

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Anti-social behaviour order	All records relating to the creation and management of an Anti-social Behaviour Order	Management of Police Information MoPI	FALSE	Date order made	10	0	
Alley gating	All records relating to the installation of security gates across footpaths and alleyways in residential areas and housing estates in order to combat crime	Limitation Act 1980 (Section 2)	FALSE	Date of completion of the work	6	6	
Burglar alarm keyholder registration	All records relating to the registration of keyholder details with the council in order to ensure that there is a keyholder who can be contacted if the alarm is causing a noise nuisance.		FALSE	Date of registration	0	0	This will be a dynamic document, constantly updating
Community safety	All records relating to the management of community safety activities	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Community wardens	All records relating to the work of the Community Wardens	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Community wardens	Homicide Data [Serious Case Review]	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Community wardens	Intelligence Reports received by Community Wardens	Limitation Act 1980 (Section 2)	FALSE	Date of report	0	1	
Community wardens	PACE notebooks held by Community Wardens	Police and Criminal Evidence Act 1984	FALSE	Date of last entry in notebook	6	0	
Designated public places order	All records relating to the creation and management of designated public places orders	Limitation Act 1980 (Section 2)	FALSE	Date order expires	6	0	
Hate crime	All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons		FALSE	Year records created	6	0	
Home safety advice	All records relating to the provision of advice and information about safety in the home including accident prevention, what to do in the event of an accident, risks in the home etc		FALSE	Year records created	3	0	
Neighbourhood policing	All records relating to the work of Neighbourhood Policing Teams	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Protection from harassment	All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given could be actionable	Limitation Act 1980 (Section 2)	FALSE	Date advice given	6	0	
Protection from harassment	All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not actionable		FALSE	Date advice given	3	0	
Town centre crime prevention	All records relating to the prevention of crime in town centres	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Vandalism prevention	All records relating to the creation and implementation of measures aimed at preventing vandalism within the area	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	

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Anti-social behaviour - solvent abuse	All records relating to anti-social behaviour (solvent abuse)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - begging and vagrancy	All records relating to anti-social behaviour (begging and vagrancy)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - hoax or false calls to emergency services	All records relating to anti-social behaviour (hoax or false calls to emergency services)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - inconsiderate or nuisance	All records relating to anti-social behaviour (inconsiderate or nuisance)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - neighbour nuisance	All records relating to anti-social behaviour (neighbour nuisance)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - street drinking	All records relating to anti-social behaviour (street drinking)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour - vehicle	All records relating to anti-social behaviour (vehicle)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Anti-social behaviour -malicious or nuisance communication	All records relating to anti-social behaviour (malicious or nuisance communication)	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Community protection notice	All records relating to applications for and management of Community Protection Notices	Anti Social Behaviour Crime and Policing Act 2014	FALSE	notice is spent + 6 years then	6	0	
Criminal Behaviour Order	All records relating to the use of Criminal Behaviour Orders	Anti Social Behaviour Crime and Policing Act 2014	FALSE	order is spent + 6 years then	6	0	
Criminal damage - property	All records relating to enforcement action relating to criminal damage to property	Limitation Act 1980 (Section 2)	FALSE	the resolution of enforcement	6	0	
Housing crime support	All records relating to support given to council tenants who are victims of crime and who may need to be re-housed	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	6	
Housing estate safety	All records relating to the work that councils undertake to ensure the safety of all council housing estates	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	6	
Housing nuisance	All records relating to support and assistance given to local residents who are victims of harassment, anti-social behaviour and noise and nuisances	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	6	
Premises closure notice	All records relating to premises closure notices	Anti Social Behaviour Crime and Policing Act 2014	FALSE	notice is spent + 6 years then	6	0	
Public Spaces Protection Order	All records relating to applications for and management of Public Spaces Protection Orders	Anti Social Behaviour Crime and Policing Act 2014	FALSE	order is spent + 6 years then	6	0	