

Last Updated Sept 17  
 Review Date March 18

### Housing, Anti Social Behaviour - Records Retention Schedule

#### Housing - ASB

Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Anti Social Behaviour		The process of managing, undertaking and utilising the tools and powers from the Anti Social Behaviour Police and Crime Act 2014 on behalf of the Local Authority.		Prompt - Date of last action	Destroy	Destroy 7 years after last action			Anything involving major litigation should be offered to archivist for review.	
		General Incoming/Outgoing Correspondence. Documents providing evidence for case file etc should be kept in line with the associated retention periods		Prompt - Date of last action	Destroy	3 years			Anything with ongoing implications should be reviewed.	
		Legal Notices		Prompt - Date of last action	Destroy	Destroy 7 years after last action			Anything involving major litigation should be offered to archivist for review.	
		The team are responsible to investigate domestic noise complaints. The preparation of the notices under Section 80 of the EPA are undertaken by the ASB Team in respect of Burglar Alarm nuisance and for domestic noise, these are prepared by Environmental Health. Copies will be retained by both service areas.		Prompt - Date of last action	Destroy	Destroy 7 years after last action			Anything involving major litigation should be offered to archivist for review.	