

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Common land and village greens	All records relating to the management of common land		TRUE		Permanent	Permanent	
Common land and village greens	Applications to register a piece of land as a village green		TRUE		Permanent	Permanent	
Common land and village greens	Common Land or Village Green searches		FALSE	Year records created	3	0	
Common land and village greens	Register of Common Land		TRUE		Permanent	Permanent	
Common land and village greens	Register of Village Greens		TRUE		Permanent	Permanent	
Grass cutting	All records relating to the cutting of grass on public land	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Gypsy and traveller sites	All records relating to the provision and management of permanent or transit sites for use by travellers within the area including dealing with unauthorised use of land by traveller communities.	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	6	
Outdoor play facilities	All records relating to the provision and maintenance of outdoor play facilities	Limitation Act 1980 (Section 2)	FALSE	Date play facility closes	7	0	
Parks and open space landscaping	All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Parks and open space maintenance	All records relating to the maintenance of parks and open spaces	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Parks and open spaces	All records relating to information about parks in the local area including location, facilities, opening times, events etc.		FALSE	Year records created	1	0	
Composters	All records relating to the provision of composters	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Food waste recycling	All records relating to the implementation and monitoring of food waste recycling schemes	Limitation Act 1980 (Section 2)	FALSE	Date scheme ends	6	0	
Recycling advice	All records relating to the provision of general information about waste, recycling and so on		FALSE	Year records created	1	0	
Recycling bags and containers	All records to the provision of recycling bags and containers		FALSE	Year records created	3	0	

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Recycling sites	All records relating to the provision and management of recycling collection sites	Limitation Act 1980 (Section 2)	FALSE	Date use of site ceases	6	0	
Abandoned shopping trolleys	All records relating to the removal of abandoned shopping trolleys	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Abandoned vehicles	All records relating to the management of with any vehicles reported as abandoned on local roads or property	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Dead animal removal	All records relating to the removal of dead animals from publicly accessible area	Limitation Act 1980 (Section 2)	FALSE	Date of removal of dead animal	6	0	
Dog waste bins	All records relating to the provision of bins for the collection of dog waste in local public areas		FALSE	Year records created	3	0	
Dog fouling	All records relating to the monitoring and enforcement of action against dog fouling	Limitation Act 1980 (Section 2)	FALSE	Date of the resolution of any enforcement action	6	0	
Flyposting	All records relating to monitoring and dealing with flyposting	Limitation Act 1980 (Section 2)	FALSE	Date of enforcement action	6	0	
Flytipping	All records relating to enforcement action taken against fly tippers	Limitation Act 1980 (Section 2)	FALSE	Date of the resolution of any enforcement action	6	0	
Flytipping	All records relating to the removal of waste which has been dumped by fly-tippers	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Graffiti removal	All records relating to the reporting and removal of graffiti from buildingd	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Graffiti removal	All records relating to the reporting and removal of graffiti from buildings	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Litter bins	All records relating to the provision and maintenance of litter bins	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Litter enforcement	All records relating to the enforcement of litter dropping schemes	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Litter removal	All records relating to the removal of litter from and the sweeping of the streets	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	

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Market cleaning	All records relating to market cleaning	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Public toilets - RADAR keys	All records relating to the administration of the RADAR Key scheme		FALSE	Date RADAR key issued	3	0	
Public toilets	All records relating to the provision and management of public conveniences	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Road spillages	All records relating to the management of road spillage incidents which do not involve an accident to a minor	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Road spillages	All records relating to the management of road spillage incidents which involve an accident to a minor	Limitation Act 1980 (Section 11)	FALSE	Date of birth of individual concerned	21	4	
Street cleaning	All records relating to street cleaning	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Area waste strategy	All records relating to the development, implementation and monitoring of the Area Waste Plan		FALSE	Life of the plan	3	0	
Bulky household waste collections	All records relating to bulky household waste collections		FALSE	Year records created	3	0	
Clinical household waste	All records relating to the collection of clinical household waste	Hazardous Waste Directive 2005	FALSE	Year records created	6	0	
Commercial clinical waste disposal	All records relating to the collection and safe disposal of clinical waste	Hazardous Waste Directive 2005	FALSE	Year records created	40	0	
Commercial waste bins	All records relating to the provision of bins for the collection of trade waste	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Commercial waste collection	All records relating to the provision of a regular commercial trade waste collection from local businesses	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Commercial waste disposal sites	All records relating to the publication of the location, opening times, terms and conditions of use and charges for the use of the commercial waste disposal sites		FALSE	Year records created	1	0	
Commercial waste special collections	All records relating to the special collection of commercial waste	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Commercial waste spillage	All records relating to the management of incidents concerning spillages of commercial waste	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	

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Hazardous waste collection	All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections	Hazardous Waste Directive 2005	FALSE	Year records created	6	0	
Household garden waste	All records relating to the collection of household garden waste		FALSE	Year records created	3	0	
Household waste accumulation	All records relating to the monitoring and enforcement of household waste accumulation	Limitation Act 1980 (Section 2)	FALSE	Date of the resolution of any enforcement action	6	0	
Household waste assisted collection	All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them		FALSE	Year records created	3	0	
Household waste collection	All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries		FALSE	Year records created	3	0	
Household waste containers	All records relating to the provision of household waste containers		FALSE	Year records created	3	0	
Household waste disposal sites	All records relating to the provision of household waste disposal sites	Limitation Act 1980 (Section 2)	FALSE	Date use of waste disposal site ceases	6	0	
Household waste disposal sites	Waste site equipment records	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Household waste disposal sites	Waste site inspections records	Limitation Act 1980 (Section 2)	FALSE	Date of the inspection	6	0	
Household waste disposal sites	Waste site permits records	Limitation Act 1980 (Section 2)	FALSE	Date permit expires	6	0	
Household waste disposal sites	Waste sites development records	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Household waste enforcement	All records relating to the enforcement of household waste regulations	Limitation Act 1980 (Section 2)	FALSE	Date of the resolution of any enforcement action	6	0	
Refuse duty of care - enforcement	All records relating to the enforcement of the duty of care concerning the disposal of refuse	Limitation Act 1980 (Section 2)	FALSE	Date of any enforcement action	6	0	

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Residential recycling collections	All records relating to residential recycling collections	Environmental Protection Act 1980	FALSE	Year records created	3	0	
Residential waste spillages	All records relating to the management of residential waste spillages	Limitation Act 1980 (Section 2)	FALSE	Date of spillage + 6 years then review	6	0	
Skip services	All records relating to the provision of council owned skips available for hire to residents and local businesses for waste disposal	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Complaints advocacy	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Complaints procedure	All records relating to complaints about services dealt with as business as usual		FALSE	Year records created	3	0	
Complaints procedure	All records relating to complaints referred to the Local Government Ombudsman		FALSE	Date complaint resolved	10	0	
Complaints procedure	All records relating to level 1 complaints		FALSE	Year records created	6	0	
Complaints procedure	All records relating to statutory complaints relating to Children's Social Services		FALSE	Date of birth of child	75	0	
Feedback and suggestions	All records relating to feedback and suggestions made by local residents		FALSE	Year records created	3	0	
Feedback and suggestions	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council		FALSE	Year comment received	1	0	
Bus stops and shelters	All records relating to the provision and maintenance of bus stops and bus shelters	Limitation Act 1980 (Section 2)	FALSE	Date that use of the shelter or bus stop ends	6	0	
Stations, stops and shelters	All records relating to the provision of stations, stops and shelters	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	