer to Uniform. After migration records to be kept for 2 years and 3 months.
Environment & Corporate Assets	Parks & Open Spaces	Tree Preservation Orders	Life of tree. Review every 5 years
Environment & Corporate Assets	Parks & Open Spaces	Applications to carry out works to trees with a Tree Preservation Order	