

## Retention Schedule - Finance, Housing & Community - Private Sector Housing

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
Finance, Housing & Community	Private Sector Housing	Caravan site licensing	Register (indefinite) Licences (destroyed 2 years from when change of proprietor or licence revoked)
Finance, Housing & Community	Private Sector Housing	Empty Properties - Records	Retain electronic copies and hard copy files indefinitely until two years after case is closed.
Finance, Housing & Community	Private Sector Housing	Grants Assistance Applications	All records kept for six years until after conditions expire and then destroyed.
Finance, Housing & Community	Private Sector Housing	HMO licensing	<p>Destroy licence records on property two years after the licence no longer applies. This includes the following cases:</p> <ol style="list-style-type: none"> <li>1. The property ceases to be a licensable HMO</li> <li>2. There is a change in licence holder.</li> </ol> <p>Where the licence has been renewed to the same licence holder, the original licence application details must be retained.</p>
Finance, Housing & Community	Private Sector Housing	Planning consultations	Retain electronic records and hard copies current year + 1 years
Finance, Housing & Community	Private Sector Housing	Requests for service	Retain electronic copies for five years after case closed. Hard copy files retained for one year after case closed.
Finance, Housing & Community	Private Sector Housing	Statistical Returns	Retain electronic version indefinitely + working papers 3 years