

Type of Record	Name of Record	Retention Period	Action	Prompt	Notes and Statutory Requirements
<b>Building Control</b>					
Statutory Building Control Records	Building Regulation Applications	Permanent	Archive	N/A	Permanent retention required by law
	Street Naming and Numbering	Permanent	Archive	N/A	Permanent retention required by law
	Demolition Notices	Permanent	Archive	N/A	Permanent retention required by law
	Dangerous Structure Files	Permanent	Archive	When no longer needed on site	Permanent retention required by law
General Files	Correspondence	Held in Electronic DMS	Archive	N/A	
<b>Development Control</b>					
Planning Records	Statutory Planning Registers Parts 1 and 2 Applications/Appeals Case Files	Permanent	Archive	Any representations received with regards to a planning application can be removed from the public register after the appeal period.	Statutory Requirement Electronic systems including Public Access
	Enforcement Register	Permanent	Archive	N/A	Statutory Requirement
	Enforcement Files	Permanent	Archive	N/A	Common Practice Non Statutory Requirement Assists with site history
	Tree Preservation Order Files	Permanent	Archive	N/A	Statutory Requirement
	Section 106 Register	Permanent	Archive	N/A	Statutory Requirement
	Hazardous Substances Register	Permanent	Archive	N/A	Statutory Requirement
	Pre-application Enquiries	Permanent	Archive	N/A	Common Practice. Non Statutory Requirement. Assists with Planning history and future enforcement of sites.
	Statistics/Performance Monitoring	5 years	Destroy	01/04/2011	
	Planning Encyclopaedias and Technical Library		N/A	N/A	
	L2/PID Files	6 years	Destroy	Date of last action Unknown - Paper documents held in a safe room at Civic Centre	
Historic plotting sheets and Rural District Council applications	Permanent	Archive	N/A	Statutory Requirement	
Plotting Sheets	Permanent	Archive	N/A	Statutory Requirement	

Sep-17