

| Service name                     | Records description  | Legislation name                            | Retain permanently | Start event                              | Retention period (years) | Retention period (months) | Retain until   |
|----------------------------------|--|---|--------------------|--|--------------------------|---------------------------|--|
| Accessibility - local facilities | All records relating to accessibility of buildings owned by public authorities   | Limitation Act 1980 (Section 2)             | FALSE              | Year records created                     | 6                        | 0                         |  |
| Accessibility - local facilities | All records relating to information on the accessibility of various facilities   |   | FALSE              | Publication of information               | 0                        | 0                         | This will be a dynamic document, constantly updating |
| Building control enforcement     | All records relating to actions taken to enforce the Building Control Regulations  | Building Control Performance Standards 2006 | FALSE              | Date of outcome of enforcement action    | 6                        | 0                         |  |
| Building control                 | All records relating to the creation and management of the Building Control Register   | Building Control Performance Standards 2006 | TRUE               |  | Permanent                | Permanent                 |  |
| Building control                 | All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings) | Building Control Performance Standards 2006 | FALSE              | Construction completed                   | 15                       | 0                         |  |
| Building control                 | All records relating to the process of approving building applications in relation to listed or other significant buildings                |   | TRUE               |  | Permanent                | Permanent                 |  |
| Building control                 | All records relating to the process of inspecting building work for the purpose of insuring compliance                                     | Building Control Performance Standards 2006 | FALSE              | Issue of final certificate of inspection | 10                       | 0                         |  |
| Domestic heating oil tanks       | All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging to the Council       | Limitation Act 1980 (Section 2)             | FALSE              | Date that use of the building ceases     | 6                        | 0                         |  |