

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Empty residential properties	All records relating to the management of empty residential properties	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	6	
Furnished tenancies	All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility.	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Garage lettings	All records relating to the management of garage lettings	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	6	
Hard to let properties	All information relating to the management of hard to let properties		FALSE	Year records created	6	6	
Home contents insurance	All records relating to the provision of home contents insurance schemes to council tenants	Limitation Act 1980 (Section 2)	FALSE	Date of last payment	6	6	
House clearance and re-housing	All records relating to the demolition and redevelopment of site including the rehousing of current tenants	Limitation Act 1980 (Section 2)	FALSE	Completion of the redevelopment of the site	6	6	
Housing allocation system	All records relating to the allocation of system	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Housing association nomination and registration	Information about housing associations in the borough	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	6	
Housing evictions	All records relating to the eviction of tenants from local authority properties	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	0	
Housing evictions	Case files relating to repossession of council properties held under an unsecured tenancy	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Housing evictions	Case files relating to service of s.25 s.27 and other Notices to quit	Limitation Act 1980 (Section 2)	FALSE	Close of case	6	0	
Housing insurance claims	All records relating to the management of housing insurance claims	Limitation Act 1980 (Section 2)	FALSE	Date claim settled	6	6	
Housing referrals	All records relating to the management of housing referrals	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Introductory council tenancies	All records relating to introductory council tenancies	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Late tenancy arrears	All records relating to the repayment to late tenancy arrears	Limitation Act 1980 (Section 2)	FALSE	Date of last repayment	6	6	

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Mutual home exchange	All records relating to the management of mutual home exchange	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	6	
Tenant housing alterations	All records relating to alterations made to council housing stock by tenants	Limitation Act 1980 (Section 2)	FALSE	Date the work on the property is completed	6	0	
Drainage	All records relating to the provision of help and advice on highway drainage, land drainage or private drainage and may arrange for clearance of a blocked drain	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Energy efficiency	All records relating to the assessment of properties for energy efficiency		FALSE	Date of assessment	6	0	
Housing and public health	All records relating to the enforcement of public health and housing regulations.	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	0	
Housing and public health	All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.		FALSE	Year records created	1	0	
Communal housing repairs	All records relating to repairs made to communal areas within council accommodation	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	6	
Demolitions - alternative housing	All records relating to the demolition of property and the offer to tenants of alternative accommodation	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Demolitions - disturbance allowance	All records relating to disturbance allowance paid to tenants in council property when nearby property is demolished	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Demolitions - tenants' responsibilities	All records relating to advice and support given to tenants when the property is demolished	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	0	
Emergency out of hours housing repairs	Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	6	
House surveying - major repairs	All records relating to surveys undertaken by the council of housing stock	Limitation Act 1980 (Section 2)	FALSE	Date of the survey	6	0	
Housing Care and Repair scheme	All records relating to the management of housing care and repair schemes	HMRC - Compliance Handbook Manual CH15400	FALSE	Completion of the work	6	0	

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Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	6	
Housing modernisation schemes	All records relating to the management of housing modernisation schemes	Limitation Act 1980 (Section 2)	FALSE	Last action on the scheme	6	6	
Housing repairs	Permission requested by tenants to undertake alterations.	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	6	6	
Housing repairs	Permission requested by tenants to undertake alterations.	Limitation Act 1980 (Section 2)	FALSE	End of tenancy	0	6	
Rechargeable home repairs	All records relating to the management of rechargeable home repairs	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	6	