

**Retention Schedule - Governance - Regulatory Services - Planning Enforcement**  
**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	Planning Enforcement	Enforcement Notices, including all EN types, BOC ENs, BOCs, TSN, SN and all related HR information, appeal decisions, judgements, SOS, decisions, Court Decisions  Enforcement Orders and related documentation (as above)	Retain indefinitely – however review 6 years after date with notice confirmed
Governance	Planning Enforcement	USNs (s215) and associated documentation  Appeal decisions/judgements	Retain indefinitely however, review 6 years after date compliance with notice confirmed  Review 6 months after conviction or compliance following judgement
Governance	Planning Enforcement	Enforcement Register entries	Indefinitely unless required to be removed
Governance	Planning Enforcement	Requests for information (PCN, S330 etc)	Review 6 years after date of case closure and also 6 months if summary offence or indefinitely if either way
Governance	Planning Enforcement	Officers reports, plans, maps, photographs, proofs, statements	Indefinitely
Governance	Planning Enforcement	Complaints, enquiries, comments, site notes	Upon compliance/case closed -  CY+ 5 years  CY+2 years – retain full details of complaint including personal data. Retain non-personal data for three years thereafter
Governance	Planning Enforcement	Default Actions – including risk assessments, contract documentation etc	6 years from compliance or case closed unless POCA or costs to be recovered
Governance	Planning Enforcement	Recovery of costs from Default Actions	Retain indefinitely – until recouped and then hold for 2 years, thereafter review after 6 years
Governance	Planning Enforcement	Proceeds of Crime and related Court papers	6 years after conclusion of case and/or recouped proceeds
Governance	Planning Enforcement	Procedures and Enforcement Plan	Until superceded